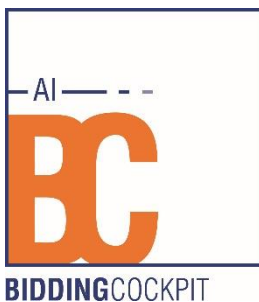


USING THE AI BIDDINGCOCKPIT: QUICK REFERENCE GUIDE FOR BIDDERS TO THE EPO



Status on: 29.10.2019

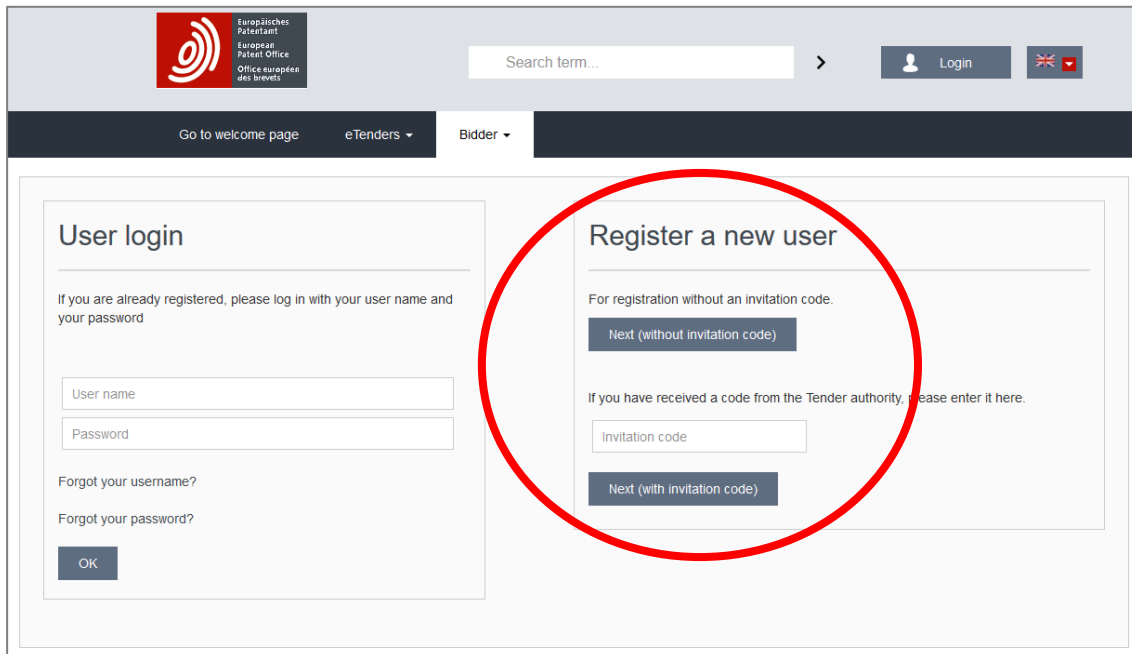
Table of contents

1. How to create and submit a bid	3
1.1. Registering on the platform.....	3
1.2. Launching the bidding tool.....	7
1.3. Viewing/sending messages relating to the tender procedure	11
1.4. Viewing the tender documents.....	11
1.5. Creating bids	12
1.5.1. Producing bid documents.....	12
1.6. Specification sheet	13
1.7. Submitting bids.....	15
1.7.1. SUBMIT button	15
1.8. Record of bid submission.....	22
1.9. AI BIDDINGCOCKPIT user guide.....	23

1. How to create and submit a bid

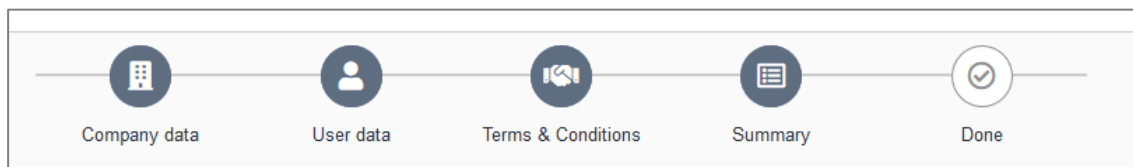
1.1. Registering on the platform

To view the tender documents, you first have to register with the EPO as a bidder. If EPO Central Procurement sent you an invitation code, you can use it when registering. If not, click the button NEXT (WITHOUT INVITATION CODE).




The screenshot shows the EPO eTenders registration page. The header includes the EPO logo and a search bar. The main content area has two sections: 'User login' and 'Register a new user'. The 'Register a new user' section is circled in red. It contains two options: 'Next (without invitation code)' and 'Next (with invitation code)'. The 'User login' section is on the left and includes fields for 'User name' and 'Password', along with links for 'Forgot your username?' and 'Forgot your password?'. The 'Register a new user' section has a 'Next (without invitation code)' button and an 'Invitation code' field with a 'Next (with invitation code)' button.

You then start a registration process. You will need to complete these five steps in order to be able to register on the AI TENDERINGPLATFORM and to take part in the tenders of the European Patent Office:




Now fill in all the mandatory fields and click the button CONTINUE.



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets

Search term... >

Login 

Go to welcome page eTenders Bidder

Company data User data Terms & Conditions Summary Done

Register company

In order to download procurement documents you need to register your company information first. As the company's contact person, please enter your personal information in case any further questions arise within the next workflow step. In order to proceed, you will have to agree with the terms and conditions on the following pages.

Your company information will be saved and can be accessed for future tendering procedures using your user name and password.

All fields marked with * are mandatory.

Supertest *	+49 12345678 *
Test 123 *	Fax: *
12345 *	test@test.de *
Testcity *	Homepage: *
Germany *	Entry in commercial register *
Micro-enterprise *	VAT ID: *
	Tax number: *
	DUNS: *

* Required fields

Delete entries Continue

Then complete the rest of the registration process – register an employee and accept the terms and conditions.

Europäisches Patentamt
European Patent Office
Office européen des brevets

[Login](#)

[Go to welcome page](#)
[eTenders](#)
[Bidder](#)

Company data

User data

Terms & Conditions

Summary

Done

Register employee

Before you'll have to accept the terms and conditions, please assign an employee who is responsible for the bid submission. This registration is necessary to receive information about changes concerning current eTender procedures.

All fields marked with * are mandatory.

Supertest	*	+49 12345678	*
Supertestman	*	Fax:	
Test 123	*	test@test.de	*
12345	*	Department:	
Testcity	*	English	*
Germany	*		

* Required fields

Please enter your user name and your personal password. The password needs to consist of at least 6 and no more than 20 characters. User name and password must not be identical. The password needs to be a combination of characters and numbers.

supertest	*
.....	*
.....	*

[Back](#)
[Delete entries](#)
[Continue](#)

Europäisches Patentamt
European Patent Office
Office européen des brevets

[Login](#)

[Go to welcome page](#)
[eTenders](#)
[Bidder](#)

Company data

User data

Terms & Conditions

Summary

Done

Accept terms and conditions

1. Scope of application, modifications


1.1. These Terms and Conditions govern the use of the procurement platform of the European Patent Organisation (EPO). They have no effect as regards the procurement procedures involved and are not part of the Procurement Documents.

1.2. They supplement the terms and conditions of use for the website of the European Patent Office, which also apply to the procurement platform unless otherwise provided below.

1.3. By registering under Section 2 below and using the procurement platform, the user accepts the validity of these Terms and Conditions.

1.4. The EPO reserves the right to amend these Terms and Conditions at any time by posting amended Terms and Conditions on the website. Such amendments take effect on the date on which they are posted. Users are entitled to object to them within two weeks of posting. Continued use of the website or its services constitutes acceptance of the changes concerned. If a user explicitly objects to any new terms and conditions, the EPO is entitled to revoke his access rights. If a user does not agree to the Terms and Conditions as amended, he may also request deletion of his registration at any time.

Please check the entries you have made within the last step of the registration. This concludes the registration procedure and the registered employee can now take part in EPO tender procedures and submit bids.



Suchbegriff...

Login

Go to welcome page
 eTenders
 Bidder

Company data
 User data
 Terms & Conditions
 Summary
 Done

Summary of registration information

The following information has been transferred to the tendering portal:

Company record

Company name:	Supertest Ltd.	Telephone:	+49 123456
Street/house number:	Test 123	Fax:	
ZIP/City:	12345 Test	Email:	test@test.de
Country:	Germany	Homepage:	
State:		Trade register number:	
Company size:	Micro-company	VAT no.:	
		Tax no.:	
		duns:	

User record

Username:	supertest	Telephone:	+49 12345678
Surname:	Supertestman	Fax:	
Name:	Supertest	Email:	test@test.de
Street/house number:	Test 123	Division:	
ZIP/City:	12345 Testcity	Language:	English
Country:	Germany		

Print preview (new window)

Register

1.2.Launching the bidding tool

Now that you have completed the registration process, you can request the tender documents. The public invitations to tender running at any given time are displayed in the section CURRENT ETENDERS.

