

Instructions for the use of the e-JN information system: TENDERERS

e-JN system version 4.4.0.0. and subsequent

Ljubljana, September 2022

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1. INTRODUCTION

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

1.1. What are the advantages of registering in the e-JN system?

- Request to participate in the currently published public procurements made public
- Receipt of invitations by the Contracting Authority to participate in public procurements that are not made public
- Preparation of requests to participate or tenders for public procurement
- Electronic submission of requests to participate or tenders
- Review of the minutes on the opening of tenders following a public opening
- Submission of tenders and participation in electronic auctions
- Submission of tenders in negotiations
- Submission of supplements
- Implementation of electronic auctions

2. USER ROLES

A registered user of an economic operator/tenderer may dispose of a diverse selection of user rights, which they may implement through the user roles allocated to them in the e-JN system. Considering their situation, a user may register as:

- **Legal representative of a legal entity:** the first login for a legal entity with a head office in the Republic of Slovenia may only be carried out by the legal entity's legal representative who was entered in the Digital Certificate Record managed by the AJPES.
- **Authorised person of a legal entity:** once the legal entity is registered in the e-JN system, a random number of authorised people may be registered to work with the relevant legal entity. The legal entity's legal representative or a person authorised to manage the rights within the relevant legal entity allocates the rights to the authorised person. The authorised people may thus be employed by the legal entity or they may be external people authorised to work with the relevant legal entity by the legal representative.
The legal representative allocates to the legal entity's authorised person one or more of the rights provided below:
 - **Signatory:** the signatory's right enables an entry, a signature and a submission of a tender.
 - **Legal representative:** this right enables management of users, code lists and parameters within the selected organisation, the entry, signature and the submission of a tender.
 - **Administrator:** this right enables the entry of tenders, although not the signature or the submission of tenders.
 - **Holder and administrator of rights:** this right enables management of users, code lists and parameters within the selected organisation.
- **Sole trader:** an entrepreneur who is a natural person and independently performs a gainful activity on the market and is registered in the Slovenian Business Register (PRS) is registered with this user role.

- **Natural person:** a natural person functioning as a tenderer on their own behalf as a natural person and are not a sole trader can be registered in the e-JN system with this user role. This category also includes supplementary activities at the farm, self-employed professionals in culture, freelance journalists and other similar freelance professions.
- **Authorised person of a natural person or a sole trader:** a natural person or a sole trader may register a random number of authorised people to work with the relevant legal entity. An authorised person is a person who is authorised by a natural person or a sole trader to carry out services in the e-JN system on their behalf. The authorised person must submit a printout of their authorisation to the administrator.
- **Company with its head office outside the Republic of Slovenia:** the companies with head offices outside the Republic of Slovenia must enter all registration data in the form manually and then submit the signed and printed form to the administrator.

2.1. How to register in the e-JN system?

2.1.1. Registration of a legal representative of a company in the Republic of Slovenia

A digital certificate is required for registration.

Attention! Choose this option only if you are a legal representative of a company in the Republic of Slovenia and your digital certificate is entered in the Digital Certificate Record (EDP) managed by the AJPES. Otherwise, you will be unable to apply for the rights (step 1.6 below).

Registration procedure:

1. Submit an electronic **application for registration of a legal representative.**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
 - 1.4. Choose "Legal representative of a legal entity".
 - 1.5. Enter the registration number of your company, then click "Search".
 - 1.6. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Register me".
2. After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.2. Registration of an authorised person of a legal entity

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of an authorised person of a legal entity.**
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
 - 1.4. Choose "Authorised person of a legal entity".
 - 1.5. Enter the registration number of your company, then click "Search".

- 1.6. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Apply for rights".

After successful confirmation of your rights by the legal representative or the holder and administrator of rights, you will receive a notification by e-mail and then you can start using the application.

2.1.3. Registration of a sole trader

A digital certificate is required for registration.

Attention! Choose this option only if you are a registered sole trader. Otherwise, you will be unable to apply for the rights (step 1.5 below).

Registration procedure:

1. Submit an electronic **application for registration of a sole trader**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
 - 1.4. Choose "Sole trader".
 - 1.5. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Register me".
2. After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.4. Registration of a natural person

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of a natural person**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
 - 1.4. Choose "Natural person".
 - 1.5. Enter your address and phone number.
 - 1.6. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Register me".

After successful registration, you will be automatically registered and redirected to My e-JN, where you can start using the application.

2.1.5. Registration of an authorised person of a natural person or a sole trader

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of an authorised person of a natural person or a sole trader**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"

- 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
- 1.4. Choose "Authorised person of a natural person or a sole trader".
- 1.5. Enter the VAT ID number of the person you wish to represent and then click "Search".
- 1.6. Complete the data on the authoriser (name and surname, e-mail, address, phone number).
- 1.7. Complete your missing data (e-mail, address, phone number).
- 1.8. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Draft the application".
- 1.9. Print out the authorisation and send it to gp.mju@gov.si after it was signed by the authoriser.
- 1.10. Click "Apply for rights".

After successful confirmation of your rights, you will receive a notification by e-mail and then you can start using the application.

2.1.6. Registration of a company with head office outside the Republic of Slovenia

A digital certificate is required for registration.

Registration procedure:

1. Submit an electronic **application for registration of a company with head office outside the Republic of Slovenia**.
 - 1.1. Go to "[URL address](#)".
 - 1.2. Click the "Register" button on the icon, "Are you a tenderer?"
 - 1.3. After successful login in the SI-PASS system, you will be redirected to the registration application.
 - 1.4. Choose "Company with its head office outside the Republic of Slovenia".
 - 1.5. Enter the company identifier and then click "Search".
 - 1.6. Enter your data (name and surname, e-mail, address, phone number).
 - 1.7. Enter company data (name and address).
 - 1.8. Verify the accuracy of the data displayed and [general terms and conditions of use of the system](#), and if you agree with them, click "Draft the authorisation".
 - 1.9. Print out the authorisation, sign it and then send it to gp.mju@gov.si.
 - 1.10. Click "Apply for rights".

After successful confirmation of your rights, you will receive a notification by e-mail and then you can start using the application.

3. PUBLIC PROCUREMENTS


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

It is possible to access and review the current public procurements in several ways:

- through the [Public Procurement Portal](#)
- through the entry page, [e-JN electronic public procurement portal](#), by examining [current public procurements](#)
- If you are signed in the e-JN system, you can click on "Current public procurements"

Invitations to participate in public procurements that are not published can be accessed as follows:

- A contracting authority invites you to participate by e-mail and refers you to examine the invitations.
- You register in the e-JN system and click on "Public contracts with invitation". A list of invitations is displayed on your desktop.

 *To receive an invitation to participate in a public procurement that is not published, you have to be registered in the e-JN system.*

 A video presentation can be viewed [here](#).


3.2. How can I participate in a public procurement?

If you wish to participate in a public procurement, which is published under "Current public procurements":

- Find the public procurement in which you wish to participate in the table of "Current public procurements" and click on it.
- The page with basic information about the public procurement (procurement details) will open, including a link to the public procurement portal.
- Click on the "Participate in public procurement" button on the right hand side.
- If you are already signed into the e-JN system, the page for drafting request to participate/tender will open (see 6.3.2).
- If you are not signed into the e-JN system, you must sign in first.

If you wish to participate in a public procurement with an invitation:

- Click on the invitation in the table with invitations or click on the link that you received to your e-mail address via ejn@gov.si.
- The page with basic information about the public procurement (procurement details) and documentation will open.
- Click on the "Participate in public procurement" button on the right hand side.
- The page for the preparation of the tender will open.

 *If there is no "Participate in public procurement" button on the right hand side, the deadline for the submission of requests to participate or tenders has expired and participation is no longer possible.*

 A video presentation can be viewed [here](#).

4. TENDER

4.1. How do I prepare and submit my tender?

- When selecting the option, "Participate in public procurement", the page for the preparation of the tender opens.
- Enter the data and add the documents (see 6.3.2).
- Save the data or submit the tender if you have the right to submit the tender.



A video presentation can be viewed [here](#).



The preparation of the tender (data entry and addition of documents) can be performed by only one user at a time. In the case of simultaneous editing of the tender by several users, the e-JN system does not guarantee the correctness of the entered data.

4.2. What if I do not have the right to submit the tender?

- The person who has the right to submit the tender selects the tender you prepared from the list of tenders (see 6.3.3) and clicks on it.
- A page with an overview of the tender will open.
- They click on the tender to see detailed data and select the "Submit the tender" button.

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

If you have already submitted one version of the tender, you may submit a new version until the deadline for the submission of tenders. This can be done as follows:

- Find the tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "New version of the tender" button.
- A new version of the tender will open, which includes all data of the submitted version.
- You can change the data at this point and add or remove documents.
- Save and submit this version of the tender in the same way as when submitting the first version.



If there is no "New version of the tender" button on the right hand side, the deadline for the submission of tenders has expired and submission is no longer possible.



A video presentation can be viewed [here](#).

4.4. Can I withdraw the tender that I have submitted?

Yes, you can withdraw the tender until the deadline for the submission of tenders. This can be done as follows:

- Find the tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "Withdraw the tender" button on the left hand side.
- The submission has been withdrawn.




If there is no "Withdraw the tender" button on the left hand side, the deadline for the withdrawal of tenders has expired and the withdrawal is no longer possible.

4.5. What if I change my mind and want to submit the tender again?

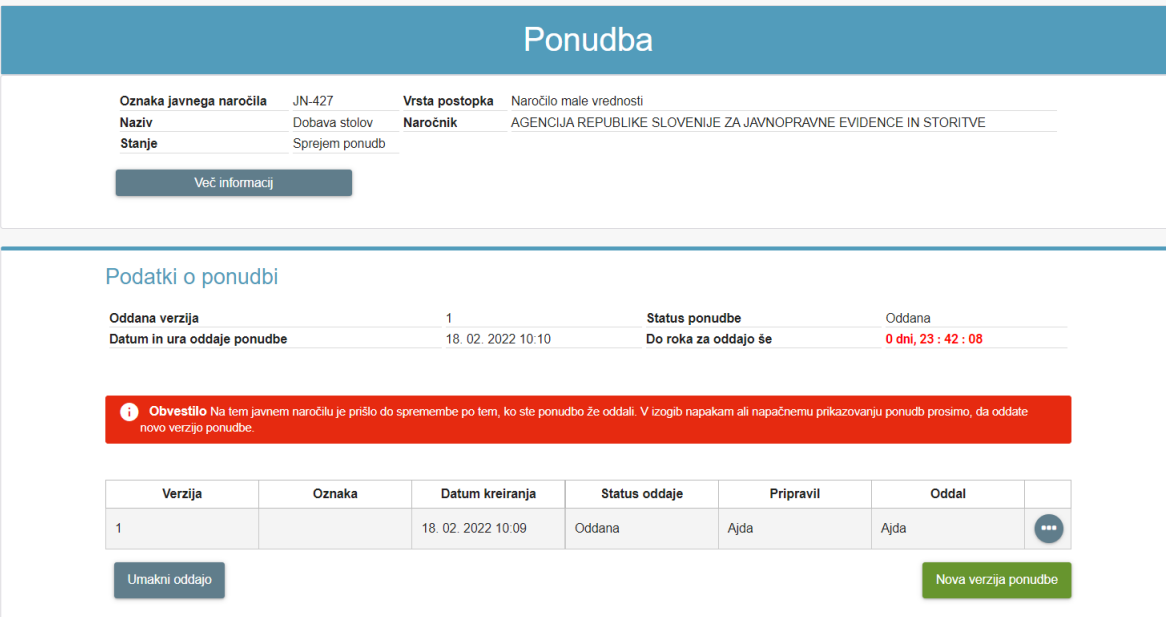
You can submit the tender again until the deadline for the submission of tenders. This can be done as follows:

- Find the tender from the list of tenders and click on it.
- A page with an overview of the basic data of the tender will open.
- Click on the "Prepare again" button on the left hand side.
- The data of the withdrawn tender will be displayed, which you can change.
- Save and submit the tender in the same way as when submitting the first tender.
- The tender has been resubmitted.

