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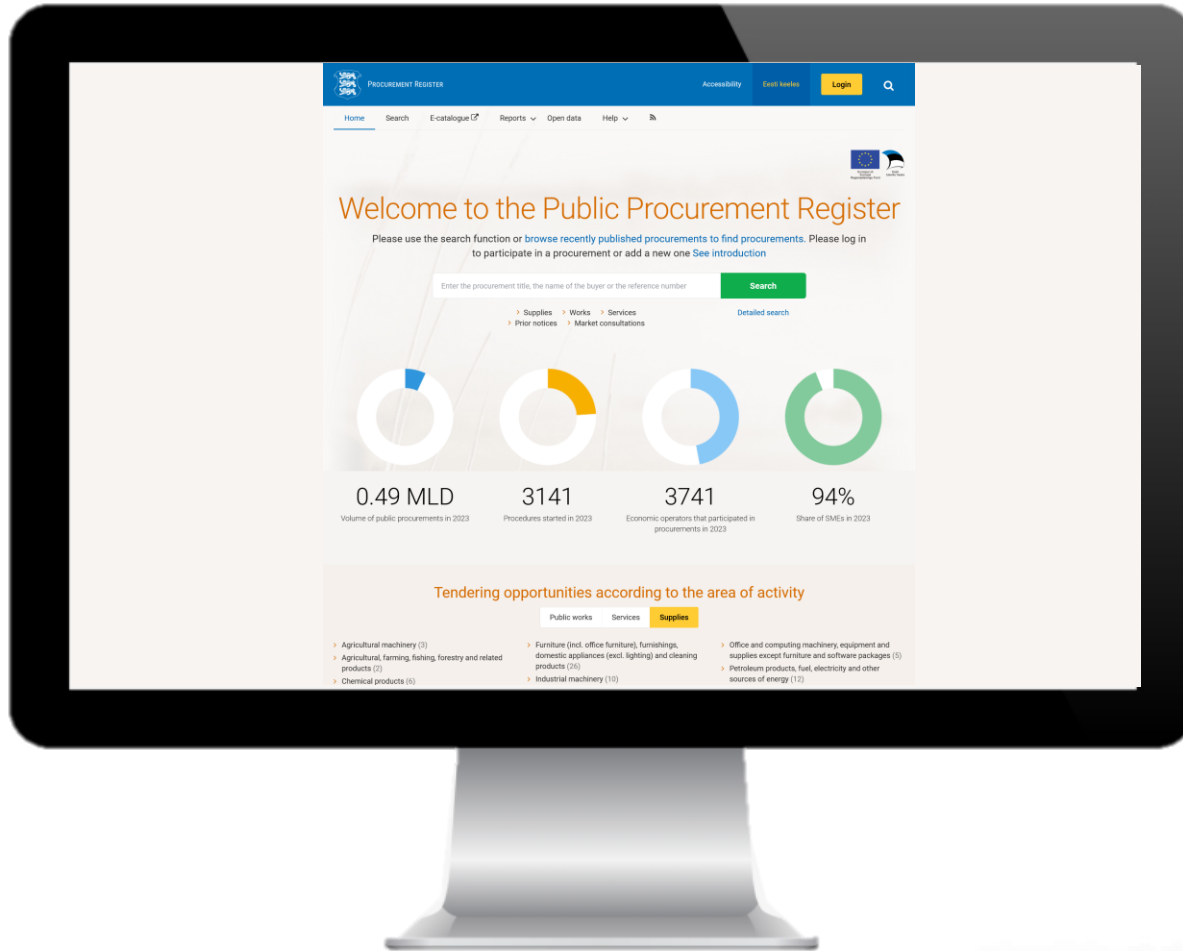
Procurement Webinar 2023

