

# **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 2.4.4.0.

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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 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 minutes of the public tender-opening session.

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

#### 1.2.1. 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.

#### 1.2.2. 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.

#### 1.2.3. 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.

#### 1.2.4. 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.

#### 1.2.5. 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.

#### 1.2.6. 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.

## 2. PUBLIC CONTRACTS


### 2.1. 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 "[System of electronic services for simpler and faster implementation of public procurement procedures](#)", on the page with the overview of [current public contracts](#).
- If you are logged in to the e-JN system, click on the system logo in the top left corner  or 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](#).


## 2.2. 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 an request to participate/tender (see 5.3.2).
- 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](#).

## 3. TENDER

### 3.1. 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 5.3.2).
- Save the information or submit the tender if you have the right to sign and submit a tender.



See a video presentation [here](#).


### 3.2. 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 5.3.3) 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”.

### 3.3. 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](#).

### 3.4. 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.
- Select your submitted version of the tender and click on detailed view.
- A page will open up showing the details of the tender.
- Click on “Withdraw tender” which you will find on the left-hand side.
- Submission of the tender is thereby cancelled.

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

### 3.5. 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.
- Select the withdrawn version of the tender and click on detailed view.
- A page will open up showing the details of the tender.
- Click on “Cancel withdrawal” which you will find on the left-hand side.
- The tender is thereby re-submitted.


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


## 4. OPENING OF TENDERS

### 4.1. 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 specified time for opening tenders. Viewing of submitted tenders is limited to 60 minutes.


- 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 time specified for the opening of tenders 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.

 *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.*



## 5. 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
  - Submission of tender
  - New version of tender
  - Withdrawal of tender
  - Cancel withdrawal of tender.

### 5.1. 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.

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.

