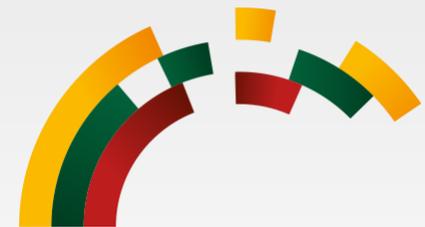


INSTRUCTION:

- *How to develop and submit a tender (proposal) using CVP IS?*
- *How to request additional information from contracting authority (CA)?*
- *How to withdraw quotation and change proposal?*



V I E Š Ū J Ū
P I R K I M Ū
T A R N Y B Ā

How can I find CVP IS in english language?

First you must visit <https://pirkimai.eviesiejipirkimai.lt> and choose language (1), then enter your user name (2) and password (3), press “Prisijungti” (4).



The screenshot shows the login interface for the CVP IS system. At the top left is the logo for CVP IS, described as 'centrinė viešųjų pirkimų informacinė sistema'. To the right are logos for 'VIESŪJŲ PIRKIMŲ TARNYBA', 'BPD', and the European Union flag. The main heading is 'Prisijungimas prie CVP IS:'. Below this are two input fields: 'Prisijungimo/naudotojo vardas' (username) and 'Slaptažodis' (password). A red circle with the number '2' is around the username field, and a red circle with the number '3' is around the password field. Below the password field is a yellow 'Prisijungti' button with a red circle and the number '4' around it. To the right of the button is a link 'Pamiršote slaptažodį?' with a red circle and the number '1' around it. On the right side of the page, there is a section titled 'Skelbimai' with three links: 'Pirkimų skelbimai nuo 2017 m. liepos 1 d.', 'Pirkimų skelbimai iki 2017 m. liepos 1 d.', and 'Europos Sąjungos viešųjų pirkimų skelbimai (TED)'. A decorative graphic of colored segments is visible in the bottom right corner.

Here You can see the CVP IS home window:
 Public procurement notices (1)
 My request for tenders (2)
 Received messages (3)

CVP IS Administration Vardenis 11_ Help Log out

Welcome Vardenis 11_ Pavardenis 22_

To find a list of current tender opportunities or to express an interest in a specific tender opportunity, please click on the PUBLISHED NOTICES link on the left hand side

1

Services

- Published notices from 01/07/2017
- Published notices till 30/06/2017
- My Request for Tenders
- 15 New Invitations, 291 Ongoing, 666 Closed
- Contracts
- 0 Active, 7 Pending, 3 expired, 0 Closed
- Documents
- Manage company and personal documents
- My tasks
- My sent and incoming tasks
- Reports
- [report_text]
- Account administration
- View your presentation here!
- Add users or update profile
- Need help? Please contact our support at: pagalba@vpt.lt phone: +370 5 219 7000

Messages

- 30/05/2018 15:56 CVP IS: Kvietimas dalyvauti pirkime Nr. 384346:1 → rft
- 29/05/2018 14:26 Pranešimų testavimas → rft
- 28/05/2018 11:41 CVP IS: Kvietimas dalyvauti pirkime Nr. 383777:1 → rft

Showing the last 15 unread messages All messages

System notifications

- 30/05/2018 09:08 CVP IS: Testinė PO Jums išsiuntė pirmuosius pasiūlymus dalyvauti aukcione 384169:2 → rft
- 28/05/2018 10:57 CVP IS: Testinė PO Jums išsiuntė pirmuosius pasiūlymus dalyvauti aukcione 383753:2 → rft
- 27/03/2018 14:50 CVP IS: Testinė PO Jums išsiuntė pirmuosius pasiūlymus dalyvauti aukcione 373841:2 → rft

Showing the last 10 unread system notifications

My Request for Tenders

No	Description	Times (EET)	Buyer
384346	Aukcionas-naujas šablonas 5 ▶ Aukcionas-naujas šablonas 5	End time: 30/05/2018 17:00	Testinė PO
384169	Aukcionas-naujas šablonas 4	End time: 30/05/2018 08:30	Testinė PO

3

2

How to develop and submit a tender?

Here you can see public procurement notices window extended search.

CVPP
Centrinis viešųjų pirkimų portalas

EN | LT
Log in

VIESUJŲ PIRKIMŲ TARNYBA
BPD
EUROPEAN UNION

Notices till 1st July, 2017 Contracts Reports/protocols ▾ Annual procurement plan ▾ Unreliable suppliers Energy contract notices

Social enterprises list

1 Notice search ⓘ

2

3

Bandomasis Search

Sort by:
Rank ▾

Filters
Contract Type
All ▾
Procedure Type

Bandomasis projektas

Published by:
Notice type:
Tender Id: .

Enter title name (1)

Click Search (2)

Click notices title (3)

*How to develop and submit a tender?
To accept an invitation - click Register interest (1)*

The screenshot shows the CVPP (Central Public Procurement Portal) website. At the top left is the CVPP logo and the text "Centrinis viešųjų pirkimų portalas". To the right are language options "EN | LT", a "Log in" button, and logos for "VIESŪJŲ PIRKIMŲ TARNYBA", "BPD", and the European Union flag. A navigation bar contains links for "Notices till 1st July, 2017", "Contracts", "Reports/protocols", "Annual procurement plan", "Unreliable suppliers", and "Energy contract notices". Below this is a "Social enterprises list" link. The main content area features two buttons: "Register interest" (highlighted with a blue circle containing the number 1) and "View external documents". Below the buttons are two tabs: "Notice" and "Document family". The text "Skelbimas apie pirkimą" (Tender announcement) is displayed in large blue font at the bottom right.

