

# **Instructions for using the e-JN system for use of the functionalities of electronic submission of tenders in the e- JN system: TENDERERS**

System version e-JN 2.10.

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## 1. INTRODUCTION

The online electronic public procurement contract awarding system (hereinafter: e-JN system) is intended to support the procedures of public procurement and submission of requests to participate and tenders electronically.

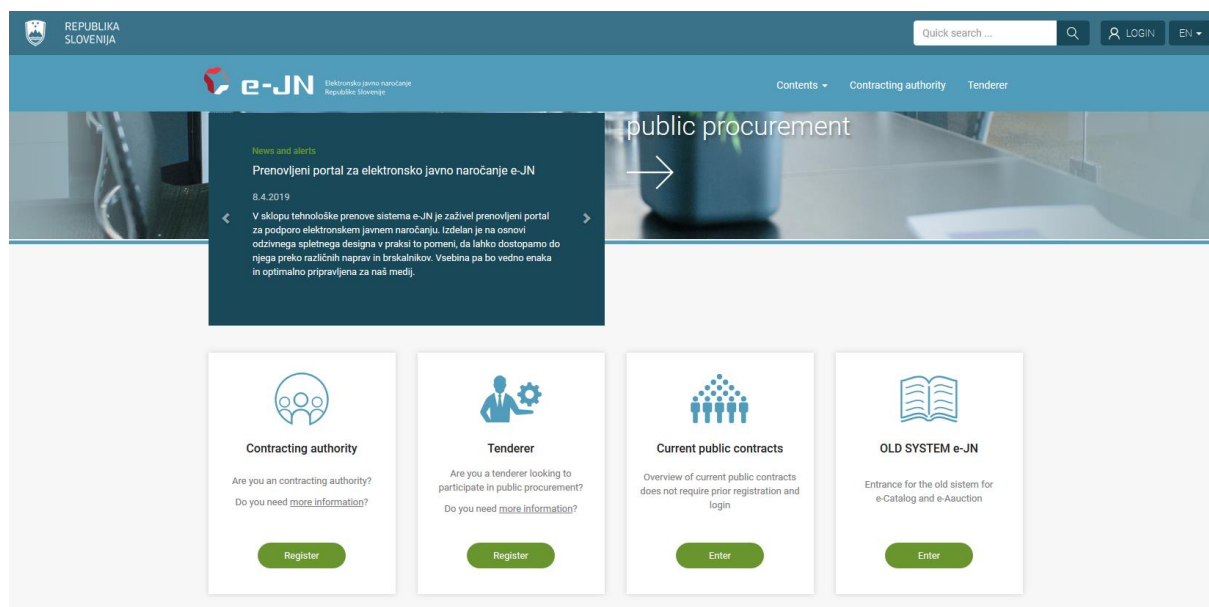
### 1.1. What's new in 2.10. version

In this version the following changes were made:

- the e-JN information system was updated
- General Terms and Conditions have been updated

### 1.2. Platform for Electronic public procurement

This is the entering point for both contracting authorities and tenderers and also where current public contracts can be viewed. It is available [here](#).



In the upper right corner, you can change the language: Slovene (SI) or English (EN).

If you are a new tenderer, you enter the information system by clicking the icon “Tenderer”, button “Register”.

If you are already registered in the system, you enter by clicking “Login” in the upper right corner.

Current public contracts are available on the link [Current public contracts](#). This information is available to public, no prior registration is needed. You can overview the public contract procedures and see the public opening of tenders received.

More information can be found by clicking "[more information](#)" on the icon "Tenderer".

### 1.3. What does registration in the e-JN system offer me?

- Logging in to participate in current public contracts that are published openly.
- Receiving calls for competition from contracting authorities for public contracts that are not published openly.
- Preparation of requests to participate or tenders for public contracts.
- Electronic submission of requests to participate or tenders.
- Access to the records of the public tender-opening session.
- Submission of tenders in negotiations' procedures.
- Submission of supplements.