The screenshot shows the AI BIDDING COCKPIT dashboard. At the top, there is a search bar and a 'Logout' button. Below the navigation bar, the user is welcomed as 'Testvorname Testname'. The main content area includes a section for 'Current participations(1)' with a table showing submission deadlines. Below this, the 'Current eTenders' section is highlighted with a red circle. It contains a table with the following data:

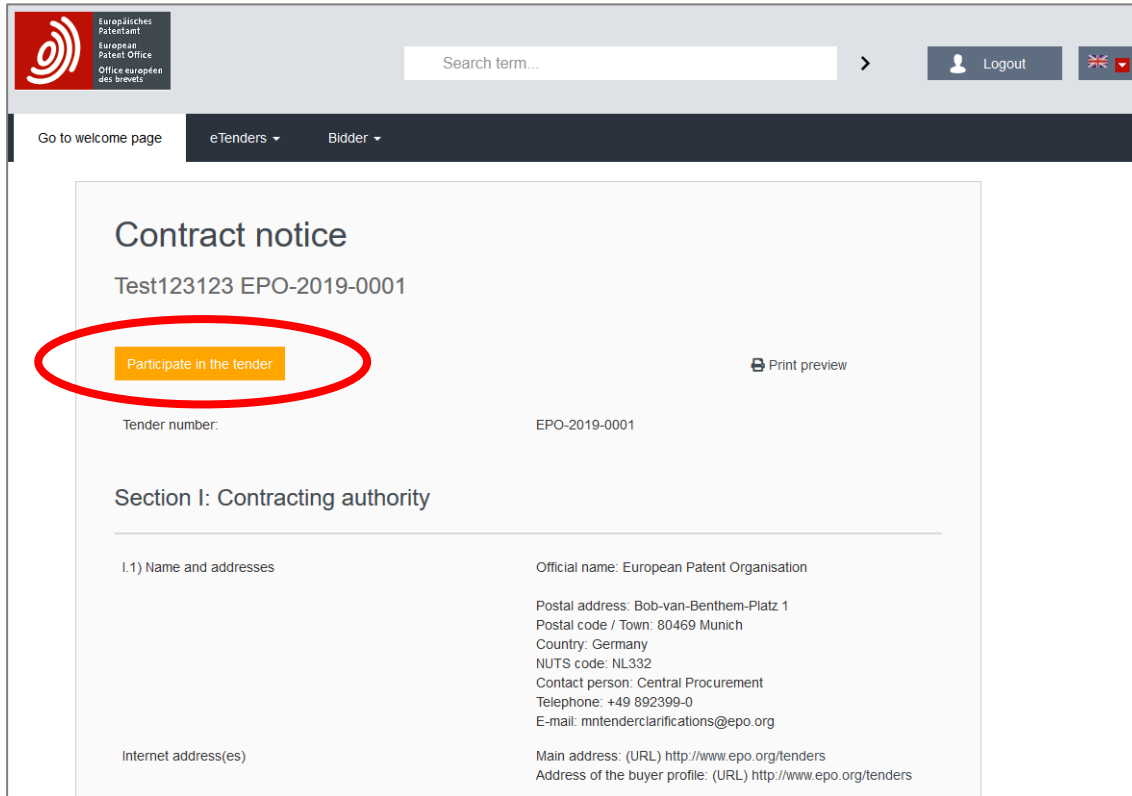
Published on	Tendering authority	eTender type	Submission deadline
15.10.2019 Test123123 (EPO-2019-0001)	European Patent Office Munich	Goods and Services, Open tender	21.11.2019 12:00
15.10.2019 Test123123 (EPO-2019-0002)	European Patent Office Munich	Goods and Services, Open tender	21.11.2019 12:00
21.10.2019 Test123 (EPO-2019-0006)	European Patent Office Munich	Goods and Services, Open tender	27.11.2019 12:00

Click a procedure in the table to open the relevant contract notice.

The screenshot shows the 'Contract notice' page for 'Test123123 EPO-2019-0001'. It includes a 'Participate in the tender' button and a 'Print preview' link. The 'Tender number' is EPO-2019-0001. The 'Section I: Contracting authority' details are as follows:

1.1) Name and addresses	Official name: European Patent Organisation
Postal address: Bob-van-Bentham-Platz 1	
Postal code / Town: 80469 Munich	
Country: Germany	
NUTS code: NL332	
Contact person: Central Procurement	
Telephone: +49 892399-0	
E-mail: mntenderclarifications@epo.org	
Internet address(es)	Main address: (URL) http://www.epo.org/tenders
	Address of the buyer profile: (URL) http://www.epo.org/tenders

Then click PARTICIPATE IN THE TENDER.



European Patent Office
Office européen des brevets

Search term...

Logout

Go to welcome page eTenders Bidder

Contract notice

Test123123 EPO-2019-0001

Participate in the tender Print preview

Tender number: EPO-2019-0001

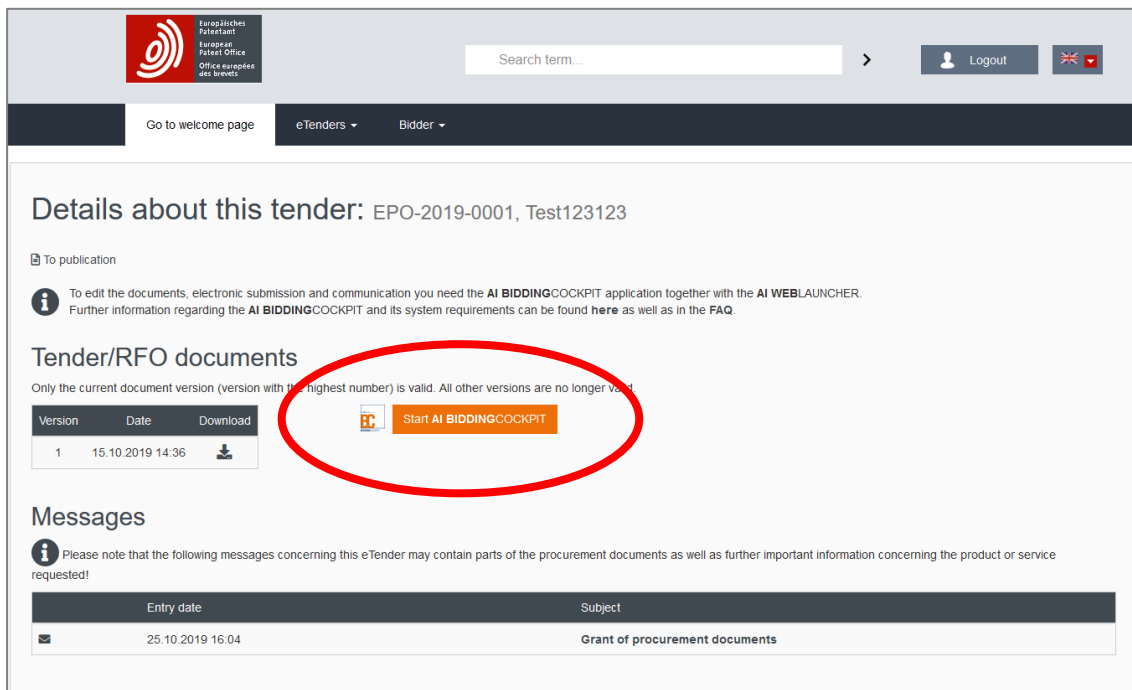
Section I: Contracting authority

1.1) Name and addresses Official name: European Patent Organisation

Postal address: Bob-van-Bentheim-Platz 1
Postal code / Town: 80469 Munich
Country: Germany
NUTS code: NL332
Contact person: Central Procurement
Telephone: +49 892399-0
E-mail: mntenderclarifications@epo.org

Internet address(es) Main address: (URL) <http://www.epo.org/tenders>
Address of the buyer profile: (URL) <http://www.epo.org/tenders>

And then click **START AI BIDDINGCOCKPIT** to open the corresponding tender within the AI bidding tool.



European Patent Office
Office européen des brevets

Search term...

Logout

Go to welcome page eTenders Bidder

Details about this tender: EPO-2019-0001, Test123123

To publication

i To edit the documents, electronic submission and communication you need the **AI BIDDINGCOCKPIT** application together with the **AI WEBLAUNCHER**. Further information regarding the **AI BIDDINGCOCKPIT** and its system requirements can be found **here** as well as in the **FAQ**.

Tender/RFO documents

Only the current document version (version with the highest number) is valid. All other versions are no longer valid.