How to develop and submit a tender?

Here you can see proposal submission window (as seen by suppliers who accepted CA invitation)

You can attach documents (My documents) (1);

CA Procurement documents (View documents) (2).

Submit with a digital signature:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

My Quotation | [Contracts](#) | [Messaging](#) | [Audit trail](#)

rft

[View rft](#) [View documents](#) [Assign user rights](#)

Dates	(EET)
Publication of notice	02/10/2018 14:01
Quotation deadline	26/10/2018 10:00

My response 2

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams pasiūlymų pasirašymui

My documents

2 document(s) attached Attach documents...

My documents

2 of 1 required document(s) attached 1

Progress

Percent complete

100%

Quotation not submitted

View/Print response form Cancel expression of interest Submit quotation

How to develop and submit a tender?

Attach documents (My documents)

My documents
0 document(s) attached

1

My documents

- Step 1 – click **Attach documents**
- Step 2 – click **Upload files**
- Step 3 - select file
- Step 4 - click **Upload**
- Step 5 - click **Done**

2

My computer **Upload list**

- R
 - .oracle_jre_usage
 - Contacts
 - Desktop
 - Qualification
 - Tender

3

Upload time:		Data to upload:	
56 kbit/s	0:00:01	Number of files	1
0.5 Mbit/s	0:00:00	Number of folders	0
2 Mbit/s	0:00:00	Total number of bytes	11 kB

4

<input type="checkbox"/> Name	<input type="checkbox"/> Size	Updated (EET)
<input checked="" type="checkbox"/> Tender.docx	12	11/05/2017 18:10

5

How to develop and submit a tender?

Submit quotation

Step 1 - Click **Submit quotation**

Progress

Assign sections... Answer questions...

Attach documents...