## 2. USER ROLES

A registered user on the part of an economic operator/tenderer may have a different selection of user rights, allocated to their user role in the e-JN information system. The user can register by using one of the following roles:

- **Statutory representative of a legal entity:** The first registration of a legal entity with a registered seat in the Republic of Slovenia may be performed only by the statutory representative of the legal entity entered in the Record of digital certificates, kept by AJPES.
- **Authorised officer of a legal entity:** Where a legal entity is registered in the e-JN information system, any number of authorised officers may be registered for work with that legal entity. The rights of an authorised officer of a legal entity shall be granted by the statutory representative of the legal entity or a person authorised by the statutory representative to administer rights within that legal entity. Authorised officers may be employees of the legal entity or external operators authorised by the statutory representative to work with that legal entity.  
Statutory representative may allocate one or more of the following rights to the authorised officer:
  - **Signatory:** the right of signatory allows creating, signing and submitting tenders.
  - **Statutory representative:** this right allows editing users and other parameters within the organisation, creating, signing and submitting tenders
  - **Custodian:** this right allows creating tenders but does not permit to sign and/or submit tenders.
  - **Holder and Administrator of rights:** this right allows editing users and other parameters within the organisation.
- **Sole trader:** Registration with this user role is intended for a sole trader that is a natural person and performs gainful activity independently in the market and is registered in the Business Register of Slovenia (PRS).
- **Natural person:** Registration with this user role is intended for a tenderer operating in their own name as an individual natural person (and not as a sole trader). This category also includes

supplementary activities in agriculture, self-employed persons in the cultural sphere, freelance journalists and other, similar, independent professions.

- **Authorised representative of a natural person or sole trader:** Natural person or sole trader may register any number of authorised representatives for work with that person. An authorised representative is a person authorised by the natural person or sole trader to perform services on their behalf in the e-JN information system. Authorised representatives must send a printed authorisation to the Main Administrator.
- **Company registered outside Slovenia:** Companies with a registered office outside the Republic of Slovenia must enter all registration data manually in the form, and then send the printed and signed form to the Main Administrator.

## 2.1. How do I register in the e-JN system?

### 2.1.1. Registration of the statutory representative of a company in Slovenia

To register you need a qualified digital certificate.

*Caution! Select this option only if you are the statutory representative of a company in Slovenia and your digital certificate is entered in the Record of Digital Certificates (EDP) at AJPES. If this is not the case you will not be able to request rights (see below step 1.6)*

Registration procedure:

1. Submit your electronic **Application for registration of a statutory representative**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Statutory representative of a legal entity".
  - 1.5. Enter the registration number of your organisation, then click on "Search".
  - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".
2. After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

### 2.1.2. Registering the authorised officer of a legal entity

To register you need a qualified digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of the authorised officer of a legal entity**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Authorised officer of a legal entity".
  - 1.5. Enter the registration number of your organisation, then click on "Search".
  - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Request rights".

You will be notified by e-mail of the successful confirmation of your rights on the part of the statutory representative or the holder and administrator of rights, and then you can start using the application.

#### 2.1.3. Registration of sole trader

To register you need a qualified digital certificate.

*Caution! Select this option only if you have a registered sole trader business. If this is not the case you will not be able to request rights (see below step 1.5)*

Registration procedure:

1. Submit your electronic **Application for registration of a sole trader**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Sole trader".
  - 1.5. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".
2. After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

#### 2.1.4. Registration of natural persons (individuals)

To register you need a qualified digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of a natural person**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Natural person".
  - 1.5. Enter your address and telephone number.
  - 1.6. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Register me".

After registering successfully you will be automatically logged in to the system and redirected to My e-JN, where you can start using the application.

#### 2.1.5. Registering the authorised representative of a natural person or sole trader

To register you need a qualified digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of the authorised representative of a natural person or sole trader**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Authorised representative of a natural person or sole trader".
  - 1.5. Enter the tax (VAT) number of the person you wish to represent, than click on "Search".

- 1.6. Fill in the information about the authorising party (first name, family name, e-mail address, address, telephone number).
- 1.7. Fill in your missing information (e-mail address, address and telephone number).
- 1.8. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Create authorisation".
- 1.9. Print out the authorisation and send it, signed by the authorising party, to [gp.mju@gov.si](mailto:gp.mju@gov.si)
- 1.10. Click on "Request rights".

You will be notified by e-mail of the successful confirmation of your rights, and then you can start using the application.

#### 2.1.6. Registration of companies with registered offices outside the Republic of Slovenia

To register you need a qualified digital certificate.

Registration procedure:

1. Submit your electronic **Application for registration of a company with registered office outside Slovenia**
  - 1.1. Go to "[URL address](#)".
  - 1.2. Click on the button "Register" on the icon "Are you a tenderer?"
  - 1.3. After successfully logging in to SI-PASS you will be redirected to the registration application.
  - 1.4. Select the option "Company registered outside Slovenia".
  - 1.5. Enter the company identifier, then click on "Search".
  - 1.6. Fill in your information (first name, family name, e-mail address, address, telephone number).
  - 1.7. Fill in the company information (company name and address).
  - 1.8. Check that the information shown is correct and also check the [general terms and conditions of using the system](#), and if you agree with them click on "Create application".
  - 1.9. Print out the authorisation, sign it and send it to [gp.mju@gov.si](mailto:gp.mju@gov.si).
  - 1.10. Click on "Request rights".