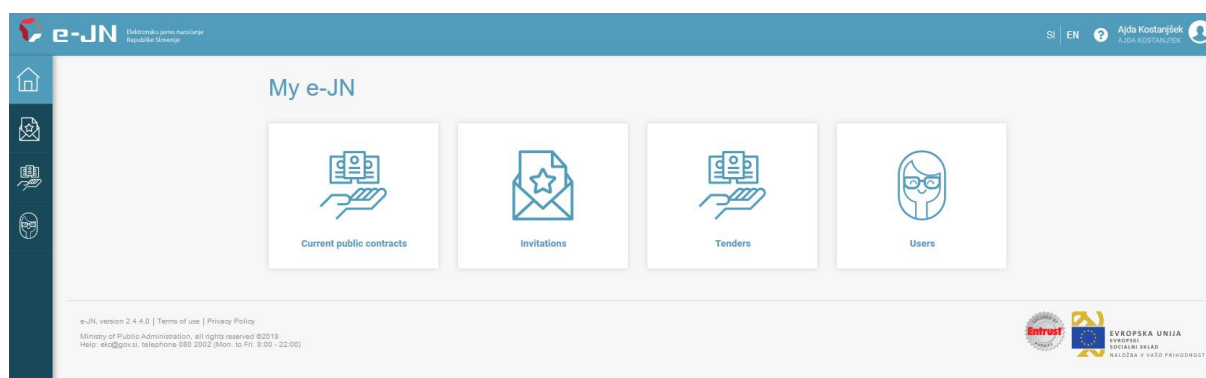



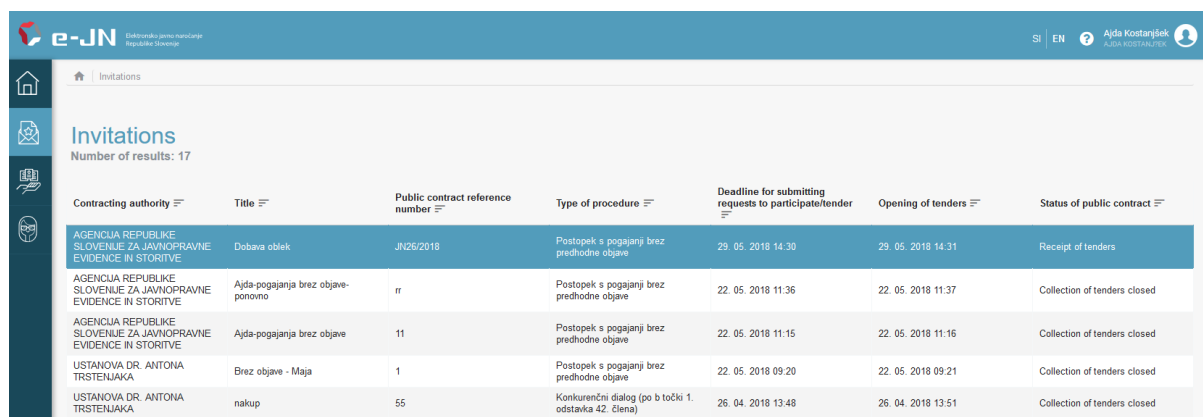
Figure 1: Work desktop

If you click on the system logo  in the top left corner, this will open up the home page [“System of electronic services for simpler and faster implementation of public procurement procedures”](#).

### 5.2. Invitations

#### 5.2.1. List of invitations

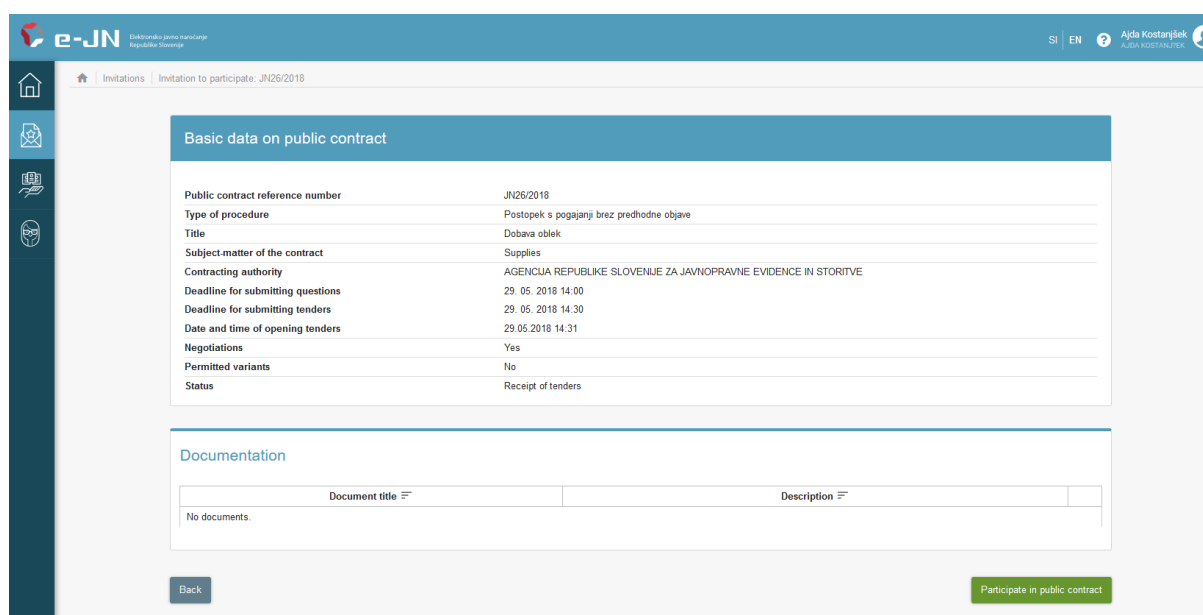
In procedures with a call for competition, invited candidates will see invitations in the Invitations section. You will also be notified of invitations by e-mail at the e-mail address you give as your contact e-mail in your user profile upon registration.



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

## 5.3. Tender

### 5.3.1. 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.

The screenshot shows the e-JN Tenders portal. At the top, there is a search filter with fields for 'Public contract reference number', 'Title', 'Contracting authority', 'Deadline for submitting requests to participate/tender', 'Status of participation', and 'Visibility'. A 'Search' button is located to the right of these fields. Below the search filter, the title 'List of requests to participate/tenders' is displayed, followed by 'Number of results: 71'. A table lists the results with columns: 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, and Note. The table contains four rows of data.

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 pogajanj	Postopek s pogajanj (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 pogajanj	Pogajanja (maja)	USTANOVA DR. ANTONIA TRSTENJAKA	25. 05. 2018 10:11			25. 05. 2018 10:09	Sodelujem	

Figure 4:List of applications/tenders

### 5.3.2. Preparation and submission of tender

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

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.