30 March, 13:00-16:00 (EEST)



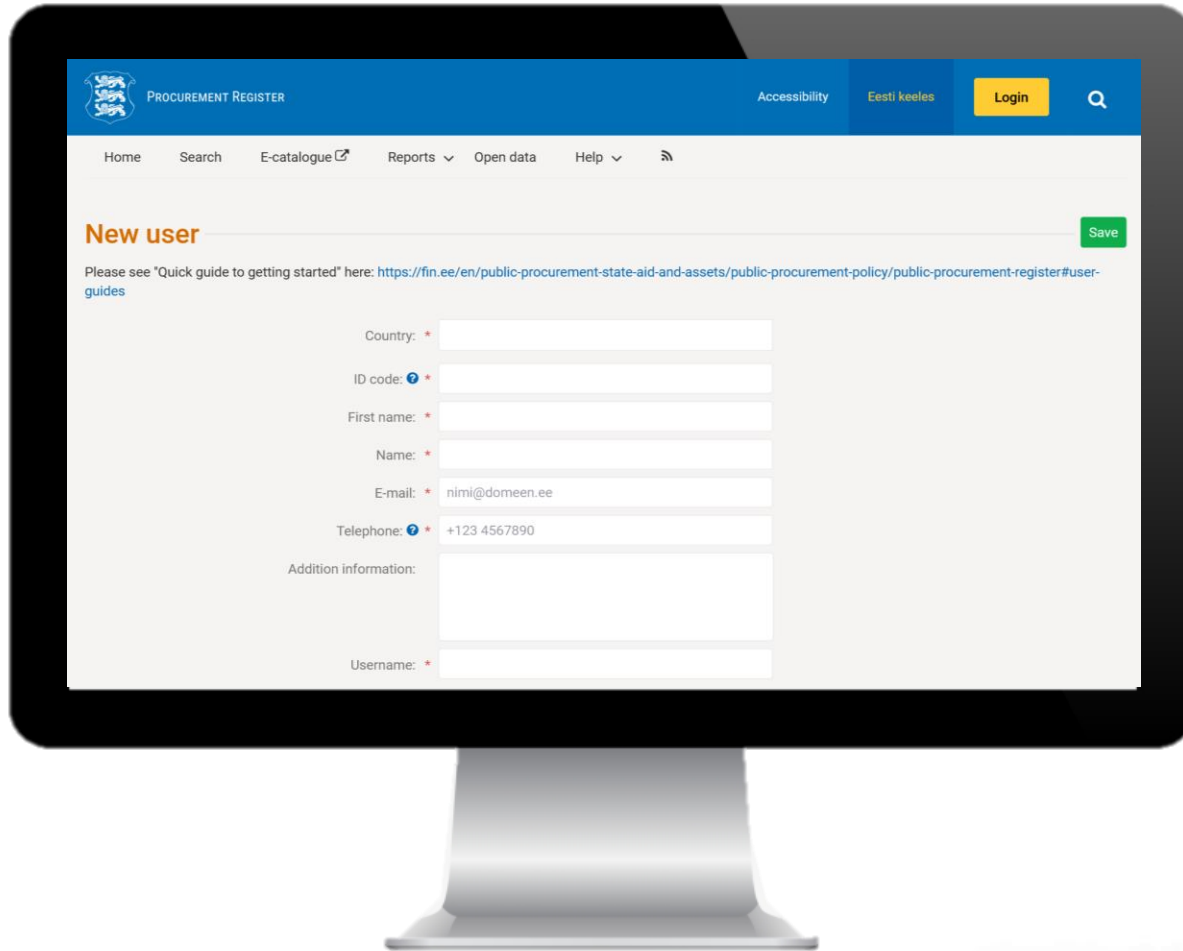
Title slide to be added

Estonian Public Procurement Register



- Central and government administered
- Free for all users
- Mandatory publication portal, full-cycle e-procurement available
- eID-based authentication and digital signing
- Contracting authorities can be public sector, utilities and grant recipients
- Connected to other IT systems via x-road
- „Once only“ principle followed
- Information subscriptions to e-mail, saved searches

Registration in the system



The screenshot shows the 'PROCUREMENT REGISTER' website. The header includes 'Accessability', 'Eesti keeles', and a 'Login' button. The main navigation bar contains 'Home', 'Search', 'E-catalogue', 'Reports', 'Open data', and 'Help'. The page title is 'New user' with a 'Save' button. Below the title, there is a link to a 'Quick guide to getting started'. The registration form includes the following fields:

- Country: *
- ID code: *
- First name: *
- Name: *
- E-mail: * (example: nimi@domeen.ee)
- Telephone: * (+123 4567890)
- Addition information:
- Username: *

