

**AUTOMATED SYSTEM**

**“Electronic Trading Platform of the Construction Holding “Titan-2”  
for Procurement Procedures”**

**Manual for Bidder**

Pages, total: 36

2016

## Contents

<b>Introduction</b> .....	2
<b>Terms and definitions</b> .....	4
<b>1 Requirements to the ETP USER Workstation</b> .....	5
<b>2 Operation in the System on Behalf of Bidder</b> .....	6
<b>2.1 Section «Invitations»</b> .....	6
<b>2.2 Section «My tenders»</b> .....	8
<b>2.3 Section «Tender participation requests»</b> .....	9
<b>2.4 Participation in Tender</b> .....	12
<b>2.4.1 Questions of tender</b> .....	12
<b>2.5 Determination of Pre-Qualification Winners</b> .....	13
<b>2.5.1 Submission of tender request for Pre-Qualification</b> .....	13
<b>2.5.2 Determination of Pre-Qualification Winners</b> .....	20
<b>2.6 Participation in Request for Proposals</b> .....	23
<b>2.6.1 Submission of request for Request of Proposals</b> .....	23
<b>2.6.2 User’s Participation in Request for Proposals</b> .....	27
<b>2.7 Participation in Competitive Negotiations</b> .....	30
<b>2.8 Participation in Rebidding (secondary trade)</b> .....	30
<b>2.8.1 Participation in Rebidding (secondary trade) in a Form of Single Price Change</b> 30	
<b>2.8.2 Participation in Rebidding (secondary trade) in Person</b> .....	31
<b>2.9 Participation in the New Step</b> .....	35

## Introduction

Electronic Trade Platform of the holding “Titan-2” for procurement procedures is intended for enabling bidding process in electronic form.

This document describes the Bidder's actions required for successful registration at the electronic trading platform.

Some figures, menu items and buttons described in the document may differ from those implemented in the system.

## **Terms and definitions**

**Electronic Trade Platform (ETP)** - software and program complex providing ON-line interaction between tender organizer and Bidders at all stages of conclusion of transaction.

**Platform Operator** - the organization that owns the right to use ETP.

**Tender Organizer** - legal person registered at the trade platform elaborating the terms of the procedure to be carried out and announcing the data on the tender in electronic form.

**Bidder** - legal person or natural person that has registered at the trade platform and submits tender application and price offerings.

**Electronic Document (ED)** - document with data presented in electronic digital form.

**Pre-Qualification** - Selection of qualified Parties/subcontractors, which is aimed for compilation of the list of potential persons (long list) whose qualification allows them to take part in the procedures of buying the goods, works, and services related to construction project of the NPP Hanhikivi-1.

**Request for Proposals** - competitive procurement procedure during which Organizer's Procurement Committee analyzes the Parties Offers according to several Estimation criteria.

**Rebidding (secondary trade)** - procedure that allows selected Bidders to change their offer submitted in response to the request for proposals.

## 1 Requirements to the ETP USER Workstation

To operate ETP the user shall be equipped with an automated workstation consisting of a PC or a notebook. The configuration recommended includes:

- 1) Processor with characteristics equal to Intel Pentium having a clock speed of 233 MHz or higher,
- 2) Random access memory, 512Mb, or more
- 3) Hard drive free space, 200 Mb, or more,
- 4) Display resolution 1280x800, or higher,
- 5) Installed software requirements:
  - Microsoft Windows 2000 SP4 (XP SP2) Professional or newer;
  - Internet Explorer version 9 or newer, Google Chrome version 35 or newer, Mozilla Firefox version 40 or newer;
  - Documentation apps (MS Office, WordPad);
  - File compression apps (RAR, ZIP, WINZIP);

To ensure proper operation of ETP all non-standard settings of Internet Explorer (such as Skype, ICQ and others) shall be disabled, since their application may change the structure of electronically formed documents.

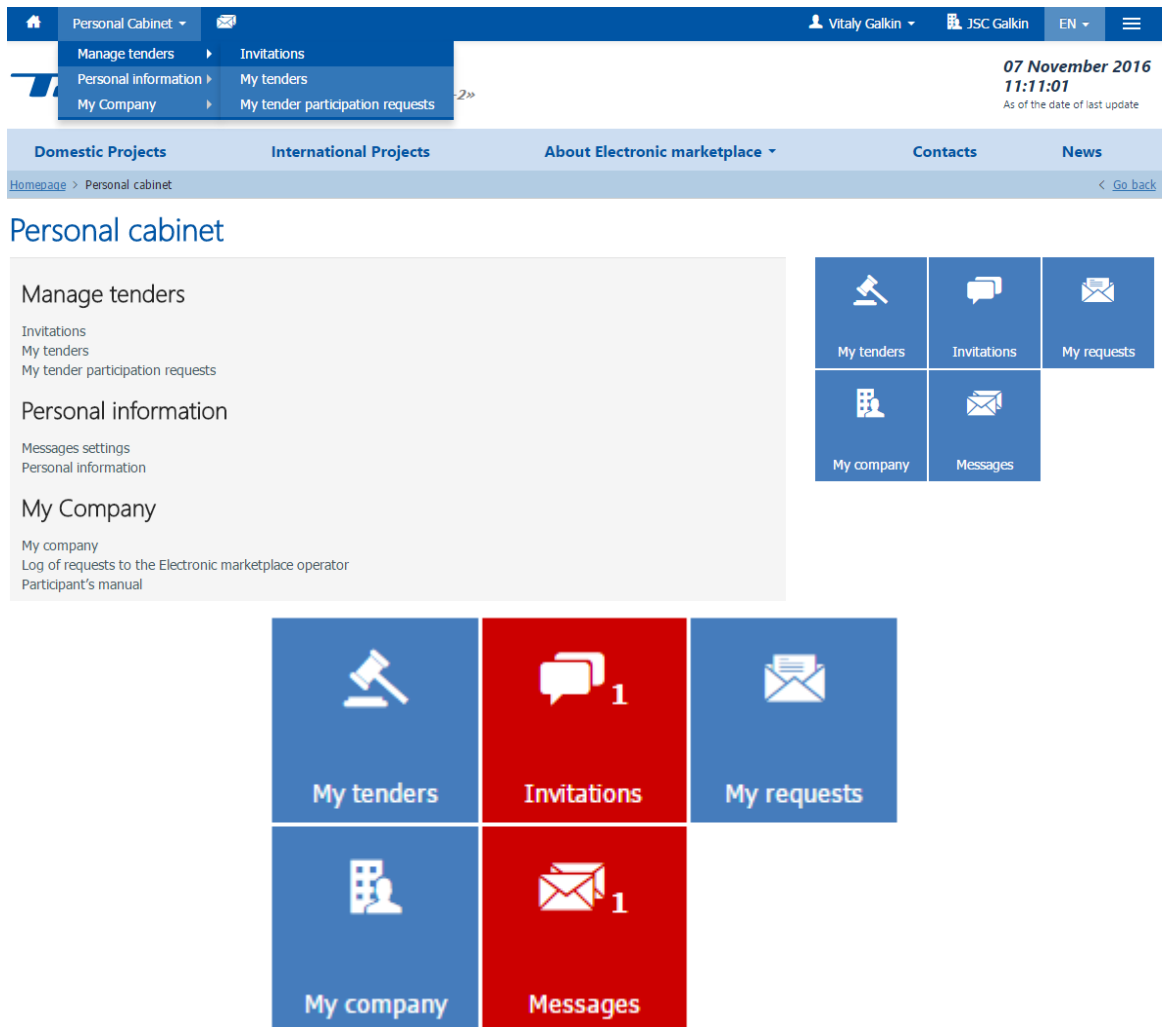
ETP is able to use for page viewing all standard browsers: Internet Explorer, Opera, Chrome, Firefox, Safari, etc. In the event of errors or incorrect displaying of pages the recommended browser IE shall be used.