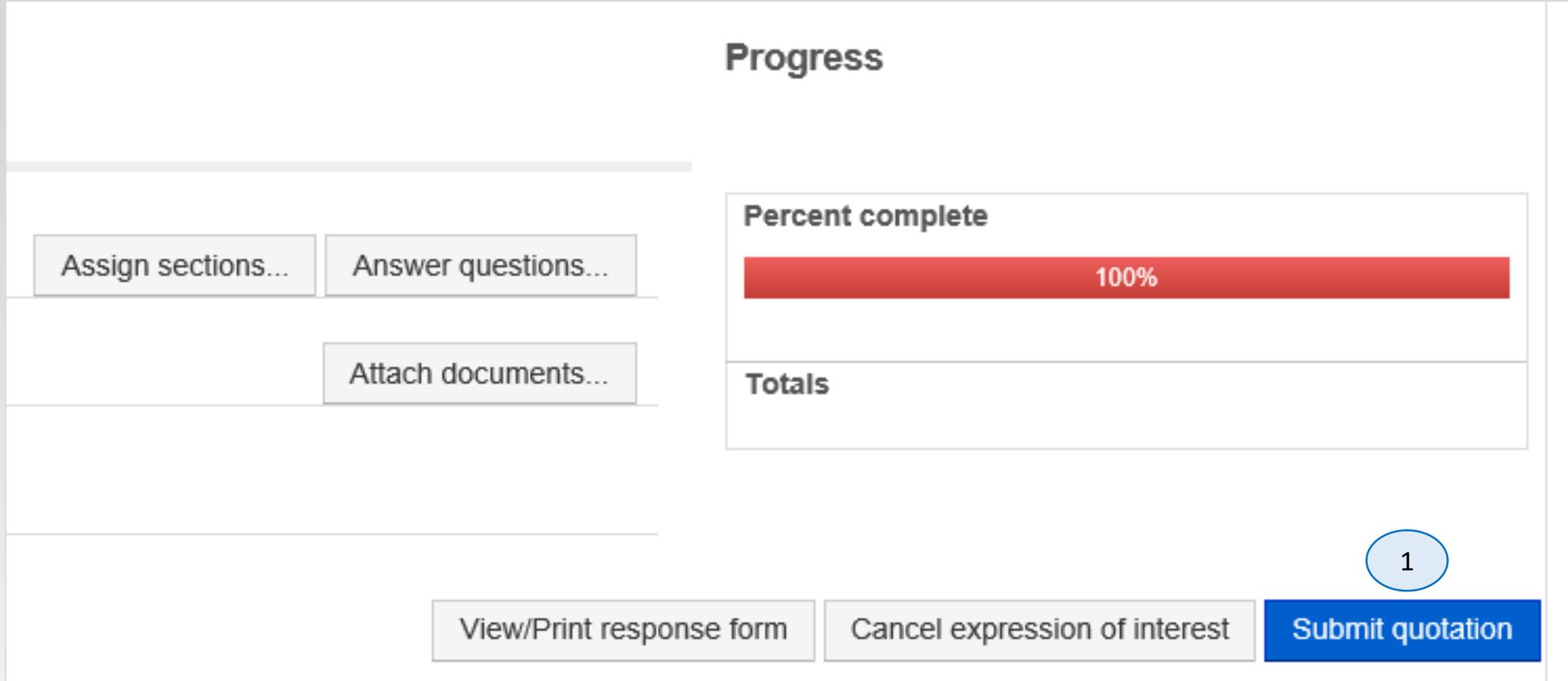
Percent complete

100%

Totals

1

View/Print response form Cancel expression of interest **Submit quotation**

The image shows a web interface for submitting a quotation. On the left, there are three buttons: 'Assign sections...', 'Answer questions...', and 'Attach documents...'. On the right, under the heading 'Progress', there is a 'Percent complete' section with a red progress bar at 100%. Below that is a 'Totals' section. At the bottom right, the 'Submit quotation' button is highlighted in blue and circled with a blue circle containing the number '1'. Other buttons at the bottom include 'View/Print response form' and 'Cancel expression of interest'.

How to develop and submit a tender?

How to view or print your response?

Step 2 - click **View or print**
you're your complete Response

Step 3 – click on documents

Step 4 - click **Print**

https://pirkimai.eviesiejipirkimai.lt/ctm/DigitalSigning/LithuaniaDigitalSigning/In...
https://pirkimai.eviesiejipirkimai.lt/ctm/DigitalSigning/LithuaniaDigitalSigning/Index?st...

CVP IS

Proposal data

[View or Print your complete Response](#) **2**

Documents

Id	Title	
11049877	Pirkimo dokumentas (4).txt	
11111278	Pirkimo dokumentai_su_nuoroda.docx	Download

[Sign](#) [Close](#)

rft 402693 - Demo tiekėjas2018/ - Google Chrome
https://pirkimai.eviesiejipirkimai.lt/app/rfq/proposal.asp?PID=422516&M=P

[Print](#) **4**

Quotation for rft 402693

[info]

Quotation submitted by: Demo tiekėjas2018/
Organisation No. 123456789

rft Title: Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams pasiūlymų pasirašymui

Project: 1 - E-pirkimų testavimui

Mano adresas 11021
LT00000
Vilnius
Lithuania

End-time quotation (EET): 26/10/2018 10:00

Contact details:
Vardenis 11_ Pavardenis 22_ Olga.Gustiene@vpt.lt
Proposal submitted at: (EET) 19/10/2018 08:45

Mobile: +612 612 0123

For package details please see the following pages.

Package 402693:1 - Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams pasiūlymų pasirašymui

Attached documents

We have included the following documents to support our quotation.

Name	Size (Kb)	Created
Pirkimo dokumentas (4).txt (Pirkimo dokumentas (4).txt)	1	02/10/2018 14:19

[Comments \(0\)](#) [Actions](#)

3

How to develop and submit a tender? Submit quotation

Step 5 - click **Sign**

Step 6 – choose **Local device**

Step 7 - click **Next**

CVP IS

Proposal data

[View or Print your complete Response](#)

Documents

Id	Title	
11049877	Pirkimo dokumentas (4).txt	
11111278	Pirkimo_dokumentai_su_nuoroda.docx	Download

5 **Sign** Close

6

Signing of rft no:402693
Select the signing infrastructure.

Local secure signature creation device

Local device

Mobile signature services

- bitė [\(more information\)](#)
- Telia [\(more information\)](#)
- TELE2 [\(more information\)](#)
- telede**m**a [\(more information\)](#)

Cancel Next > 7

Before submitting a tender signed by a local device, check if:

- The certificate for electronic signature (USB key or smart card) is connected to the computer.
- Software (signature drivers, root certificates) listed in the instructions of the company, issuing the certificate for the electronic signature, are installed/upgraded.