 If there is no "Prepare again" button on the left hand side, the deadline for the submission of tenders has expired and submission is no longer possible.

4.6. What if contracting authority changed the pro-forma invoice in e-JN system?

If you have already submitted a tender and a change of the public procurement with change of pro-forma invoice has been published, you will be notified by a notice in the tender overview. To avoid errors or incorrect display of tenders, we suggest submitting a new version of the tender. This can be done by the deadline of tender submission.




Ponudba

Oznaka javnega naročila	JN-427	Vrsta postopka	Naročilo male vrednosti
Naziv	Dobava stolov	Naročnik	AGENCIJA REPUBLIKE SLOVENIJE ZA JAVNOPRAVNE EVIDENCE IN STORITVE
Stanje	Sprejem ponudb		

[Več informacij](#)

Podatki o ponudbi


Oddana verzija	1	Status ponudbe	Oddana
Datum in ura oddaje ponudbe	18. 02. 2022 10:10	Do roka za oddajo še	0 dni, 23 : 42 : 08

 **Obvestilo** Na tem javnem naročilu je prišlo do spremembe po tem, ko ste ponudbo že oddali. V izogib napakam ali napačnemu prikazovanju ponudb prosimo, da oddate novo verzijo ponudbe.

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravi	Oddal	
1		18. 02. 2022 10:09	Oddana	Ajda	Ajda	...

[Umakni oddajo](#) [Nova verzija ponudbe](#)

Figure 1: Change of public procurement with change of pro-forma invoice

 In the case your tender was already in preparation and contracting authority has made a modification in the pro-forma invoice in the e-JN system, the tender will be automatically cancelled as soon as the modification to the pro-forma invoice is published. In this case, a new version of the tender must be prepared!

There are two exceptions of this case. Your tender in preparation will not be automatically cancelled entirely in case of:


- public procurement with lots and
- public procurement with auctions.


However, to avoid errors and misrepresentation of tenders, we suggest submitting a new version of your tender.

5. OPENING OF TENDERS

5.1. Where can I see who has submitted the tender for the public procurement?

If you have not submitted the tender, you can review the submitted tenders (for procedures enabling a public review of tenders) under the "Current public procurements" after the expiry of the deadline for the opening of tenders.


- Find the public procurement on the list of "Current public procurements".
- Click on the public procurement to see (detailed) basic data of the public procurement.
- Click on the "Review of tenders" on the right hand side.
- A list of tenderers with values of their individual tenders will open.
- By clicking on an individual tenderer, their total tender value and pro-forma invoice will be displayed. By clicking on the  icon, the pro-forma invoice will open.

 *If there is no "Review of tenders" on the right hand side, then the deadline for the opening of tenders has not expired yet or the time for a public review of tenders has expired.*

 *A video presentation can be viewed [here](#).*

If you have submitted the tender, you can review the minutes on the opening of tenders and pro-forma invoices after the deadline for the opening of tenders until the completion of the public procurement procedure.

- Find the tender from the list of your tenders and click on it.
- The basic data of the tender will be displayed.
- Following the opening of tenders, the "Competitive tenders" button is displayed on the right hand side, as part of the data on the public procurement.
- Click on the "Competitive tenders" button.
- The same overview of tenderers as with the public opening of tenders will be displayed.
- You can print out the minutes on the opening of tenders by clicking the "Print the minutes on the opening of tenders" button.

 *If there is no "Competitive tenders" button on the right hand side, then the deadline for the opening of tenders has not expired or the public procurement procedure has not been completed yet.*

6. BRIEF DESCRIPTION OF FUNCTIONALITIES OF THE E-JN SYSTEM

The e-JN system includes the following functionalities:

- My e-JN desktop with an array of functionalities which you may use depending on your rights,
- Invitations to participate in public procurements,
- Tenders:
 - Entry of a request to participate/tender,
 - Submission of a request to participate/tender,
 - New version of a request to participate/tender,
 - Withdrawal of a request to participate/tender,
 - Re-submission of a request to participate/tender,
 - Submission of a clarification when asked to supplement the request to participate/tender,
 - Participation in negotiations,
 - Participation in e-Auctions.
- Notification centre and information.

6.1. My e-JN

Following a successful login, your name and surname and the name of the entity for which you will be submitting tenders will be displayed in the upper right hand section. Next to your name, you can also find icons to access help, discover what is new (in the e-JN system), access to the Notification centre and the option to change language.

After clicking on the user profile , the following options to manage the profile are displayed:

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

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

- "Current public procurements" with an overview of published public procurements.
- "Notifications" with an overview of notices from Notification centre.
- "Public contracts with invitation" with an overview of invitations by contracting authorities to participate in public procurements, which are not made public on the public procurement portal.
- "Tenders" with a review of tenders.
- "Users" to manage the rights of system users (if you have corresponding rights).
- "Statistics" – the module is still being prepared.

Access individual pages by clicking icons in the middle of the page or use the menu on the left.

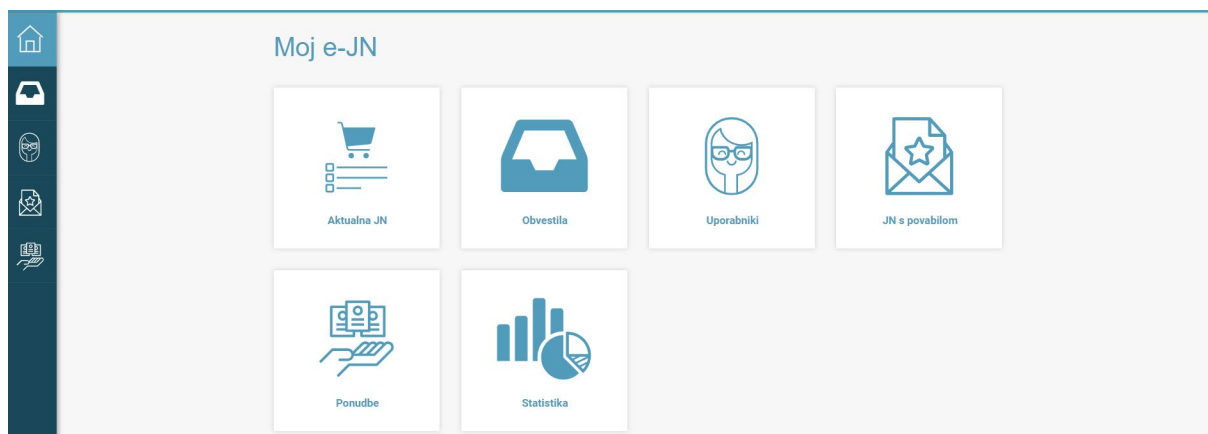



Figure 2: Work desktop

If clicking on the  system logo in the upper left hand corner, the "[e-JN electronic public procurement portal](#)" entry page will open.

6.2. Public contracts with invitation

6.2.1. List of invitations

In procedures with an invitation to submit tenders, the invited candidates will see invitations in the "Public contracts with invitation" section. They will also be notified by e-mail at the e-mail address they provided as the contact e-mail upon the registration in their user profile.



Naročnik	Naziv	Oznaka JN	Vrsta postopka	Rok za prijavo/oddajo ponudbe	Odpiranje ponudb	Stanje JN
MINISTRSTVO ZA PRAVOSODJE	sdfg	sdfg	Evidenčno naročilo	19. 02. 2018 12:40	19. 02. 2018 12:40	
MINISTRSTVO ZA PRAVOSODJE	test prevzem	test prevzem	Evidenčno naročilo	26. 02. 2018 07:49	26. 02. 2018 07:50	
MINISTRSTVO ZA PRAVOSODJE	GH	DFGH	Evidenčno naročilo	21. 02. 2018 07:20	21. 02. 2018 07:21	

Figure 3: List of invitations

The basic data on the public procurement and appertaining documentation will be displayed when clicking on the invitation. The "Participate in public procurement" button is on the right hand side with which you start drafting the tender for the selected procurement.

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

When preparing the tender, enter the tender's internal designation mark and the total tender value, and then attach the completed pro-forma invoice and other documents. If subcontractors are participating in the tender, the tender is joint or the capacities of other entities will be used, all participating entities must be provided and the documents required for them must be submitted.

The tender is divided into the following sections:

- basic data on the tender,
- total tender value with the "Pro-forma invoice" section,
- documents with the "ESPD – tenderer" or the "Statement – tenderer" sections and the "Other attachments" section,
- participants with the "ESPD – other participants" or the "Statement – other participants" sections.

The permitted file format in the "Pro-forma invoice" section include PDF, Word or Excel. Only one file may be attached, except in the event of variant tenders where a document must be attached separately for each variant. The document attached in the "Pro-forma invoice" section is fully visible at the public opening of tenders together with the total tender value. If the reverse electronic auction takes place at the public procurement, the system will automatically draft the pro-forma invoice. See Point 6.4.

The ESPD form in XML format is mandatory, except for procedures that allow the tenderer to attach their own statement. If other entities participate in the tender, they must also sign the ESPD form and submit it (in XML or PDF format).

The remaining documentation is attached to the "Other attachments" section.