## 2 Operation in the System on Behalf of Bidder

User of the organization playing the role of Bidder may operate all platform sections related to tender.

### 2.1 Section «Invitations»

Section «Invitations» presents the list of invitations that was sent to your company. To proceed to page to view invitations one may use the link in “Personal Cabinet” menu (Personal Cabinet - Manage tenders - Invitations) or click tile «Invitations»:



**Fig. 2.1 Menu item “Invitations”**

Invitations can be searched according to part of the lot name, lot number or announcement number. Only unread invitations are indicated as a default:

## Invitations

Lot:

Company:

Show only Unread Invitations

Show  entries ← Previous | 1 | Next →

Lot	Sent	Organizer	Lot number	Initial price	Application
<a href="#">Лот №1</a>	<a href="#">07/04/2016 05:24 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000032/1		<a href="#">Rejected</a>
<a href="#">Поставка бетона на строительство «АЭС Ханхикиви-1»</a>	<a href="#">06/23/2016 04:04 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000016/1		
<a href="#">Лот №1</a>	<a href="#">06/17/2016 04:11 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000030/1		<a href="#">Accepted</a>
<a href="#">Лот №1</a>	<a href="#">06/08/2016 10:28 AM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000026/1		<a href="#">Accepted</a>
<a href="#">Лот №1</a>	<a href="#">06/03/2016 02:25 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000025/1		
<a href="#">Лот №1</a>	<a href="#">06/03/2016 11:49 AM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000025/1		
<a href="#">Лот №1</a>	<a href="#">06/03/2016 10:13 AM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000025/1		<a href="#">Accepted</a>
<a href="#">Лот №1</a>	<a href="#">06/03/2016 09:46 AM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000020/1		
<a href="#">Лот №1</a>	<a href="#">06/02/2016 06:34 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000022/1		
<a href="#">Лот №1</a>	<a href="#">06/02/2016 05:29 PM</a>	<a href="#">АО "КОИЦЕР ТИТАН-2"</a>	T-0000020/1		

Entries 1 to 10 of 10 entries ← Previous | 1 | Next →

**Fig. 2.2 Search of Invitations**

In case you need to view all invitations sent to your organization, unselect check box “Show only unread invitations” and press button “Search”.

Column “Application” will present status of tender application created for the invitation. Detailed data on application can be viewed after clicking the link in the column “Application”. To proceed to tender, one can use link present in the lot name. Invitation may be viewed by clicking the link with date of sending.

The invitation page displays the following detailed data:

Personal Cabinet | Тест Тестов | izm Test oy | EN

**T2 TITAN2** | ELECTRONIC MARKETPLACE «TITAN-2»

07 November 2016 14:49:16  
As of the date of last update

Domestic Projects | International Projects | About Electronic marketplace | Contacts | News

Homepage > Personal cabinet > Invitations > Test lot 20161107 < Go back

### Invitation to tender

	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 02:00 PM
--	--	-----------------------------	--	---

Create a participation request

Lot	Test lot 20161107
Lot number	T-0000050/1
Status	Active
Sent	11/07/2016 01:17 PM
E-mail	test@mail.ru
Addressee	Тест Тестов

**Fig. 2.3 View of Invitation to Tender**

Upper part of the page for invitation for tender presents box with the data on tender: trading method, status, initial price and the date and time for the opening of envelopes.

To proceed to creation of tender application one shall use button named «Create a participation request».

In case Bidder is not interested in execution of the announced tender work, the invitation should be ignored.

## 2.2 Section «My tenders»

To proceed to webpage with tenders use the link in menu «Personal Cabinet» (Personal Cabinet - Manage tenders - My tenders) or click tile «My tenders»:

Personal Cabinet | Тест Тестов | izm Test oy | EN

**T2 TITAN2** | ELECTRONIC MARKETPLACE «TITAN-2»

09 November 2016 16:00:35  
As of the date of last update

Domestic Projects | International Projects | About Electronic marketplace | Contacts | News

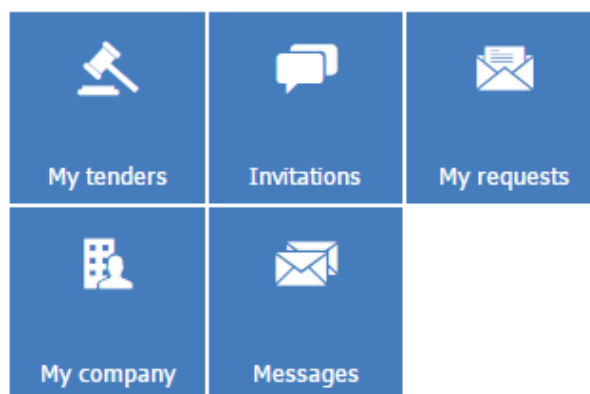
Homepage > Personal cabinet > My tenders < Go back

Personal Cabinet

- Manage tenders
  - Invitations
  - My tenders**
  - My tender participation requests
- Personal information
- My Company

### My tenders





**Fig. 2.4 Menu item «My tenders»**

Section «My tenders» presents list of all tenders, for which the bids were sent by the user, or user received tender invitation. The tenders can be searched using partial or full tender name, type and current status of tender:

The screenshot shows the 'My tenders' page with the following elements:

- Navigation:** Personal Cabinet, Manage tenders (Invitations, My tenders, My tender participation requests), Personal information, My Company.
- Page Header:** Тест Тестов, izm Test oy, EN, 09 November 2016 16:23:17.
- Menu:** Domestic Projects, International Projects, About Electronic marketplace, Contacts, News.
- Breadcrumbs:** Homepage > Personal cabinet > My tenders.
- Search:** Lot status (All), Trading method (All), Tenders search bar, Search, Clear.
- Table:** Shows 10 entries. Columns include №, Tender, Lot №, Lot, Initial price, Start of requests submission, End of requests submission, Status, Trading method, and Winner.

№	Tender	Lot №	Lot	Initial price	Start of requests submission	End of requests submission	Status	Trading method	Winner
T-0000051	<a href="#">Test 20161107</a>	T-0000051/1	<a href="#">Lot №1</a>		11/07/2016 02:00 PM	11/11/2016 03:00 PM	Request receiving	Request for proposal	
T-0000050	<a href="#">Test lot 20161107</a>	T-0000050/1	<a href="#">Test lot 20161107</a>		11/07/2016 02:00 PM	11/11/2016 01:00 PM	Request receiving	Request for proposal	

**Fig. 2.5 Page «My tenders»**

With the use of link in column «Tender» or column «Lot» one may proceed to view detailed information on tender and lot, respectively.