Version	Date	Download
1	15.10.2019 14:36	

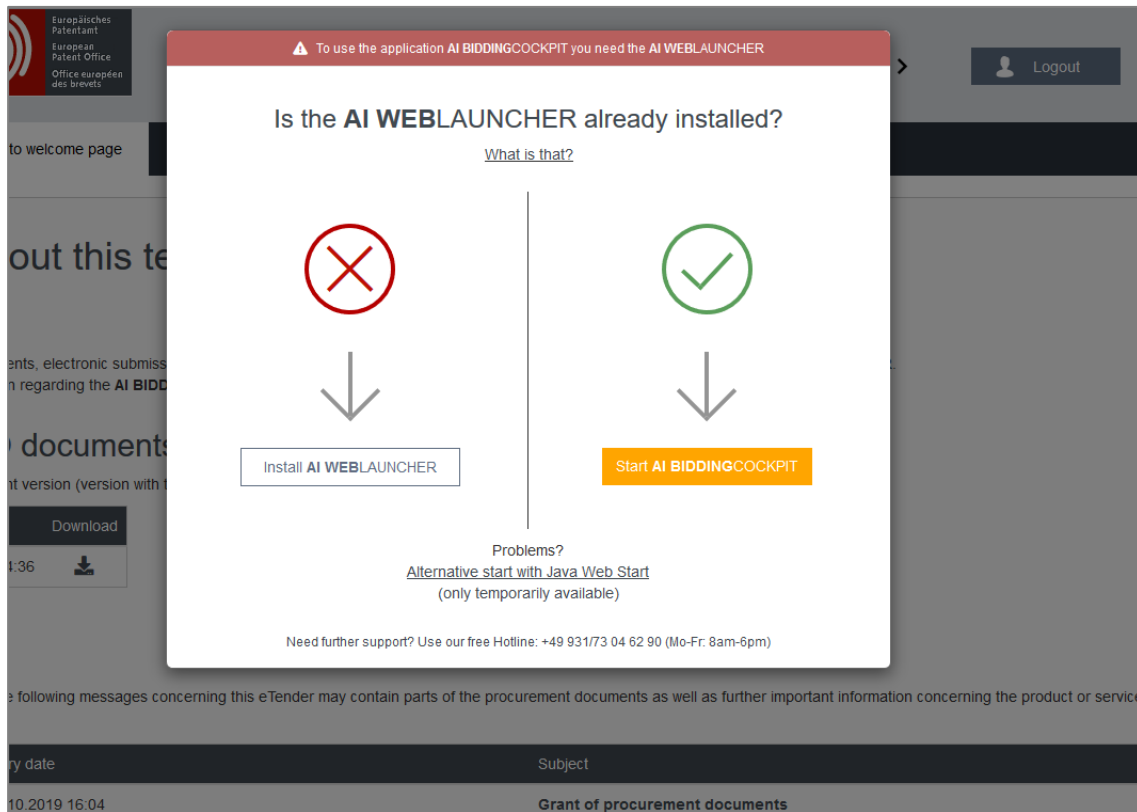
Start AI BIDDINGCOCKPIT

Messages

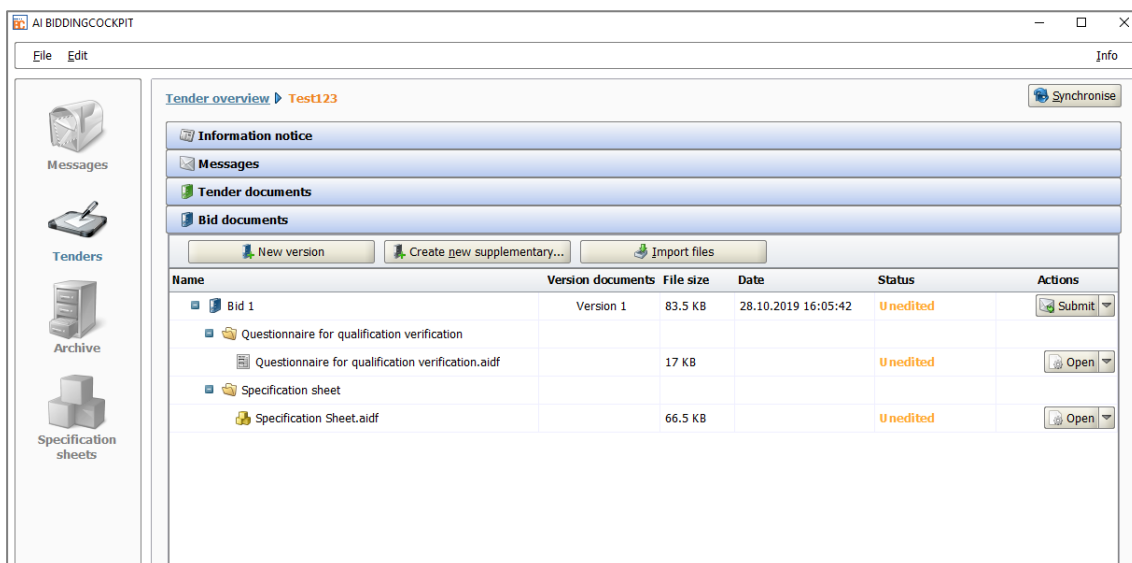
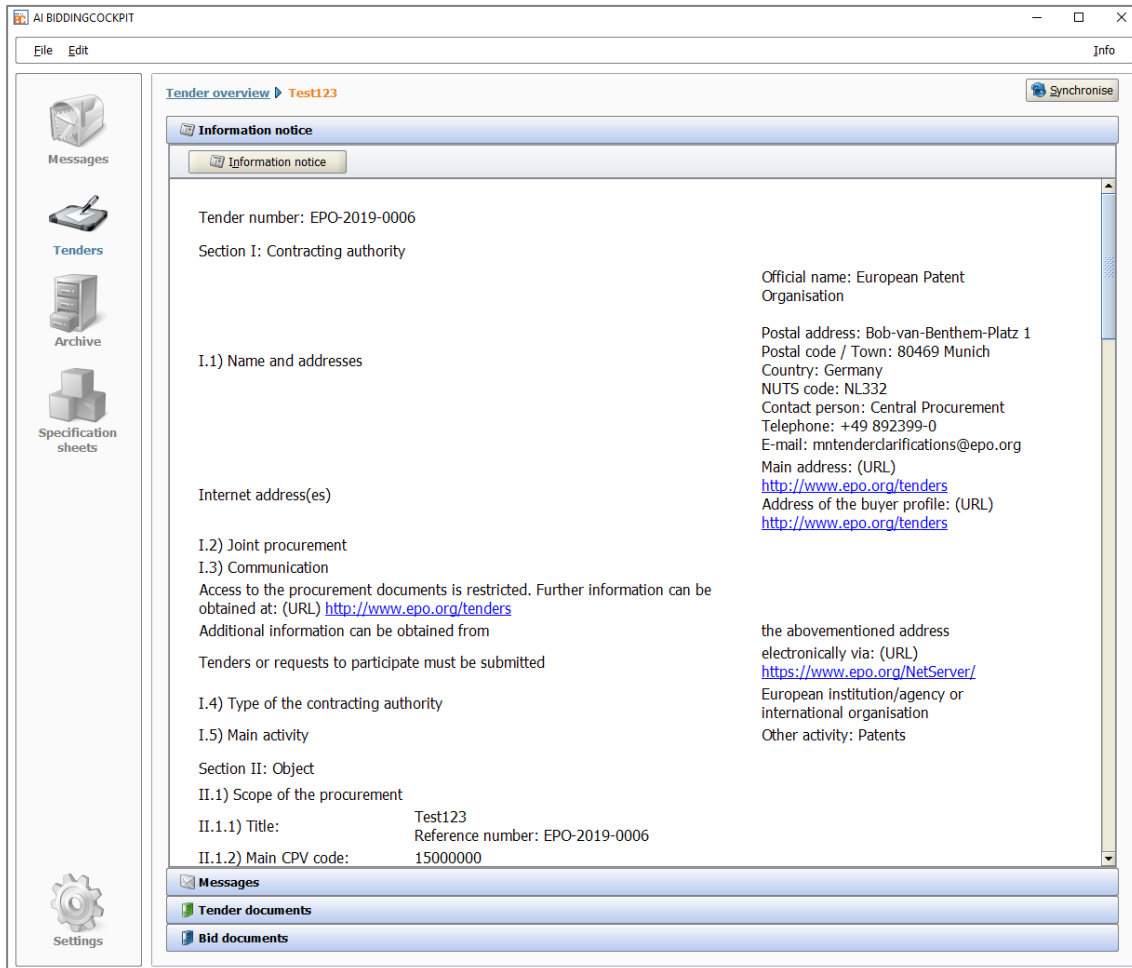
i Please note that the following messages concerning this eTender may contain parts of the procurement documents as well as further important information concerning the product or service requested!

Entry date	Subject
25.10.2019 16:04	Grant of procurement documents

Please note that you may have to install the **AI WEBLAUNCHER** before you can start using the tool. If this is the case, follow the link <https://www.bietercockpit.de/install.html> to find out which version of the **AI WEBLAUNCHER** you need to install for your system. The **AI BIDDINGCOCKPIT** may still also be started with Java Webstart for a limited period of time.

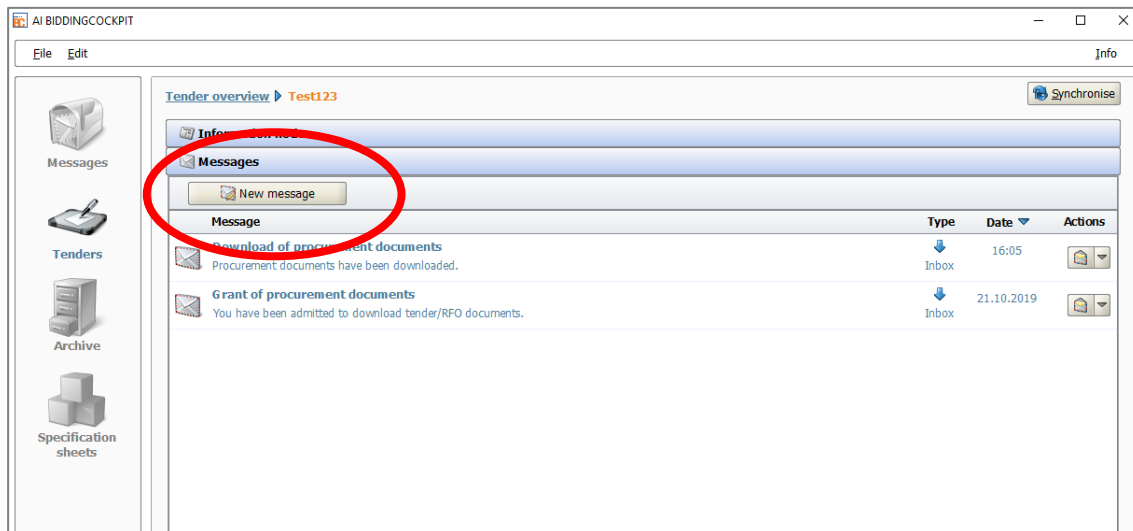


You can then open the **AI BIDDINGCOCKPIT**, using the user name and password you chose when registering. If you open the **AI BIDDINGCOCKPIT** in connection with a particular invitation to tender, that invitation to tender will be the first thing you see when the application is launched.