You will be notified by e-mail of the successful confirmation of your rights, and then you can start using the application.

## 3. PUBLIC CONTRACTS

### 3.1. How do I find current public contracts and where do I find invitations?


You can access current public contracts in several ways:

- On the online [Public procurement portal](#).
- On the home page "[Platform for Electronic public procurement](#)", on the tab with the overview of [Current public contracts](#).
- If you are logged in to the e-JN system, click on the icon "Current public contracts".

Access to requests to participate for public contracts that are not published openly:

- The contracting authority will e-mail you a call for competition and will direct you to the display of invitations.

- By logging in to the e-JN system and clicking on the Invitations icon on your desktop you can access a display of invitations.

 *If you wish the contracting authority to send you a call for competition for a public contract that is not published openly, you must first be registered in the e-JN system.*



See a video presentation [here](#).


### 3.2. How can I participate in a public contract?

If you wish to be considered for a public contract that is published on the overview of current public contracts:

- In the table showing the overview of current public contracts, find the contract you wish to participate in and click on it.
- A page will open up showing the outline of the contract order details and a link to the public procurement portal site.
- Click on “Participate in the public contract” which you will find on the right-hand side.
- If you are already logged in to the e-JN system, a page will open up for creating a request to participate/tender (see 6.3.2).
- If you are not yet logged in to the e-JN system, you must first log in.

If you wish to be considered for a public contract with a call for competition:

- In the table showing the overview of invitations, click on the invitation.
- A page will open up showing the outline of the contract order details and documentation.
- Click on “Participate in the public contract” which you will find on the right-hand side.
- A page will open up for preparing your tender.

 *If there is no “Participate in the public contract” button on the right-hand side, this means that the deadline for submitting requests to participate or tenders has passed and you can no longer participate.*



See a video presentation [here](#).

## 4. TENDER

### 4.1. How do I prepare and submit a tender?

- After selecting the option “Participate in a public contract”, a page will open up for preparing a tender.
- Enter the information and add documents (see 6.3).
- Save the information or submit the tender if you have the right to sign and submit a tender.



See a video presentation [here](#).




#### 4.2. What if I do not have the right to sign and submit a tender?


- The person who has the right to submit the tender can find the tender you prepared in the list of tenders (see 6.3.3) and click on it.
- A page will open up showing an overview of the tender.
- Click on the tender to open up detailed information and select the button “submit tender”.

#### 4.3. Can I submit a new version of the tender?

If you have already submitted one version of your tender, you can still submit a new version up to the deadline for submission of tenders. You can do this as follows:

- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on the button “New version of tender”.
- A new version of the tender will open containing all the information from the submitted version.
- You can change the information in this version and add or delete documents.
- Save the new version and submit it in the same way as with the first tender.


 *If there is no “New version of tender” button on the right-hand side, this means that the deadline for submitting requests to participate or tenders has passed and submission is no longer possible.*

 See a video presentation [here](#).

#### 4.4. Can I withdraw a tender I have submitted?

Yes, you can withdraw a tender up until the deadline for submitting tenders. You can do this as follows:

- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on “Withdrawal of participation” which you will find on the left-hand side.
- Submission of the tender is thereby cancelled.


 *If there is no “Withdrawal of participation” button on the left-hand side, this means that the deadline for withdrawing tenders has passed and withdrawal is no longer possible.*

#### 4.5. What if I change my mind and want to re-submit the tender?

Up until the deadline for submitting tenders you can reverse the withdrawal of a tender. You can do this as follows:

- In the list of tenders, find the specific tender and click on it.
- A page will open up showing the basic data of the tender.
- Click on “Cancel withdrawal of participation” which you will find on the left-hand side.

- A page will open up showing the details of the tender.
- Save and submit the tender, as you did when you first submitted the tender.
- The tender is thereby re-submitted.


 *If there is no “Cancel withdrawal of participation” button on the left-hand side, this means that the deadline for submitting tenders has passed and submission is no longer possible.*


## 5. OPENING OF TENDERS

### 5.1. Where can I see who has submitted tenders for a public contract?

**If you did not submit a tender yourself**, you can look at submitted tenders in the overview of current public contracts after the deadline for submitting tenders has passed.


- Find the public contract in the list of current public contracts.
- Click on the contract to see the details.
- Click on “Overview of tenders” on the right-hand side.
- A list of tenderers will appear.
- Clicking on an individual tenderer brings up their pro-forma invoice.