### 2.3 Section «Tender participation requests»

The section presents list of all tender requests submitted by the organization. To proceed to webpage with tender participation requests should use link from menu «Personal Cabinet» or click tile «My requests»:

## Personal cabinet

**Manage tenders**






- Invitations
- My tenders
- My tender participation requests






**Personal information**

- Messages settings
- Personal information

**My Company**

- My company
- Log of requests to the Electronic marketplace operator
- Participant's manual

 My tenders	 Invitations	 My requests
 My company	 Messages	

 My tenders	 Invitations	 My requests
 My company	 Messages	

**Fig. 2.6 Menu item «Tender requests»**

Tender requests may be searched using partial or full lot name, tender type, lot status, request status and number, as well as according to the period of time when the request was created and submitted:

## My tender participation requests

Request number	<input type="text"/>	Name	<input type="text"/>
Request status	All	Trading method	All
Request creation date	<input type="text"/> <input type="text"/>	Lot status	All
Request submission date	<input type="text"/> <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Show 10 entries

No	Request status	Submission date	Lot No	Name	Lot status	Trading method
<a href="#">48</a>	<a href="#">Rejected</a>	07/04/2016 05:37:05 PM	<a href="#">T-0000032/1</a>	<a href="#">Лот №1</a>	Completed via secondary trade	Request for proposal
<a href="#">45</a>	<a href="#">Accepted</a>	06/17/2016 04:23:20 PM	<a href="#">T-0000030/1</a>	<a href="#">Лот №1</a>	Completed	Request for proposal
<a href="#">41</a>	<a href="#">Deciphered</a>	06/08/2016 03:54:04 PM	<a href="#">T-0000027/1</a>	<a href="#">Лот №1</a>	Request evaluation	Request for proposal
<a href="#">39</a>	<a href="#">Accepted</a>	06/08/2016 11:17:00 AM	<a href="#">T-0000026/1</a>	<a href="#">Лот №1</a>	Completed	Request for proposal
<a href="#">36</a>	<a href="#">Accepted</a>	06/03/2016 10:30:46 AM	<a href="#">T-0000025/1</a>	<a href="#">Лот №1</a>	Completed via secondary trade	Request for proposal
	<a href="#">Draft</a>		<a href="#">T-0000050/1</a>	<a href="#">Test lot 20161107</a>	Request receiving	Request for proposal
	<a href="#">Draft</a>		<a href="#">T-0000051/1</a>	<a href="#">Лот №1</a>	Request receiving	Request for proposal

**Fig. 2.7 Page «Tender requests»**

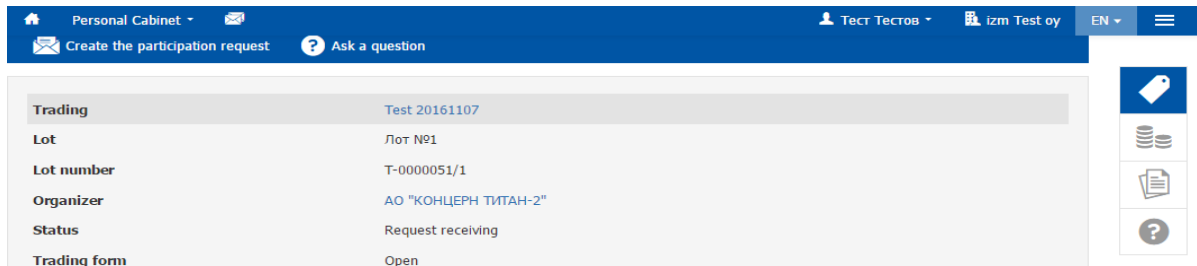
To view the request, use the link in column “No.” or “Request Status”; to view the lot data, use the link in column “Lot No.” or “Lot”.

## 2.4 Participation in Tender

According to ETP procedure, only the organizations that submitted tender request and were admitted by the organizer can participate in tender.

### 2.4.1 Questions of tender

When in status «Published» and «Request receiving», one may ask questions to the organizer, by pressing the respective button - «Ask a question». The answer to the question may be sent by the organizer of tender and published at the page «Lot information» in the box «Questions».

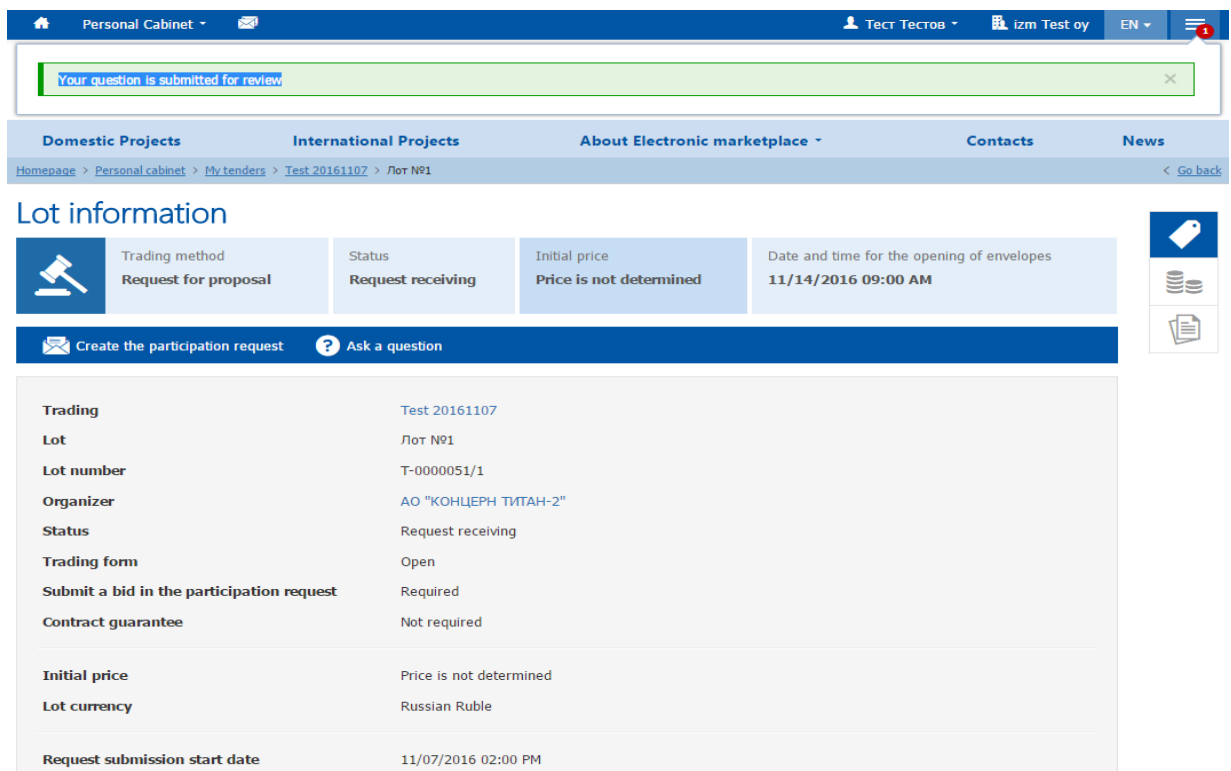


The screenshot shows the top navigation bar of the tender portal. On the left, there are buttons for 'Personal Cabinet', 'Create the participation request', and 'Ask a question'. On the right, there are user profile options for 'Тест Тестов', 'Izm Test oy', and 'EN'. Below the navigation bar, a table displays tender details:

Trading	Test 20161107
Lot	Лот №1
Lot number	T-0000051/1
Organizer	АО "КОИЦЕРН ТИТАН-2"
Status	Request receiving
Trading form	Open

On the right side of the table, there is a vertical menu with icons for a tag, a list, a document, and a question mark.