Ponudba

Osnovni podatki o ponudbi

Verzija	1	Status verzije	V pripravi
Dovoljene variante	Ne	Do roka za oddajo še	0 dni, 22 : 18 : 50

Elektronski naslov za obveščanje: ajda.kostanjsek@gov.si

Ponovno vpišite elektronski naslov: ajda.kostanjsek@gov.si

Oznaka: vpišite oznako

☐ skupna prijava/ponudba ☐ uporaba zmogljivosti drugih subjektov ☒ podizvajati

Skupna ponudbena vrednost

Znesek skupaj brez davka (EUR)*	100.000,00
Znesek davka (EUR)*	22.000,00
Znesek skupaj z davkom (EUR)	122.000,00

Predračun

Dokument	Opis	Velikost (Mb)	Datum
predračun		0.378	08.12.2020 14:26

+ Izbavi

Dokumenti

ESPD - ponudnik

Dokument	Opis	Velikost (MB)	Datum
Narocnik_ESPD-ponudnik		0.003	06. 12. 2020 14:27

Ostale priloge

Dokument	Opis	Velikost (MB)	Datum
druga priloga		0.011	06. 12. 2020 14:29
reference		0.011	06. 12. 2020 14:29

Sodelujoči

Matična/davska številka	Naziv	Naslov	Vrsta sodelovanja
1234567890	Roža d.o.o.	Rožna 1	Podizvajalec

ESPD - ostali sodelujoči

Dokument	Opis	Velikost (MB)	Datum
ESPD-ostali sodelujoči		0.025	06. 12. 2020 14:32

Figure 6: Entry of the tender

The following buttons are found at the bottom of the page:

- "Back" – to return to the first page of the tender,
- "Save" – to save data,
- "Submit the tender" – to submit the tender.

To use the "Submit the tender" button, it is necessary to hold suitable rights. Otherwise, this must be done by someone who has such rights.

After clicking the "Submit" button, a window opens in which the economic operator submitting the tender accepts the general terms and conditions and submits the tender by clicking on the "Submit" button.

Oddaja novega dokumenta

S klikom na gumb »Oddaj« boste za gospodarski subjekt, v imenu katerega uporabljate informacijski sistem e-JN, oddali **pravno zavezujoč** dokument.

☒ **Oddajam zavezujoč dokument in delujem v skladu s Splošnimi pogoji za uporabo informacijskega sistema e-JN.**

Oddaj

Figure 7: Submission of the tender

After confirmation, the tender is submitted to a safe registry until the deadline for opening the tenders.

WARNING!

The e-JN system does not allow the submission of several tenders simultaneously for the same public procurement if, for example, an entity would like to submit the tender as an independent tenderer and also as a leading partner in a joint tender.

6.3.3. Review of the basic data of the tender

Following the entry of data of the tender and the submission, the basic data about the procurement and the tender are displayed on the first page of the tender:

- basic data on the public procurement on the "More information" button,
- data on the submission of the tender,
- data on the versions of the tender.

Javno naročilo

Oznaka javnega naročila	JN-1379	Vrsta postopka	Postopek s pogajanji brez predhodne objave
Naziv	Dobava smučarske opreme	Naročnik	MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK
Stanje	Zaključeno javno naročilo		

[Več informacij](#)

Javno naročilo/povabilo Ponudba **Dražbe** Pogajanja

Podatki o ponudbi

Oddana verzija	1	Status ponudbe	Oddana
Datum in ura oddaje ponudbe	15. 02. 2021 12:02	Do roka za oddajo še	0 dni, 23 : 59 : 07

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravil	Oddal	
1		15. 02. 2021 12:02	Oddana	Ajda Kostanjšek	Ajda Kostanjšek	...

[Umakni oddajo](#) [Nova verzija ponudbe](#)

Figure 8: First page of the tender with basic information

If the deadline for the submission and opening of tenders has not yet expired, the following buttons are found on the page:

- "More information" – for a detailed review of the public procurement and documentation which the contracting authority failed to publish on the public procurement portal.
- "New version of the request to participate/tender" – preparation of a new version if one had already been submitted. The button is active until the submission deadline.
- "Delete the version" – to delete a new version that was not submitted. A withdrawal of the version that was not submitted (is being drafted) is also possible after the expiry of the submission deadline.
- "Withdraw from submission" – to withdraw the request to participate/tender. The button is active until the submission deadline.
- "Prepare again" – to draft the request to participate/tender again and submit it. The button is active until the submission deadline.

If the deadline for the submission and opening of tenders has already expired, the following buttons are found on the page:

- "More information" – for a detailed review of the public procurement and documentation which the contracting authority failed to publish on the public procurement portal.

- "Competitive tenders" – review of competitive tenders after the opening of tenders and a printout of the minutes on the opening of tenders. The button is active until the completion of the procedure in the e-JN system.

By clicking on the submitted tender, it is possible to review the tender and print the certificate that the tender was submitted by clicking the "Print the submission certificate".

Ponudba

Osnovni podatki o ponudbi

Verzija	1	Status verzije	Oddana
Dovoljene variante	Ne	Do roka za oddajo še	

[Natisni potrdilo o oddaji](#)

Elektronski naslov za obveščanje*: ajda.kostanjsek@gov.si

Ponovno vpišite elektronski naslov*: ajda.kostanjsek@gov.si

Oznaka: 5

☐ skupna prijava/ponudba ☐ uporaba zmogljivosti drugih subjektov ☐ podizvajalci

Figure 9: Printing the certificate on the submission of the tender

6.3.4. Changing the tender

If you have already submitted the tender, you may submit a new version until the deadline for the submission of tenders. On the first page for the review of tenders, click on the "New version of the tender" button. The data of the submitted tender will be transferred to the new version where the data can be changed and deleted and/or new documents can be added. The previously submitted tender will be cancelled.

If the contracting authority has made a change of the public procurement (e.g. change of the deadline of tender submission, change of the deadline for opening tenders, change of the pro-forma invoice), you can also submit a new tender.

Javno naročilo

Oznaka javnega naročila	JN-1379	Vrsta postopka	Postopek s pogajanjmi brez predhodne objave
Naziv	Dobava smučarske opreme	Naročnik	MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK
Stanje	Zaključeno javno naročilo		

[Več informacij](#)

Javno naročilo/povabilo Ponudba **Dražbe** Pogajanja

Podatki o ponudbi

Oddana verzija

2

Status ponudbe

Oddana

Datum in ura oddaje ponudbe

28. 03. 2018 15:56

Do roka za oddajo še

8 dni, 20 : 02 : 53

Verzija	Oznaka	Datum kreiranja verzije	Status verzije	Pripravil	Oddal	
2	PON-1/2018	28. 03. 2018 15:55	Oddana	Stanislav Testi	Stanislav Testi	...
1	PON-1/2018	28. 03. 2018 15:31	Razveljavljena	Stanislav Testi	Stanislav Testi	...

Nova verzija ponudbe

Figure 10: Changing the tender

In the case when a change of the public procurement with change of pro-forma invoice has been made and the deadline of tender submission has not yet expired, a notification is displayed on the screen: "To avoid errors or incorrect display of tenders, please submit a new version of the tender. This can be done by the deadline of tender submission."

Javno naročilo

Oznaka javnega naročila

JN-1379

Vrsta postopka

Postopek s pogajanji brez predhodne objave

Naziv

Dobava smučarske opreme

Naročnik

MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK

Stanje

Zaključeno javno naročilo

Več informacij

Javno naročilo/povabilo

Ponudba

Dražbe

Pogajanja

Podatki o ponudbi

Oddana verzija

1

Status ponudbe

Oddana

Datum in ura oddaje ponudbe

22. 02. 2022 07:35

Do roka za oddajo še

0 dni, 00 : 05 : 10

Obvestilo

Na tem javnem naročilu je prišlo do spremembe po tem, ko ste ponudbo že oddali. V izogib napakam ali napačnemu prikazovanju ponudb prosimo, da oddate novo verzijo ponudbe, ker vaša ponudba ni oddana na spremenjenem predračunu.

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravil	Oddal	
1		22. 02. 2022 07:33	Oddana	Jure Prošt	Jure Prošt	...

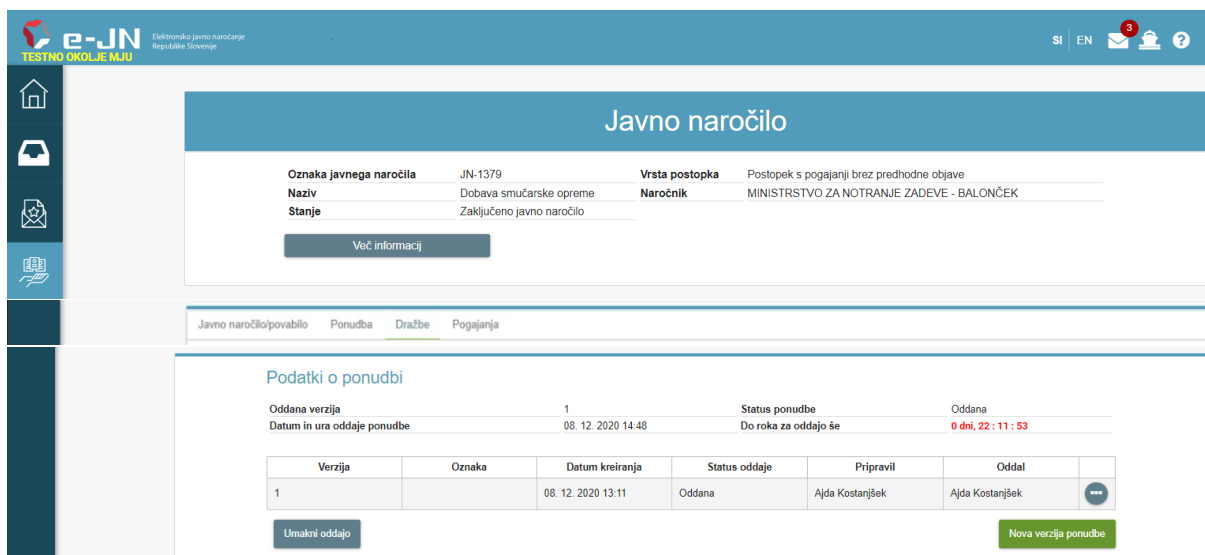
Umakni oddajo

Nova verzija ponudbe

Figure 11: Change of public procurement with change of pro-forma invoice

6.3.5. Withdrawal of the tender

You can withdraw the tender until the deadline for the submission of tenders. On the first page for the review of the tender, click on the "Withdraw from submission" button. The tender will be withdrawn.



