

eSubmission

Bidder Manual

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1. GENERAL INFORMATION

Welcome to the bidder's manual for the ANKÖ platform Vergabeportal.at. The manual shows you with the help of detailed illustrations how an eSubmission is carried out via the platform.

Please note with regard to the Equal Treatment Act:

For the sake of easier readability, the terms used are occasionally only expressed using a gender-specific formulation. Obviously, these terms should not be considered gender-specific, but shall equally apply to both sexes.

1.1. Information and support

Our support is available between 8:00 a.m. and 6:00 p.m. on a daily basis. Please write an e-mail to support@ankoe.at or contact us by phone at 01 333 6666 ext. 44.

1.2. Technical requirements

The Vergabeportal (tendering platform) is a web application and does not need to be installed locally. For secure and unrestricted use of our application, please use the latest version of the listed browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

Note: Please note that errors or interruptions may occur in the case of older browser versions, or in the case of browser versions that have not been listed.

1.3. Liability

1.3.1. ANKÖ Service Ges.m.b.H. shall undertake all reasonable efforts to ensure the proper functionality of the Vergabeportal (tendering platform). Due to the structure of the Internet, however, ANKÖ has no influ-

ence on Internet data transmission and shall therefore assume no responsibility for the availability, reliability, or quality of connections, data networks and/or technical equipment of third parties. ANKÖ shall also not be deemed responsible for disturbances due to force majeure.

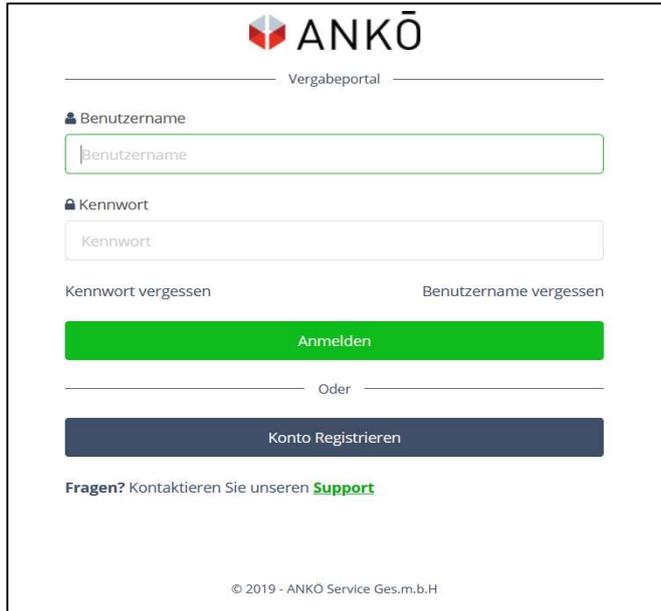
1.3.2. ANKÖ Service Ges.m.b.H. shall only assume liability for damages that have been intentionally caused by it and due to gross negligence. Furthermore, it shall assume no liability for lost profit, consequential damages and mere financial loss, provided that ANKÖ Service Ges.m.b.H. has not caused said damage with intent.

1.3.3. ANKÖ Service Ges.m.b.H. reserves the right to make changes to platforms operated by it at any time, as well as to make changes to this manual, and shall furthermore assume no liability for any errors that arise therefrom.

1.3.4. ANKÖ Service Ges.m.b.H. points out that the responsibility for a timely and valid submission of an offer lies within the responsibility of the customer and/or bidder.

2. USER MASTER DATA

2.1. Access and registration

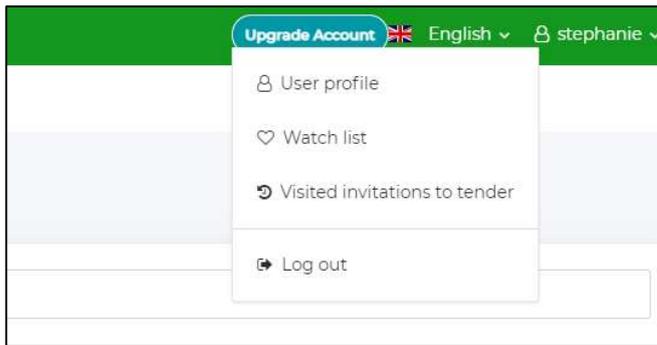


The screenshot shows the ANKÖ login and registration interface. At the top, the ANKÖ logo is displayed next to the text 'Vergabeportal'. Below this, there are two input fields: 'Benutzername' (Username) and 'Kennwort' (Password). The 'Benutzername' field has a green border, and the 'Kennwort' field has a grey border. Below the password field, there are two links: 'Kennwort vergessen' (Forgot password) and 'Benutzername vergessen' (Forgot username). A large green button labeled 'Anmelden' (Login) is positioned below these links. Below the login button, there is a dark blue button labeled 'Konto Registrieren' (Register account). At the bottom of the form, there is a link for 'Fragen? Kontaktieren Sie unseren Support' (Questions? Contact our support). The footer of the page contains the copyright notice '© 2019 - ANKÖ Service Ges.m.b.H.'