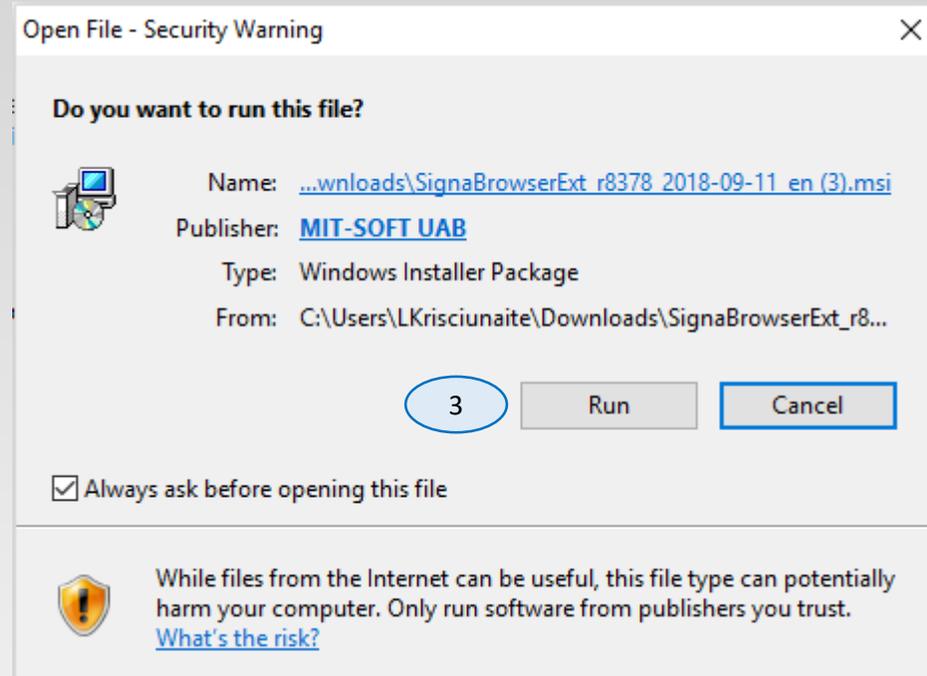
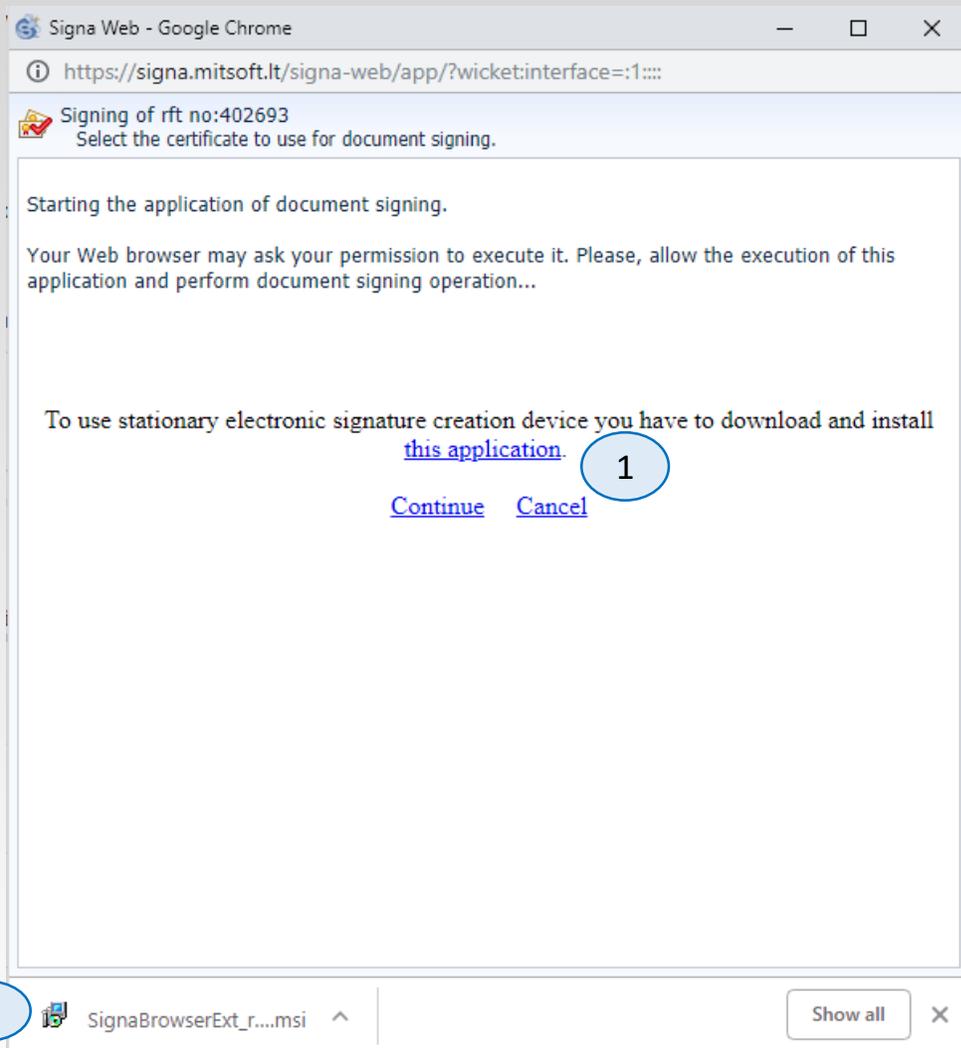
How to develop and submit a tender **for the first time?**