Javno naročilo

Oznaka javnega naročila: JN-1379 Vrsta postopka: Postopek s pogajanji brez predhodne objave
Naziv: Dobava simučarske opreme Naročnik: MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK
Stanje: Zaključeno javno naročilo

Več informacij

Javno naročilo/povabilo Ponudba **Dražbe** Pogajanja

Podatki o ponudbi

Oddana verzija: 1 Status ponudbe: Oddana Datum in ura oddaje ponudbe: 08. 12. 2020 14:48 Do roka za oddajo še: 0 dni, 22 : 11 : 53

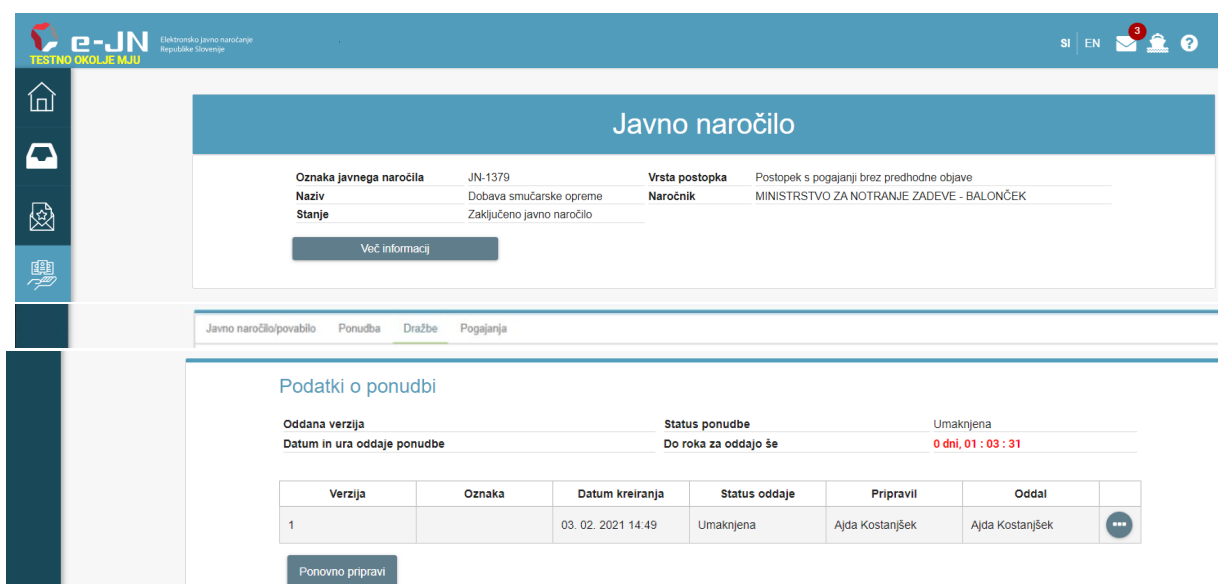
Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravil	Oddal
1		08. 12. 2020 13:11	Oddana	Ajda Kostanjšek	Ajda Kostanjšek

Umakni oddajo Nova verzija ponudbe

Figure 12: Withdrawal of the tender

6.3.6. Re-submission of the tender

Although the tender was withdrawn, it is possible to submit it again until the submission deadline. Click on the "Prepare again" button on the first page for the review of the tender where the latest version of the tender will upload. Prepare or supplement a new version of the tender, which can then be submitted.



Javno naročilo

Oznaka javnega naročila: JN-1379 Vrsta postopka: Postopek s pogajanji brez predhodne objave
Naziv: Dobava simučarske opreme Naročnik: MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK
Stanje: Zaključeno javno naročilo

Več informacij

Javno naročilo/povabilo Ponudba **Dražbe** Pogajanja

Podatki o ponudbi

Oddana verzija: 1 Status ponudbe: Umaknjena Datum in ura oddaje ponudbe: 03. 02. 2021 14:49 Do roka za oddajo še: 0 dni, 01 : 03 : 31

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravil	Oddal
1		03. 02. 2021 14:49	Umaknjena	Ajda Kostanjšek	Ajda Kostanjšek

Ponovno pripravi

Figure 13: Re-submission of the tender

6.3.7. Review of the minutes on the opening of tenders

The competitive tenders will be visible in your system after the deadline for the opening of tenders. On the first page for the review of your tender, click on the "Competitive tenders" button. Information on the names of the tenderers who submitted their tenders will be displayed, including the data on whether theirs were variant tenders (if appropriate) and the total tender value of each individual tender. By clicking on an individual tenderer, it is possible to examine their pro-forma invoice. The data will be shown until the completion of the public procurement. Other data and documentation

regarding competitive tenders are not visible. By clicking on the "Print the minutes on the opening of tenders" button, the tenderer can see the basic data on the public procurement, the list of tenderers, the data on variant tenders (if appropriate), the time of submission of individual tenders and the total tender value of each individual tender. The minutes on the opening can be printed out or saved.

Oznaka javnega naročila	Naziv	Stanje	Vrsta postopka	Naročnik
JN-1183	Dobava stolov	Zaključeno zbiranje ponudb	Postopek s pogajanjmi brez predhodne objave	MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK

Več informacij

Konkurenčne ponudbe

Figure 14: Review of the minutes on the opening of tenders

6.3.8. Submission of the tender with or without lots

A) Public procurement without lots

If the contracting authority did not divide the public procurement into lots within the e-JN system, enter the total tender value in EUR without VAT and the amount of VAT in EUR in the "Total tender value" section. The sum in EUR together with VAT is calculated automatically. Upload the Word, Excel or PDF file in the "Pro-forma invoice" section.

Skupna ponudbena vrednost

Znesek skupaj brez davka (EUR)* Vnesite znesek brez davka!

Znesek davka (EUR)* Vnesite znesek davka!

Znesek skupaj z davkom (EUR) Vnesite znesek z davkom!

Predračun

Dokument	Opis	Velikost (Mb)	Datum
Ni dokumentov!			

+ Izberi

Figure 15: Submission of the tender without lots

B) Public procurement with lots

If the contracting authority divided the public procurement into lots within the e-JN system, enter the total tender value in EUR without VAT and the amount of VAT in EUR for an individual lot in the table in the "Total tender value" section. The sum in EUR together with VAT and all data displaying the total tender value are calculated automatically. Upload the Word, Excel or PDF file in the "Pro-forma invoice" section.

Skupna ponudbena vrednost

Znesek skupaj brez davka (EUR)*

120.000,00

Znesek davka (EUR)*

26.400,00

Znesek skupaj z davkom (EUR)

146.400,00

Sklop	Znesek brez davka (EUR)	Znesek davka (EUR)	Znesek z davkom (EUR)
Sklop 1 - mize	70.000,00	15.400,00	85.400,00
Sklop 2 - stoli	50.000,00	11.000,00	61.000,00
Sklop 3 - omare	Vnesi znesek	Vnesi znesek	

Preinesi prazen Excel

+ Uvozi iz Excela

Predračun

Dokument	Opis	Velikost (Mb)	Datum			
Ni dokumentov!						
+ Izberi						

Figure 16: Submission of the tender with lots

6.3.9. Submission of the tender with variants (variant tenders)

If the public procurement enables the submission of a tender with variants, several variants may be submitted for one public procurement. The first variant is entered by clicking on the "Prepare a variant" button. A window is displayed in which prices (amounts) (amount in EUR without VAT and the amount of VAT in EUR) are entered. The sum in EUR together with VAT is calculated automatically. Click on the "Add" button and add the pro-forma invoice. To add another and all subsequent variants, click on the "Add variant". Enter prices (amounts) into the fields and add the pro-forma invoice in the same way as in the first variant.

Skupna ponudbena vrednost

Varianta 1

Pripravi varianto

+ Dodaj varianto

Znesek skupaj brez davka (EUR)*

Vnesite znesek brez davka!

Znesek davka (EUR)*

Vnesite znesek davka!

Znesek skupaj z davkom (EUR)

Vnesite znesek z davkom!

Predračun

Dokument	Opis	Velikost (Mb)	Datum			
Ni dokumentov!						
+ Izberi						

Varianta:

Znesek skupaj brez davka (EUR)*

Vnesite znesek brez davka!

Znesek davka (EUR)*

Vnesite znesek davka!

Znesek skupaj z davkom (EUR)

Vnesite znesek z davkom!

Predračun

Dokument	Opis	Velikost (Mb)	Datum			
Ni dokumentov!						
+ Izberi						

Prekliči

Dodaj

Dokumenti

ESPD - ponudnik

Dokument

Ni dokumentov!

+ Izberi

Ostale priloge

Figure 17: Variant tenders

6.3.10. Submission of a tender in the case of auction

If the contracting authority noted that an auction would be included in the public procurement, the pro-forma invoice was prepared within the e-JN system. In the "Total tender value" section, first click on the "Prepare the pro-forma invoice for auction" button.

Figure 18: Pro-forma invoice in the case of an e-auction

The figure below is shown. The pro-forma invoice can be completed in two ways.

Figure 19: Preparation of a pro-forma invoice for an auction

A) Direct entry of data in tables

By clicking on the "Offered (name)" cell in the table earmarked for each individual lot, enter what you offer and then move to "Price/unit of measure in EUR without VAT" cell and complete it. Check or select the correct type of tax in the "Tax type and tax rate" cell in the drop-down list. "Total value

without VAT" and "Total value with VAT" are calculated automatically in the table, including the data on the total amount ("Total amount in EUR without VAT" and "Total amount in EUR with VAT").

Priprava predračuna za dražbo

▼ Sklop 1 - Mize

Naziv predmeta	Ponujeno (naziv)	Količina	Enota mere	Cena/EM brez davka (EUR)	Vrsta davka in davčna stopnja	Vrednost skupaj brez davka	Vrednost skupaj z davkom
Miza	lesena miza	20	Kos	250,23	DDV22	5.004,60	6.105,61

Ponastavi vnose sklopa

Znesek skupaj brez davka (EUR)
5.004,60
Znesek skupaj z davkom (EUR)
6.105,61

▼ Sklop 2 - Stoli

Naziv predmeta	Ponujeno (naziv)	Količina	Enota mere	Cena/EM brez davka (EUR)	Vrsta davka in davčna stopnja	Vrednost skupaj brez davka	Vrednost skupaj z davkom
Stol	leseni stol	80	Kos	70,00	DDV22	5.600,00	6.832,00

Ponastavi vnose sklopa

Znesek skupaj brez davka (EUR)
5.600,00
Znesek skupaj z davkom (EUR)
6.832,00

Prenesi cene v excel

+ Naloži excel s cenami

Nazaj

☒ Strinjam se z vnešenimi cenami

Pripravi predračun

Figure 20: Completing the pro-forma invoice for an auction

By confirming that you agree with the prices entered and by clicking on the "Prepare the pro-forma invoice" button, the data is automatically transferred to the "Total tender value" section and the pro-forma invoice is automatically uploaded in the "Pro-forma invoice" section.

Skupna ponudbena vrednost

Znesek skupaj brez davka (EUR)*

10.604,60

Znesek davka (EUR)*

2.333,01

Znesek skupaj z davkom (EUR)

12.937,61

Sklop	Znesek brez davka (EUR)	Znesek davka (EUR)	Znesek z davkom (EUR)
Sklop 1 - Mize	5.004,60	1.101,01	6.105,61
Sklop 2 - Stoli	5.600,00	1.232,00	6.832,00

Predračun

Dokument	Opis	Velikost (Mb)	Datum	
Predracun		0,005	04. 03. 2021 10:53	

Pripravi predračun za dražbo

Figure 21: Completed "Total tender value" section for the auction

B) Entry of data through the Excel file

If you wish to draft the pro-forma invoice and then import it from the Excel file, you have to download the Excel file by clicking on the "Download prices in Excel" button. Save and complete the file on your computer. By clicking on the "+ Upload Excel with prices" button, the completed table on your

computer will be uploaded back in the application where all data in tables will be displayed by lots. Similarly as in Figure 17 when the pro-forma invoice is submitted with a direct entry in the tables.