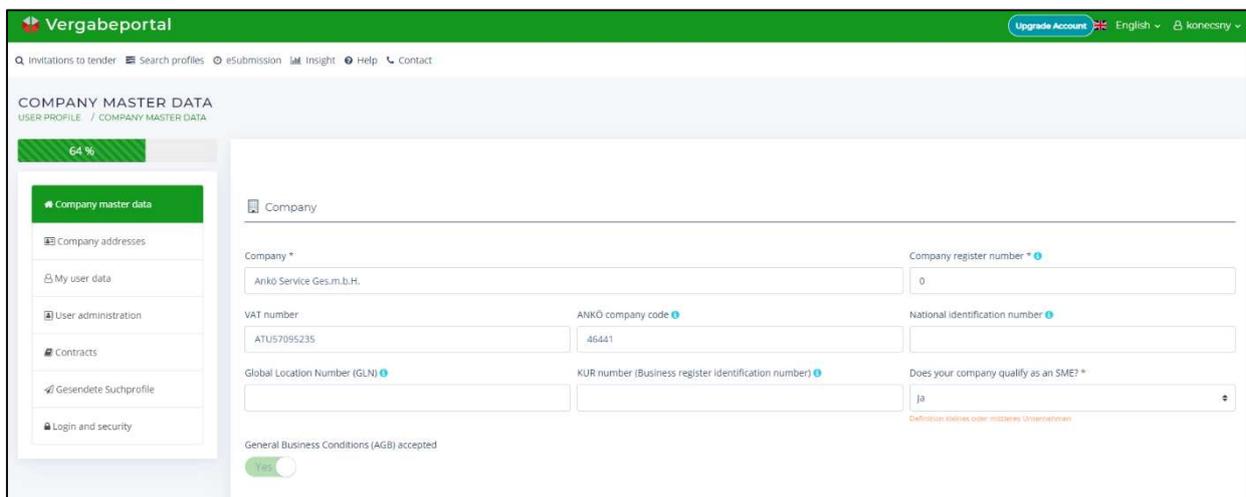
Here, you can log in with your existing access data or access the registration forms as an alternative.

2.2. Start screen

After successful (initial) registration, you will be asked to check and update your master data. If you have already logged in, your user profile can be accessed by clicking on your username in the upper right area.



Clicking on **"User profile"** opens the home screen.



Here, you can find all relevant information on your company or enter your user data. The progress bar on the left shows you how many of the possible information fields you have already filled in.

Note:

Contracting authorities who enter contracts for award via our eVergabe+ platform can view this data when searching for potential partners. The better your profile is filled in, the easier it is for a contracting authority to find you as a potential contractor.

Under the **"Contracts"** tab you will see your registration details.

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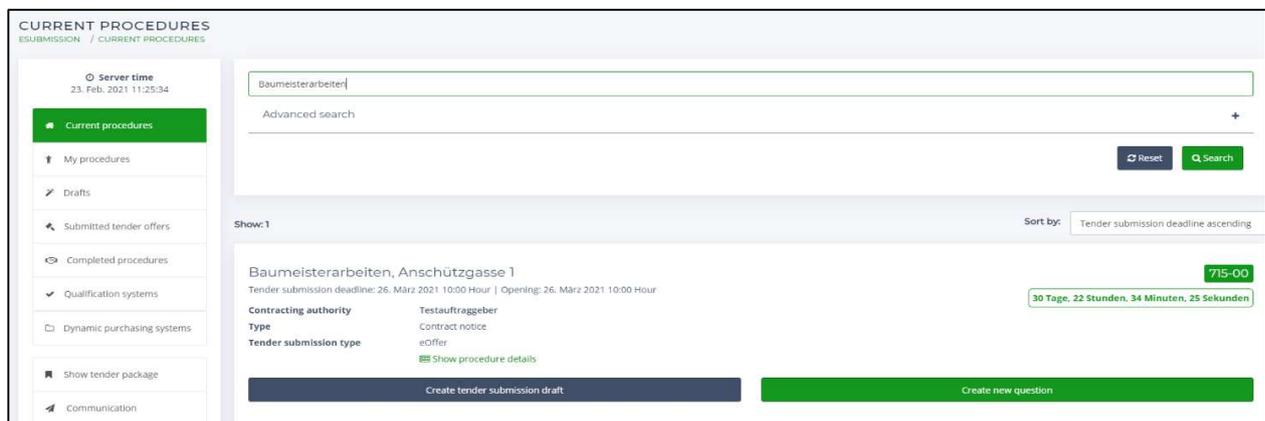
eSubmission: This contract is a free access function with which you are entitled to participate in the electronic submission of procedures. Neither the tender database nor the search profiles are available to you here.

If you wish to have full access to the tendering portal, you can upgrade at any time by clicking on the "**Upgrade Account**" button.