Install Signa Browser Extension program

Step 1 – click **This application**

Step 2 - click **Signa Browser Extension**

Step 3 - click **Run**



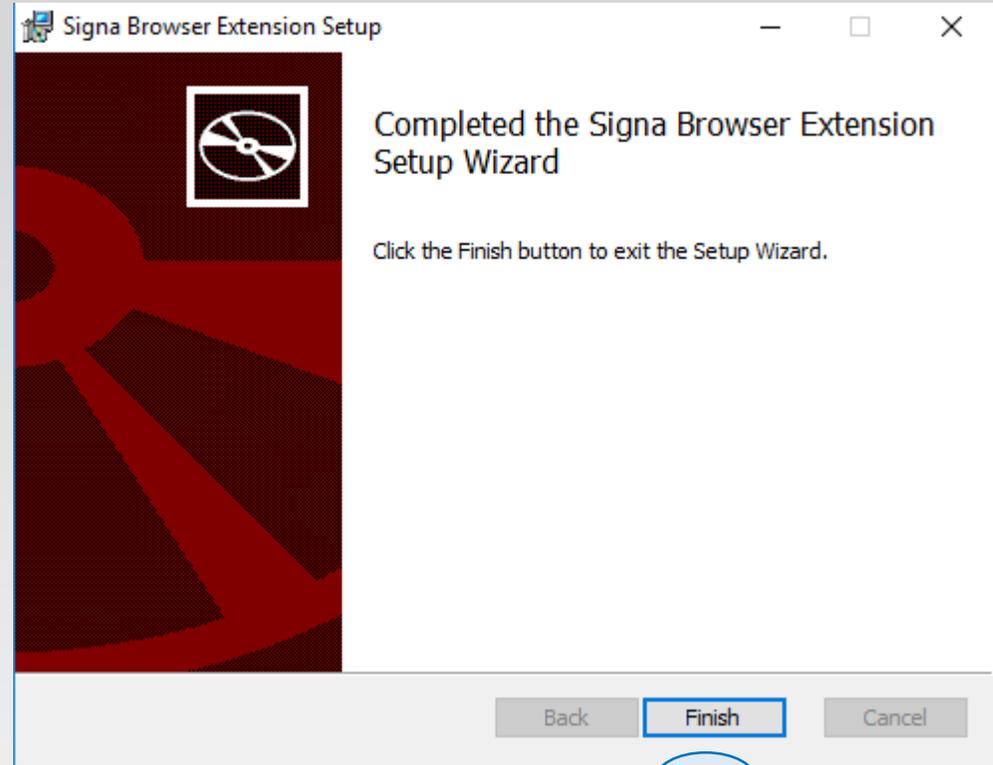
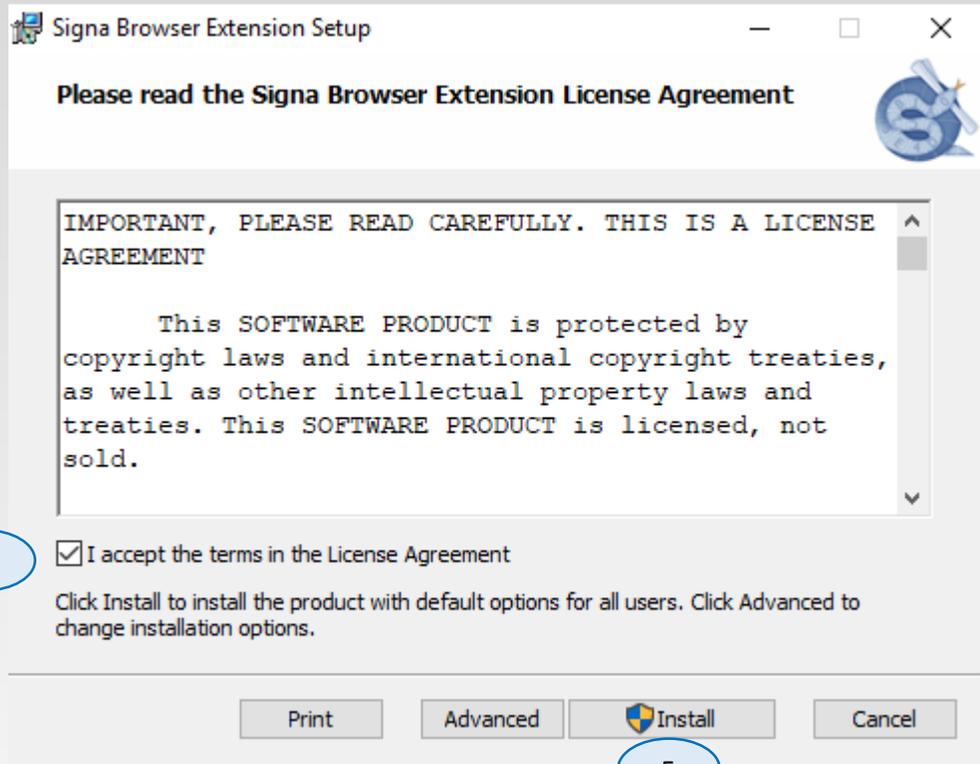
How to develop and submit a tender **for the first time?**

Install Signa Browser Extension program

Step 4 – choose **I accept the terms in the License Agreement**

Step 5 - click **install**

Step 6- click **Finish**



How to develop and submit a tender?