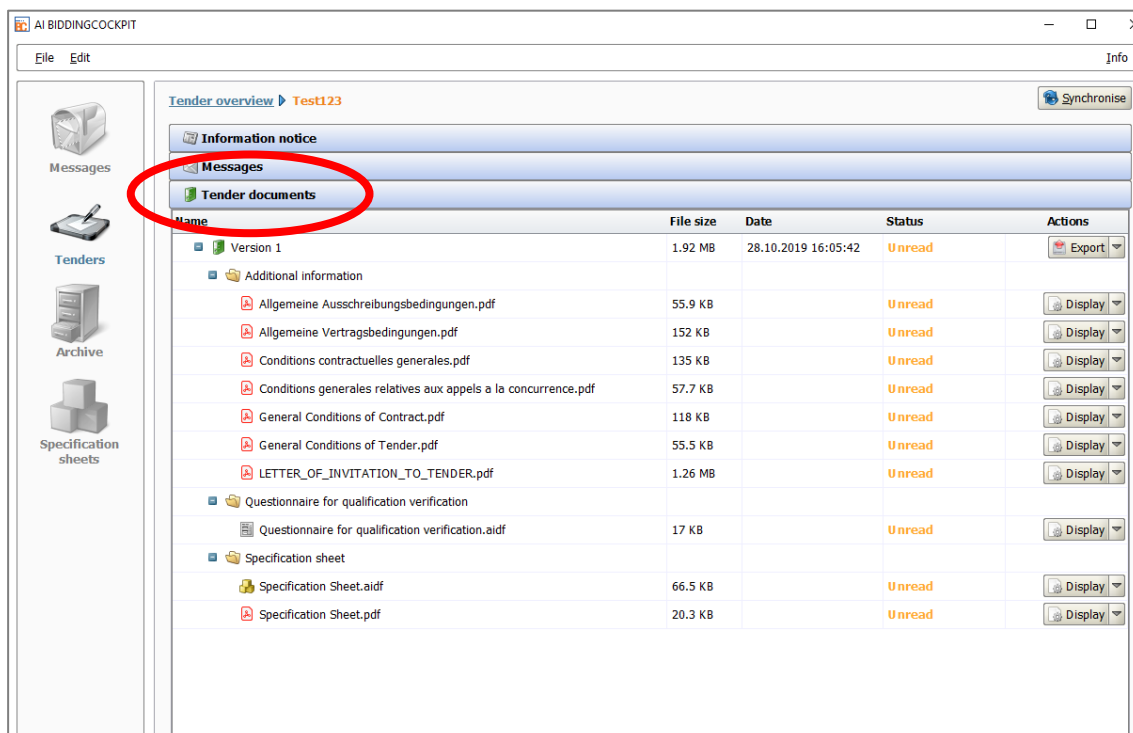
1.3. Viewing/sending messages relating to the tender procedure

All messages relating to the tender procedure in question are displayed under MESSAGES. This is also where you can send messages to EPO Central Procurement. Just click the button NEW MESSAGE.



1.4. Viewing the tender documents

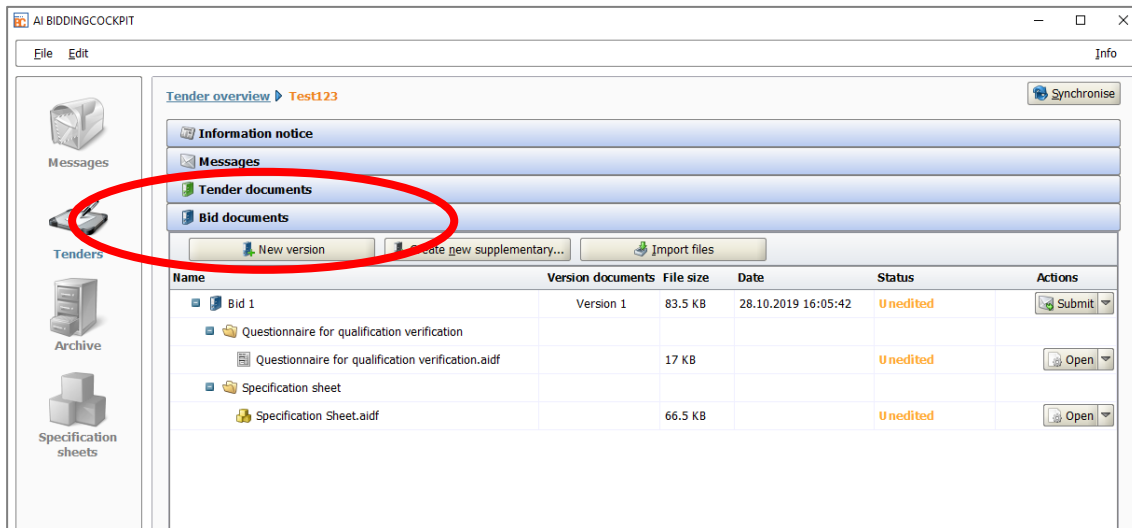
The tender documents are displayed when you click TENDER DOCUMENTS. Double-click individual documents to open them.



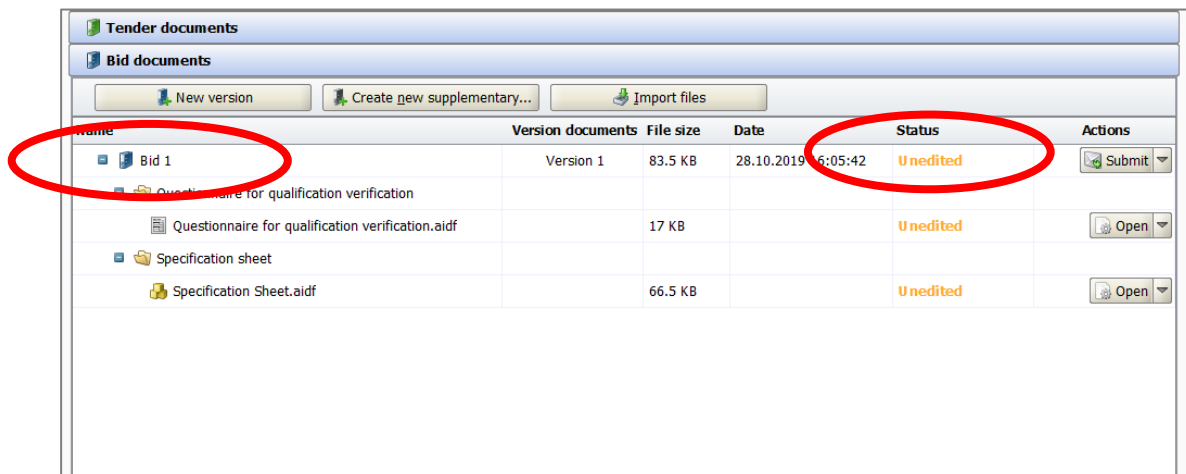
1.5. Creating bids

1.5.1. Producing bid documents

To create a bid, click BID DOCUMENTS.



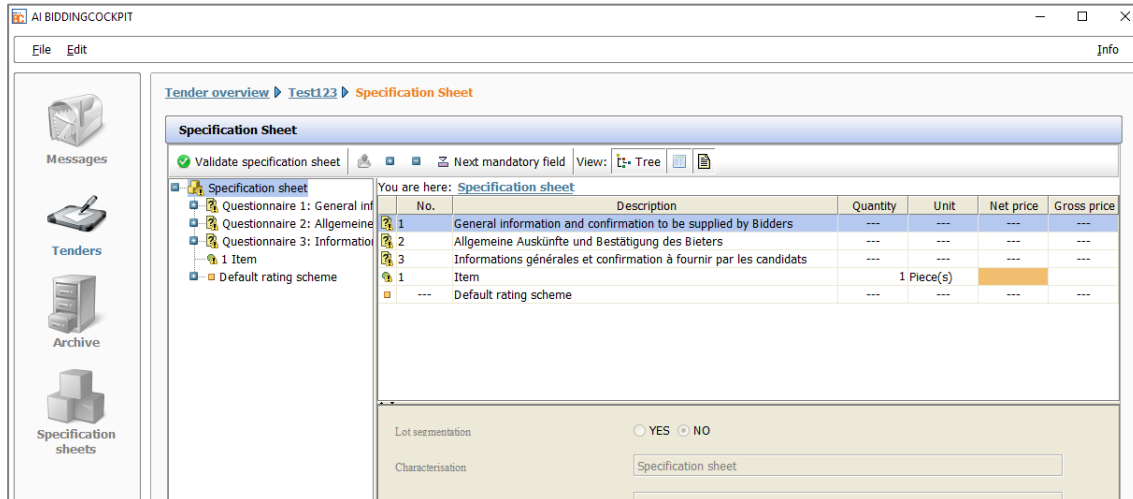
A first version of the bid will be created automatically the first time you open the invitation to tender.