Fig. 2.8 Button «Ask a question»



The screenshot shows the 'Lot information' page. At the top, a green notification box states: 'Your question is submitted for review'. Below this, there are navigation tabs for 'Domestic Projects', 'International Projects', 'About Electronic marketplace', 'Contacts', and 'News'. A breadcrumb trail reads: 'Homepage > Personal cabinet > My tenders > Test 20161107 > Лот №1'. The main content area is titled 'Lot information' and contains a table with the following data:

Trading method	Request for proposal	Status	Request receiving	Initial price	Price is not determined	Date and time for the opening of envelopes	11/14/2016 09:00 AM
----------------	----------------------	--------	-------------------	---------------	-------------------------	--	---------------------

Below the table, there is a blue navigation bar with buttons for 'Create the participation request' and 'Ask a question'. The main content area below this bar contains a table with the following data:

Trading	Test 20161107
Lot	Лот №1
Lot number	T-0000051/1
Organizer	АО "КОИЦЕРН ТИТАН-2"
Status	Request receiving
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	11/07/2016 02:00 PM

On the right side of the page, there is a vertical menu with icons for a tag, a list, a document, and a question mark.

Fig. 2.8.1 «Your question is submitted for review» - after generation the question

Personal Cabinet Тест Тестов izm Test oy EN ? Ask a question

Create the participation request ? Ask a question

<b>Trading</b>	Test 20161107
<b>Lot</b>	Лот №1
<b>Lot number</b>	T-0000051/1
<b>Organizer</b>	АО "КОМЦЕРН ТИТАН-2"
<b>Status</b>	Request receiving
<b>Trading form</b>	Open
<b>Submit a bid in the participation request</b>	Required
<b>Contract guarantee</b>	Not required
<b>Initial price</b>	Price is not determined
<b>Lot currency</b>	Russian Ruble
<b>Request submission start date</b>	11/07/2016 02:00 PM
<b>Request submission end date</b>	11/11/2016 03:00 PM
<b>Date and time for the opening of envelopes</b>	11/14/2016 09:00 AM
<b>Additional information</b>	В соотвт с усл ДОк

**Bid guarantee** fold ▲

<b>Bid guarantee is required</b>	No
----------------------------------	----

**Documents** fold ▲

No attached documents

**Questions** fold ▲

**I have a question about this tender 20161111**

According to ETP procedure, only the organizations that submitted application for tender and were admitted by the organizer can participate in tender Hey! Here is my answer.

**Fig. 2.8.2 «A response for a question in the field «Questions»»**

## 2.5 Determination of Pre-Qualification Winners

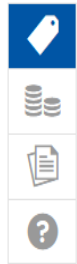
### 2.5.1 Submission of tender request for Pre-Qualification

To submit tender request, proceed to lot in status «Request receiving». Familiarize yourself with the tender data and press the button «**Create the participation request**».

Personal Cabinet Тест Тестов Izm Test.oy EN

Create the participation request Ask a question

Trading	Test 20161107
Lot	Лот №1
Lot number	T-0000051/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Request receiving
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	11/07/2016 02:00 PM
Request submission end date	11/11/2016 03:00 PM
Date and time for the opening of envelopes	11/14/2016 09:00 AM
Additional information	В соотвт с усл ДОК



Bid guarantee fold ▲

Bid guarantee is required	No
---------------------------	----

Documents fold ▲

No attached documents

Questions fold ▲

[I have a question about this tender 20161111](#)

According to ETP procedure, only the organizations that submitted application for tender and were admitted by the organizer can participate in tender Hey! Here is my answer.

**Fig. 2.9 «Creation of participation request»**

User proceeds to the page of participation request. It provides the following operations: Submit, Delete, Edit. In order to make successful participant's request, participant shall import all necessary documents.


Personal Cabinet 3 Тест Тестов izm Test oy EN




**T2 TITAN2** | ELECTRONIC MARKETPLACE «TITAN-2» 11 November 2016 17:53:50  
As of the date of last update

Domestic Projects International Projects About Electronic marketplace Contacts News


Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back


## Participation request

	Trading method <b>Request for proposal</b>	Status <b>Request receiving</b>	Initial price <b>Price is not determined</b>	Date and time for the opening of envelopes <b>12/01/2016 12:00 PM</b>
---	---	------------------------------------	---	--

 Submit  Delete  Edit

Request status	Draft
Lot	Лот №1
Lot №	T-0000052/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Creation date	11/11/2016 05:53 PM

 Documents fold ▲

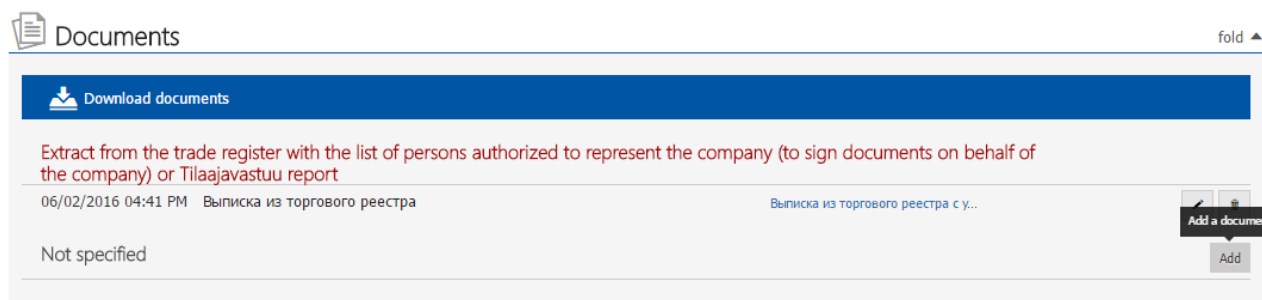
 Download documents

Extract from the trade register with the list of persons authorized to represent the company (to sign documents on behalf of the company) or Tilaajavastuu report

**Fig. 2.10 Page «Participation request»**

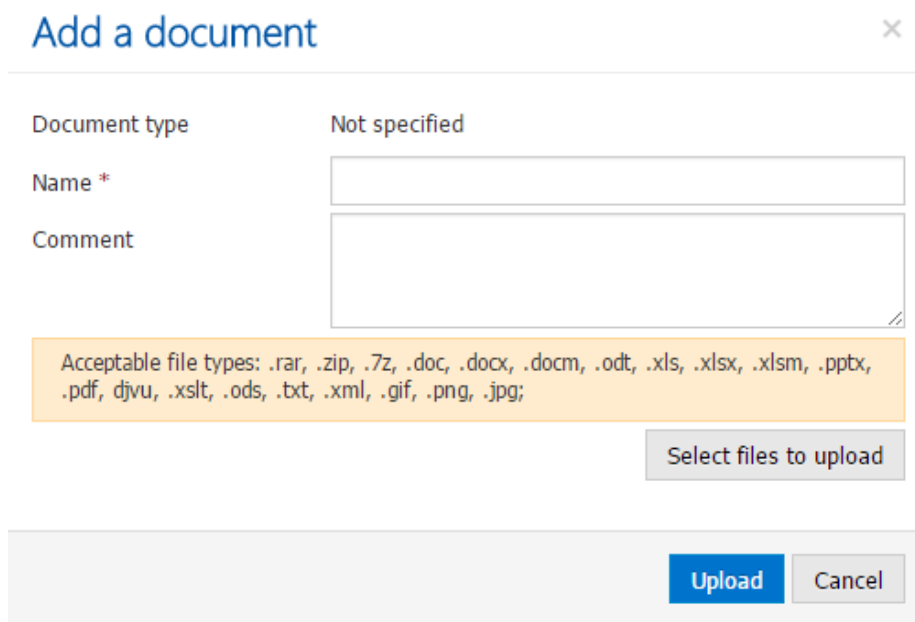
### 2.5.1.1 How to add documents

In box «Documents» it is required to add documents that are necessary for submitting the request; To do this, press button «**Add**». Also it is possible to edit or delete the document added with the use of the buttons located on the right from the document.