Submit quotation

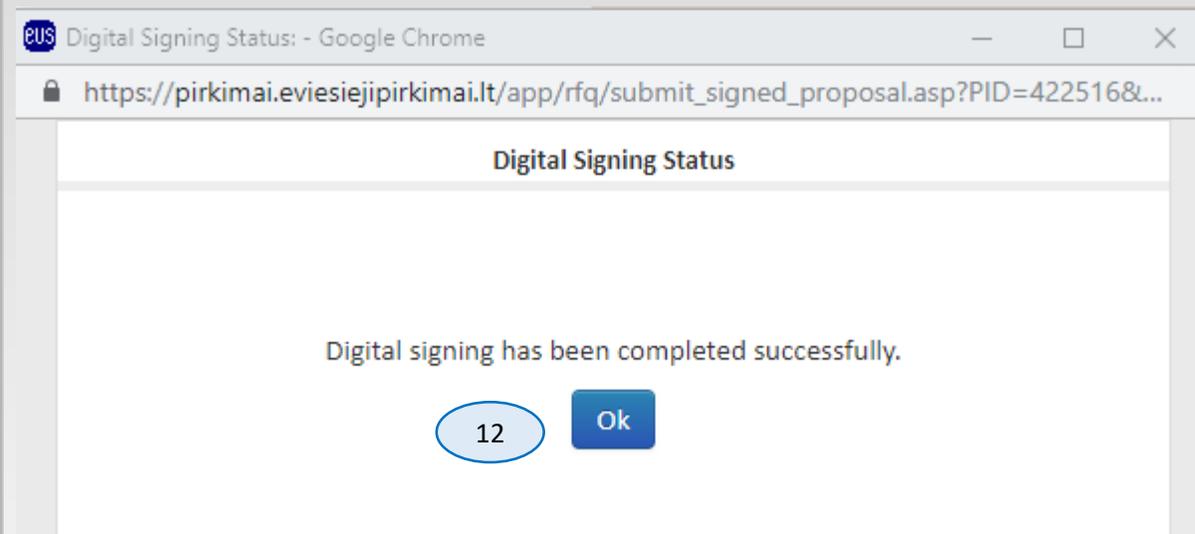
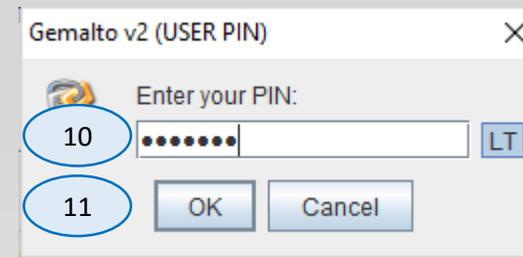
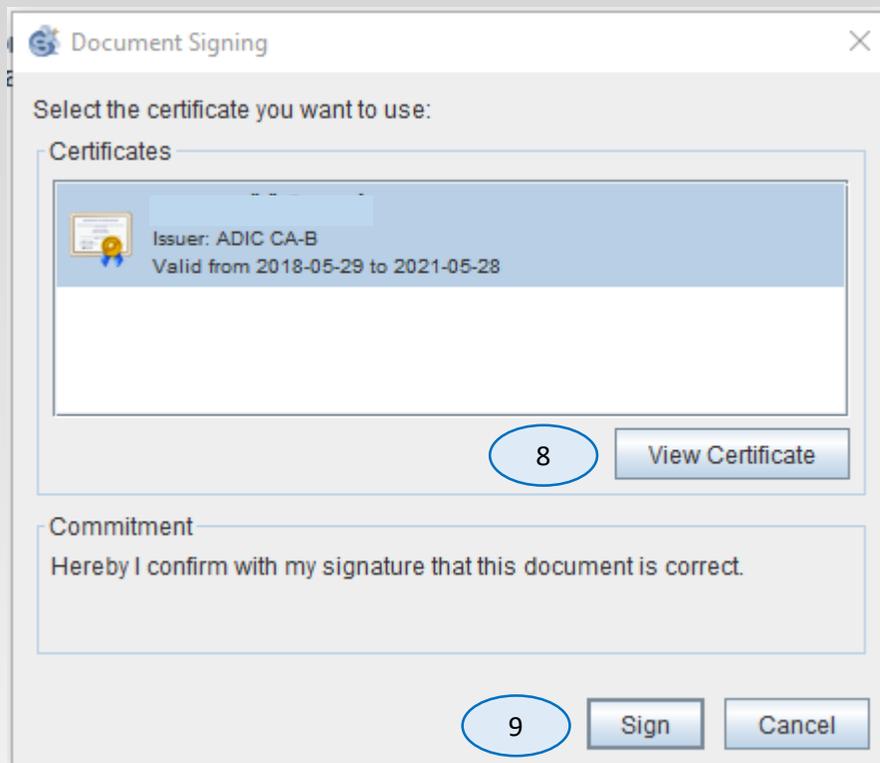
Step 8 – click **View Certificate**

Step 9 - click **Sign**

Step 10 - enter **PIN code**

Step 11- click **OK**

Step 12- click **OK**



How to develop and submit a tender? Tender successfully submitted.

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions](#)

Submit with a digital signature:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

 Quotation submitted: 22/10/2018 10:11

 Time left: 95:46:28

[My Quotation](#) [Contracts](#) [Messaging](#) [Audit trail](#)

rft

 [View rft](#)  [View documents](#)  [Assign user rights](#)

Dates	(EET)
Publication of notice	02/10/2018 14:01
Quotation deadline	26/10/2018 10:00

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams pasiūlymų pasirašymui

My documents

2 document(s) attached

[Attach documents...](#)

My documents

2 of 1 required document(s) attached

Progress

Percent complete

100%

 Quotation submitted: 22/10/2018 10:11

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

How to request additional information from contracting authority?

Press Messaging (1)

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions](#)

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

 It is no longer possible to update your quotation

 Quotation submitted: 12/05/2017 09:31

 Time left: **5268:24:50**

[My Quotation](#) [Contracts](#) [Messaging](#) [Audit trail](#)

rft

1

Dates	(EET)
Quotation Deadline	22/12/2017 12:00

 [View rft](#)  [View invitation letter](#)  [View documents](#)  [Assign user rights](#)

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

My documents

1 document(s) attached

[Attach documents...](#)

My documents

1 of 1 required document(s) attached

Progress

Percent complete

100%

Totals

 Quotation submitted: 12/05/2017 09:31

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

How to request additional information from contracting authority?

