

Six steps to bidding for public procurement contracts online through TenderNed

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At the moment the TenderNed application is not available in English. This guideline subscribes in basic the 6 steps from registering to bidding for public procurement contract through TenderNed.

If your company is already registered with TenderNed please go directly to **step 5**

Online help

Online Help (top right-hand corner in the application) provides you with support when using TenderNed. It's only available in Dutch, but you could use a browser which can translate TenderNed. You can also contact our service desk at +31 070-3798899 or servicedesk@tenderned.nl.

Or ask [consultants that are specialised in TenderNed](#) for assistance.

If your company is already registered with TenderNed please go directly to **step 5**

The user - registration

■ 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. Be sure to enter your mobile number, because a transaction code is sent to your mobile number when submitting a bid (see **step 6**). 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. As a user you can 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 be registered with TenderNed. (see **step 2**)

Over TenderNed Contact Help 

The company - registration

■ Step 2: Registering your company

Once you have personally registered as a user, you can register your company free of charge. Go to *Instellingen* (Settings) > *Mijn organisaties* (My organisations) > *Buitenlandse onderneming toevoegen* (Register foreign company). 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 *Lokaal beheerders* (local administrators). 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 for which 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 *Procesleider offerte* (Bid process manager) and *Teamlid offerte* (Bid team member) 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.

Request to participate / submission of a bid

■ Step 5: Showing interest in a particular tender

Tender procedures that are open for online participation or bidding through TenderNed are indicated by a mouse icon. First go to *Aankondigingen* in the orange top menu. This is the TenderNed Notices Board.



You can filter all notices that are published in English using the filter *Taal van de aankondiging* ('Language of the notice') on the bottom left side of the page which stands for.

Select *Engels* (English). All Notices in English are now shown on the notice board.

Taal van de aankondiging

☐ Nederlands

☒ Engels

If the notice of a tender on TenderNed is published in English, most of the times the language for your request to participate or for the submission of your bid will also be in

English.

If you see an interesting tender on the TenderNed Notices Board, click on it and TenderNed will show the specific details of this tender.

The screenshot shows the TenderNed homepage. At the top is a navigation bar with links: Home, Aankondigingen, Actueel, Over TenderNed, Contact, and Help. Below the navigation bar is a banner stating: "TenderNed is onderdeel van PIANOo, het Expertisecentrum Aanbesteden van het ministerie van Economische Zaken".

The main section is titled "Aankondigingen". On the left, there are filters: "Filter op:", "Aanbestedende dienst" (Alle), "Type opdracht" (Diensten, Leveringen, Werken), "Aard van de opdracht" (Alle), "Omschrijving van de opdracht (CPV-code)" (Alle), and "Plaats van uitvoering (NUTS-code)" (Alle). Each filter has a "Wijzigen" link.

On the right, there is a search bar "Zoek op:" with a "Zoeken" button. Below the search bar, it says "Tip: Zet meerdere termen tussen '' om naar een exacte combinatie te zoeken" and "Resultaten: 1 - 10 van 349".

The list of tenders includes:

- TESS components AH64D procurement - Ministerie van Defensie, Commando Luchtmacht, Logistiek Centrum Woensdrecht**
The Royal Netherlands Air Force has the intention to procure components voor the Tactical Engagement Simulator System (TESS) for the AH64D Apache helicopter.
Type publicatie: Aankondiging van een opdracht voor opdrachten op het gebied van defensie en veiligheid
Publicatiedatum: 13-04-2017
Type opdracht: Leveringen
Sluitingsdatum: 19-05-2017
Plaats van uitvoering: NEDERLAND (NL)
Procedure: Niet-openbaar
- Geophysical soil investigations for offshore wind farm zone Hollandse Kust (Noord) - Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO.nl)**
The objective of this tender is to conclude an agreement with a tenderer who is able to carry out the geophysical investigations required to obtain the soil information at the Wind Farm Zone Hollandse...
Type publicatie: Kennisgeving van aanvullende informatie, informatie over een onvolledige procedure of rectificatie
Publicatiedatum: 12-04-2017
Type opdracht: Diensten
Sluitingsdatum: 16-05-2017
Plaats van uitvoering: NEDERLAND (NL)
Procedure: Openbaar
- The performance of services for determining Weighted Average Cost of Capital (WACC) - Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO)**
In the regulated industries mentioned above ACM has a role in tariff setting. For this, ACM needs to determine the reasonable return to set tariffs for incumbents in regulated markets, like the tele...

The screenshot shows the details of a tender. At the top is a navigation bar with links: Start, Aankondigingen, Mijn Aanbestedingen, Berichten (15), Instellingen, Over TenderNed, Contact, and Help. Below the navigation bar is a breadcrumb trail: "Start > Aankondigingen > Aankondiging".

The main title is "Kennisgeving van aanvullende informatie, informatie over een onvolledige procedure of rectificatie: Geophysical soil investigations for offshore wind farm zone Hollandse Kust (Noord) - Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO)".