**Fig. 2.11 How to add documents**

In the window that appears, name and comment may be entered, if required. It is mandatory to enter the name of a document falling under “Other Document” type. Then user shall select a document to be imported on the hard drive by pressing button “**Select Files to upload**”. To import the file to the platform, press button “**Upload**”, to cancel the operation, press button “**Cancel**”:



**Fig. 2.12 Document import window**

All necessary documents are imported in the same way.

### **2.5.1.2 Submission of request**


Submission of request will be accessible after addition of all necessary documents. To do this, press button “**Submit**”. Status of request will change to “**Published**”.





Domestic Projects International Projects About Electronic marketplace Contacts News


Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back


## Trading participation request

	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 12/11/2016 11:00 AM
---	--	-----------------------------	--	---

 Submit  Delete

Status	Draft
Creation date	11/21/2016 10:12 AM
Lot number	T-0000058/1
Lot	Лот №1
Organizer	АО "КОМЦЕРН ТИТАН-2"
Currency	Russian Ruble
Bid	<input type="text" value="45,545,454.00"/>

 Documents fold ▲

 Download documents

Extract from the trade register with the list of persons authorized to represent the company (to sign documents on behalf of the company) or Tilajavastuu report


**Fig. 2.13 Button for Submission of Tender request**


Bidder may revoke a tender request during the request receipt period. To do this, press button “revoke”. Request status will change to “**Cancelled**”.

Domestic Projects International Projects About Electronic marketplace ▾ Contacts News

Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back

## Participation request

	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 12/11/2016 11:00 AM
---	--	-----------------------------	--	---

 Revoke


Nº	69
Request status	Published
Lot	Лот №1
Lot Nº	T-0000058/1
Organizer	АО "КОМЦЕРН ТИТАН-2"
Creation date	11/21/2016 10:12 AM
Submission date	11/21/2016 10:14 AM
Bid	45,545,454.00
Currency	Russian Ruble




**Fig. 2.14 Button for revoke of Tender request**

Domestic Projects International Projects About Electronic marketplace ▾ Contacts News

Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back

## Participation request

	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 12/11/2016 11:00 AM
---	--	-----------------------------	--	---

 Submit  Delete  Edit

Nº	69
Request status	Cancelled
Lot	Лот №1
Lot Nº	T-0000058/1
Organizer	АО "КОМЦЕРН ТИТАН-2"
Creation date	11/21/2016 10:12 AM
Submission date	11/21/2016 10:14 AM
Bid	45,545,454.00
Currency	Russian Ruble

**Fig. 2.14.1 Request status is cancelled**

When tender status changes to «request evaluation» the tender organizer may consider the request and admit the user for participation in tender, in this case the request will get the status “Accepted”. In case organizer declines application, its status at the bidder personal account will change to “Rejected”.

Domestic Projects International Projects About Electronic marketplace Contacts News

Homepage > Personal cabinet > My tenders > Разработка РД на траншею к энергоблоку 20161111 > Лот №1 < Go back

### Lot information

	Trading method Request for proposal	Status Request evaluation	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 03:30 PM
--	--	------------------------------	--	---

Trading	Разработка РД на траншею к энергоблоку 20161111
Lot	Лот №1
Lot number	T-0000054/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	<b>Request evaluation</b>
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	11/11/2016 03:19 PM
Request submission end date	11/11/2016 03:25 PM
Date and time for the opening of envelopes	11/11/2016 03:30 PM

**Fig. 2.14.2 Stage of request evaluation**

Bidder may view all its/his/her applications in log “My tender participations requests”. Bidder may operate all its/his/her applications in log “My tender participations requests”.

## My tender participation requests

Request number	<input type="text"/>	Name	<input type="text"/>
Request status	All	Trading method	All
Request creation date	<input type="text"/> <input type="text"/>	Lot status	All
Request submission date	<input type="text"/> <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Show  entries

№	Request status	Submission date	Lot №	Name	Lot status	Trading method
<a href="#">69</a>	<a href="#">Published</a>	11/21/2016 11:16:45 AM	<a href="#">T-0000058/1</a>	<a href="#">Лот №1</a>	Request receiving	Request for proposal
<a href="#">66</a>	<a href="#">Rejected</a>	11/18/2016 05:30:07 PM	<a href="#">T-0000058/1</a>	<a href="#">Лот №1</a>	Published a new stage	Request for proposal
<a href="#">63</a>	<a href="#">Accepted</a>	11/11/2016 04:51:55 PM	<a href="#">T-0000055/1</a>	<a href="#">Лот №1</a>	Completed	Request for proposal
<a href="#">61</a>	<a href="#">Deciphered</a>	11/11/2016 04:14:12 PM	<a href="#">T-0000055/1</a>	<a href="#">Лот №1</a>	Completed via secondary trade	Request for proposal
<a href="#">59</a>	<a href="#">Accepted</a>	11/11/2016 03:43:04 PM	<a href="#">T-0000055/1</a>	<a href="#">Лот №1</a>	Completed via secondary trade	Request for proposal
<a href="#">57</a>	<a href="#">Deciphered</a>	11/11/2016 03:20:11 PM	<a href="#">T-0000054/1</a>	<a href="#">Лот №1</a>	Request evaluation	Request for proposal
<a href="#">48</a>	<a href="#">Rejected</a>	07/04/2016 05:37:05 PM	<a href="#">T-0000032/1</a>	<a href="#">Лот №1</a>	Completed via secondary trade	Request for proposal

**Fig. 2.14.3 Request status on a page «My tender participation requests»**

### 2.5.2 Determination of Pre-Qualification Winners

When organizer completes the stage of evaluation of requests, pre-qualification status will change on “Summarizing”.

## Lot information

	Trading method	Status	Request submission period
	Prequalification	Summarizing	11/21/2016 12:30 PM — 11/21/2016 12:35 PM

Trading	<a href="#">РД 20161121</a>
Lot	Лот №1
Lot number	T-0000060/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Summarizing
Trading form	Open
Request submission start date	11/21/2016 12:30 PM
Request submission end date	11/21/2016 12:35 PM

## Documents

fold ▲

 Download documents	
Protocol on accept candidates as participants	
11/21/2016 12:41 PM	<a href="#">Protocol on accept candidates as p...</a>


**Fig. 2.14.4 Pre-qualification status on a page is «summarizing»**

According to the result of pre-qualification several winners are selected, who may be later invited for participation in the trade procedure announced by the tender organizer. Tender gets status «Completed».