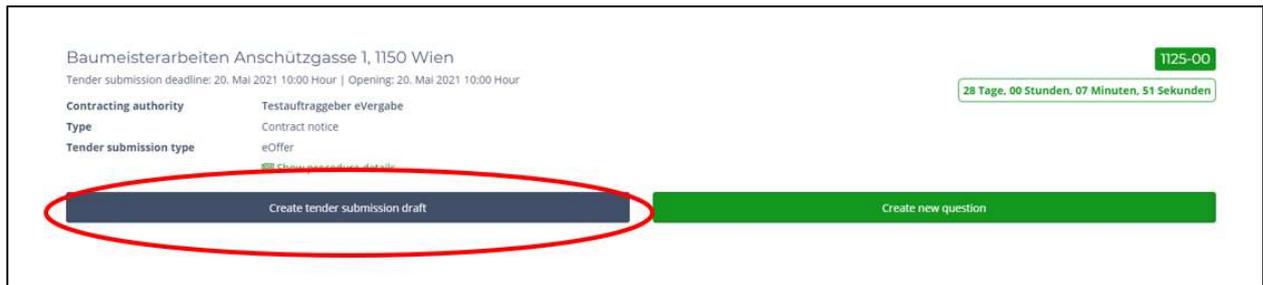


3. E-SUBMISSION

Clicking on "eSubmission" in the menu line will take you to the overview of the available procedures where offers can be uploaded electronically via the ANKÖ platform. These can be searched in the search bar by means of text search for the name or document number. Alternatively, using the point "**Advanced Search**", you can filter for invitations to tender, direct contract awards, qualification systems and dynamic procurement systems.



For each available procedure, you can view the time available until the deadline for submission and can start an electronic submission of an offer by clicking on "**Create Tender Draft**".



Baumeisterarbeiten Anschützgasse 1, 1150 Wien
 Tender submission deadline: 20. Mai 2021 10:00 Hour | Opening: 20. Mai 2021 10:00 Hour

Contracting authority: Testauftraggeber eVergabe
 Type: Contract notice
 Tender submission type: eOffer

1125-00
 28 Tage, 00 Stunden, 07 Minuten, 51 Sekunden

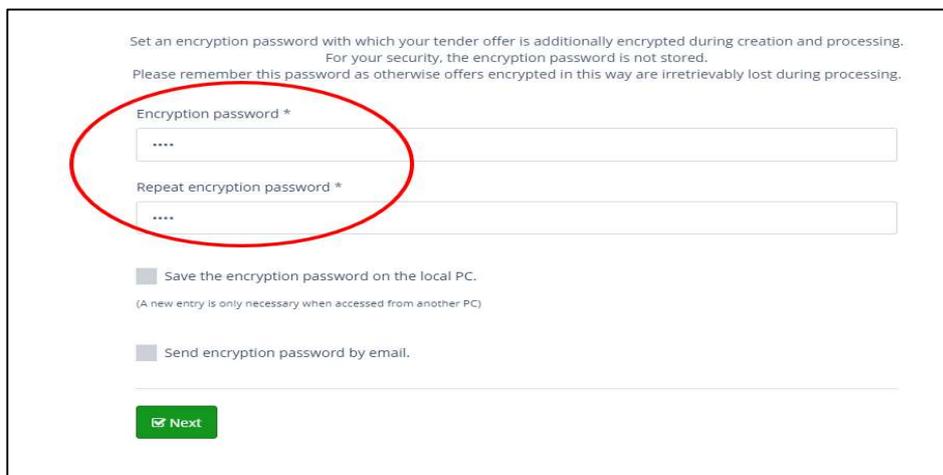
Create tender submission draft
 Create new question

3.1. Selecting encryption password

As a first step in the creation of offers, you must choose an encryption password. The encryption password serves as an additional security level to encrypt the offer and must be re-selected for each procedure. The password also allows you to access the tender draft at a later time.

Note:

The password is not stored by the platform for security reasons and therefore cannot be recovered. However, the user can choose to save the password on the local PC. If you forget or move the password, it is necessary to delete and re-create the tender draft! (for more information, see 3.3 Withdrawing / editing procedure).



Set an encryption password with which your tender offer is additionally encrypted during creation and processing. For your security, the encryption password is not stored. Please remember this password as otherwise offers encrypted in this way are irretrievably lost during processing.

Encryption password *

Repeat encryption password *

Save the encryption password on the local PC.
 (A new entry is only necessary when accessed from another PC)

Send encryption password by email.

Next

3.2. Creating tender draft

Baumeisterarbeiten, Anschützgasse 1 715-00

🕒 Tender submission deadline: 26. März 2021 10:00 | 🕒 Opening: 26. März 2021 10:00 30 Tage, 22 Stunden, 29 Minuten, 48 Sekunden

Contracting authority	Testauftraggeber
Type:	Contract notice
Tender submission type:	eOffer
Titel of the invitation to tender: Baumeisterarbeiten, Anschützgasse 1	

1 ————— 2 ————— 3

Draft

Review and check

Tender submission

📁 Save
📄 Export as PDF
✖ Delete

You will now be taken to the offer creation screen You will see above the procedural name, the document ID, as well as relevant deadlines. By clicking on **"Save"**, the offer design can be cached at any time. Option-ally, the draft can also be exported as a PDF file.