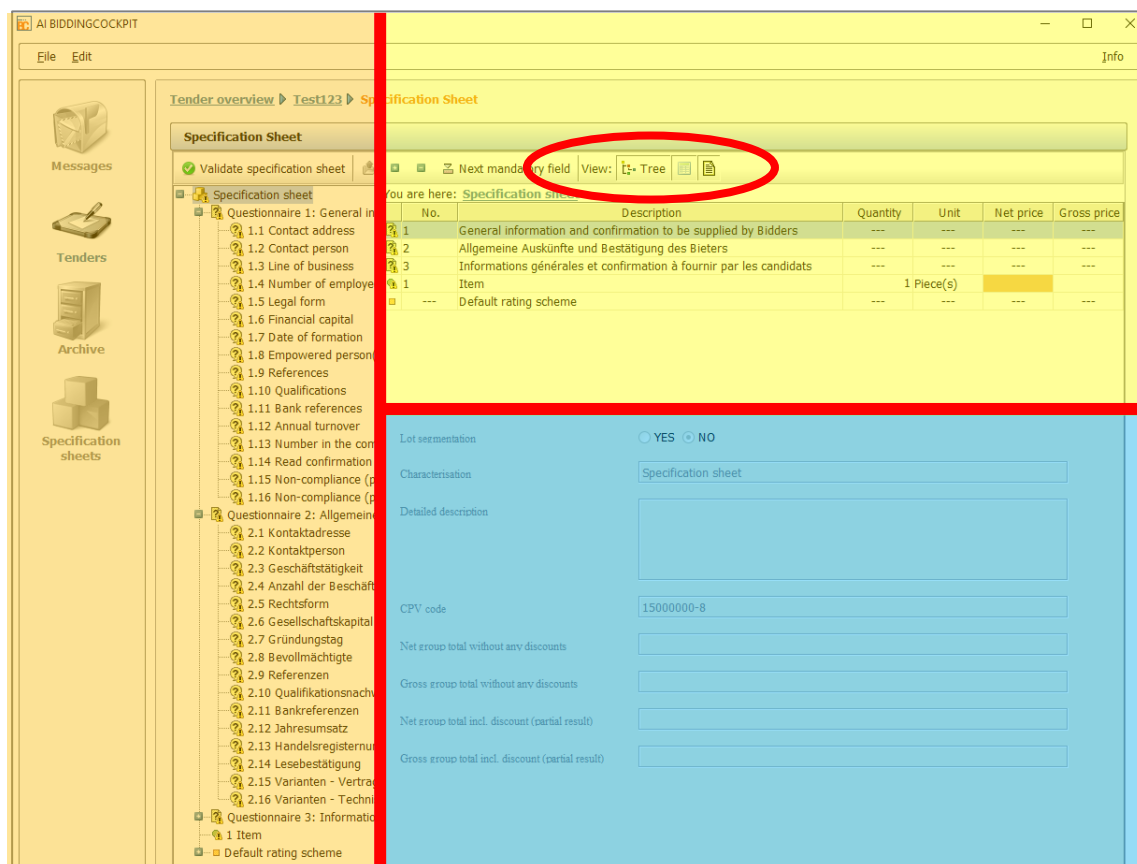
The first time you open the BID DOCUMENTS section, all forms have the status UNEDITED. When you open the forms, their status changes to READ or EDITED and once all the mandatory fields have been filled in, their status changes to COMPLETED.

1.6. Specification sheet

Open the specification sheet by double-clicking SPECIFICATION SHEET or by clicking OPEN (under ACTIONS).



The specification sheet window has its own symbol bar and three distinct areas: an overview of the structure on the left, a table view on the upper right-hand side and a form area below that.



You can enter the details of your bid in two ways: either in the form area (preferable) or directly in the table view.

The screenshot shows the 'Specification Sheet' interface. On the left is a tree view of the questionnaire. The main area is split into a table view (top) and a form view (bottom). In the table view, the 'Net price' column for item 1 is highlighted with a red circle. In the form view, the 'Net price in euro' field is highlighted with a red circle.

No.	Description	Quantity	Unit	Net price	Gross price
1	General information and confirmation to be supplied by Bidders	---	---	---	---
2	Allgemeine Auskünfte und Bestätigung des Bieters	---	---	---	---
3	Informations générales et confirmation à fournir par les candidats	---	---	---	---
1	Item	1	Piece(s)	---	---
---	Default rating scheme	---	---	---	---

Form fields (highlighted):

- Net price in euro *
- VAT (%) * 0.00
- Gross price in euro *

Tendering authorities like EPO Central Procurement have the option of defining their own criteria for helping to decide whether to accept or reject a bidder in the verification phase. Where they do this, a questionnaire is included in the tendering documents. You can save your entries at any time by using the SAVE button.

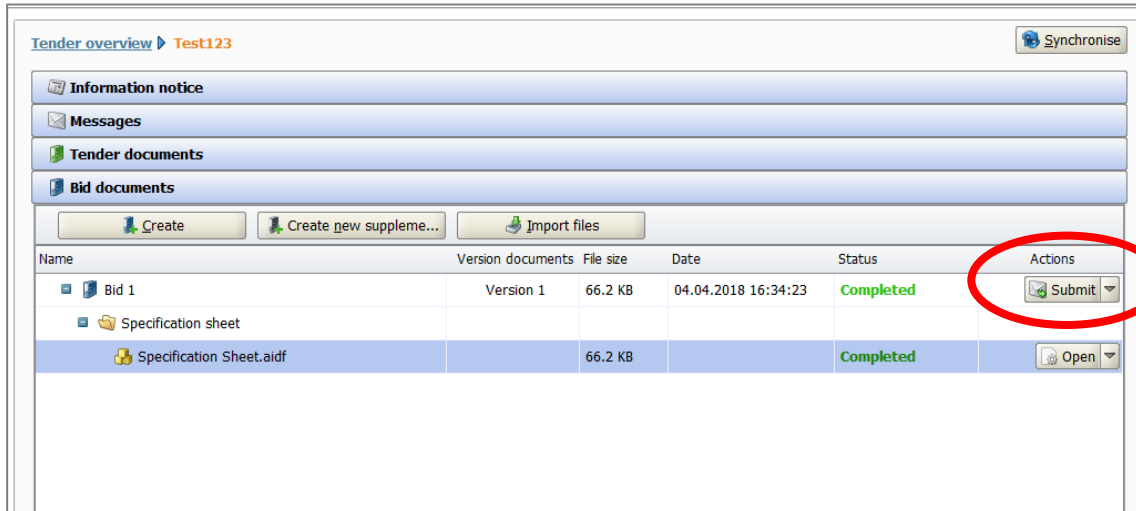
The screenshot shows the bid entry form. At the top, there are input fields for 'Net price in euro' (123,456.00), 'VAT (%)' (0.00), and 'Gross price in euro' (123,456.00). Below these are several input fields for item details, including 'Item', 'Quantity', 'Unit', 'Net price', and 'Gross price'. At the bottom, the 'Save' button is highlighted with a red circle.

Buttons: Save, Cancel, OK

1.7. Submitting bids

1.7.1. SUBMIT button

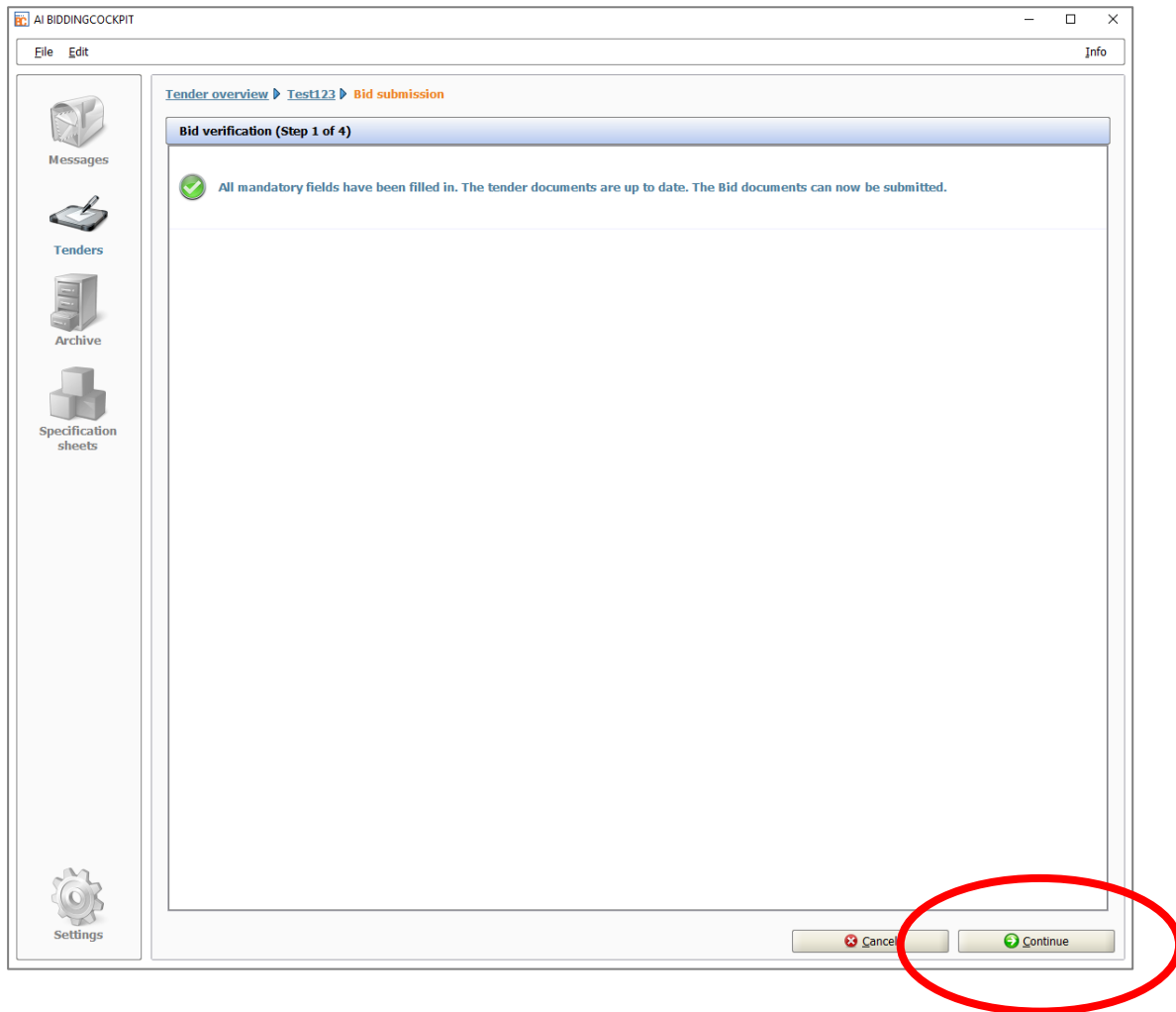
After you have edited your bid documents, click SUBMIT (under ACTIONS), if you wish to submit your bid.