 *If there is no “Overview of tenders” button on the left-hand side, this means it is either not yet time for the opening of tenders or the period for public viewing of tenders has expired.*

 See a video presentation [here](#).

**If you submitted a tender**, you can view the record of the opening of tenders and pro-forma invoices after the deadline for submitting tenders has passed and up until the conclusion of the public contract awarding procedure.

- In the list of your tenders, find the specific tender and click on it.
- This will bring up the basic information about your tender.
- In the set of data on the public contract, after the opening of tenders a button “Competing tenders” will open up on the left-hand side.
- Click on the button “Competing tenders”.
- This will bring up an identical overview of tenderers to that in the public opening of tenders.
- By clicking “Print” you can print the record of the public tender-opening session.

 *If there is no “Competing tenders” button on the left-hand side, this means it is either not yet time for the opening of tenders or the procedure for awarding the public contract has been concluded.*

## 6. SHORT DESCRIPTION OF SYSTEM FUNCTIONALITIES


The system contains the following functionalities:

- My e-JN – desktop with selection of functionalities you can use depending on your rights.
- Invitations to participate in a public contract.
- Tenders

- Entry of tender/request to participate
- Submission of tender/request to participate
- New version of tender/request to participate
- Withdrawal of tender/request to participate
- Re-submission of tender/request to participate
- Submission of supplementation/clarification to tender/request to participate.

## 6.1. My e-JN

After successful login, in the upper right-hand section you will see your name and family name and the title of the entity for which you will be submitting a tender. Next to it you will also see an icon for access to help and the option of changing language.

By clicking User profile  the following options to manage your profile are shown:

- “My user accounts” – enables an overview of all user accounts and determining the default user account.
- “Login with different account” – enables the switch of user accounts or logging in with a different user account (if you are submitting tenders for several tenderers).
- “Edit contact details” – enables changing the e-mail address
- “Logout” – logging out from the application.

The following icons (depending on your rights) are available on the desktop:

- “Tenders” with an overview of tenders.
- “Current public contracts” with an overview of published public contracts.
- “Invitations” with an overview of contracting authority invitations to participate in public contracts that are not published openly on the public procurement portal.
- “Users” (only if you have the corresponding rights).

You can access the page by clicking on the icon in the middle of the page or using the menu on the left.