Estonian citizen

Log in with their eID

Others

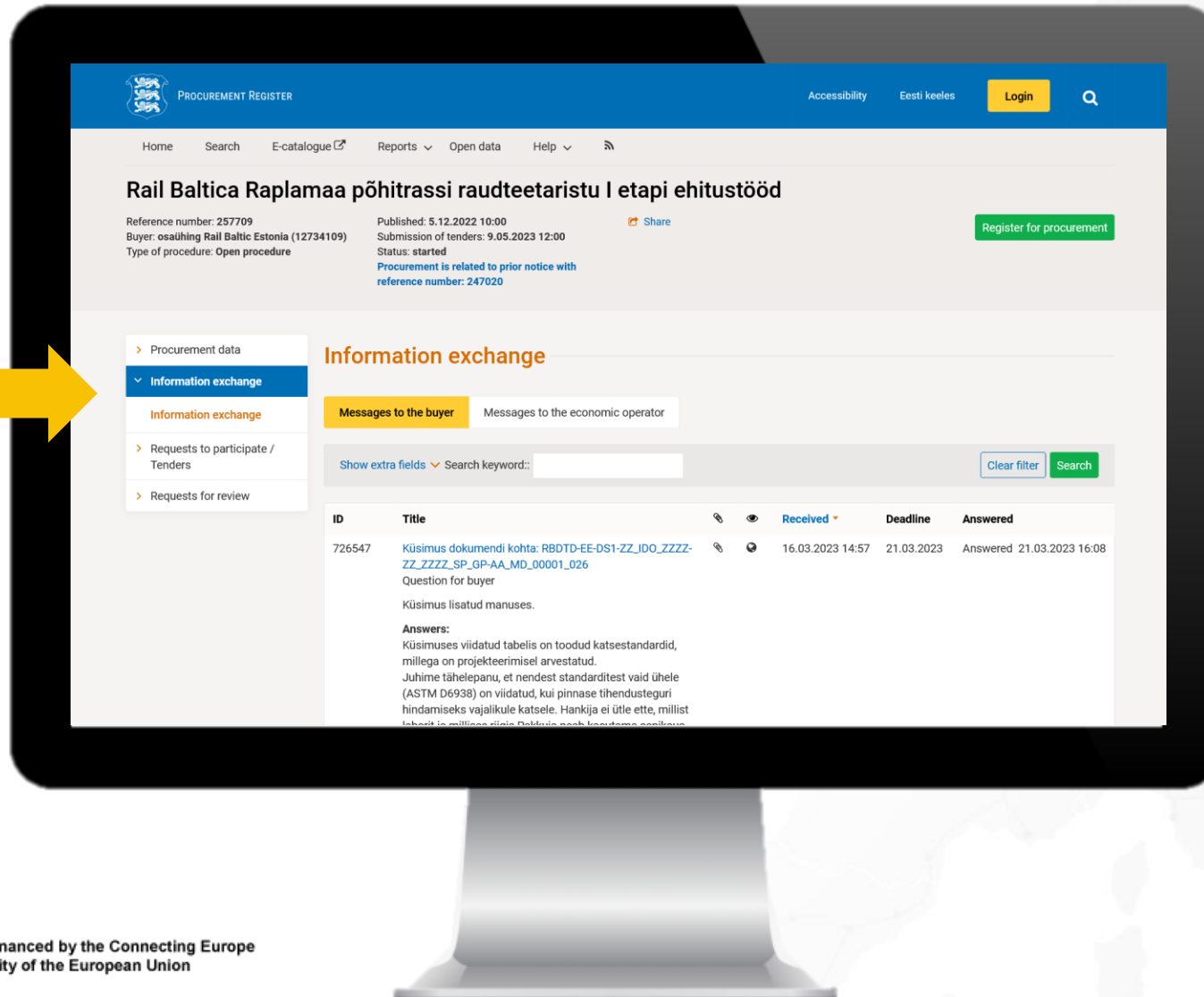
Log in with their e-resident's digital ID or eIDAS, or username/password



First person to register a company will automatically become the main user for the company.