✔ Bidder master data

Corporate law company name *

ANKÖ Service Ges.m.b.H

Street * Postal code * City * Country *

Anschützgasse 1 1150 Wien Österreich

Email * Company registration number VAT number (Value added tax identification number) ANKÖ company code

s.konecsny@ankoe.at 0 0

Contact person

Name * Phone Function in the company

Stephanie Konecsny 01333666613

As authorized representative of a bidding consortium * Does your company qualify as an SME? *

Yes No Yes No

STEP 1 - Bidder master data

As a first step, the bidder fills in his master data. These data are automatically transferred from the stored information in the profile. Please check this information, in particular, the legally registered company name

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and the e-mail address. In the worst case, incorrect disclosure of the master data could lead to the disqualification of the offer in a later procedural step.

Note:

The field "ANKÖ Company Code" must be filled with the ANKÖ number for suitability queries (if available). This allows contracting authorities to easily access their proof of suitability. For more information on registering for the list of suitable companies, please visit: <https://www.ankoe.at/auftragnehmer/eignung-nachweisen.html>

Optionally, members of a bidding group can also be added.

As authorized representative of a bidding consortium *

Yes
 No

In the next step, the members of the bidding group must be selected from the list of partner companies created by a checkbox. If a partner has not yet been created, it can be created by clicking on the right checkbox "Create partner".

Take over
 Create partner

⚠ Bitte wählen Sie die Mitglieder der Bietergemeinschaft aus.

	Corporate law company name	SME (Small and medium-sized enterprises)	
<input type="checkbox"/>	Testfirma A Address Anschutzgasse 1, 1150 Wien Österreich Email s.konecsny@ankoe.at ANKÖ company code Company registration number Anko VAT number (Value added tax identification number) Contact person Test.	Yes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Testfirma B Address Test, 1220 Wien Österreich Email s.konecsny@ankoe.at ANKÖ company code Company registration number Anko VAT number (Value added tax identification number) Contact person Test.	Yes	<input checked="" type="checkbox"/>

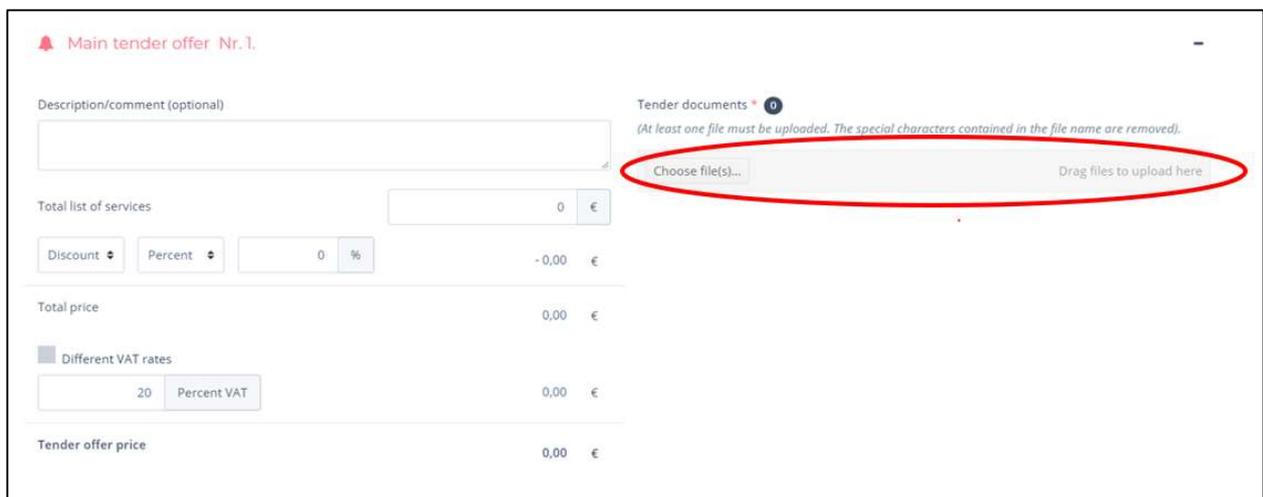
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STEP 2 - Offer

The bidder now prices the specified offer form. Under "Tender offer price", the price is without VAT and without discounts or surcharges. By clicking on "**Choose File(s)**" (to the right of the calculation), all offer components are to be uploaded. The number of uploaded files is unlimited.

Note:

If a List of Services is uploaded in the standard format (e.g., Austrian standard 'OENORM' or standard Excel), the Tender offer price is read out and automatically transferred to the "Tender offer price" field. In any case, check for security whether the amount in the "**List of Services**" field matches the List of Services total in your List of Services.