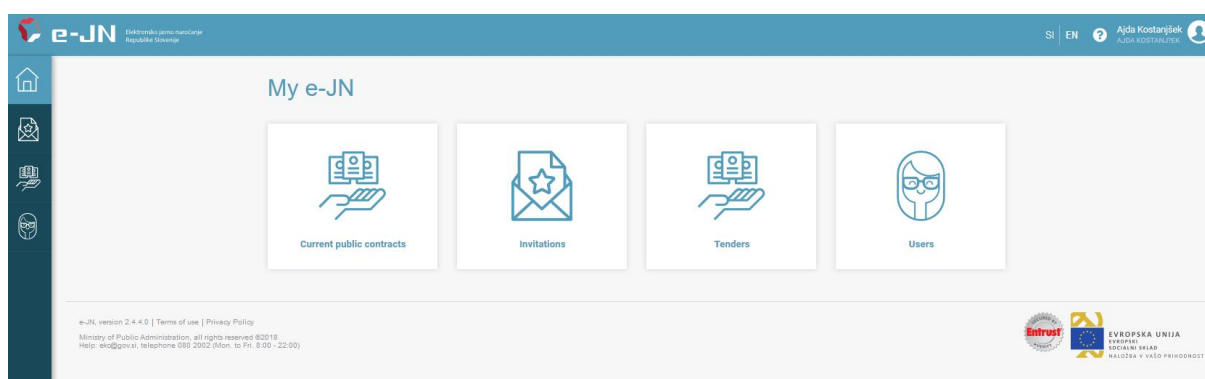



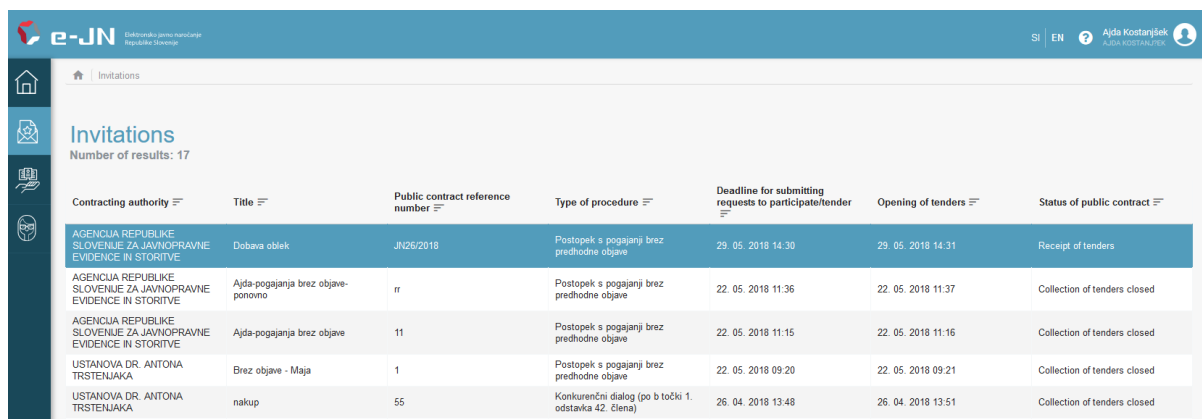
Figure 1: Work desktop

If you click on the system logo  in the top left corner, this will open up the home page “[Platform for Electronic public procurement](#)”.

## 6.2. Invitations

### 6.2.1. List of invitations

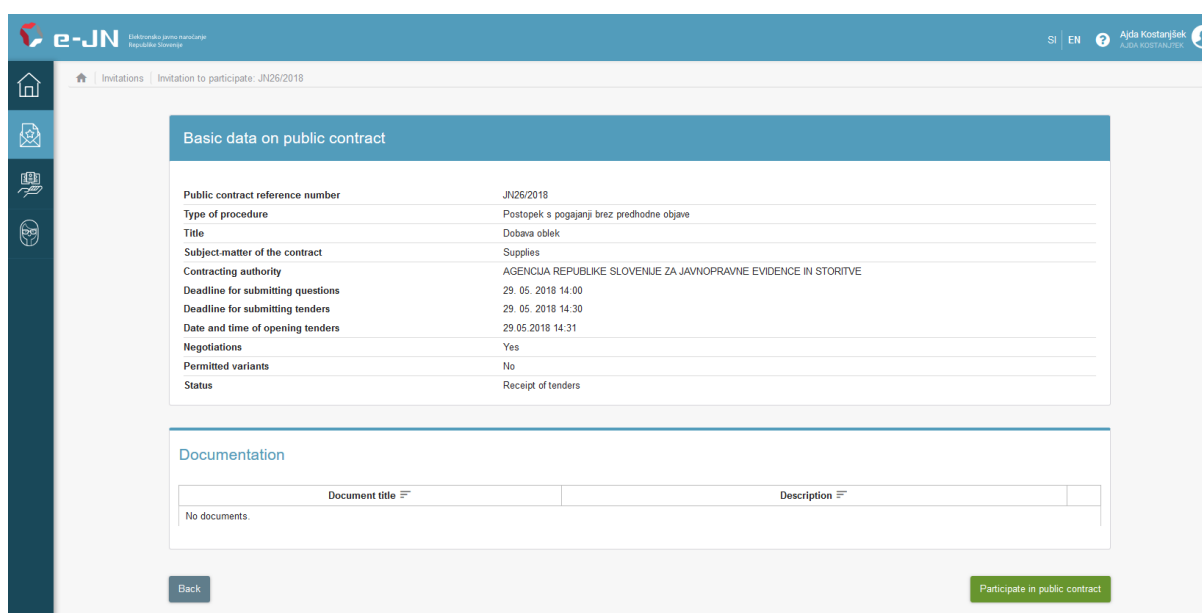
In procedures with a call for competition, invited candidates will see invitations in the Invitations section. You will also be notified of invitations by e-mail at the e-mail address you give as your contact e-mail in your user profile upon registration.



Contracting authority	Title	Public contract reference number	Type of procedure	Deadline for submitting requests to participate/tender	Opening of tenders	Status of public contract
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Dobava oblek	JN26/2018	Postopek s pogajani brez predhodne objave	29. 05. 2018 14:30	29. 05. 2018 14:31	Receipt of tenders
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Ajda-pogajanja brez objave-ponovno	rr	Postopek s pogajani brez predhodne objave	22. 05. 2018 11:36	22. 05. 2018 11:37	Collection of tenders closed
AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE	Ajda-pogajanja brez objave	11	Postopek s pogajani brez predhodne objave	22. 05. 2018 11:15	22. 05. 2018 11:16	Collection of tenders closed
USTANOVA DR. ANTONA TRSTENJAKA	Brez objave - Maja	1	Postopek s pogajani brez predhodne objave	22. 05. 2018 09:20	22. 05. 2018 09:21	Collection of tenders closed
USTANOVA DR. ANTONA TRSTENJAKA	nakup	55	Konkurenčni dialog (po b točki 1. odstavka 42. člena)	26. 04. 2018 13:48	26. 04. 2018 13:51	Collection of tenders closed

Figure 2:List of invitations

Clicking on the invitation brings up information about the public contract and pertaining documentation. On the right-hand side is the button “Participate in public contract”, through which you can start to prepare a tender for the selected contract.