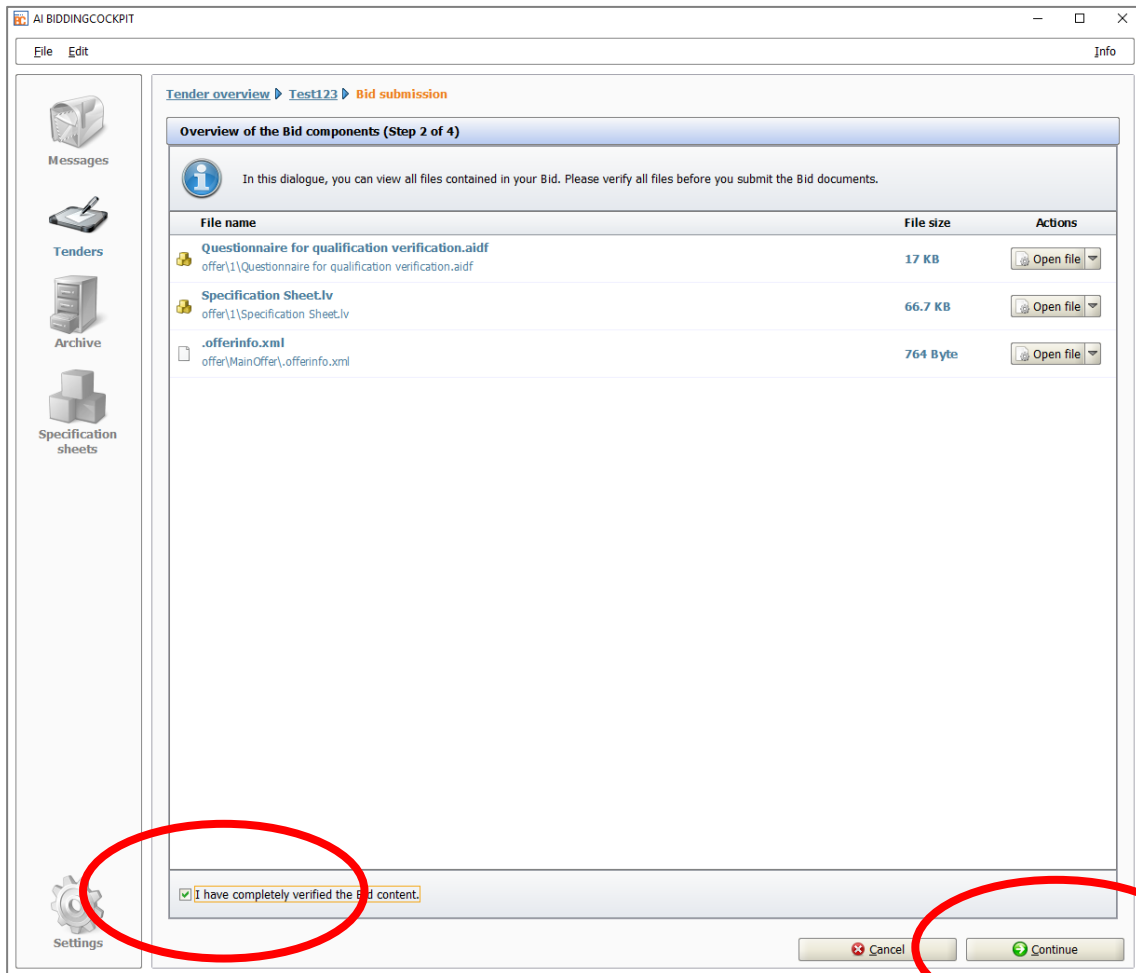
The screenshot shows the 'Tender overview' page for 'Test123'. The 'Bid documents' section is active, displaying a table of documents. The 'Submit' button in the 'Actions' column for the first document is circled in red.

Name	Version documents	File size	Date	Status	Actions
Bid 1	Version 1	66.2 KB	04.04.2018 16:34:23	Completed	Submit
Specification sheet					
Specification Sheet.aidf		66.2 KB		Completed	Open

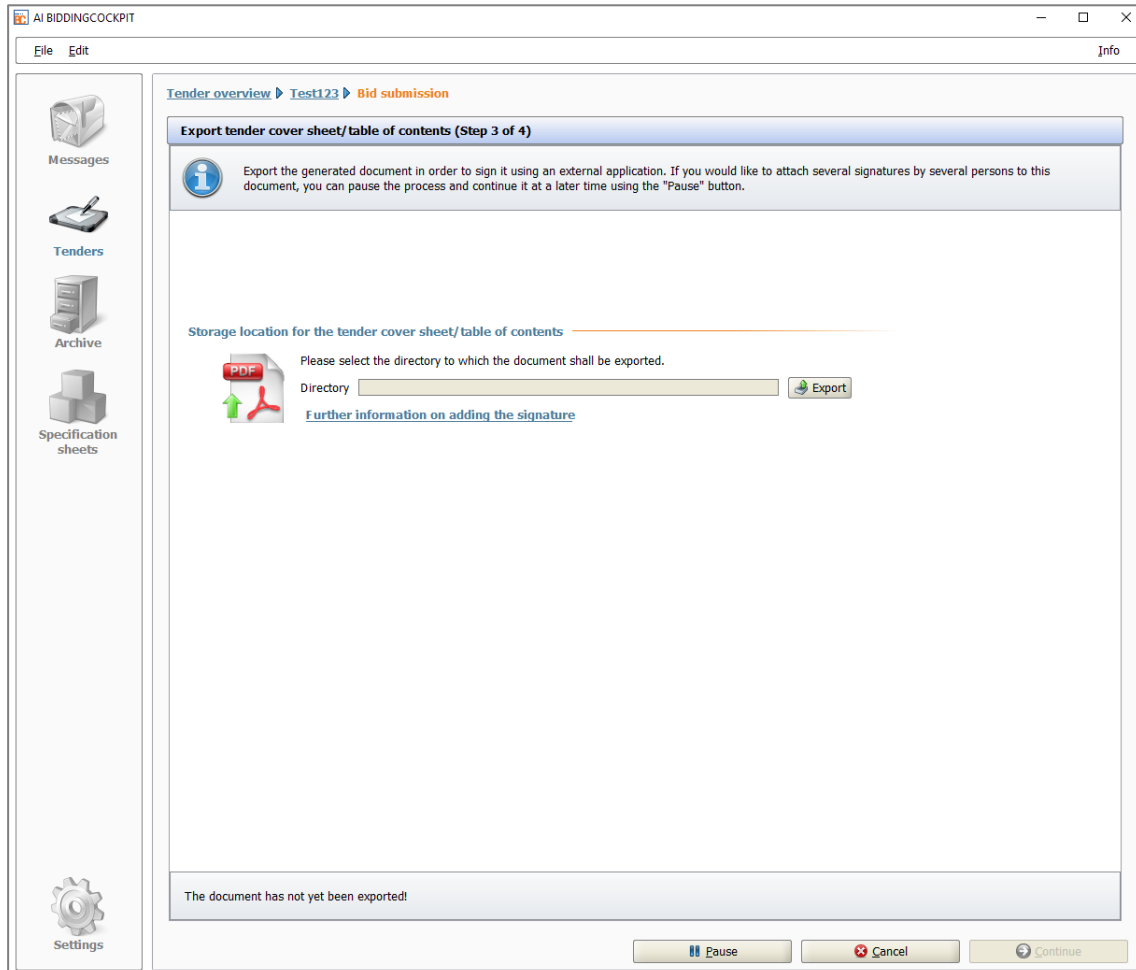
The **AI BIDDINGCOCKPIT** then checks whether e.g. all the mandatory fields have been filled in and whether the tender documents are up to date. You can halt the bid process at this stage if you need to make any changes. Click the button **CONTINUE** to proceed with the bidding process.



In the next window OVERVIEW OF THE BID COMPONENTS, you can click OPEN FILE (under ACTIONS) to check your bid documents one last time before sending them. After carefully checking the information displayed, confirm that you have verified the entire bid. Only then will the button CONTINUE be activated. At that stage, you can proceed with the bid submission.