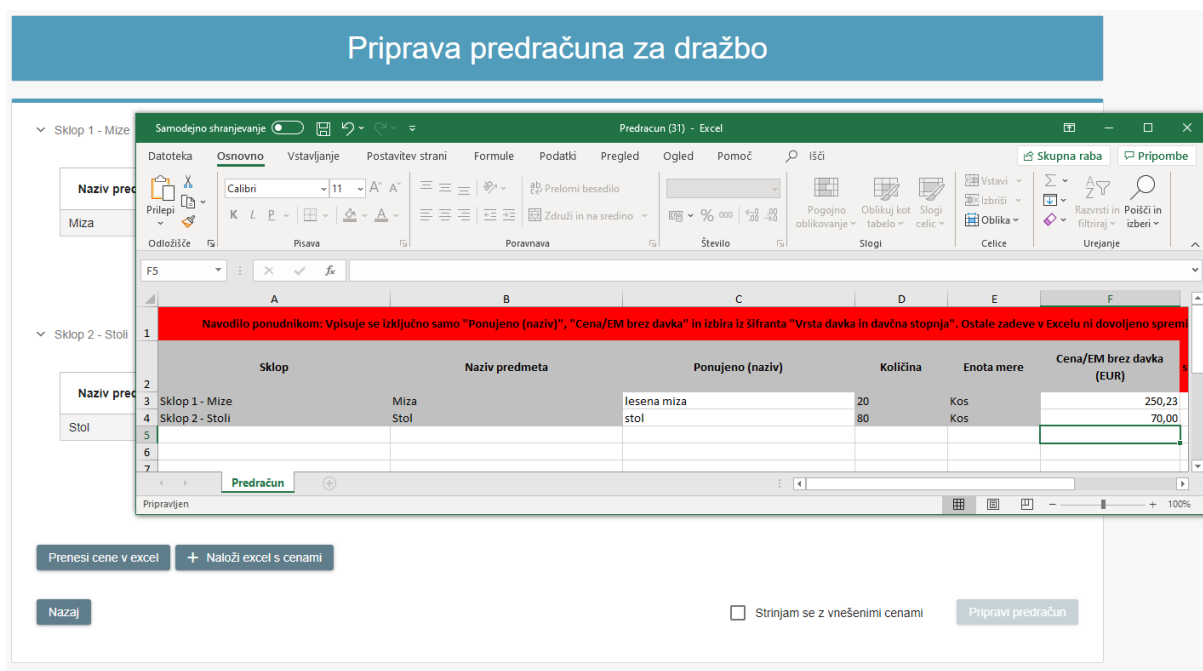


Figure 22: Completing the pro-forma invoice for an auction through an Excel file

By confirming that you agree with the prices entered and by clicking on the "Prepare the pro-forma invoice" button, the data is automatically transferred to the "Total tender value" section and the pro-forma invoice is automatically uploaded in the "Pro-forma invoice" section. Similarly as in Figure 18 when the pro-forma invoice is submitted with a direct entry in the tables.

7. E-AUCTIONS

7.1. Functionality of the e-Auctions

1. Regular auction

Takes place at the time and duration as determined by the contracting authority. At the beginning of the auction, the tenderer's user may lower the price relating to their previous tender. In the procedure of regular auction, the tenderer may only lower the prices of individual items, but cannot increase them irrespective of the total value of the procurement/lot. During the auction, the e-JN system does not permit the submission of the same prices per procurement/lot as have already been submitted and automatically generates a message displayed on the user's screen while also disabling the submission of new prices.



A video presentation of the implementation of the reverse electronic auction can be viewed [here](#).

AUCTION EXTENSION:

If the contracting authority anticipated the extension of the auction in the e-Auctions, they enter the parameters, i.e. the time before the completion of the auction in which a new tender must be submitted

and the time for which the auction is extended. If a new tender was submitted within a certain time frame before the completion of the auction (this tender may not be necessarily most favourable), the auction does not end at the time initially anticipated, but is extended for the time determined by the contracting authority. The extension continues until none of the tenderer's users submits a new tender in the time frame determined by the contracting authority.



A video presentation of the completion of the reverse electronic auction can be viewed [here](#).

2. Time-interval auction

Time-interval auction takes place in a certain number of intervals with limited duration. The parameters of the auction (no. of intervals and duration of each interval) are determined by the contracting authority and defined in tender documents.

The tenderer's user may submit several tenders in individual intervals (changes individual prices several times), although each subsequent tender must be lower than the previous one submitted in the interval. Within an interval, the tenderer may also increase the price, but only for the amount submitted in the previous interval.



A video presentation of the implementation of the time-interval reverse electronic auction can be viewed [here](#).

The tenders are revealed at the end of the interval. If the tenderer's user submitted several tenders within the interval, only the last lowest tender submitted is revealed.



A video presentation of the completion of the time-interval reverse electronic auction can be viewed [here](#).



The data on whether the contracting authority anticipated the e-auction in the procedure of awarding the public procurement is evident from the basic data of the public procurement in the system.

Osnovni podatki javnega naročila	
Številka na PJN	
Oznaka javnega naročila	JN-1448
Vrsta postopka	Naročilo male vrednosti
Naziv	Nakup opreme
Predmet naročila	Storitev
Naročnik	MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK
Rok za oddajo ponudbe	24.02.2021 13:45
Datum in ura javnega odpiranja ponudb	24.02.2021 13:47
Naročilo je razdeljeno na sklope	Ne
Pogajanja	Ne
Dražnja	Da
Dovoljene variante	Ne
Stanje	Sprejem ponudb
Povezava do objave na portalu PJN	http://90.157.157.201/pjn/Obrazci/?id_obrazec=168140

Figure 23: Basic data of the public procurement

You can participate in the auction after the contracting authority invited you to the auction following the examination of tenders. In which case, you will receive an e-mail with an invitation to the auction to the e-mail address provided in the tender.

Povabilo na udeležbo v elektronski dražbi / Invitation to participate in the electronic auction

 ejn@gov.si
Za ime.priimek@email.si
 V tem sporočilu smo odstranili odvečne prelome vrstic.

Spoštovani,

vabimo vas k sodelovanju na elektronski dražbi v postopku javnega naročila:

Naročnik: Naziv naročnika Oznaka javnega naročila: JN-1469 Naziv javnega naročila: TEST UM

V skladu z Navodili ponudnikom vas obveščamo, da bo elektronska dražba za predmetno naročilo oziroma sklop izvedena dne 01. 03. 2021 ob 11:28 uri.

Podrobnosti si lahko ogledate na povezavi https://ejn-test.sigov.si/ponudba/pages/ponudba/javno_narocilo_complex_podrobno.xhtml?zadevald=1469

Lep pozdrav,
Naziv naročnika

*Za ogled morate biti predhodno registrirani in pooblaščen za delo v sistemu e-JN.

To sporočilo je avtomatsko generirano, prosimo vas, da nanj ne odgovarjate!

Figure 24: Invitation to participate in the e-Auction

One day before the auction, the tenderer receives a reminder to the e-mail address provided in the tender.

Opomnik o izvedbi e-Dražbe / Reminder on e-Auction

 ejn@gov.si
Za ime.priimek@email.si

Spoštovani,

obveščamo vas, da se bo danes 01. 03. 2021 ob 11:28 uri na javnem naročilu JN-1469, TEST UM začela elektronska dražba.

Podrobnosti si lahko ogledate na povezavi https://ejn-test.sigov.si/ponudba/pages/ponudba/javno_narocilo_complex_podrobno.xhtml?zadevald=1469

Lep pozdrav,
Naziv naročnika

*

Za ogled morate biti predhodno registrirani in pooblaščen za delo v sistemu e-JN.

To sporočilo je avtomatsko generirano, prosimo vas, da nanj ne odgovarjate!

Figure 25: Reminder on the implementation of the e-Auction

7.2. Participation in the e-Auction

If you are invited to partake in the e-Auction, you will see the "Enter the auction" button in your tender.



Podatki o ponudbi

Oddana verzija: 1
Datum in ura oddaje ponudbe: 24. 02. 2021 16:24

Status ponudbe: Oddana
Do roka za oddajo še:

Verzija	Oznaka	Datum kreiranja	Status oddaje	Priloge	Oddal
1	Ponudba 222	24. 02. 2021 16:20	Oddana	Ime Priimek	Ime Priimek

Višje v dražbo

Figure 26: Enter the e-Auction

The "Submission of new tenders" window opens after you click on the "Enter the auction" button. When confirming the General Terms and Conditions for the Use of the e-JN System by clicking the "I agree" button, you agree to submit legally binding tenders after entering the auction when participating in the e-Auctions procedure for the economic operator on the behalf of which you are using the e-JN system.

Ponudba

Oznaka javnega naročila: JN-1450
Naziv: Test 123
Stanje: Javno odpiranje ponudb

Vrsta postopka: Naročnik
Naročilo male vrednosti: Naziv naročnika

Višje informacij

Konkurenčne ponudbe

Podatki o ponudbi

Oddana verzija: 1
Datum in ura oddaje ponudbe: Ponudba 222

Oddaja novih ponudb

S klikom na »Strinjam se« boste po vstopu v dražbo v primeru sodelovanja v postopku e-Dražbe za gospodarski subjekt, v imenu katerega uporabljate informacijski sistem e-JN, oddali pravno zavezujočo ponudbo.

☐ Oddajal bom pravno zavezujočo ponudbo in delujem v skladu s Splošnimi pogoji za uporabo informacijskega sistema e-JN.

Strinjam se

Ime ponudbe: Oddana
Roka za oddajo še:

Priloge: Ime Priimek, Ime Priimek

Višje v dražbo

Figure 27: Confirming the submission of the legally binding tender before entering the e-Auction

Following the confirmation, the e-JN system will open a page where the amounts submitted last during the implementation of the auction will be transferred after the completed auction.

Dražba

Osnovni podatki o dražbi

Naziv javnega naročila: Test 123
Oznaka javnega naročila: JN-1450
Vrsta dražbe: Navedena
Status dražbe: Čaka na dražbo
Do roka za pričetek dražbe še: 6 dni, 00 : 02 : 58

Skupna ponudbena vrednost

Znesek skupaj brez davka (EUR):
Znesek davka (EUR):
Znesek skupaj z davkom (EUR):

Sklop: Znesek brez davka (EUR), Znesek davka (EUR), Znesek z davkom (EUR)

Sklop 1 - Testni sklop 1
Sklop 2 - Testni sklop 2

Predračun

Dokument	Opis	Velikost (MB)	Datum
11 dokumenti			

Ostale priloge

Dokument	Opis	Velikost (MB)	Datum
11 dokumenti			

Načrt

Dražba

Figure 28: Auctioned tender

To access the auction, click on the "Auction" button. You will be redirected to the page where your prices submitted in the tender will be displayed.

