

## Six steps to bidding for public procurement contracts online

### The user

#### ■ **Step 1: Registering as a user**

Before you can use TenderNed, you need to register as a user. You can sign up for free by clicking on Registreren (Register) on the TenderNed homepage. You can now create your own personal user account. Once you have entered your details, TenderNed will send you an email message with an activation link. Click on the link to activate your account. You will now be able to consult all the tendering opportunities on TenderNed and download the necessary documents. As a user you can also create a profile specifying your interests. TenderNed will notify you of any tender notices that match your profile. To participate in contract award procedures your company must also register with TenderNed.

#### **Online help**

The eGids help function provides you with online support when using TenderNed. To consult the guide click on Help in the top right-hand corner of the screen. It knows which TenderNed screen you are in and instantly displays the relevant information. You can also contact the service desk at [servicedesk@tenderned.nl](mailto:servicedesk@tenderned.nl).

### The company

#### ■ **Step 2: Registering your company**

*If your company is already registered with TenderNed, go to step 3.*

Once you have personally registered as a user, you can register your company free of charge. Go to *Instellingen* (Settings) > *Mijn organisaties* (My organisations) > *Organisatie* (Organisation). You can sign up with simply entering your contact details. Once registration is complete, TenderNed will send a letter to your company's management within two working days. This contains an activation code and the name of the person who registered the company with TenderNed. The management is responsible for passing the letter on to this person. This is an extra safeguard to ensure that the right person is authorised to use TenderNed on the company's behalf.

Before you sign up your company, it is important to consider the different roles in your organisation. Staff members with full rights are known as local administrators (lokaal beheerders). They can manage the company's details, appoint additional local administrators among their colleagues and invite other staff to use TenderNed on the company's behalf. The user who registered the company and activated its account automatically becomes a local administrator.

It is important to consider what roles other staff members should be assigned. For example, should they be authorised to draw up questions and submit them to the contracting authorities? Or should they be allowed to submit the final bid? The roles of bid process manager (Procesleider offerte) and bid team member (Teamlid offerte) are available for this purpose.

### ■ **Step 3: Adding staff members**

As a local administrator, you can invite colleagues to link up to the company's TenderNed account. They must first register as a user, however. Invite your colleagues by entering their email address. TenderNed will send them an invitation by email. The local administrator then assigns them an authorisation role. If you are not linked to a company but you wish to be able to bid for a contract, you should ask the local administrator to 'link' you to the organisation you work for.

### ■ **Step 4: Setting up the company's account**

Once the company has been registered, the local administrator can set up the account. He or she can create a company dossier and add standard supporting documents often required in tendering processes. These can be reused each time the company participates in a tendering procedure, so you only have to upload this information once. Moreover, frequently required supporting documents can be automatically linked to the criteria for requesting to participate in a tender procedure or submitting a bid. Setting up the company dossier properly will save time when requesting to participate or submitting a bid. You can also add other sites or branches to the company's TenderNed account.

### ■ **Step 5: Requesting to participate in a tender procedure and submitting a bid**

Tender procedures that are open for online participation or bidding are indicated by a mouse icon. If you see an interesting contract on the notices page, click on the green button labelled *Toevoegen aan Mijn aanbestedingen* (Add to my contracts). It will then be added to the list of tendering opportunities your company is keeping track of. To view this list click on *Mijn aanbestedingen* (My contracts).

You may also receive an invitation from the contracting authorities to take part in a limited bidding procedure. When you decide to participate in a particular tender procedure or bid for a particular contract, click on the relevant item in *Mijn aanbestedingen* (My contracts).

This will take you to the dashboard for that particular tendering opportunity. Follow the simple steps to compile your bid. You can respond to the requirements, submit questions directly to the contracting authorities (and receive replies from them directly) and submit your request to participate or bid. You can also use the dashboard to make changes to the team working on the tender. If you are submitting a bid on behalf of several companies, you can indicate this on the dashboard.

Before you submit your bid, TenderNed checks whether you have filled in the mandatory fields and warns you if you have left any blank. When your bid is ready, you can submit it to the contracting authority by placing it in a 'safe'. TenderNed will send a text message to your mobile phone with a transaction code. This ensures that the right person is submitting the bid. When you enter the code the bid will be placed in the safe. If necessary, you can withdraw or make changes to your bid until the safe containing the bids closes.

If you have completed the entire online tendering process in TenderNed but cannot see the green button labelled *Toevoegen aan Mijn aanbestedingen* (Add to my contracts), a colleague may have already entered the information. Ask your local administrator for a list of all the tendering opportunities being tracked by your company.

## ■ **Step 6: Feedback from the contracting authority**

When the contracting authority opens the online safe, it assesses the requests to participate/bids that have been submitted. When the assessment deadline has passed, depending on the procedure, TenderNed will notify you whether or not you have been selected and why. You can now archive the entire file for future reference.

## Want to know more?

At [www.TenderNed.nl](http://www.TenderNed.nl) you will find an overview of the most recent notices, as well as news and information for users. If you have any questions, contact the TenderNed service desk at [servicedesk@TenderNed.nl](mailto:servicedesk@TenderNed.nl).