Domestic Projects   International Projects   About Electronic marketplace ▾   Contacts   News

Homepage > Personal cabinet > My tenders > РД 20161121 > Лот №1   < Go back

## Lot information

	Trading method Prequalification	Status Completed	Request submission period 11/21/2016 12:30 PM — 11/21/2016 12:35 PM
---	------------------------------------	---------------------	--

Trading	РД 20161121
Lot	Лот №1
Lot number	T-0000060/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Completed
Trading form	Open
Request submission start date	11/21/2016 12:30 PM
Request submission end date	11/21/2016 12:35 PM

✓ Tender results fold ▲

Ended without selection of the winner for the reason of	завершение торгов
---	-------------------

**Fig. 2.14.5 Tender status is «Completed»**

Protocol with results of the tender may be downloaded by pressing button “Download All” or file name in the letter bottom.

In case no request has been submitted or only one bidder applied, tender organizer makes a decision to declare the tender void, and such tender receives status “Not completed”.

If, due to any reasons whatsoever, successful bidder was not selected, a new step of such tender can be announced, or the tender may be declared void.

## 2.6 Participation in Request for Proposals

According to ETP procedure, only the organizations that submitted request for tender and were admitted by the organizer can participate in request for proposals.

### 2.6.1 Submission of request for Request of Proposals

To submit request it is required to proceed to the tender that has status «Request receiving». On the lot page one may familiarize oneself with the data on request of proposals, and find information clarifying whether it is necessary to indicate price bid in request, which depends on the value in the field «Submit a bid in the participation request». To create the participation request use respectively named button:






Trading method	Request for proposal
Status	Request receiving
Initial price	Price is not determined
Date and time for the opening of envelopes	12/01/2016 12:00 PM

[Create the participation request](#) [Ask a question](#)

Trading	Дробление скальной породы
Lot	Лот №1
Lot number	T-0000057/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Request receiving
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	11/16/2016 03:25 PM

**Fig. 2.15 Page «Lot information»**

After pressing the button user proceeds to page for creating tender request, where it is required to fill in the price bid. After entering the price bid data, press button “Save”, to cancel press «Cancel». To delete a tender request, press button “Delete”.

Domestic Projects	International Projects	About Electronic marketplace ▾	Contacts	News																
<a href="#">Homepage</a> > <a href="#">Personal cabinet</a> > <a href="#">My tender participation requests</a> > Лот №1				<a href="#">Go back</a>																
<h2>Trading participation request</h2>																				
	Trading method <b>Request for proposal</b>	Status <b>Request receiving</b>	Initial price <b>Price is not determined</b>	Date and time for the opening of envelopes <b>12/11/2016 11:00 AM</b>																
<div style="background-color: #0056b3; color: white; padding: 5px;"> <span> Submit</span> <span> Delete</span> </div>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Status</td> <td>Draft</td> </tr> <tr> <td>Creation date</td> <td>11/22/2016 10:41 AM</td> </tr> <tr> <td>Lot number</td> <td>T-000058/1</td> </tr> <tr> <td>Lot</td> <td>Лот №1</td> </tr> <tr> <td>Organizer</td> <td>АО "КОМЦЕРН ТИТАН-2"</td> </tr> <tr> <td>Currency</td> <td>Russian Ruble</td> </tr> <tr> <td>Bid</td> <td> <input style="width: 100%;" type="text"/> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 3px;">Cancel</span> </div> </td> </tr> </table>					Status	Draft	Creation date	11/22/2016 10:41 AM	Lot number	T-000058/1	Lot	Лот №1	Organizer	АО "КОМЦЕРН ТИТАН-2"	Currency	Russian Ruble	Bid	<input style="width: 100%;" type="text"/>	<div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 3px;">Cancel</span> </div>	
Status	Draft																			
Creation date	11/22/2016 10:41 AM																			
Lot number	T-000058/1																			
Lot	Лот №1																			
Organizer	АО "КОМЦЕРН ТИТАН-2"																			
Currency	Russian Ruble																			
Bid	<input style="width: 100%;" type="text"/>																			
<div style="display: flex; justify-content: center; gap: 10px;"> <span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 3px;">Cancel</span> </div>																				
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> Documents</span> <span>fold ▲</span> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <span> Download documents</span> </div> </div>																				

**Fig. 2.16 Trading participation request**

Necessary documents are added in the same way as documents added to pre-qualification application (see clause 2.5.1.1 *How to Add Documents* of this Manual).

After all documents are added and field “Bid” has been filled in, submission of request will be accessible. To do this, press button “**Submit**”. Request status will change to “Published”.


Bidder may revoke the tender request during the period of request receipt. To do this press button «**Revoke**». Request status will change to “Cancelled”.




Domestic Projects International Projects About Electronic marketplace Contacts News

Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back

## Participation request

	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 12/11/2016 11:00 AM
---	--	-----------------------------	--	---

 Revoke


Nº	75
Request status	Published
Lot	Лот №1
Lot №	T-0000058/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Creation date	11/22/2016 10:41 AM
Submission date	11/22/2016 10:54 AM
Bid	545,454.00
Currency	Russian Ruble




 Documents

fold ▲

**Fig. 2.17 Page «Participation request» (Request status - Published)**

## Participation request


	Trading method Request for proposal	Status Request receiving	Initial price Price is not determined	Date and time for the opening of envelopes 12/11/2016 11:00 AM
---	--	-----------------------------	--	---

 Submit  Delete  Edit

Nº	75
Request status	Cancelled
Lot	Лот №1
Lot №	T-0000058/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Creation date	11/22/2016 10:41 AM
Submission date	11/22/2016 10:54 AM
Bid	545,454.00
Currency	Russian Ruble

 Documents

fold ▲

 Download documents

Extract from the trade register with the list of persons authorized to represent the company (to sign documents on behalf of the company) or Tilaajavastuu report


**Fig. 2.17.1 Page «Participation request» (Request status - Cancelled)**

When tender status changes to “Request evaluation”, tender organizer may evaluate the request and admit user to tender, in which case the request will get status “Accepted”. If request is rejected by the organizer, its status at the personal account of bidder will change to “Rejected”.

Domestic Projects International Projects About Electronic marketplace Contacts News

Homepage > Personal cabinet > My tenders > Разработка РД на траншею к энергоблоку 20161111 > Лот №1 < Go back


### Lot information

	Trading method Request for proposal	Status Request evaluation	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 03:30 PM
---	--	------------------------------	--	---

Trading	Разработка РД на траншею к энергоблоку 20161111
Lot	Лот №1
Lot number	T-0000054/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Request evaluation
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required
Initial price	Price is not determined
Lot currency	Russian Ruble
Request submission start date	11/11/2016 03:19 PM
Request submission end date	11/11/2016 03:25 PM
Date and time for the opening of envelopes	11/11/2016 03:30 PM

Fig. 2.17.2 Page «Lot information» (status - request evaluation)

### Participation request

	Trading method Request for proposal	Status Completed	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 05:00 PM
---	--	---------------------	--	---

№	63
Request status	Accepted
Lot	Лот №1
Lot №	T-0000055/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Creation date	11/11/2016 04:51 PM
Submission date	11/11/2016 04:51 PM
Bid	151,155.00
Currency	Russian Ruble

Documents fold ▲


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Fig. 2.17.3 Page «Participation request» (status - accepted)

## Participation request

	Trading method Request for proposal	Status Published a new stage	Initial price Price is not determined	Date and time for the opening of envelopes 11/18/2016 05:40 PM
---	--	---------------------------------	--	---



№	66
<b>Request status</b>	<b>Rejected</b>
Lot	Лот №1
Lot №	T-0000058/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Creation date	11/18/2016 05:29 PM
Submission date	11/18/2016 05:30 PM
Bid	15,515,555.00
Currency	Russian Ruble

Documents fold ▲

 Download documents

**Fig. 2.17.4 Page «Participation request» (status - rejected)**

Bidder may view all its/his/her requests in «My tender participation requests» log.