Izvedba dražbe

Čas do početka dražbe: 0 dni, 00 : 01 : 40

Sklop: Testni sklop 1

Dražnja se cene na EM z DDV v EUR!

Predmet	Opis	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	a1	100	Kos	1.464.450	146.445.000
Predmet 2	a2	100	Kos	1.219.939	121.993.900
Predmet 3	a3	300	Kos	1.092.181	327.654.300
Vrsta sklopa					596.093.200

Sklop: Testni sklop 2

Dražnja se cene na EM z DDV v EUR!

Predmet	Opis	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 4	b1	200	Kos	1.858.385	371.681.000
Predmet 5	b2	800	Kos	2.484.208	1.987.366.400
Vrsta sklopa					2.359.027.400

Nazaj

Figure 29: Table before the start of the auction

Once the auction starts, you will be able to see your tender in the table(s) on the left hand side of the screen (depending for which lot the auction takes place if the procurement is divided into lots) and the tenders of three, currently most favourable tenderers. At any time during the auction, the participating tenderer may check their placement in the table(s) on the right hand side of the screen in the "My placement" section (for an individual lot for which the auction takes place if the procurement is divided into lots).

Izvedba dražbe

Preostali čas dražnje: 0 dni, 00 : 16 : 54

Dražnja se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena	Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 1	100	Kos	1.464.450	146.445.000	Predmet 1	146.445.000	1.220.000			1.215.000
Predmet 2	100	Kos	1.219.939	121.993.900	Predmet 2	121.993.900	12.024.320			1.214.939
Predmet 3	300	Kos	1.092.181	327.654.300	Predmet 3	327.654.300	890.888			885.888
Vrsta sklopa					Vrsta sklopa:	596.093.200	1.591.698.400			

Odloži ceno Zmanjšaj za minimalni korak Zmanjšaj na BBP Ponastavi ceno sklopa

Moja cena: 1

Sklop: Testni sklop 2

Preostali čas dražnje: 0 dni, 00 : 16 : 54

Dražnja se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena	Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 4	200	Kos	1.858.385	371.681.000	Predmet 4	371.681.000	1.711.905			1.706.905
Predmet 5	800	Kos	2.484.208	1.987.366.400	Predmet 5	1.987.366.400	2.562.000			2.479.258
Vrsta sklopa					Vrsta sklopa:	2.359.027.400	2.391.981.000			

Odloži ceno Zmanjšaj za minimalni korak Zmanjšaj na BBP Ponastavi ceno sklopa

Moja cena: 1

Nazaj Izvedi ceno Uredi ceno Odloži vse cene

Figure 30: Display of prices at the start of the auction

7.2.1. Actions during the implementation of the electronic auction

During the auction, the following options are available by means of which it is possible to submit your prices:

- Change of price by editing the table

Prices can be changed by clicking a cell in the line in which you want to change the price in the "My price/unit of measure" section and change the desired value.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1,454,450	145,445,000
Predmet 2	100	Kos	1,214,939	121,493,900
Predmet 3	300	Kos	1,092,181	327,654,300
Vseota sklopa:				594,593,200

Figure 31: Change of price by manual editing of the table

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1,454,450	145,445,000
Predmet 2	100	Kos	1,214,939	121,493,900
Predmet 3	300	Kos	1,092,181	327,654,300
Vseota sklopa:				594,593,200

Figure 32: Activity of the "Submit prices" button

- Change of price with the "Reduce by minimum step" action

This action is only enabled when the contracting authority enters a minimum step when determining the parameters of the auction. Prices can be changed by clicking on a cell in the line in which you want to change the price in the "My price/unit of measure" section or any other cell in the line and then clicking on the "Reduce by minimum step" button. The system will reduce the price of the item by a minimum step determined by the contracting authority in the procurement settings in the e-JN system.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1,454,450	145,445,000
Predmet 2	100	Kos	1,214,939	121,493,900
Predmet 3	300	Kos	1,092,181	327,654,300
Vseota sklopa:				594,593,200

Figure 33: Change in price by minimum step

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1,454,450	145,445,000
Predmet 2	100	Kos	1,214,939	121,493,900
Predmet 3	300	Kos	1,092,181	327,654,300
Vseota sklopa:				594,593,200

Figure 34: Activity of the "Submit prices" button

- Change of price with the "BBP" action

This action is only enabled when the contracting authority enters a minimum step when determining the parameters of the auction. Prices can be changed by clicking on a cell in the line in which you want to change the price in the "My price/unit of measure" section or any other cell in the line and then clicking on the "BBP" button. The system will reduce the price of the item by a minimum step below the price of the lowest tender submitted in the system at the time when you started changing the price of the relevant item.

Following the change in price, the "Submit prices" button will become active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. If the procurement is divided into lots, all prices may be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Izvedba dražbe

Sklop: Testni sklop 1

Preostali čas draženja: 0 dni, 00 : 00 : 52

Dražijo se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1.443,450	144.345,000
Predmet 2	100	Kos	1.214,939	121.493,900
Predmet 3	300	Kos	1.092,181	327.654,300
Vsota sklopa:				594.093,200

Oddaj cene Zmanjšaj za minimalni korak Zmanjšaj na BBP Ponastavi cene sklopa

Figure 35: Change in price by BBP

Izvedba dražbe

Sklop: Testni sklop 1

Preostali čas draženja: 0 dni, 00 : 00 : 17

Dražijo se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	1.210,000	121.000,000
Predmet 2	100	Kos	1.214,939	121.493,900
Predmet 3	300	Kos	1.092,181	327.654,300
Vsota sklopa:				570.148,200

Oddaj cene Zmanjšaj za minimalni korak Zmanjšaj na BBP Ponastavi cene sklopa

Figure 36: Activity of the "Submit prices" button

- Change in price by importing "Excel template"

Prices can be changed by importing them with the help of the Excel table. First transfer the current prices in the Excel template, change the prices in the Excel and then upload this document in the e-Auction.

This may be done by using the "Export prices" and "+Import prices" buttons in the bottom of the table during the auction.

Preostali čas draženja: 0 dni, 00 : 06 : 24

Dražijo se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 4	200	Kos	1.800,00	360.000,00
Predmet 5	800	Kos	2.250,00	1.800.000,00
Vsota sklopa:				2.160.000,00

Oddaj cene Zmanjšaj za minimalni korak Zmanjšaj na BBP Ponastavi cene sklopa

Nazaj Izvozi cene + Uvozi cene Oddaj vse cene

Figure 37: Buttons for transferring Excel files

An example of an Excel file is presented below, which was exported from the system during the auction by using the "Export prices" button. It is only permitted to change cells in the "Price of the unit of measure (with VAT)" column in the template (table). If you wish to upload in the e-JN system the file in which another cell was changed, the e-JN system will not accept such file and will report an error.

Samodržno shranjevanje

izvozne_cene_drazbe_119 - Excel

Navodilo ponudnikom: Vpisuje se izključno samo "Cena enote mere". Ostalih polj v Excelu ni dovoljeno spreminjati - sprememba katerikoli podatkov bo povzročila napake pri nalaganju datoteke!

ID	Sklop	Naziv predmeta naročnika	Naziv predmeta ponudnika	Količina	Enota mere	Cena enote mere (z DDV)	Skupaj cena (z DDV)
2728	Testni sklop 1 - 152	Predmet 1	a1	100	Kos	1.444,45	144.445,00
2730	Testni sklop 1 - 152	Predmet 2	a2	100	Kos	1.189,94	118.994,00
2732	Testni sklop 1 - 152	Predmet 3	a3	300	Kos	1.072,18	321.654,00
2734	Testni sklop 2 - 153	Predmet 4	b1	200	Kos	1.820,00	364.000,00
2736	Testni sklop 2 - 153	Predmet 5	b2	800	Kos	2.484,21	1.987.368,00

Figure 38: Example of an Excel file following an export from the system before the change of prices

After successful import of the file with changed prices by using the "+ Import prices" button, the prices will be displayed, which you have prepared in the Excel file.

Izvedba dražbe

Izvedba dražbe

Sklop: Testni sklop 1

Prestali čas draženja: 0 dni, 00 : 13 : 21

Dražnja se cene na EM z DDV v EUR

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	999.00	99.985.00
Predmet 2	100	Kos	1.100.00	110.000.00
Predmet 3	300	Kos	1.000.00	300.000.00
Vseota sklopa:				509.985.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 1	144.445.00	1.424.45			1.424.45
Predmet 2	110.000.00	1.179.94			1.189.94
Predmet 3	321.654.00	1.062.18			1.052.18
Vseota sklopa:	565.999.00	580.093.00			

Moja uvrstitev: 2

Sklop: Testni sklop 2

Prestali čas draženja: 0 dni, 00 : 13 : 21

Dražnja se cene na EM z DDV v EUR

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 4	200	Kos	1.800.00	360.000.00
Predmet 5	800	Kos	2.250.00	1.800.000.00
Vseota sklopa:				2.160.000.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 4	304.000.00	1.820.00			1.810.00
Predmet 5	1.987.368.00	2.474.21			2.404.21
Vseota sklopa:	2.351.368.00	2.343.368.00			

Moja uvrstitev: 2

Figure 39: Display of prices at the auction after successful import of the Excel file

Following the change in price, the "Submit prices" button will become active for all items or lots (if the procurement is divided into lots) where the change is active. Only when clicking on the button for individual item or lot (if the procurement is divided into lots) you will actually submit new prices. All prices may also be submitted by clicking on the "Submit all prices" button located next to the buttons for the transfer of Excel templates.

Izvedba dražbe

Izvedba dražbe

Sklop: Testni sklop 1

Prestali čas draženja: 0 dni, 00 : 12 : 29

Dražnja se cene na EM z DDV v EUR

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	999.00	99.985.00
Predmet 2	100	Kos	1.100.00	110.000.00
Predmet 3	300	Kos	1.000.00	300.000.00
Vseota sklopa:				509.985.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 1	99.985.00	1.424.45			99.985.00
Predmet 2	110.000.00	1.179.94			1.096.00
Predmet 3	300.000.00	1.062.18			990.00
Vseota sklopa:	509.985.00	580.093.00			

Moja uvrstitev: 1

Sklop: Testni sklop 2

Prestali čas draženja: 0 dni, 00 : 12 : 29

Dražnja se cene na EM z DDV v EUR

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 4	200	Kos	1.800.00	360.000.00
Predmet 5	800	Kos	2.250.00	1.800.000.00
Vseota sklopa:				2.160.000.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 4	360.000.00	1.820.00			1.790.00
Predmet 5	1.800.000.00	2.474.21			2.240.00
Vseota sklopa:	2.160.000.00	2.343.368.00			

Moja uvrstitev: 1

Figure 40: Display of prices at the auction following the submission of changed prices with the use of the "Submit prices" or "Submit all prices" buttons

- Resetting the prices entered before the submission

Before the submission, the system enables you to change the prices for individual lots (or the entire procurement if there are no lots), which you have entered in one of the aforementioned ways, to the values that were last submitted in the system. This can be done by selecting the "Reset prices of the lot" button.