 Draft  Has attachments

[My Quotation](#) [Contracts](#) **Messaging** [Audit trail](#)

Select step: 1. Bandomasis elektroninis Show system notifications [Apply filter](#) [New message...](#)

ID	Subject	From	Date (EET)
5204544	Tiekėjas pateikė pasiūlymą	System message	12/05/2017 09:31
5204543	CVP IS: TESTINE pateikė pasiūlymą pirkimui Nr. 258600:1	System message	12/05/2017 09:31
5204308	Tiekėjas pateikė pasiūlymą	System message	12/05/2017 09:08
5204306	CVP IS: TESTINE pateikė pasiūlymą pirkimui Nr. 258600:1	System message	12/05/2017 09:08
5154172	CVP IS: TESTINE priėmė kvietimą dalyvauti pirkime Nr. 258600:1	System message	25/04/2017 15:40

[New message...](#)

Click **New message (2)**

How to request additional information from contracting authority?

Message

Instructions

'To' is equivalent to bcc as function, meaning that none of the recipients will see other recipients names.

'Send notification about message to recipients' means that you choose that, irrespective of their message settings, the participant/s will receive an e-mail notifying them of the message.

New message

Reference: rft # 258600 : 1 Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

To... Perkančioji organizacija (tik e-pirkimų testavimui);

Subject:

Send notification about message to recipient(s).

B *I* U   Font Sizes ▼

3

p

5

4

Send Save Attach files... Cancel

1

2

- Step 1 - click **To...** to select recipient(s)
- Step 2 - fill out **Subject**
- Step 3 - fill out message text
- Step 4 - attach files (optional) click **Attach files...**
- Step 4 - send message click **Send**

How to withdraw quotation and change submitted tender?

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions](#)

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.



It is no longer possible to update your quotation



Quotation submitted: 12/05/2017 09:31



Time left: 5267:46:43

My Quotation

Contracts

Messaging

Audit

rft

[View rft](#) [View invitation letter](#) [View documents](#)

My response

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

My documents

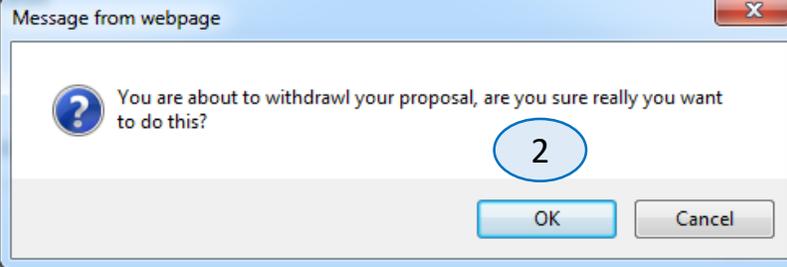
1 document(s) attached

[Attach documents...](#)

My documents

1 of 1 required document(s) attached

Deadline (EET)
22/12/2017 12:00



Percent complete

100%

Totals



Quotation submitted: 12/05/2017 09:31

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

Step 1 - click
Withdraw quotation

Step 2 – click **OK**

How to withdraw quotation and change submitted tender? Make your changes and resubmit tender.

Progress

Assign sections...

Answer questions...

Attach documents...

Percent complete

100%

Totals

1

View/Print response form

Cancel expression of interest

Submit quotation

https://pirkimai.eviesiejipirkimai.lt/ctm/DigitalSigning/LithuaniaDigitalSigning/In...

https://pirkimai.eviesiejipirkimai.lt/ctm/DigitalSigning/LithuaniaDigitalSigning/Index?st...

CVP IS

Proposal data

[View or Print your complete Response](#)

Documents

Id	Title	
11049877	Pirkimo dokumentas (4).txt	
11111278	Pirkimo_dokumentai_su_nuoroda.docx	Download

2

Sign

Close

Signa Web - Google Chrome

MIT-SOFT UAB [LT] | https://signa.mitsoft.lt/signa-web/app/da/signXSig?docTicket=7...

Signing of rft no:402693
Select the signing infrastructure.

Local secure signature creation device

Local device

Mobile signature services

- bitė [\(more information\)](#)
- Telia [\(more information\)](#)
- TELE2 [\(more information\)](#)
- telede**m**a [\(more information\)](#)

3

4

Cancel Next >

Step 1 – click **Submit quotation**

Step 2 – click **Sign**

Step 3 – choose **Local device**

Step 4 - click **Next**

How to withdraw quotation and change submitted tender?