## My tender participation requests

Request number:  Name:

Request status: All Trading method: All

Request creation date:  -  Lot status: All

Request submission date:  -

---

Show 10 entries ← Previous 1 2 Next →

№	Request status	Submission date	Lot №	Name	Lot status	Trading method
75	Cancelled	11/22/2016 10:54:04 AM	T-0000058/1	Лот №1	Request receiving	Request for proposal
72	Accepted	11/21/2016 12:30:08 PM	T-0000060/1	Лот №1	Completed	Prequalification
70	Published	11/21/2016 12:12:50 PM	T-0000059/1	Лот №1	Request receiving	Prequalification

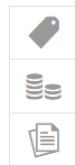
**Fig. 2.17.5 Page «My tender participation requests» (all requests)**

### 2.6.2 User's Participation in Request for Proposals

When organizer completes the evaluation of requests, request for proposals status will change to «Summarizing».

## Lot information


	Trading method Request for proposal	Status Summarizing	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 03:30 PM
Trading	Разработка РД на траншею к энергоблоку 20161111			
Lot	Лот №1			
Lot number	T-0000054/1			
Organizer	АО "КОНЦЕРН ТИТАН-2"			
Status	Summarizing			
Trading form	Open			
Submit a bid in the participation request	Required			
Contract guarantee	Not required			



**Fig. 2.17.6 Page «Lot information» (status - summarizing)**

Bidder is declared winner in request of proposals procedure, if it/he/she offered in its/his/her request the best terms of contract. Tender gets status «Completed».

## Lot information

	Trading method Request for proposal	Status Completed	Initial price Price is not determined	Date and time for the opening of envelopes 11/11/2016 05:00 PM
Trading	Разработка РД на траншею к ТДР 20161111			
Lot	Лот №1			
Lot number	T-0000055/1			
Organizer	АО "КОНЦЕРН ТИТАН-2"			
Status	Completed			
Trading form	Closed			
Submit a bid in the participation request	Required			
Contract guarantee	Not required			
Initial price	Price is not determined			
Lot currency	Russian Ruble			
Request submission start date	11/11/2016 04:50 PM			
Request submission end date	11/11/2016 04:56 PM			
Date and time for the opening of envelopes	11/11/2016 05:00 PM			



**Fig. 2.17.7 Page «Lot information» (status - completed)**

Protocol with tender results may be downloaded by pressing button «Download documents» or file name in the letter bottom.

Stages
fold ▲

Show  entries
← Previous 1 Next →

Number	Trading method	Status	Publication date
4	<a href="#">Request for proposal</a>	Completed	11/11/2016 04:46 PM
3	<a href="#">Secondary trades in the form of auction</a>	Published a new stage	11/11/2016 04:22 PM
2	<a href="#">Secondary trades in the form of one time price change</a>	Completed via secondary trade	11/11/2016 04:08 PM
1	<a href="#">Request for proposal</a>	Completed via secondary trade	11/11/2016 03:34 PM

Entries 1 to 4 of 4 entries
← Previous 1 Next →

Bid guarantee
fold ▲

Bid guarantee is required No

Documents
fold ▲

Download documents

[Protocol](#) on opening of envelopes

---

11/11/2016 05:00 PM Protocol on opening of envelop...  
Протокол вскрытия конверто...

---

Protocol on accept candidates as participants

---

11/11/2016 05:03 PM Protocol on accept candidates ...  
Протокол о признании претен...

---

Protocol on finalizing results

---

11/11/2016 05:04 PM Protocol on finalizing results.pdf  
Протокол подведения итогов...

**Fig. 2.17.8 Page «Lot information» with Protocols**


In case no request has been submitted or only one bidder was accepted, tender organizer makes a decision to deem the tender void, and such tender receives status “Not held”.

If, due to any reasons whatsoever, successful bidder was not selected, a secondary trade may be held for the tender, new step may be announced, or the tender may be declared void.

Domestic Projects    International Projects    About Electronic marketplace    Contacts    News

Homepage > Personal cabinet > My tenders > Test 20161107 > Лот №1    < Go back






## Lot information

	Trading method Request for proposal	Status Not held	Initial price Price is not determined	Date and time for the opening of envelopes 11/14/2016 09:00 AM
---	--	--------------------	--	---

Trading	Test 20161107
Lot	Лот №1
Lot number	T-0000051/1
Organizer	АО "КОМЦЕРН ТИТАН-2"
<b>Status</b>	<b>Not held</b>
Trading form	Open
Submit a bid in the participation request	Required
Contract guarantee	Not required

Initial price	Price is not determined
Lot currency	Russian Ruble

Request submission start date	11/07/2016 02:00 PM
Request submission end date	11/11/2016 03:00 PM
Date and time for the opening of envelopes	11/14/2016 09:00 AM

**Fig. 2.17.9 Page «Lot information» (status - Not held)**

## 2.7 Participation in Competitive Negotiations

Specific feature of competitive negotiations is that they are conducted in person, not within ETP format, and the organizer prepares «Competitive Negotiations Protocol» covering the results.


## 2.8 Participation in Rebidding (secondary trade)



If your organization received an invitation for rebidding (secondary trade), it means that tender organizer proposes you to improve your price bid according to the previous tender request.

### 2.8.1 Participation in Rebidding (secondary trade) in a Form of Single Price Change

To take part in rebidding (secondary trade), user is obliged to submit request with new price bid and attach necessary documents, the same as in case of request for proposals procedure.

## Lot information

	Trading method Request for proposal	Status Request submission for secondary trades	Initial price Price is not determined	Date and time for the opening of envelopes 11/28/2016 10:00 AM
---	--	---	--	---

 Create the participation request  Ask a question

Trading	Разработка РД на траншею к энергоблоку 20161111
Lot	Лот №1
Lot number	T-0000054/1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Status	Request submission for secondary trades
Trading form	Closed
Trading method	Secondary trades in the form of one time price change

Initial price	Price is not determined
Lot currency	Russian Ruble


Request submission start date	11/23/2016 10:00 AM
Request submission end date	11/27/2016 10:00 AM



**Fig. 2.18 Creating of Rebidding (secondary trade) request**

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Homepage > Personal cabinet > My tender participation requests > Лот №1 < Go back


### Trading participation request

	Trading method Request for proposal	Status Request submission for secondary trades	Initial price Price is not determined	Date and time for the opening of envelopes 11/28/2016 10:00 AM
---	--	---	--	---

 Submit  Delete

Status	Draft
Creation date	11/23/2016 10:24 AM
Lot number	T-0000054/1
Lot	Лот №1
Organizer	АО "КОНЦЕРН ТИТАН-2"
Currency	Russian Ruble
Bid	<input type="text"/>

 Documents fold ▲

 Download documents

**Fig. 2.19 Submission of request for rebidding (secondary trade)**


### 2.8.2 Participation in Rebidding (secondary trade) in Person

Rebidding (secondary trade) in person is held in the form of Dutch auction. By the time/date of the rebidding (secondary trade), tender status will change to «Secondary trades in progress».