Main tender offer Nr. 1

Description/comment (optional)

Tender documents * 0
(At least one file must be uploaded. The special characters contained in the file name are removed).

Choose file(s)... Drag files to upload here

Total list of services 0 €

Discount Percent 0 % -0,00 €

Total price 0,00 €

Different VAT rates 20 Percent VAT 0,00 €

Tender offer price 0,00 €



Tender documents * 1
(At least one file must be uploaded. The special characters contained in the file name are removed).

Choose file(s)... Uploaded

1827_Vergabeportal-Bieterinformation.pdf Remove

File size 157.24 KB

Hash value 94:4C:BB:F0:42:7D:C4:99:8B:B1:65:92:7F:B8:26:12:94:23:31:AD:4D:70:1D:F5:5C:14:0E:D2:3B:B8:5D:C8

Note A:

If the procedure has been divided into lots, they can be displayed via the "**Select Lots**" button. By clicking on the respective checkbox, the lots for the submission of an offer or participation application are determined.



Note B:

If several main offers, alternative offers, amendment offers or options have been accepted by the contracting authority, these can be added via the green button in the lower area. Before submitting a second main offer, alternative offer, amendment offer or option, be sure to do so in accordance with tender documents. A choice in the system does not automatically mean that these forms of offer are available.



STEP 3 - Electronic signature

Once steps 1-2 have been completed, the offer package can be signed electronically. Optionally, the offer can be signed by the user himself or another person can be invited to the signature. The following signature options are available:

A) Austrian signature





The offer can now be signed by mobile phone signature or local citizen card software (BKU).

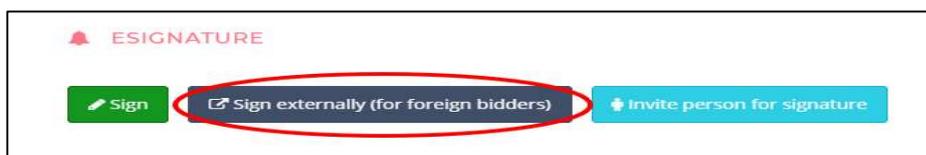
Note:

We recommend that you use your mobile phone signature, as it works much more easily and reliably.

All information on how to activate the **mobile phone signature** can be found under <https://www.handy-signatur.at>

To sign your offer using a "Local citizen card software (BKU)", you need the citizen card software (**Version 1.5.0.16**) as well as the **A-Sign Client** provided by the company A-Trust. Both software components can be downloaded via the link <https://www.ankoe.at/support/bkudownload.html>. After successful installation, click on "Local citizen card software (BKU)" to enter the PIN on your card reader and complete the signature with it. For more information, please visit the website <https://www.buergerkarte.at>

B) International signature (external)



By clicking on "International eSignature", a new field opens up:



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Click on **"Create document to sign"** to download the offer as PDF (summary including hash values). You can then use this PDF with your qualified international signature solution and upload it back to the system via **"Select Files with Signature"**.

ATTENTION:

Keep in mind that according to the Austrian Federal Procurement Act, a qualified electronic signature must be signed. A simple or advanced signature (e.g., Adobe Sign) is therefore not allowed.

You can check whether your eSignature meets the requirements via the RTR service:

https://www.rtr.at/TKP/was_wir_tun/vertrauensdienste/Signatur/signaturpruefung/Pruefung.de.html

C) Inviting person to provide signature

You can now invite one or more people to the signature. These will be notified by e-mail via the signature prompt.



Once the signature process has been completed, you will see a confirmation view.

List of signatures				
Signator	Issuer	Date	Valid	
Stephanie Konecsny	a-sign-premium-mobile-05	23. Feb. 2021 12:25	✓	Remove

Note:

Please remember to set up an electronic signature in a timely manner before submitting an offer! You can test the signature process at any time by means of our mock invitation to tender provided.

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STEP 4 - Offer evaluation

The offer is now automatically checked (by signature check and package check). You now have the option to check whether all the offer components are entered correctly. After successful verification, the bidder can select "**Submit Now**".

Baumeisterarbeiten, Anschützgasse 1

⌚ Tender submission deadline: 26. März 2021 10:00 | ⌚ Opening: 26. März 2021 10:00

715-00

30 Tage, 21 Stunden, 30 Minuten, 38 Sekunden

Contracting authority	Testauftraggeber
Type:	Contract notice
Tender submission type:	eOffer
Titel of the invitation to tender: Baumeisterarbeiten, Anschützgasse 1	



Package check	✓ Package has been successfully tested!
Signature check	✓ Signature(s) successfully verified!

Submit now

STEP 5 - Submit offer & download offer record

With another click on "**Submit Now**" the offer will now be submitted for good. The green notice "YOUR OFFER WAS SUCCESSFULLY SUBMITTED" appears.



YOUR OFFER WAS SUCCESSFULLY SUBMITTED AND ENCRYPTED. NOW DOWNLOAD A TENDER SUBMISSION PROTOCOL.