Questions and Answers

You can ask questions from the contracting authority on the worksheet *Information Exchange*. You will receive a notification when your contracting authority answers



This is the same worksheet, where contracting authority can contact the tenderer to obtain additional information regarding its participation in a procurement

Register your interest with the procurement to receive notifications when new information is added

Tender submission

Start preparing on the worksheet *Requests to participate/Tenders*.



On tender worksheet *General information* (1), add joint tenderers and subcontractors as applicable.

ESPD version 2.0.2 (extended) is integrated into the Procurement Register – and the tenderer can give its self-declarations in the system on the worksheet *Grounds for exclusion and selection criteria*(2).

The screenshot displays the 'PROCUREMENT REGISTER' interface. At the top, there is a navigation bar with 'Home', 'Desktop', 'Search', 'E-catalogue', 'Settings', 'Reports', 'Open data', and 'Help'. A search bar is located on the right. Below the navigation bar, there are several input fields for 'Reference number', 'Buyer', 'Type of procedure: Open procedure', 'Published', 'Submission of tenders', and 'Status'. A 'Share' button is also present. The main content area is divided into a left sidebar with a menu and a main panel. The sidebar menu includes 'Procurement data', 'Information exchange', 'Requests to participate / Tenders' (highlighted), 'Registration sheet', 'Tenders', 'Results of procurement', and 'Requests for review'. The main panel shows 'Tender no.' and 'Tenderer' fields. Below this, there are tabs for 'General information', 'Grounds for excl...', 'Tender suitabilit...', and 'Award criteria'. The 'General information' tab is active, showing 'Supporting docu...', 'Persons linked L...', and 'Information exc...'. The 'General details of tender' section contains a warning message and a disclaimer. Below this, there are input fields for 'Tender no.', 'Tenderer', 'Responsible person', and 'E-mail'. There are also sections for 'Joint tenderers (0)' and 'Subcontractors (0)'. The 'Signatures on the tender' section includes a 'Signed tender:' field with a signature icon and a 'Show signatures' button. A 'History of statuses' button and a 'Back' link are at the bottom.

Answer questions or upload required documents on worksheet *Tender suitability criteria* (3) and enter price, cost or other values to be awarded on the worksheet *Award criteria* (4).

The tenderer can add additional documents on the worksheet *Documents*.

When four tender worksheets have received a green tick, the tender is ready to be submitted.

Signing the tender

Signing the tender by a representative of the tenderer

- The Estonian Public Procurement Act does not require tenders to be (digitally) signed.
- The tenderer can submit its tender electronically but without a digital signature, if signing is not possible for your tenderer.
- Please check with the contracting authority whether a signed paper version is also required or if the contracting authority accepts pdf scans of signed papers.
- Please note if the paper version has to be delivered to the contracting authority before the submission deadline!

The screenshot displays the 'PROCUREMENT REGISTER' website interface. At the top, there is a navigation bar with 'Home', 'Desktop', 'Search', 'E-catalogue', 'Settings', 'Reports', 'Open data', and 'Help'. A user profile 'MARGO JÕGI' is visible in the top right corner. Below the navigation bar, there is a search bar and a 'Share' button. The main content area is divided into several sections:

- Reference information:** Fields for Reference number, Buyer, Type of procedure (Open procedure), Published, Submission of tenders, and Status.
- Procurement data sidebar:** Includes Procurement data, Information exchange, Requests to participate / Tenders (selected), Registration sheet, Tenders, Results of procurement, and Requests for review.
- Tender details:** Shows Tender no., Tenderer, Status (opened), Submitted, and Tenders opened.
- General information tabs:** General information (selected), Grounds for excl..., Tender suitability..., Award criteria, Supporting docu..., Persons linked t..., Information exc...
- General details of tender:** A text block explaining the submission process and a disclaimer from the Administrator.
- Form fields:** Input fields for Tender no., Tenderer, Responsible person, and E-mail.
- Joint tenderers (0) and Subcontractors (0):** Sections for listing other participants.
- Signatures on the tender:** A section with a 'Show signatures' button and a 'Signed tender' field with a file upload icon and a file name '(MB)'. A 'History of statuses' button is also present.
- Back button:** Located at the bottom left of the main content area.