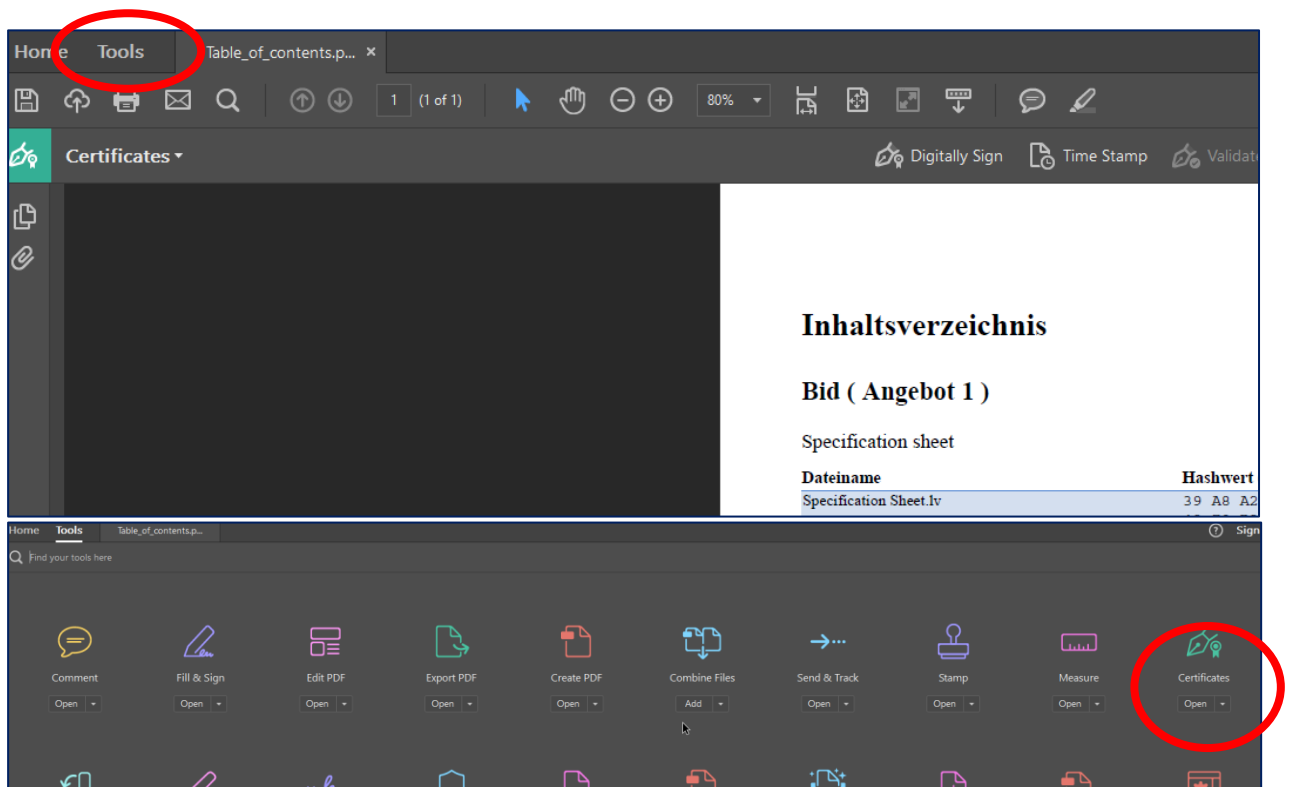
Click the button EXPORT to save the PDF summary (*TableofContents.pdf*) generated by **AI BIDDINGCOCKPIT** on the basis of the bid documents to a folder of your choice. Then click the button CONTINUE.



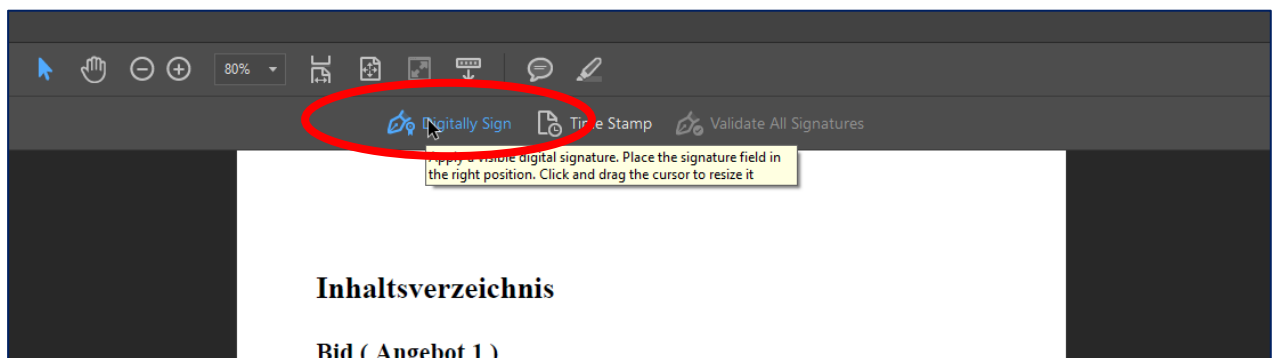
You can now sign the exported file using a signing program of your choice. In the example below, we will sign with Adobe Reader.

You may find that you can submit a bid without adding a qualified electronic signature. The **AI BIDDINGCOCKPIT** will warn you about this but still allow you to submit the bid. Please read the procurement documents to find out what is required for the procedure in question.

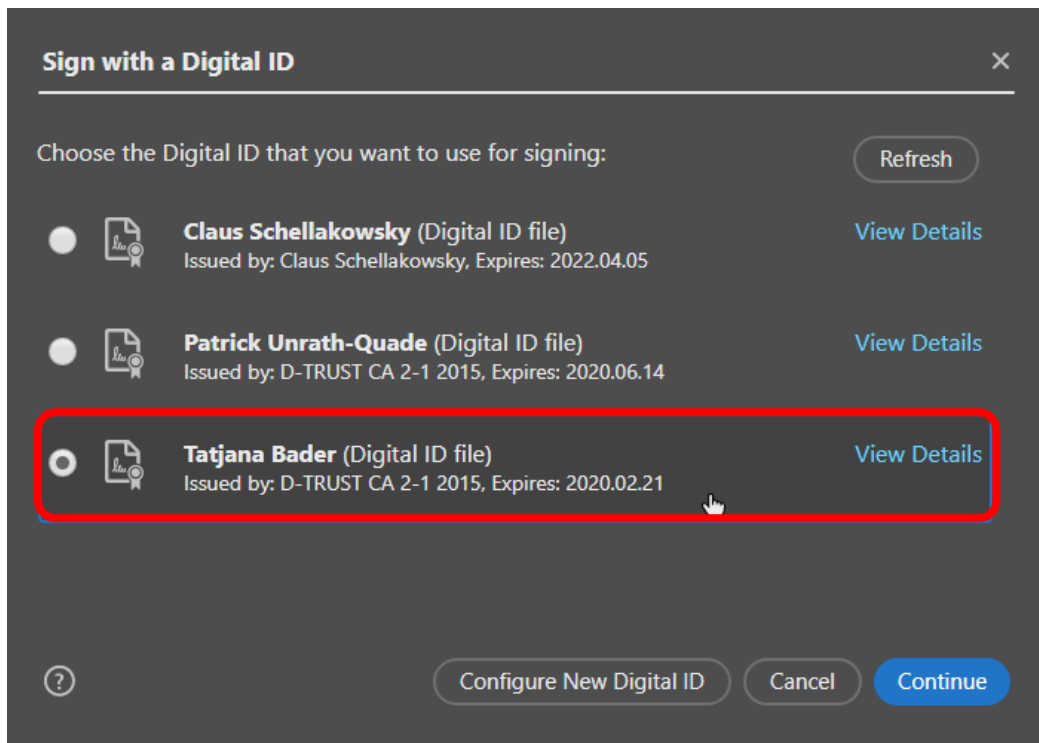
To add a signature, open the bid in Adobe Reader. You will find the bid in the folder to which you exported it. First click **TOOLS** and then **CERTIFICATES**.



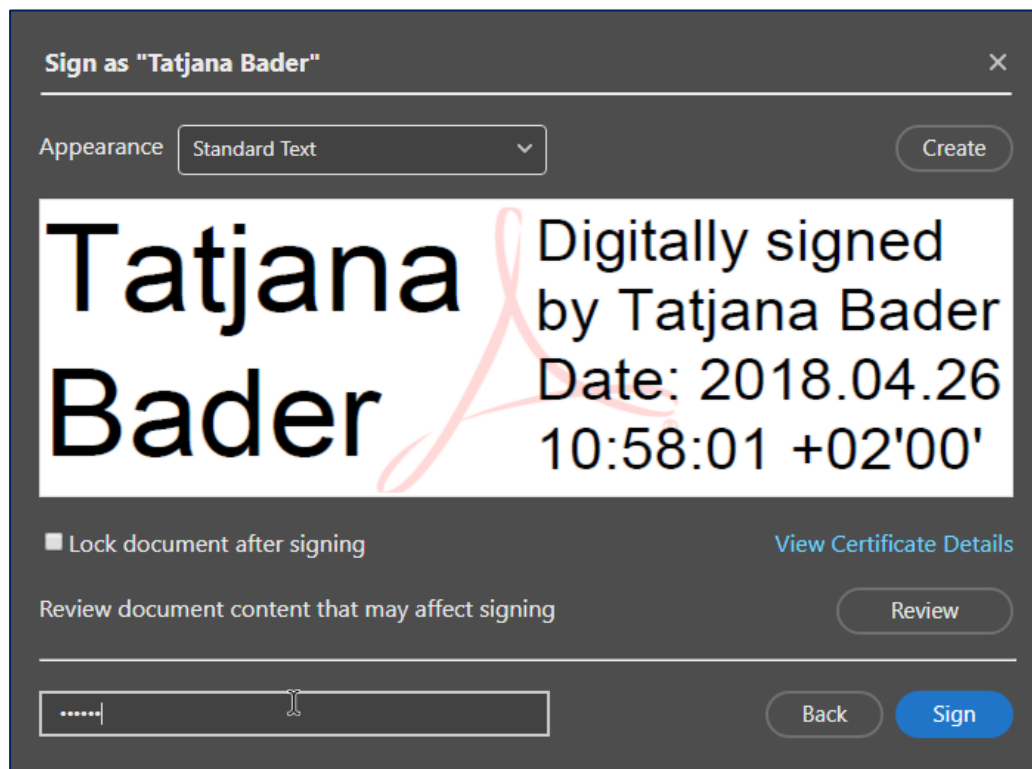
Click the button **DIGITALLY SIGN** and create a signature field.