All your submitted offers are available at any time via the menu item Submitted offers. Issued by [REDACTED] on 23. Feb. 2021 12:29.

You are now asked to download the submission log:



Furthermore, the submitted offer package (ankx file) can also be downloaded and stored locally.

3.3. Withdrawing / editing procedure

A procedure can be corrected or overwritten at any time before the deadline with the **“Edit Tender Submission Draft”** button.



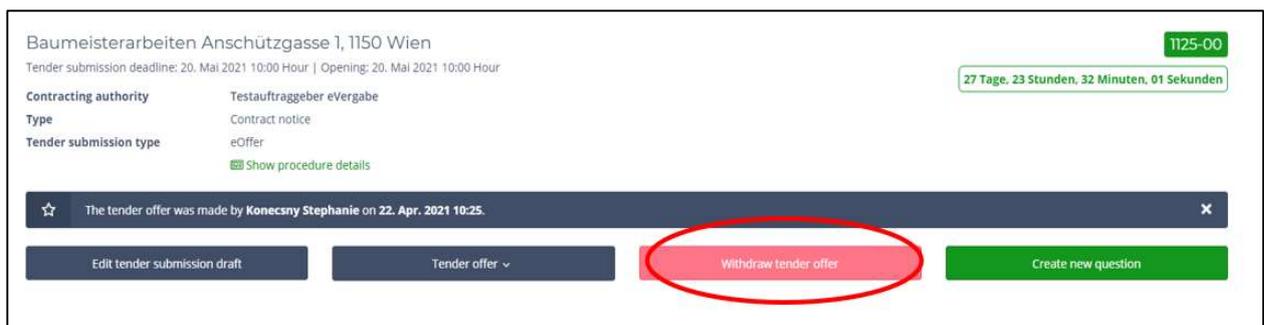
Note A:

It is only possible to re-enter a tender draft with the predefined encryption password.

Note B:

To edit the tender draft, you must first delete the signature. This does not occur automatically.

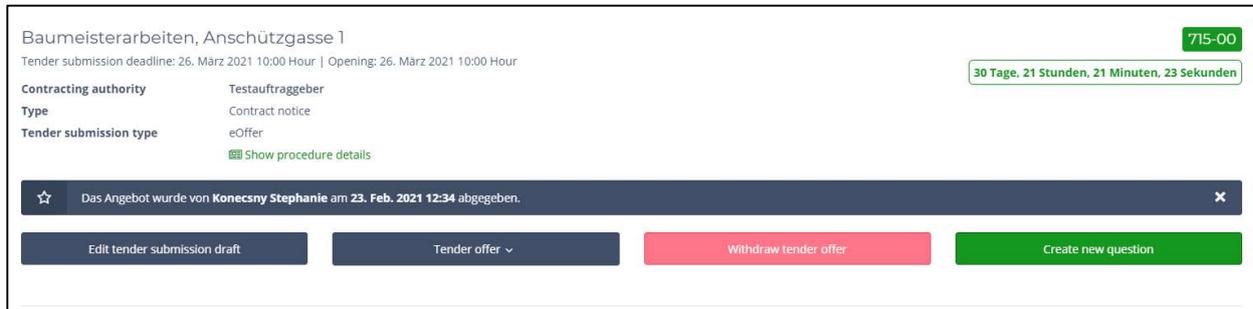
By clicking on **“Withdraw tender Offer”** it is possible to delete the submission and withdraw the submitted offer. This function is available until the end of the offer period.



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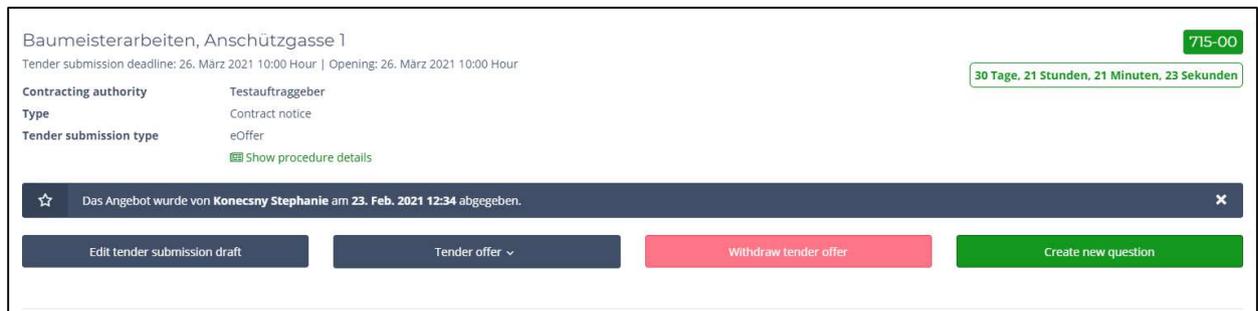
3.4. Completed submissions

The offer submitted is shown under **"Completed Submissions"**.