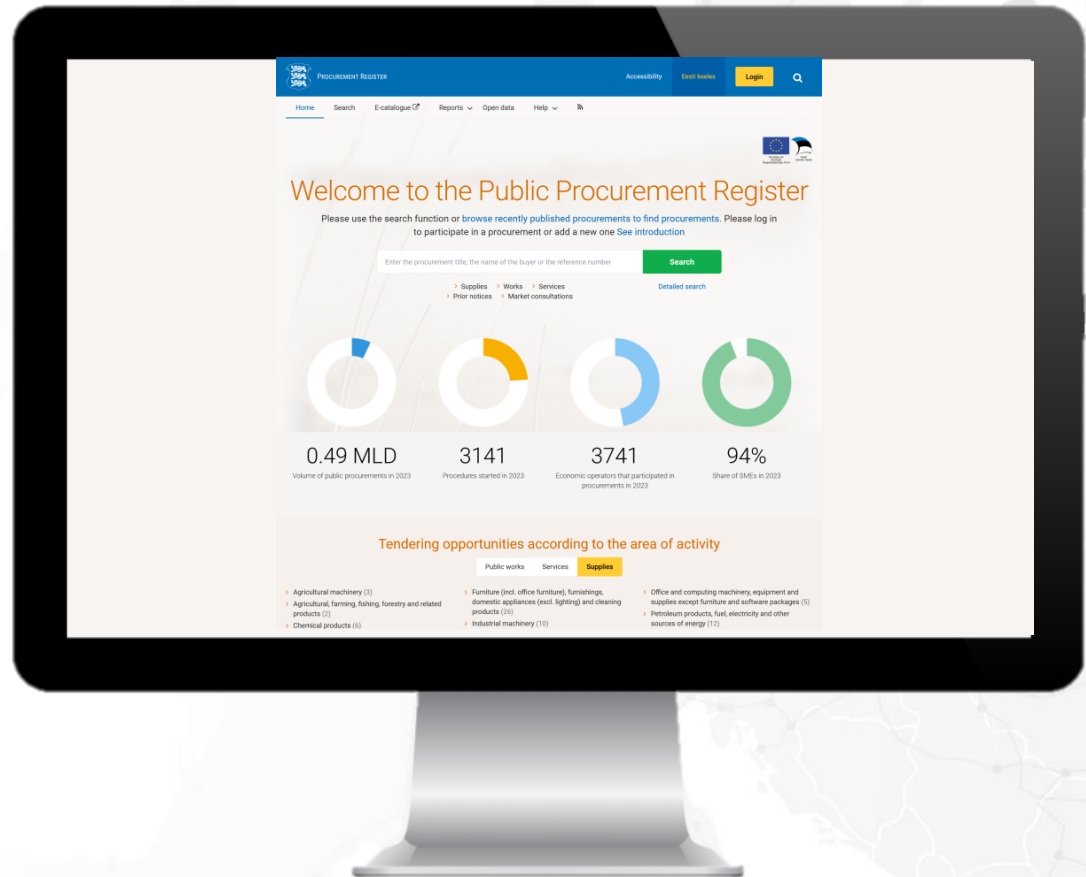
Opening of the tenders

- The list of opened tenders will only display tenders once the buyer has opened them after the term for submitting tenders. Therefore a separate minutes of opening of tenders is often not taken.
- The information will be visible after at least an hour has passed from the submission deadline. List of participants will be visible to everyone, but values of their tenders and other evaluated indicators are disclosed only to participants.

The screenshot shows the Procurement Register website interface. At the top, there is a navigation bar with the logo, 'PROCUREMENT REGISTER', and user information 'MARGO JÕGI'. Below this is a secondary navigation bar with links like Home, Desktop, Search, etc. The main content area displays details for a specific tender, including fields for Reference number, Buyer, Type of procedure (Open procedure), Published, Submission of tenders, and Status. A 'Share' button is also present. On the left, a sidebar menu highlights 'Requests to participate / Tenders'. The main content is divided into two sections: 'My tenders' and 'Opened tenders'. 'My tenders' includes a table with columns for Tenderers, Tender no., Status, and Time of submission, showing one tender with status 'opened'. 'Opened tenders' includes a table with columns for Tenderers, Tender no., Value, and Evaluated indicators, showing one tender with a 'Read more' link. A 'Download XLS' button is located in the top right of the 'Opened tenders' section.