Basic data on public contract	
Public contract reference number	JN26/2018
Type of procedure	Postopek s pogajani brez predhodne objave
Title	Dobava oblek
Subject matter of the contract	Supplies
Contracting authority	AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE
Deadline for submitting questions	29. 05. 2018 14:00
Deadline for submitting tenders	29. 05. 2018 14:30
Date and time of opening tenders	29. 05. 2018 14:31
Negotiations	Yes
Permitted variants	No
Status	Receipt of tenders

Documentation	
Document title	Description
No documents.	

Back Participate in public contract

Figure 3:Detailed overview of public contract

## 6.3. Tender

### 6.3.1. List of tenders

The Tenders icon shows a list of your tenders. Clicking on the entry shows the details of the tender.

The entries in the table are shown in different colours:

- White entry: tender has been submitted or there are more than 2 days left before submission of tender.
- Yellow entry: less than 2 days remaining before submission of tender.
- Red entry: deadline for submission of tender has passed.

**List of requests to participate/tenders**  
Number of results: 71

Tender reference number	Public contract reference number	Type of procedure	Title	Contracting authority	Deadline for applying	Deadline for submitting tenders	Date of opening tenders	Date and time of submission of tender	Status of participation	Note
1		Naročilo male vrednosti	NMV	USTANOVA DR. ANTONIA TRSTENJAKA		29. 05. 2018 12:56	29. 05. 2018 12:57	29. 05. 2018 12:55	Sodelujem	
3		Naročilo male vrednosti	NMV (pogajanja)	USTANOVA DR. ANTONIA TRSTENJAKA		25. 05. 2018 13:26	25. 05. 2018 13:27	25. 05. 2018 13:45	Sodelujem	
2		Konkurenčni postopek s pogajanjem	Postopek s pogajanjem (maja)	USTANOVA DR. ANTONIA TRSTENJAKA	25. 05. 2018 10:31	25. 05. 2018 11:02	25. 05. 2018 11:03	25. 05. 2018 11:12	Sodelujem	Nova verzija v pripravi
1		Konkurenčni postopek s pogajanjem	Pogajanja (maja)	USTANOVA DR. ANTONIA TRSTENJAKA	25. 05. 2018 10:11			25. 05. 2018 10:09	Sodelujem	

Figure 4: List of applications/tenders

### 6.3.2. Preparation and submission of tender

The page is divided into the following sets: basic data on tender, documents and participants.

An e-mail address for notification purposes is also shown. If you wish to change it, enter a new e-mail address and repeat the change in the next field. If the e-mail addresses are not a match, submission is not possible.

In preparing a tender, enter the internal designation of the tender and attach the documents. If subcontractors are participating in your tender, it is a joint tender or you will be using the capacities of other entities, you must state the participating undertakings.

Documents are divided into the groups:

- Pro-forma invoice
- ESPD
- Declaration
- Other attachments

In the Pro-forma invoice group, pdf is the permitted file format. Only one file may be attached, except in the event of variant tenders, where several files may be attached. A document attached to the Pro-forma invoice group will be visible on the public opening of tenders in their entirety.

The ESPD form in xml format is mandatory, except in the event of procedures allowing the tenderer to attach their own declaration. If other undertakings are participating in your tender, a signed ESPD form must also be submitted for them.

Other documents should be attached to the group Other attachments.

Figure 5: Entry of tender

The following buttons can be found at the bottom of the page:

- Back – to return to the first page of the tender
- Save – to save information.
- Submit tender – for submission of tender.

In order to use the button “Submit” you must have the relevant right. Otherwise the tender must be submitted by the person who holds that right.

After clicking the “Submit” button a new window will open. The person submitting the tender must confirm his/her agreement with General Terms and Conditions and by clicking the “Submit” button he/she submits the tender/request to participate.

After confirmation the tender is submitted to a secure filing inbox to await the opening of tenders.