Domestic Projects International Projects About Electronic marketplace Contacts News

Homepage > Personal cabinet > Invitations > Лот №1 < Go back

## Invitation to tender

	Trading method	Status	Initial price	Date and time of the start of trading
	Request for proposal	<b>Secondary trades announced</b>	Price is not determined	11/23/2016 11:00 AM


Lot	Лот №1
Lot number	T-0000054/1
Status	Active
Sent	11/23/2016 10:57 AM
E-mail	test@mail.ru
Addressee	

**Fig. 2.20 Rebidding (secondary trade), status - Secondary trades announced**

Domestic Projects International Projects About Electronic marketplace Contacts News

Homepage > Personal cabinet > Invitations > Лот №1 < Go back

## Invitation to tender

	Trading method	Status	Initial price	Date and time of the start of trading
	Request for proposal	<b>Secondary trades in progress</b>	Price is not determined	11/23/2016 11:00 AM

Lot	Лот №1
Lot number	T-0000054/1
Status	Active
Sent	11/23/2016 10:57 AM
E-mail	test@mail.ru
Addressee	

**Fig. 2.20.1 Rebidding (secondary trade), status - Secondary trades in progress**

Page «Trading information» presents all data on the rebidding (secondary trade). To get the data on quoted rates and trade session progress, as well as to submit price bids the bidder shall proceed to page «Secondary trades process», by pressing button «**Secondary trades process**»:

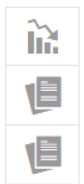


## Secondary trades process

	Trading method	Status	Initial price	Date and time of the start of trading
	Request for proposal	Summarizing	Price is not determined	11/23/2016 11:00 AM

Лот №1	My bid: 848,888.00
1 Step: 1,000.00	



### Bids

My bids

Show  entries ← Previous Next →

Nº	Bid	Submission time	Alias member
No data available in table			

Entries 0 to 0 of 0 entries ← Previous Next →

### Best bids

Show  entries ← Previous 1 Next →

Bid	Alias member
111,111.00 RUB	Participant №2
848,888.00 RUB	Participant №1

Entries 1 to 2 of 2 entries ← Previous 1 Next →

**Fig. 2.20.2 Page Secondary trades process**

Page «**Secondary trades process**» indicates time left until the end of submission of price bids, step, current bid of bidder (my bid). Price bid may be indicated by bidder in text field. Buttons «-» and «+» allow to adjust size of the price bid in multiples of the step. Button «**Make my bid the best**» is used to formulate new price bid. To submit the price bid, press button «**Submit a Bid**».

## Secondary trades process

	Trading method Request for proposal	Status Secondary trades in progress	Initial price Price is not determined	Date and time of the start of trading 11/23/2016 11:40 AM
---	--	--	--	--

Time left until the end: 00 : 04 : 24

Лот №1 1 Step: 1,000.00	My bid: 105,111.00	<input type="text" value="104,111.00"/> - + Make my bid the best Submit a bid
----------------------------	--------------------	---

### Bids

My bids

Show 10 entries ← Previous 1 Next →

№	Bid	Submission time	Alias member
5	105,111.00 RUB	11/23/2016 11:48:06 AM	Participant №1
4	106,111.00 RUB	11/23/2016 11:45:51 AM	Participant №1
3	107,111.00 RUB	11/23/2016 11:45:42 AM	Participant №1
2	108,111.00 RUB	11/23/2016 11:45:34 AM	Participant №1
1	844,888.00 RUB	11/23/2016 11:41:29 AM	Participant №2

Entries 1 to 5 of 5 entries ← Previous 1 Next →

### Best bids

Show 10 entries ← Previous 1 Next →

Bid	Alias member
105,111.00 RUB	Participant №1
844,888.00 RUB	Participant №2

**Fig. 2.21 Submission of Price Bid**

Box «Price Bids» presents price bids of the other participants, and their submission time. All participants names are hidden under nicknames, which ensures anonymity. Price bids of the current participant is highlighted with a certain color.

**Bids**

My bids

Show 10 entries

← Previous 1 Next →

Nº	Bid	Submission time	Alias member
5	105,111.00 RUB	11/23/2016 11:48:06 AM	Participant №1
4	106,111.00 RUB	11/23/2016 11:45:51 AM	Participant №1
3	107,111.00 RUB	11/23/2016 11:45:42 AM	Participant №1
2	108,111.00 RUB	11/23/2016 11:45:34 AM	Participant №1
1	844,888.00 RUB	11/23/2016 11:41:29 AM	Participant №2

Entries 1 to 5 of 5 entries

← Previous 1 Next →

**Best bids**

Show 10 entries

← Previous 1 Next →

Bid	Alias member
105,111.00 RUB	Participant №1
844,888.00 RUB	Participant №2

**Fig. 2.22 Box «Price Bids»**

Box «Best Price Bids» is compiled of the best bids of each participant.

**Best bids**

Show 10 entries

← Previous 1 Next →

Bid	Alias member
105,111.00 RUB	Participant №1
844,888.00 RUB	Participant №2

Entries 1 to 2 of 2 entries

← Previous 1 Next →

**Fig. 2.23 Box «Best Price Bids»**

## 2.9 Participation in the New Step

At the new tender step the requests from the previous steps are not evaluated. That is why new request is required to be submitted to participate in the new step of the tender.

Transfer from step to step may be fulfilled directly on the lot page or in box «Stages»:

Stages fold ▲

Show  entries ← Previous 1 Next →


Number	Trading method	Status	Publication date
6	<a href="#">Secondary trades in the form of auction</a>	Summarizing	11/23/2016 12:09 PM
5	<a href="#">Secondary trades in the form of auction</a>	Completed via secondary trade	11/23/2016 11:35 AM
4	<a href="#">Secondary trades in the form of auction</a>	Completed via secondary trade	11/23/2016 10:57 AM
3	<a href="#">Secondary trades in the form of one time price change</a>	Completed via secondary trade	11/23/2016 10:42 AM
2	<a href="#">Request for proposal</a>	Completed via secondary trade	11/22/2016 05:45 PM
1	<a href="#">Request for proposal</a>	Published a new stage	11/11/2016 03:16 PM



Entries 1 to 6 of 6 entries ← Previous 1 Next →

**Fig. 2.24 Box «Stages»**


Invitation for the new step will be sent to participant's personal account (in the same way as invitation for the main step). After receiving invitation for the new step, request for the tender may be submitted. Tender request may be created in the lot page, where also a question may be asked or transfer to the previous step is accessible. Creation of request is done in the same way as for the main step.

## Lot information

	Trading method Prequalification	Status Request receiving	Request submission period 11/21/2016 12:00 PM — 12/11/2016 10:00 AM
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 Create the participation request
 Ask a question

<b>Trading</b>	Разработка РД на трансформаторную подстанцию
<b>Lot</b>	Лот №1
<b>Lot number</b>	T-0000059/1
<b>Organizer</b>	АО "КОНЦЕРН ТИТАН-2"
<b>Status</b>	Request receiving
<b>Trading form</b>	Open
<b>Request submission start date</b>	11/21/2016 12:00 PM
<b>Request submission end date</b>	12/11/2016 10:00 AM
<b>Additional information</b>	Разработка РД на трансформаторную подстанцию

 Documents fold ▲

No attached documents

**Fig. 2.25 Submission of request for the New Step of Tender**

New step is conducted in the same way as the main step.