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	900.00	90 000.00
Predmet 2	100	Kos	100.00	10 000.00
Predmet 3	300	Kos	300.00	90 000.00
Vseota sklopa:				400 000.00

Figure 41: Display of changed prices that were not submitted in the system before the reset

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	900.00	90 000.00
Predmet 2	100	Kos	100.00	10 000.00
Predmet 3	300	Kos	300.00	90 000.00
Vseota sklopa:				400 000.00

Figure 42: Display of prices after the reset

i The preparation of the tender (data entry and addition of documents) can be performed by only one user at a time. In the case of simultaneous editing of the tender by several users, the e-JN system does not guarantee the correctness of the entered data.

7.2.2. Explanation of individual fields and symbols displayed on the screen of the auction table

Before the start of the auction, your data transferred from the tender you submitted before the deadline for the submission of tenders can be found on the auction table.

During the auction, information about your placement (position) according to the criteria for the selection of the most favourable tenderer is accessible on the screen.

Explanation of tables:

- My price/unit of measure – represents the tender price for the item per the unit of measure (piece, m², etc.).
- My price total – represents the tender price for the item and the entire tender quantity.
- Price 1 ("Price 2", "Price 3") – represents the price of other participants (no more than three most favourable ones according to the criteria for the selection of the most favourable tenderer) for the item per the unit of measure (piece, m², etc.).
- Lot sum:
 - o "My price total" column – total tender price for all items in the lot (or the entire procurement if there are no lots) for the entire quantity.

- "Price 1" column ("Price 2", "Price 3") – total tender price for all items in the lot (or the entire procurement if there are no lots) for the entire quantity of other tenderers (no more than three most favourable ones according to the criteria for the selection of the most favourable tenderer).

Legend of colours:

GREEN – you offer the lowest price for the lot where your prices are GREEN.

YELLOW – you offer the second lowest price for the lot where your prices are YELLOW.

RED – you do not offer the lowest or the second lowest price for the lot where your prices are RED.

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	100	Kos	900.00	90.000.00
Predmet 2	100	Kos	1.100.00	110.000.00
Predmet 3	300	Kos	1.000.00	300.000.00
Vstopa sklopa				500.000.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3	BBP
Predmet 1	90.000.00	1.434.45			890.00
Predmet 2	110.000.00	1.179.94			1.090.00
Predmet 3	300.000.00	1.082.18			990.00
Vstopa sklopa	500.000.00	580.090.00			

Figure 43: Screen (table) display during the auction

In addition to the remaining time left in the interval, the current interval of the ongoing auction is also displayed on the top of the table in the case of the time-interval auction.

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
Predmet 1	800	Kos	1.800.00	1.440.000.00
Predmet 2	10.000	Kos	1.708.00	17.080.000.00
Vstopa sklopa				18.520.000.00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3
Predmet 1	1.440.000.00	12.200.00	9.242.72	
Predmet 2	17.080.000.00	6.100.00	9.363.50	
Vstopa sklopa	18.520.000.00	70.760.000.00	101.029.176.00	

Figure 44: Screen (table) display during the auction – time-interval auction

If the contracting authority suspended the implementation of the auction, a symbol will be displayed on the screen informing you of the suspension. The auction will continue once the contracting authority arranges continuation.

Izvedba dražbe

Izvedba dražbe

Dražba je bila zadržana!

Sklop: tretji

Dražijo se cene na EM z DDV v EUR!

Predmet	Kol.	EM	Moja cena/EM	Skupaj moja cena
miza	19	Kos	2.000,00	38.000,00
stol	20	Kos	3.285,00	65.700,00
omara	21	Kos	3.285,00	68.985,00
Vsota sklopa:				172.685,00

Predmet	Skupaj moja cena	Cena 1	Cena 2	Cena 3
miza	38.000,00	500,00	2.000,00	
stol	65.700,00	500,00	200,00	
omara	68.985,00	1.000,00	2.190,00	
Vsota sklopa:	172.685,00	40.500,00	87.990,00	

Moja uvrstitev: 3


Figure 45: Screen (table) display suspending the implementation of the auction – time-interval auction

7.3. Completed e-Auction

After the auction is completed, you will get access to the final prices of individual tenderers displayed along with their names.

</

Figure 46: Screen display after a completed auction

 After the end of the e-Auction, the system will automatically prepare a pro-forma invoice of the tenderer, which the contracting authority accepts as a binding pro-forma invoice after the completed auction.

7.4. Invitation to negotiations

If it was stated in the public procurement that negotiations would be implemented, the contracting authority will invite you to every round of negotiations via the e-JN system. You will receive an invitation to negotiations by e-mail. The data on negotiations can be found on the first page of your tender. If a new tender must be submitted for negotiations or in the case of the last round of

negotiations, the new version of the tender is submitted in the same way as described in point 6.3.2 (Preparation and submission of a tender).

7.5. Invitation to supplement the request to participate/tender

If the contracting authority sent you an invitation to supplement/clarify, you will receive the invitation by e-mail, and the invitation will be visible in the review of the tender under the submitted request to participate/tender.

Ponudba

Oznaka javnega naročila: A-123/2018
 Naziv: Naročilo xy
 Stanje: Javno odpiranje ponudb

Vrsta postopka: Naročilo male vrednosti
 Naročnik: MINISTRSTVO ZA FINANCE

[Več informacij](#) [Konkurenčne ponudbe](#)

Podatki o ponudbi

Oddana verzija: 1
 Datum in ura oddaje ponudbe: 05. 07. 2018 08:49
 Status ponudbe: Oddana
 Do roka za oddajo še:

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravi	Oddal
1		05. 07. 2018 08:48	Oddana	Žan Zastopnik	Žan Zastopnik


Pozivi na dopolnitev

Datum zahteve	Rok za odziv	Vrsta poziva na dopolnitev	Zadnji odziv
05. 07. 2018	05. 07. 2018 09:10	Poziv na dopolnitev, popravek, spremembo ali pojasnilo ponudbe	

e-PPN, verzija 2.9.0.0-SNAPSHOT | Pregled uporabe | Politika zasebnosti
 Ministrstvo za javno upravo, vse pravice pridržane ©2018
 Pomoč: skrajšave in besedila (2017) (en, do pet, 0:00 - 22:00)

EVROPSKA UNIJA
 EVROPSKI SKLAD
 SKUPNA AGENCIJA ZA VARNOST HRANENJA

Figure 47: Invitation to supplement the request to participate/tender

The supplementation must be submitted by the supplementation deadline. A later response to the invitation is not possible. When clicking on  in the review of invitations to supplement, a new window with the invitation details will open:

- The contracting authority's documentation is in the upper section.
- The possibility of adding supplements or reviewing the submitted supplements is found in the lower section.

Dopolnitev

Osnovni podatki o pozivu na dopolnitev

Datum zahtevka	15. 02. 2021	Rok za odziv	16. 02. 2021 12:38
Vrsta poziva	Poziv na dopolnitev, popravek, spremembo ali pojasnilo ponudbe	Do roka za odziv še	0 dni, 23 : 55 : 11

Dokumentacija naročnika

Naziv dokumenta	Opis	
Poziv na dopolnitev	Ajda Kostanjšek	

Dopolnitve

Zaporedna številka	Datum kreiranja	Status oddaje	Pripravi	Oddal	
Ni zapisov					

Pripravi dopolnitev

Nazaj

Figure 48: Supplementing the tender

When entering the supplement (by clicking on the "Prepare supplement" button), it is mandatory to attach the PDF file in the "Documents" segment of the "Reply" section. Files of different formats (Word, Excel, PDF, TIF, JPG, etc.) may be attached in the "Other attachments" section. When clicking on the "Submit supplement" button, a window will open in which the entity submitting the supplement agrees to the General Terms and Conditions and confirms that they are submitting a legally binding document, which they submit by clicking on the "Submit supplement" button.

Several supplements may be submitted until the deadline for the submission of supplements.

The contracting authority sees the reply or supplement immediately after successful submission. The contracting authority also receives a notification about the submission of the reply or supplement by e-mail. It is thus not possible to cancel the submission.

Dopolnitev

Osnovni podatki dopolnitve

Status	V pripravi	Datum zahtevka	05. 07. 2018
Rok za odziv	05. 07. 2018 09:10	Do roka za odziv še	0 dni, 00 : 01 : 42
Vrsta poziva na dopolnitev	Poziv na dopolnitev, popravek, spremembo ali pojasnilo ponudbe		
Elektronski naslov za obveščanje:	zan.zastopnik@arc.si		
Ponovno vpišite elektronski naslov:	zan.zastopnik@arc.si		

Dokumenti

Odgovor

Dokument	Opis	Datum			
Pojasnilo		05. 07. 2018 09:07			
+ Izberi					

Druge priloge

Dokument	Opis	Datum			
Dokazilo		05. 07. 2018 09:08			
+ Izberi					

[Nazaj](#)
[Shrani](#)
[Oddaj dopolnitev](#)

Figure 49: Tenderer's reply

8. DYNAMIC PURCHASING SYSTEM

The e-JN system enables the implementation of a dynamic purchasing system (hereinafter: DPS). Participation in public procurement procedures implementing the DPS takes place in the same way as other procedures in the e-JN system.

8.1. Participation in the DPS

If you want to participate in a public procurement implementing the DPS, find the procurement in the e-JN system via the icon "Current public procurement" or via a web link on the Public Procurement Portal. The latter will redirect you to the e-JN system on the published DPS. The course of application for a public procurement implementing the DPS is the same as in two-phase procedures.

Selecting the public procurement, opens the page with the basic data of the public procurement (procurement details), the link to the Public Procurement Portal and (on the right hand side of the screen) the button "Participate in public procurement". By clicking on the button, the basic page "Application" will open, where you shall mark the category you are applying for, attach the necessary or required documentation and submit the application in the same way, as you do for other procedures in the e-JN system.

Prijava

Osnovni podatki o prijavi
i

Verzija
1
Status verzije
V pripravi

Do roka za oddajo še
0 dni, 00 : 04 : 10

Elektronski naslov za obveščanje*:
ejn@src.si

Ponovno vpišite elektronski naslov*:
ejn@src.si

Oznaka:
oznaka ponudbe

☐ skupna prijava/ponudba

☐ uporaba zmogljivosti drugih subjektov

☐ podizvajalci

Oddaja prijave/ponudbe za kategorije:

Kategorija	
Kategorija 1 - Kategorija Sadje	<input type="checkbox"/>
Kategorija 2 - Kategorija Zelenjava	<input type="checkbox"/>
Kategorija 3 - Kategorija Mlečni izdelki	<input type="checkbox"/>
Kategorija 4 - Kategorija Delikatesa	<input type="checkbox"/>
Kategorija 5 - Kategorija Meso	<input type="checkbox"/>

Dokumenti
i

ESPD - ponudnik

Dokument	Opis	Velikost (Mb)	Datum			
Ni dokumentov!						
+ Izberi						

Ostale priloge

Dokument	Opis	Velikost (Mb)	Datum			
Ni dokumentov!						
+ Izberi						

Nazaj

Shrani
Oddaj prijavo

Figure 50: Application

8.2. Subsequent application to DPS procedures

If the contracting authority for the public procurement implementing the DPS for one or more (or for all) categories did not request your qualification or you would like to participate in category you did not mark in the original application and applied for, you can apply again at any time in the future or you participate in the same public procurement implementing the DPS, when the contracting authority enables additional collection of applications.