Evaluation stage

- Evaluation is usually carried out in the register.
- Any clarifications which might be needed from the tenderer are also requested via the register.
- The tenderer receives an e-mail notification when they are requested to submit any additional information.
- Most exclusion grounds can be checked through the register itself for Estonian participants.
- Foreign participants can be asked to submit additional documents.
- Do not hesitate to ask for an extension to submit the requested documents, if obtaining them takes longer than the time you are initially given.
- Although it is possible to conclude the contract in the register by digital signature, this is rarely used.



Final remarks

- Familiarise yourself with the documentation, ask for clarifications whenever necessary, always through the procurement register.
- Contracting authority will respond to your query within 3 working days.
- Make sure you are clear about which documents need to be submitted, if they need to be signed by anyone, and that you have the documents ready in time.

▼ Saved searches

Rail Baltic Estonia

▼ Quick search

[Search contracts](#) [Search reviews](#)

Reference number

Published
27.03.2022 - 30.03.2023

Submission deadline

Procurement status
started

Name of buyer

Registration code of buyer

Name of tenderer

Registration code of tenderer

▼ General details

Procurement title

Area of activity / CPV code
Enter area or code [CPV tree](#)

Type of procurement
-Select-

Sector of procurement
-Select-

Type of procedure
-Select-

▼ Additional details

Type of buyer
-Select-

Objective of procurement
-Select-

Surname of responsible person

The procurement is divided into lots
Yes No

e-procurement
Yes No

above EU threshold
Yes No

Environmentally friendly aspects in use
Yes No

Innovative aspects in use
Yes No

Social aspects in use
Yes No

Has award criterion
-Select-

Joint procurement
Yes No

Central purchasing
Yes No

Funded by EU
Yes No

e-auction
Yes No

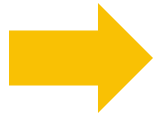
e-catalogue
Yes No

Contract awarded
Yes No

Review requested
Yes No

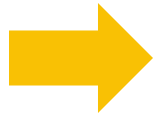
- Check whether the documents to be submitted need to be accompanied by an English translation.
- Please note that the submission deadline is set not only by date but also by the hour. This is especially important when submitting a tender from another time zone.

Useful links



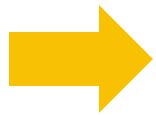
Estonian Public Procurement Register

<https://riigihanked.riik.ee>



Public Procurement Register info on the website of the Ministry of Finance of the Republic of Estonia

<https://fin.ee/en/public-procurement-state-aid-and-assets/public-procurement-policy/public-procurement-register>



Video guide with general overview of Estonian Public Procurement Register

<https://youtu.be/MaCPHJfoAHo>

Summary on E-procurement systems in Baltics:

	LATVIA	LITHUANIA	ESTONIA
Registration in the system	ej.uz/eis-access	pirkimai.eviesiejipirkimai.lt	riigihanked.riik.ee
Term for registration approval	3 w/d (in case of no errors in registration forms)	3 w/d	No approval necessary, registration after e-mail verification
Instructions	paligs.eis.gov.lv/suppliers/	vpt.lrv.lt/en/e-public-procurement	https://ej.uz/fin-guides
Contracting authority	RB Rail AS (railbaltica.org) EDZL (edzl.lv)	AB Lietuvos geležinkeliai (litrail.lt)	RAIL BALTIC ESTONIA OÜ (rbestonia.ee)
Procurement announcements	iub.gov.lv/lv	cvpp.eviesiejipirkimai.lt	riigihanked.riik.ee/rhr-web/#/search
Alternative communication means	E-tendering system, E-mail (as indicated in regulations)	E-tendering system only	E-tendering system only
Market consultations announced	EIS, railbaltica.org/tenders, edzl.lv/par-edzl/iepirkumi	cvpp.eviesiejipirkimai.lt	Procurement register or webpage of contracting authorities
Appeals	Procurement Monitoring Bureau (mandatory stage), Court	Contracting authority (mandatory stage), Court	Public Procurement Review Committee (mandatory stage), Court



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ESTONIA