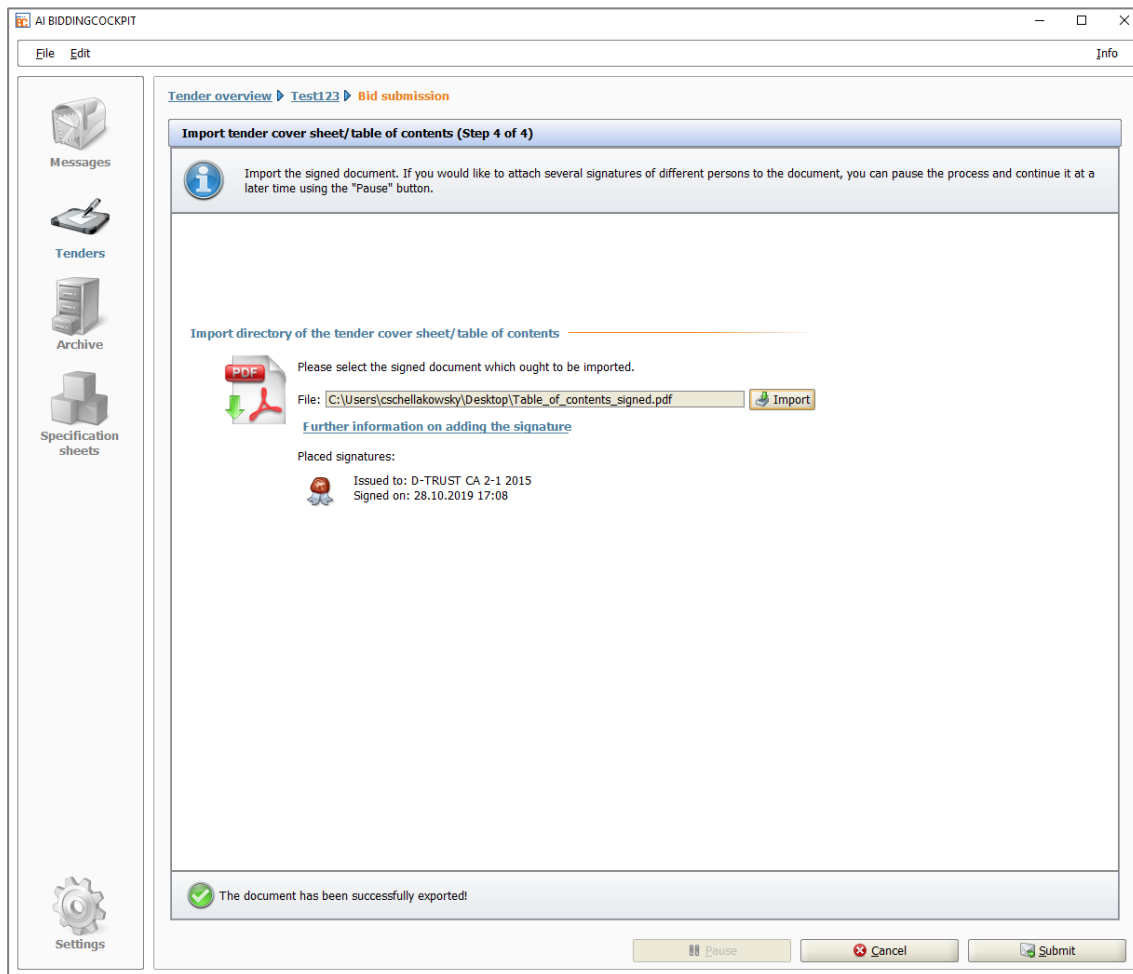
You can then choose the type of digital ID you wish to use to sign.



Now enter your password (previously defined) and click the button SIGN.



You can then save this signed document, add it to your bid documents by clicking the button IMPORT in the **AI BIDDINGCOCKPIT**, and submit your bid.




1.8. Record of bid submission


After submitting your bid, the key transmission information will be displayed in the window HISTORY and the status of your bid in the **AI BIDDINGCOCKPIT** will change to SUBMITTED. You can also withdraw a bid after submission, if you so wish.

[Tender overview](#) ▶ [Test123](#) ▶ [Bid submission](#)

History

 The history of actions carried out with the selected documents. Please note that this is not the change log for individual different actions you can also view the transmission protocols from the tendering platform.

Actions	Log
Created on 04.04.2018 16:07:29 (testman)	Acknowledgement: Offer submission
Edited since 04.04.2018 16:07:49	Dear participant,
Completed on 04.04.2018 16:34:23	This acknowledgement was generated and signed by the platform successfully.
Bid submission started on 04.04.2018 16:39:51 (testman)	Your offer was successfully received on the platform.
Table of contents exported on 04.04.2018 17:07:55 (testman)	Information on the offer
Table of contents imported on 04.04.2018 17:08:39 (testman)	Date: 04.04.2018 17:11:35
Bid submission started on 04.04.2018 17:10:12 (testman)	The offer's filesize: 740 KB
Table of contents exported on 04.04.2018 17:10:21 (testman)	The offer's check sum: Ps64
Table of contents imported on 04.04.2018 17:10:26 (testman)	Technical OID: 543
Bid submission cancelled on 04.04.2018 17:10:43 (testman)	
Bid submission started on 04.04.2018 17:10:48 (testman)	Company information:
Table of contents exported on 04.04.2018 17:10:57 (testman)	Test company LTD
Table of contents imported on 04.04.2018 17:11:33 (testman)	Teststraße 123
Submitted on 04.04.2018 17:11:35 (external signature) (testman)	14123 Testcity
	Germany




[Tender overview](#) ▶ [Test123](#)  Synchronise








Information notice

Messages

Tender documents

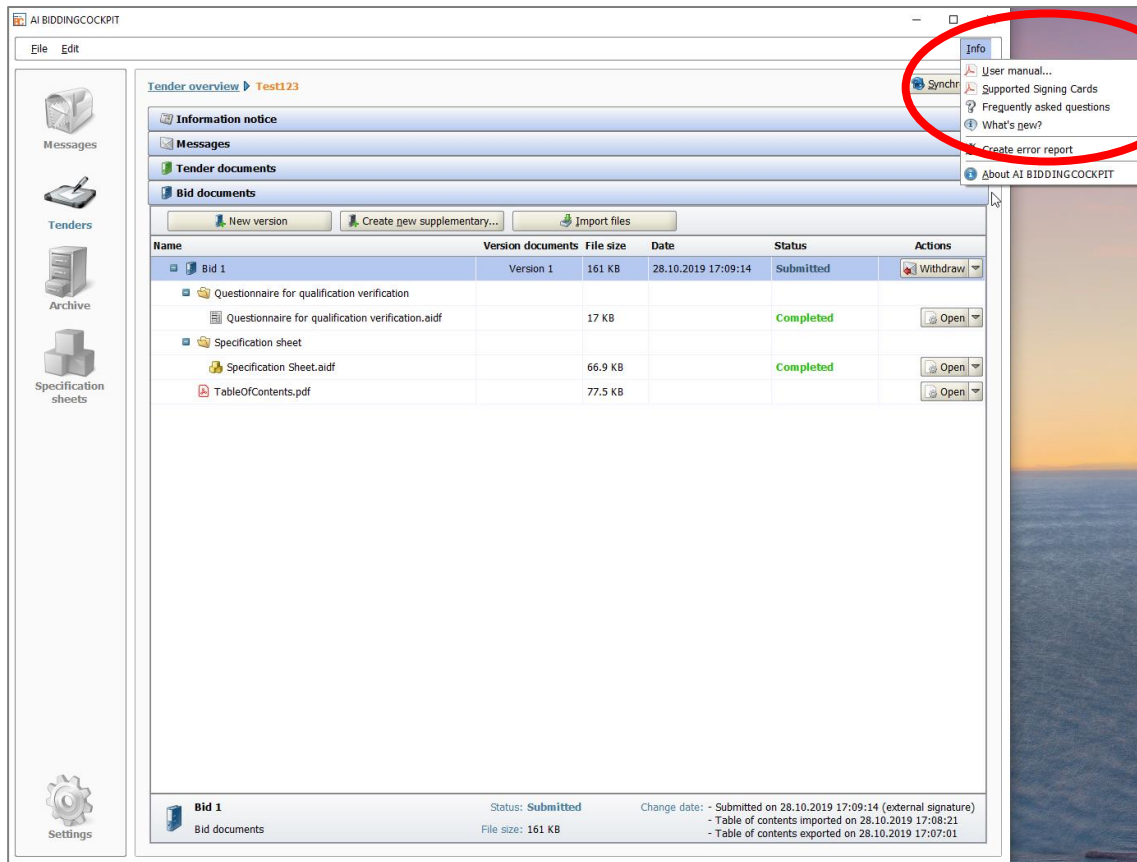
Bid documents

 Create  Create new supplement...  Import files

Name	Version documents	File size	Date	Status	Actions
 Bid 1	Version 1	137 KB	04.04.2018 17:11:35	Submitted	 Withdraw
 Specification sheet					
 Specification Sheet.aidf		66.2 KB		Completed	 Open
 TableOfContents.pdf		70.4 KB			 Open

1.9. AI BIDDINGCOCKPIT user guide

For further information on AI BIDDINGCOCKPIT, please go to INFO and then USER MANUAL.



You will be taken to the AI BIDDINGCOCKPIT official home page, where the PDF user manual will be opened.