This can be done in the same way as you submit your first application.

8.3. Request your qualification and specific procurements

After receiving your application for a public procurement implementing the DPS, the contracting authority will review the applications within the e-JN system and request your qualification (or not) for each category to participate in the second phase of the DPS (submission of a tender on the request of the contracting authority). The decision of request qualification must be published on the Public Procurement Portal, and the e-JN system will notify you of the request qualification by e-mail.

If request your qualification to participate in the second phase of DNS, you are included in the catalogue of tenderers of this DPS.

Katalog ponudnikov
JN-1907 Nakup cvetja

Naziv poslovnega subjekta
Vpišite naziv poslovnega subjekta

Matična številka
Matična številka

Kategorija
▼

Status poslovnega subjekta
Vse ▼

Stanje na dan
▼

IŠČI

Ponudnik	Matična številka	Kategorija
Ajda		Svetlje 2
Sabina		Svetlje 2
Ajda		Cvetje 3
Izmišljeno podjetje 2, Naslov izmišljenega podjetja 2		Cvetje 3
Izmišljeno podjetje 1, Naslov izmišljenega podjetja 1		Cvetje 3
Izmišljeno podjetje 2, Naslov izmišljenega podjetja 2		Cvetje 1

Nazaj

Figure 51: Catalogue of tenderers

The catalogue of tenderers in the e-JN system can be found by selecting the "Tenders" icon and search for your submitted application for the public procurement implementing the DPS in the "List of applications/tenders".

Prijava

Oznaka javnega naročila JN-1907 **Vrsta postopka** Omejeni postopek z izvedbo DNS

Naziv Nakup cvetja **Naročnik** MINISTRSTVO ZA NOTRANJE ZADEVE - BALONČEK

Stanje Sprejem prijav

Več informacij **Katalog ponudnikov**

Javno naročilo/povabilo Ponudba **Dražbe** Pogajanja

Podatki o prijavi

Oddana verzija	1	Status prijave	Oddana
Datum in ura oddaje prijave	15. 06. 2021 18:16	Do roka za oddajo še	

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravi	Oddal	
1		15. 06. 2021 18:15	Oddana	Ajda	Ajda	...

Podatki o prijavi

Oddana verzija		Status prijave	V pripravi
Datum in ura oddaje prijave		Do roka za oddajo še	42 dni, 00 : 44 : 35

Verzija	Oznaka	Datum kreiranja	Status oddaje	Pripravi	Oddal	
1		17. 06. 2021 13:12	V pripravi	Ajda		...

Briši verzijo

Figure 52: Application

8.3.1. Participation in specific procurements of the DPS (second phase)

In the case described in point 8.3, when the contracting authority has requested your qualification, you will be able to participate in the second phase of DPS (submission of a tender on the request of the contracting authority). When the contracting authority creates a request for DPS in the e-JN system, you will receive an invitation for tender submission for each category the contracting authority is submitting a request. You will receive the invitation via e-mail. The invitation can also be seen among the invitations ("Invitations" icon).

The submission of the tender takes place in the same way as for other procedures in the e-JN system.

8.4. Verification of qualification to participate in the DPS

In accordance with the paragraph 10 of Article 49 of the Public Procurement Act (PPA-3), the contracting authorities may, at any time during the period of validity of the DNS, require admitted participants (or from all participants in the case of joint procurement, when the economic operator rely on the capacities of other entities, or when the contract involves a subcontractors) to submit a renewed and updated ESDP within five working days from the date on which that request is transmitted. At any time during the period the DPS, the contracting authority can ask you to submit a new ESPD form to check whether you are still qualified to participate in each DNS and/or its category. You will receive a notification to submit a renewed and updated ESDP from the e-JN system by e-mail. You can also find it by clicking on the "Tenders" icon, where you can find your submitted application for the public procurement implementing the DPS in the "List of applications/tenders", similar to invitation for supplementing the request to participate.

9. INFORMATION AND NOTIFICATION CENTER

The notification functionality enables easier review of notifications and tasks within the e-JN system. You have an option on how you want to receive notifications - you can receive notifications via e-mail and/or through the notification center. You can edit the notification settings via the user profile → Edit contact information, where you select the method of receiving notifications.

Figure 53: Notification settings

9.1. Notification centre

The notification center is shown with:

- an envelope icon. The number displayed next to the icon represents the number of unread notifications,



Figure 54: An envelope icon with the number of unread messages

- a "Notifications" icon. After logging in to the e-JN system, the "My e-JN" desktop will appear.

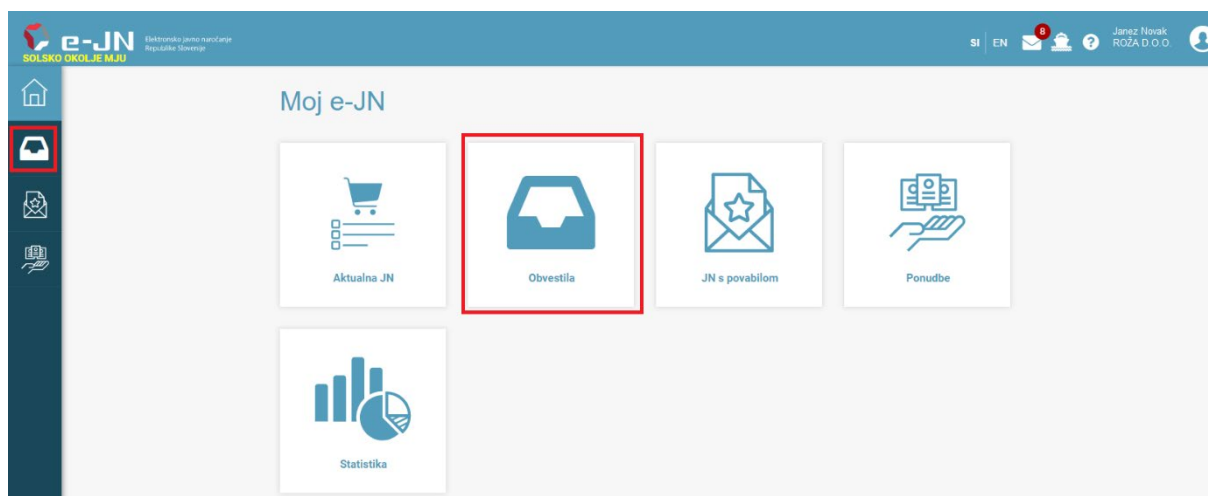



Figure 55: A "Notifications" icon

Selecting the icon  opens the screen to display the list of unread notifications shown in the image below. By selecting on the notification, it is marked as read and is removed from the list, while the number representing the number of unread notifications is reduced.



Neprebrana obvestila

Število vseh rezultatov: 8

[Označi vse kot prebrano](#)

Datum in ura	Oznaka	Opis
30.05.2022 12:55	JN-567	Obvestilo o spremembi javnega naročila
30.05.2022 12:51	JN-567	Povabilo k sodelovanju
30.05.2022 10:46	JN-557	Povabilo na oddajo ponudbe
11.05.2022 21:29	JN-374	Povabilo na pogajanja z oddajo ponudbe
19.04.2022 12:22	JN-505	Povabilo k sodelovanju
12.04.2022 10:12	JN-503	Povabilo k sodelovanju
07.04.2022 00:04	JN-492	Povabilo na pogajanja z oddajo ponudbe

[Prikaži vse](#)

Figure 56: A list of unread notifications

By clicking on the text "Mark all as read" all notifications are removed from the list of unread notifications. By clicking on the text "Show all" you are redirected to the "Notifications" page, which can also be accessed after logging in to the e-JN system by selecting the "Notifications" icon on the "My e-JN" desktop.







Obvestila				
Število rezultatov: 8				
Prebrano	Naslov obvestila	Oznaka	Naziv	Datum in čas obvestila
	Obvestilo o spremembi javnega naročila	JN-567	PPOB	30. 05. 2022 12:55
	Povabilo k sodelovanju	JN-567	PPOB	30. 05. 2022 12:51
	Povabilo na oddajo ponudbe	JN-557	A-KPP	30. 05. 2022 10:46
	Povabilo na pogajanja z oddajo ponudbe	JN-374	ppob	11. 05. 2022 21:29

Figure 57: A list of notifications

The  icon shows unread notifications and the icon  shows read notifications. By clicking on an individual notification, you are redirected to the notification details screen or to the specific task, if the notification is a task.

10.FAQ

Answers to frequently asked questions can be found [here](#).

Important recommendations

When preparing tenders, the tenderer's attention is drawn to the following options and specifics of the e-JN system:

- When submitting tenders, the size of files is limited to 200 MB per file and 300 MB for the entire tender documentation (all files in total).
- When naming pro-forma invoices, ESPDs and Statements, avoid using sibilants and special symbols to prevent unpredictable problems. We advise the use of the following symbols: a–z; A–Z; 0–9; -; _; .
- After the upgrade of the electronic public procurement portal (e-JN or ejn.gov.si), the uploading of the following files was made possible (**ZIP, XLS, XLSX, DOCX, DOC, PDF, XML, JPG, JPEG, PNG, TIF, TIFF, RTF**).
- The uploading of other formats is done as follows:
 - the files must first be archived in the **ZIP** file. To this end, you can use the functionality in the Windows system or use the tools for archiving (WinZip, 7-Zip, etc.). To avoid excessively large files, we recommend that the attached documents are scanned in black and white with 150dpi resolution.
- The SI-PASS <https://sicas.gov.si/CES-Sign/sign/sign.htm> enables electronic signing of the ESPD forms for other participants (partners, subcontractors). The tenderer (or the leading partner if a group of tenderers acts as a tenderer) signs their own ESPD when submitting the tender.
- Observe the contracting authority's instructions for the preparation of the tender, especially the pro-forma invoice. We also point out that the entered total tender value and the document uploaded in the "Pro-forma invoice" section are accessible at the public opening of tenders, which is why they should not contain data that could reveal personal information, classified information or business secrets.
- The use of [Internet Explorer is no longer supported](#). When using this browser in the e-JN system problems may occur, which are outside control and responsibility of the e-JN system administrator and the registered user (e.g. failure of all system functionalities or individual sections of the system). Internet Explorer was replaced by the new internet browser, Microsoft Edge.