The screenshot displays the tender details for 'Baumeisterarbeiten, Anschützgasse 1'. The tender submission deadline is 26. März 2021 10:00 Hour, and the opening is also on 26. März 2021 10:00 Hour. The contracting authority is Testauftraggeber, and the tender submission type is eOffer. A green box indicates a remaining time of 715-00. A notification bar states: 'Das Angebot wurde von Konecsny Stephanie am 23. Feb. 2021 12:34 abgegeben.' Below the notification, there are four buttons: 'Edit tender submission draft', 'Tender offer' (with a dropdown arrow), 'Withdraw tender offer', and 'Create new question'.

3.5. Tender drafts



This screenshot is identical to the one above, showing the tender details for 'Baumeisterarbeiten, Anschützgasse 1'. The notification bar and buttons are the same, indicating the tender status.

Draft offers, which have begun but have not yet been submitted, can be found under **"Tender Drafts"** and can be further edited.

3.6. Completed procedures

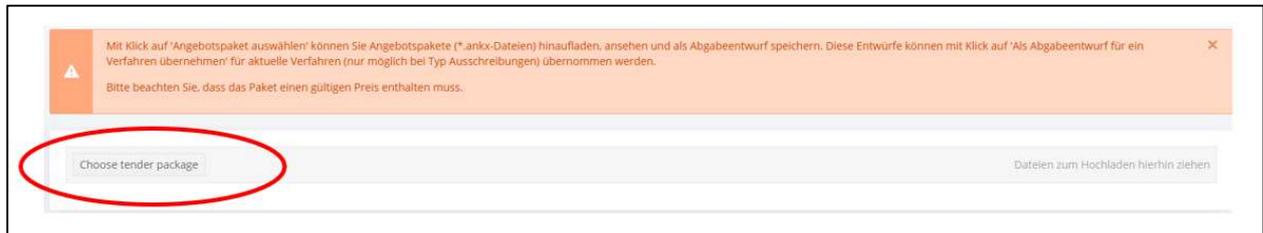
Procedures that have already been completed (deadline expired) cannot be further processed and are visible under **"Completed Procedures"**.



The screenshot shows the tender details for 'Testung der Schulung 1 / Ausscheidung'. The tender submission deadline is 03. Nov. 2020 12:00 Hour, and the opening is also on 03. Nov. 2020 12:00 Hour. The contracting authority is Testauftraggeber, and the tender submission type is eOffer. A green box indicates a remaining time of 243-00. A notification bar states: 'Das Angebot wurde von Huber Reinhard am 03. Nov. 2020 11:37 abgegeben.' Below the notification, there is a 'Tender offer' button with a dropdown arrow.

3.7. Viewing offer package

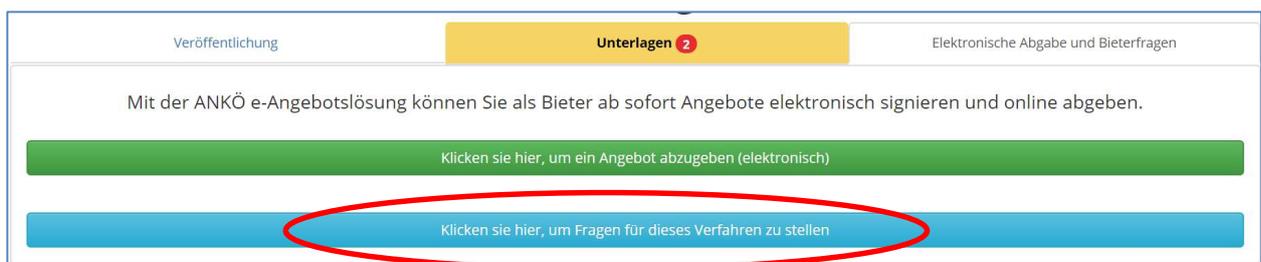
Here you can upload offer packages that have already been created as ankx files.



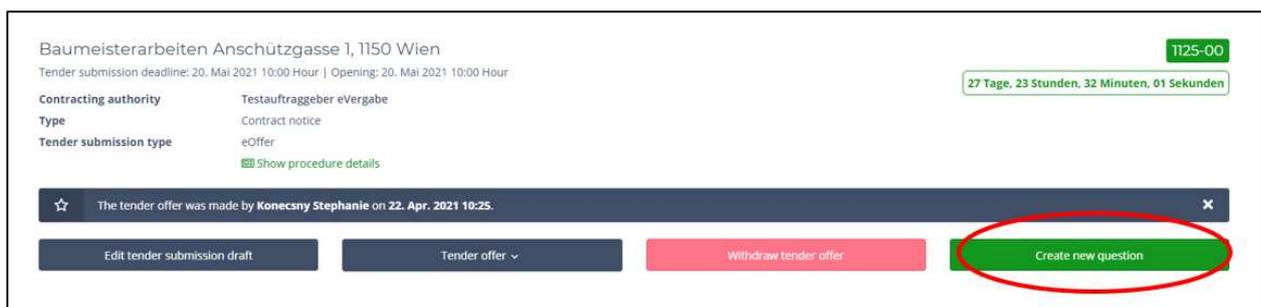
After the upload, the detailed view of the offer package is visible.