### 6.3.3. Overview of basic data of the tender

After the entry of tender data and submission, the following information on the contract and tender is shown on the first page of the tender:

- Data on the public contract
- Data on submission of tender
- Data on versions of the tender

The screenshot shows a web interface for a tender. At the top, there's a blue header with the word 'Tender'. Below it, a form displays basic contract information: Public contract reference number 1, Title 12, Status Receipt of tenders, Type of procedure Narodno male vrednosti, and Contracting authority USTANOVA DR. ANTONA TRSTENJAKA. A 'More information' button is present. Below this, the 'Tender data' section shows Submitted version 1, Status of tender Submitted, Date and time of submission of tender 05. 02. 2019 09:52, and Time remaining until submission deadline 0 days, 00 : 00 : 22. A table lists the tender versions, with one version (1) submitted by Maja Marinček. At the bottom, there are buttons for 'Withdrawal of participation' and 'New version of tender'. The footer contains legal notices and logos for the Republic of Slovenia and the European Union.

Figure 6: First page of tender with basic data

The following buttons can be found on the page:

- Detailed information – for a detailed overview of the public contract.
- Competitive tenders – an overview of competitive tenders after the opening of tenders.
- New version of tender – preparation of new version, if you have already submitted one version.
- Cancel – to delete a new version that was not submitted. The cancelation of an unsubmitted version (in preparation) is possible even if the deadline for submitting the tenders has passed.
- Withdrawal of participation – to withdraw a tender/request to participate already submitted. This button is active only until the deadline for submission has not passed.
- Cancel withdrawal of participation – to prepare and re-submit a withdrawn version once again. This button is active only until the deadline for submission has not passed.

In the detailed overview there is a button “Download confirmation of submission”, where you can print or download the certificate confirming that the tender has been submitted.

**e-JN** Elektronsko javno naročanje Republike Slovenije

SI | EN | Ajda Kostanjšek

Tenders | Request to participate/tender for public contract: JN26/2018 | Tender:

### Tender

#### Basic data on tender

Version	1	Status of tender	Submitted
Permitted variants	No	Time remaining until submission deadline	0 dni, 00 : 17 : 54

[Download confirmation of submission](#)

Reference number:

☐ joint request to participate/tender
 ☐ relying on capacities of other entities
 ☐ subcontractors

#### 6.3.4. Changing a tender

Even if you have already submitted a tender, you can still submit a new version of the tender up to the deadline for submission of tenders. On the first page for the overview of tenders, click on the button "New version of tender". The information from the submitted version will be transferred to the new version, where you can change it, delete it and add new documents.

**e-JN** Elektronsko javno naročanje Republike Slovenije

SI | EN | Ajda Kostanjšek

Tenders | Request to participate/tender for public contract: JN26/2018

### Tender

Public contract reference number: JN26/2018  
 Title: Dobava oblek  
 Type of procedure: Postopek s pogajanj brez predhodne objave  
 Contracting authority: AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE

[More information](#)

#### Tender data

Submitted version	2	Status of tender	Submitted
Date and time of submission of tender	29. 05. 2018 14:15	Time remaining until submission deadline	0 dni, 00 : 14 : 15

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
2		29. 05. 2018 14:13	Submitted	Ajda Kostanjšek	Ajda Kostanjšek	...
1		29. 05. 2018 13:52	Cancelled	Ajda Kostanjšek	Ajda Kostanjšek	...

[New version of tender](#)

The previously submitted tender will be cancelled.

#### 6.3.5. Withdrawal of tender

You can withdraw your tender up until the deadline for the opening of tenders. You can do this by selecting the version of the submitted tender and clicking on the button "Withdraw participation". The tender will be cancelled.

[Back](#) [Withdrawal of participation](#)

#### 6.3.6. Re-submission of tender

Even if you have withdrawn a tender, up until the deadline for submitting tenders you can re-submit it. Select the latest version of the tender and click on the button "Cancel withdrawal of participation". The tender will be re-submitted.

[Back](#) [Cancel withdrawal of participation](#)



### 6.3.7. Overview of record of the opening of tenders

After the specified time for the opening of tenders, competitive tenders will be visible in your system. On the first page for the overview of your tender, click on the button "Competitive tenders". This will bring up the record of the opening of tenders, with a list of tenderers, and the possibility of viewing the pro-forma invoice of an individual tender. This information will be shown up until the conclusion of the public contract award procedure. Other data and documentation relating to competitive tenders will not be shown.

Tender			
<b>Public contract reference number</b>	JN26/2018	<b>Type of procedure</b>	Postopek s pogajanjem brez predhodne objave
<b>Title</b>	Dobava oblek	<b>Contracting authority</b>	AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE
<a href="#">More information</a>		<a href="#">Competitive tenders</a>	

#### 6.4. Call to negotiate

If the public contract stated that negotiations will be carried out, the contracting authority can invite you to every round of negotiations through the e-JN system. You will be notified about the call through your e-mail as well. The information on negotiations can be found on the first page of your tender. If the negotiations demand a new version of tender or if this is the last round of negotiations, you can submit a new version of tender by clicking the link in your e-mail. You will be redirected to the page “Basic data on public contract”. By clicking “Back” you will be redirected to the page “Tender”, where data on tender will be opened. After clicking “Participate in next stage of public contract” you can submit a new tender in the way described in point 5.3.2 of these Instructions.