Below the title are tabs: "Samenvatting", "Publicatie", "Documenten", and "Vragen en antwoorden". The "Samenvatting" tab is selected.

Below the tabs is a "Terug" button. Below that is a green button labeled "Toevoegen aan Mijn Aanbestedingen".

The details section includes:

- Aanbestedende Dienst** Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO.nl)
- Naam opdracht** Geophysical soil investigations for offshore wind farm zone Hollandse Kust (Noord)
- Omschrijving** The objective of this tender is to conclude an agreement with a tenderer who is able to carry out the geophysical investigations required to obtain the soil information at the Wind Farm Zone Hollandse Kust (Noord). This soil information will be made available to all potential bidders for offshore wind farms in the Netherlands. The objective of the geophysical soil investigation is to improve the bathymetrical, morphological and geological understanding of the wind farm zone and identification of objects in the designated wind farm zones and to obtain geophysical information on these locations, which is suitable for the preparation of geotechnical investigations and suitable to progress the design and installation requirements for offshore wind farms, including, but not limited to foundations and infield cables.

Click on the green button labelled *Toevoegen aan Mijn Aanbestedingen* (Add to My Tenders). 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 Tenders). You may also receive an invitation from the contracting authorities to take part in a limited bidding procedure for which only a selection of companies is invited.

If you have interest in specific tender in TenderNed but cannot see the green button labelled *Toevoegen aan Mijn Aanbestedingen* (Add to My Tenders), 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: Requesting to participate in a tender procedure and/or submitting a bid

When you decide to participate in a particular tender procedure or bid for a particular tender, click on it in the list under *Mijn Aanbestedingen* (My Tenders). This will take you to the dashboard of that particular tender.

The screenshot shows the TenderNed dashboard for a tender titled "Aanbesteding: Geophysical soil investigations for offshore wind farm zone Hollandse Kust (Noord)". The dashboard includes a sidebar with tender details, a central area with a list of steps to complete, and a right-hand area with a countdown timer and a list of messages.

Kenmerken:

- Aanbestedende Dienst: Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO.nl)
- Type opdracht: Diensten
- Aard van de opdracht: Overheidsopdracht
- Procedure: Openbaar
- Plaats van uitvoering: NL NEDERLAND
- CPV-code: 71000000-8 Dienstverlening op het gebied van architectuur, bouwkunde, civiele techniek en inspectie
- Gunningscriterium: Beste prijs-kwaliteit verhouding
- Aanvangsdatum: 04-04-2017
- TenderNed-kenmerk: 130981

Mijn inschrijving:

- 1. Vragen en antwoorden (inschrijffase)**: U heeft nog geen vragen gesteld. Periode voor vragen sluit op 24-04-2017 12:00
- 2. Mijn organisatiegegevens controleren**
- 3. Eisen beantwoorden**: 0 / 3
- 4. Gunningcriteria beantwoorden**: 0 / 5
- 5. Uniform Europees Aanbestedingsdocument**: 0 / 1
- 6. Inschrijven op de aanbesteding**: Beantwoord eerst de eisen en criteria. Vul indien de aanbestedende dienst erom vraagt ook het UEA in. Verzend uw inschrijving voor 16-05-2017 13:00

Resterende tijd voor Inschrijven op de aanbesteding: 32 dagen, 0 uur, 43 minuten

Laatste berichten:

- Alle berichten
- Verstuur een bericht over deze aanbesteding naar Ministerie van Economische Zaken, Rijksdienst voor Ondernemend Nederland (RVO.nl)

Intern:

- Aanbestedingsteam
- Notities
- Dossier
- Rapportages

Follow the steps in the middle of your dashboard to compile your bid. You can:

1. Submit questions/receive answers from the contracting authority - *Vragen en antwoorden*
2. Check your company details - *Mijn organisatiegegevens controleren*
3. Respond to requirements - *Eisen beantwoorden*
4. Respond to award criteria - *Gunningcriteria beantwoorden*
5. Fill in the ESPD if applicable - *Uniform Europees Aanbestedingsdocument*
6. Submit your bid (in 3 steps) - *Inschrijven op de aanbesteding*

On the top right of your dashboard a clock is counting backwards to the moment of the time limit of receipt of the bids.*

You can also use the dashboard to make changes to the team working on the tender (*Aanbestedingsteam*).^{*} 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 an online 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 your bid, make changes and submit the bid again. This is possible until the safe containing the bids closes. When your bid is placed in the online safe you receive an automatic confirmation message which will be shown on the dashboard of your tender. You can check all messages concerning this tender on the right-hand side of the dashboard by clicking on *Alle berichten*.^{*}

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, the contracting authority will notify you through TenderNed whether or not your company has been selected.

Want to know more?

If you have any questions, contact the TenderNed service desk at +31 070-3798899 or servicedesk@tenderned.nl. Or ask [consultants that are specialised in TenderNed](#) for assistance.