Request to participate/ten... x

https://ejn-test.sigov.si/ponudba/pages/priprava\_ponudbe.html?verzijaPonudbeld=715

Iskanje

e-JN

Tenders - Request to participate/tender for public contract: JN202018 - Tender

### Tender

Basic data on tender

Version: 1 Status of tender: in preparation

Permitted variants: no Time remaining until submission deadline: 6 dnl, 10 : 28 : 25

Reference number: enter reference number

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

Documents

Pro-forma invoice

Document	Description	Date			
proforma - pro-forma invoice		28. 05. 2018 13:35			

+ Send

ESPD - tenderer

Document	Description	Date			
402-0-2018-0-ESPD		28. 05. 2018 13:34			

+ Send

Other attachments

Document	Description	Date			
402-0-2018-0-documentacija-other documentation		28. 05. 2018 13:35			

+ Send

Back Delete version Save Submit tender

Figure 5:Entry of tender

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


- Delete version – to cancel entry of tender.
- Save – to save information.
- Submit tender – for electronic signature and submission of tender.
- Withdraw participation – to withdraw a submitted tender.
- Cancel withdrawal of participation – to re-submit a tender that was previously withdrawn.

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

Back Delete version Save Submit tender

Clicking on the “Submit tender” button brings up the page for signing documents. Signing the tender provides a signature for the documents uploaded by the tenderer into the sections:

- Pro-forma invoice
- ESPD form



### E-podpis dokumenta

Vnesite geslo za e-podpis dokumenta

402-8-2018-2-ESPD.xml [tTe7\_ABMT] ?

predračun – pro-forma invoice.pdf [b] ?

Podatki\_vloge.xml [\_Fgiz]OkLqU=] ?

Geslo

Nazaj Podpiši

Dodatne možnosti  
Ponastavitev gesla

Nalozba v tvojo prihodnost  
Pridruži se k e-podpisu in e-poravnavi  
Slovenski državni arhiv

Figure 6: Electronic signature


Other attached documents are not signed automatically by signing the tender.

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

### 5.3.3. 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



SI | EN ? Ajda Kostanjšek AJDA.KOSTANJSHEK

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

## Tender

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

More information

### Tender data

Submitted version	1	Status of tender	Submitted
Date and time of submission of tender	29. 05. 2018 14:10	Time remaining until submission deadline	0 dni, 00:19:16

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

New version of tender

Figure 7: 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

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

The screenshot shows the 'Tender' page in the e-JN system. The header includes the e-JN logo and navigation links. The main content area is titled 'Tender' and contains a section 'Basic data on tender'. This section displays the following information:

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

Below this table, there is a button 'Download confirmation of submission'. Further down, there is a 'Reference number:' field with a placeholder 'enter reference number'. Below this, there are three checkboxes: 'joint request to participate/tender', 'relying on capacities of other entities', and 'subcontractors'.

#### 5.3.4. 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.

The screenshot shows the 'Tender' page in the e-JN system, displaying 'Tender data'. The header includes the e-JN logo and navigation links. The main content area is titled 'Tender' and contains a section 'Tender data'. This section displays the following information:

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

Below this table, there is a button 'More information'. Further down, there is a section 'Tender data' with the following information:

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

Below this table, there is a table with the following columns: Version, reference number, Date of creation of version, Status of version, Prepared, Submitted, and a button 'New version of tender'.

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	...

The previously submitted tender will be cancelled.

#### 5.3.5. 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](#)

### 5.3.6. 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.

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[Cancel withdrawal of participation](#)

### 5.3.7. 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

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

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

### 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 100 MB per file and 150 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/bl/login?entityID=SICAS\\_CES-Sign&lang=en](https://sicas.gov.si/bl/login?entityID=SICAS_CES-Sign&lang=en) enables you to electronically sign ESPD forms for other participants (partners, subcontractors). The tenderer (or lead partner, if a group of tenderers is involved) signs their own ESPD by submitting the tender;
- Signing the tender takes around 8 to 10 seconds, and we advise you not to wait until the last moment prior to the expiry of the deadline for submitting tenders before submitting and signing;
- 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.