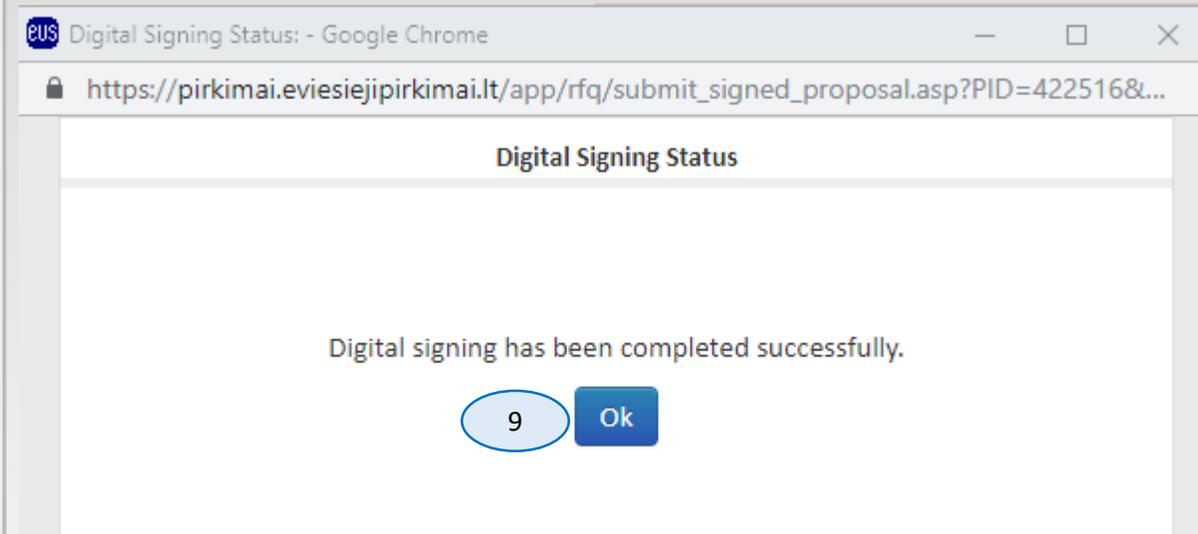
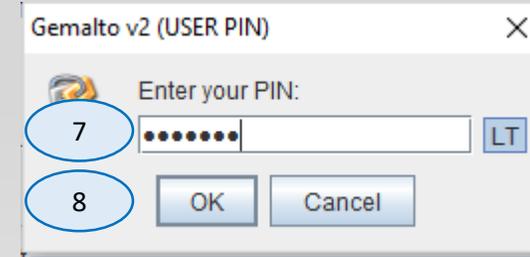
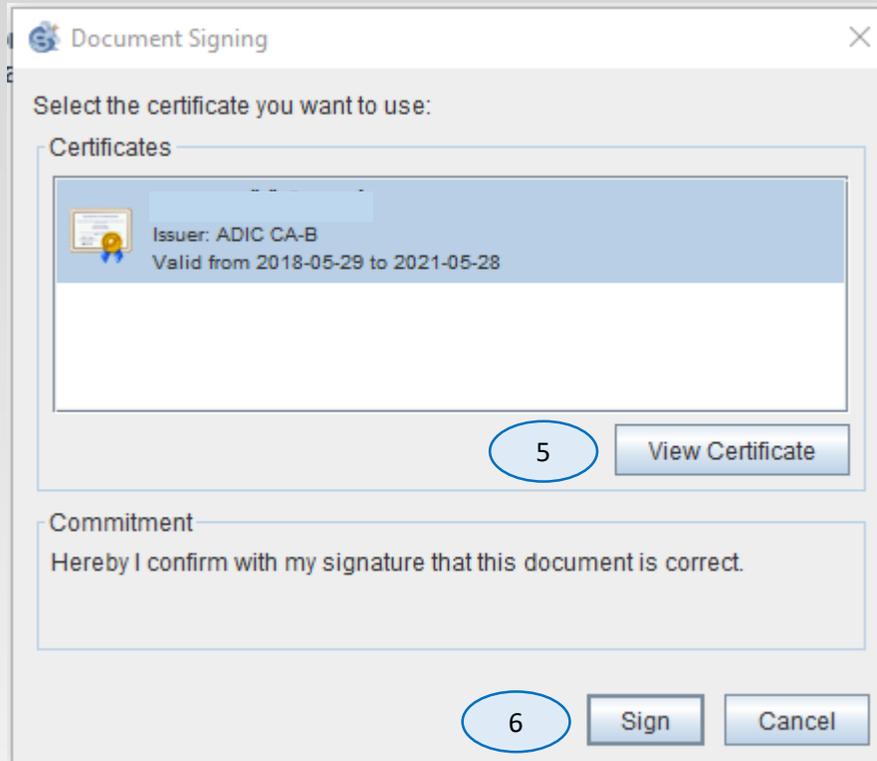
Step 5 – click **View Certificate**

Step 6 - click **Sign**

Step 7 - enter **PIN code**

Step 8- click **OK**

Step 9- click **OK**



How to withdraw quotation and change submitted tender? Tender successfully submitted.

To submit quotation:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

[Detailed instructions](#)

Digital certificate:

You are required to sign your response using a verified digital certificate. If you do not have a digital certificate you cannot send in your response.

 It is no longer possible to update your quotation

 Quotation submitted: 12/05/2017 09:31

 Time left: 5268:24:50

My Quotation

[Contracts](#)

[Messaging](#)

[Audit trail](#)

rft

Dates

(EET)

Quotation Deadline

22/12/2017 12:00

 [View rft](#)  [View invitation letter](#)  [View documents](#)  [Assign user rights](#)

My response

Progress

Bandomasis elektroninis pirkimas, skirtas visiems tiekėjams

Qualification questions

1 of 1 question(s) answered

[Assign sections...](#)

[Answer questions...](#)

My documents

1 document(s) attached

[Attach documents...](#)

My documents

1 of 1 required document(s) attached

Percent complete

100%

Totals

 Quotation submitted: 12/05/2017 09:31

[View/Print response form](#)

[Withdraw quotation](#)

[Submit quotation](#)

Technical support
Email: pagalba@vpt.lt



V I E Š Ū J Ū
P I R K I M Ū
T A R N Y B A