Tenders

Request to participate/tender for public contract JN26/2018

## Tender

<b>Public contract reference number</b>	JN26/2018	<b>Type of procedure</b>	Poziv na s popunjavanjem predhodne objave
<b>Title</b>	Dobara objekta	<b>Contracting authority</b>	USTANOVA DR. ANTONIA TRSTENJAKA
<b>Status</b>	Receipt of negotiation tenders		

[More information](#)
[Competitive tenders](#)

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### Tender data

<b>Submitted version</b>	3	<b>Status of tender</b>	Submitted
<b>Date and time of submission of tender</b>	05. 02. 2019 09:29	<b>Time remaining until submission deadline</b>	

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
3		05. 02. 2019 09:27	Submitted	Maja Marčinek	Maja Marčinek	
2		05. 02. 2019 09:25	Withdrawn	Maja Marčinek	Maja Marčinek	
1		05. 02. 2019 09:25	Withdrawn	Maja Marčinek	Maja Marčinek	

### Calls to supplement

Request date	Deadline for response	Type of call to supplement	Last response	
05. 02. 2019	05. 02. 2019 09:50	Request supplementation, correction, amendment or clarification of tender		

Participate in next stage of public contract

### 6.5. Call to supplement the tender/request to participate

If the contracting authority sent you a call to supplement, you will be notified via e-mail. On tender overview you will see the call under "Tender data".

Tenders
Request to participate/tender for public contract: JN26/2018

## Tender

Public contract reference number	JN26/2018	Type of procedure	Postopek s pogajanji brez predhodne objave
Title	Dobava oblek	Contracting authority	USTANOVA DR. ANTONA TRSTENJAKA
Status	Collection of tenders closed		

More information
Competitive tenders


### Tender data

Submitted version	3	Status of tender	Submitted
Date and time of submission of tender	05. 02. 2019 09:29	Time remaining until submission deadline	

Version	reference number	Date of creation of version	Status of version	Prepared	Submitted	
3		05. 02. 2019 09:27	Submitted	Maja Marinček	Maja Marinček	...
2		05. 02. 2019 09:25	Withdrawn	Maja Marinček	Maja Marinček	...
1		05. 02. 2019 09:25	Withdrawn	Maja Marinček	Maja Marinček	...

### Calls to supplement

Request date	Deadline for response	Type of call to supplement	Last response	
05. 02. 2019	05. 02. 2019 09:50	Request supplementation, correction, amendment or clarification of tender		...

The supplementation needs to be submitted before the deadline. After the deadline for supplementation has passed, submitting is no longer possible. By clicking on  under “Calls to supplement” a new window is opened, containing information on the call:

- In the upper part there is the contracting authority’s documentation
- In the lower part there is the possibility to add supplementation or to overview submitted supplementations.


Tenders
Request to participate/tender for public contract: JN26/2018
Overview of the supplementation:

## Supplementation

### Basic information on the call to supplement

Date of claim	05. 02. 2019	Deadline for response	05. 02. 2019 09:50
Type of call to supplement	Request supplementation, correction, amendment or clarification of tender		Until deadline for response
			0 days, 00 : 04 : 19

### Contracting authority documentation

Document title	Description	
Izjava 1		

### Supplementations

Entry number	Date of creation of version	Status of version	Prepared	Submitted	
No records					

New supplementation

Back

Until the deadline for supplementation has passed, you can submit several supplementations.

## 7. FAQ

Answers to frequently asked questions (in Slovenian) are available [here](#):

### Important recommendations

In preparing tenders we would draw the attention of tenderers to the following possibilities and specifics of the e-JN system:

- In submitting tenders, the size of files is limited to 200 MB per file and 300 MB for the entire tender documentation (all files in total);
- In order to avoid excessively large files, we recommend that attached scanned documents be of 150dpi resolution and scanned in black and white;
- the SIPASS <https://sicas.gov.si/CES-Sign/sign/sign.htm> enables electronic signing of documents;
- We advise you start preparing and submitting your electronic tender on time;
- Heed the instructions of the contracting authority for preparing tenders, especially the pro-forma invoice, and we caution that the document uploaded into the Pro-forma invoice section will be accessible at the public opening of tenders, so it should not contain information that in any way discloses personal data, classified information or business secrets.