3.8. Posing questions

Bidders have the opportunity to ask questions about the procedure. For this, it is necessary to click on the question link below in the general view of the invitation to tender.



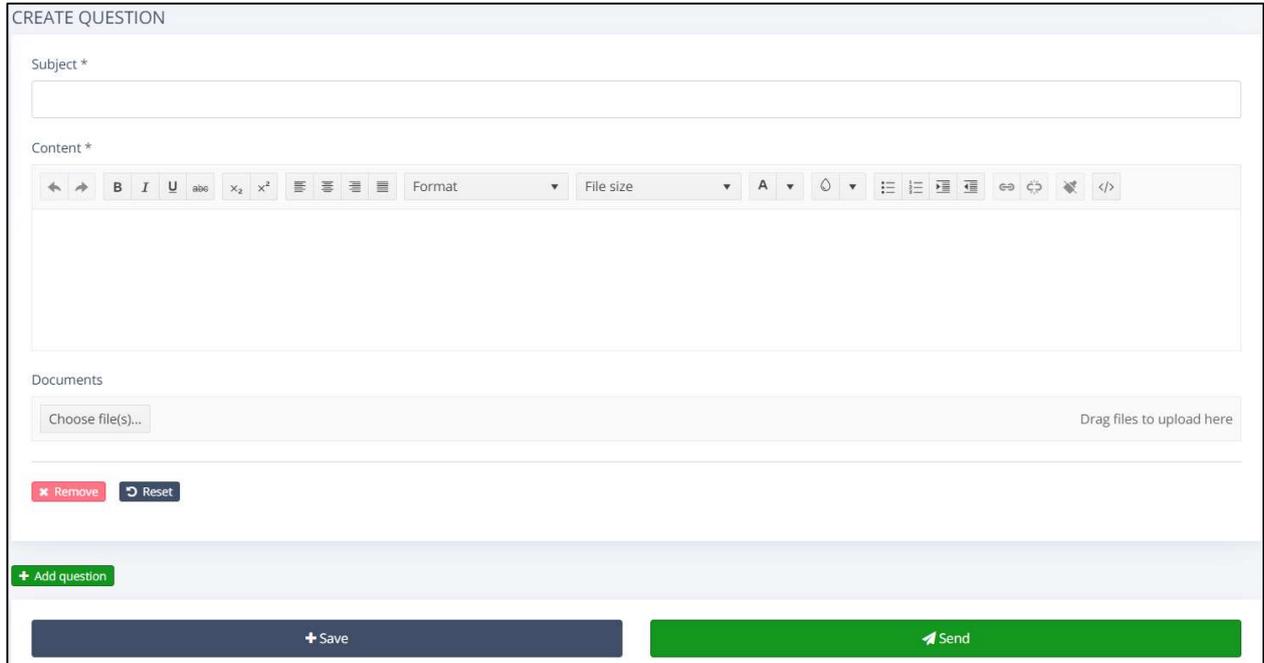
Alternatively, you can search for the desired procedure after logging into the assignment portal using the "eSubmission" tab and click on "**Create New Question**":



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You can now enter your question in the input field. To do this, a question reference (subject) must first be entered. Then the text can be entered, and any number of files can be attached. Further questions can be added via the **"Create New Question"** button.

After complete entry, a click on the green **"Send"** field is necessary for sending.



Note:

The blue **"Save"** field is used for temporary saving. Only the click on **"Send"** causes the actual sending of the question.

You will now receive a sending confirmation and can ask further questions or export them as PDF.



3.9. Electronic signature

There is the possibility to sign your electronic offer by mobile phone signature or citizen card. **Please remember to unlock a mobile phone signature or citizen card in good time before the deadline!**

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Due to the easier handling and quick activation, the ANKÖ recommends using a mobile phone signature for electronic submission. This can be used at a local registration office (e.g., tax office, district headquarters or at the ANKÖ).

For more information on how to set up and activate your electronic signature, please visit the following links:

<https://www.buergerkarte.at/>

<https://www.handy-signatur.at/>

Note:

Please keep in mind that the mobile signature service is not operated by ANKÖ and therefore ANKÖ cannot recover forgotten passwords, etc. If you have any problems or questions about your mobile phone signature, please contact the mobile phone signature operator – A-Trust

<https://www.a-trust.at/Support.aspx>.

Detailed information on the electronic signature can be found in the provided ANKÖ Signature leaflet.

4. PRACTICE EXAMPLE

In order to test the eSubmission, a mock invitation to tender is available for you in our training platform. A mock invitation to tender with the Doc ID 1940 can be accessed at the following link:

<https://schulung.vergabeportal.at>

Note:

Since the training platform of the procurement portal is an independent platform, a new registration must be carried out at <https://identity-schulung.vergabeportal.at/Registration/Index>. You will not be subject to any additional costs!