



**APPROVED BY**

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**Electronic trading platform  
for conducting procurement procedures of  
the State Atomic Energy Corporation «Rosatom» and its  
subordinate organizations**

**User manual  
Participation in procedures**

Moscow 2024

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## **1. APPLICATION**


Automated system for conducting procurement procedures in electronic form for the needs of the State Atomic Energy Corporation «Rosatom» (hereinafter referred to as the System, electronic trading platform, or ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of the procedure participants and contains a description of actions performed on the ETP when participating in the procedures in electronic form.

The system is an electronic trading platform (ETP) which meets the requirements of the following legal acts:

- Federal Law No. 223-FZ of 18.07.2011 «on procurement of goods, works and services by certain types of legal entities»;
- Federal Law No. 63-FZ of 06.04.2011 «on electronic signatures»;
- Resolution of the Government of the Russian Federation of 17 March 2008 № 179 «About the statement of Regulations about the use of sites in the Internet on which carrying out open auctions in the electronic form, and the requirements to technological, software, linguistic, legal and organizational means of ensuring of use by the specified sites, as well as to systems providing carrying out of open auctions in electronic form».
- Unified industry standard for procurement (procurement regulations) of the state atomic energy corporation «Rosatom» (hereinafter referred to as the UIPS, Standard).

## 2. VIEWING A NOTIFICATION

- 1) To view the notification, open the page with the list of current procedures and find the procedure and click the button in the list of actions .
- 2) As a result, a notification viewing form is displayed (figure 1), containing:
  - General information about the procedure;
  - Information about the organizer;
  - Dates of the procedure;
  - NMC agreement and security requirements;
  - Requirements for participants;
  - Customers;
  - List of goods supplied, works and services rendered;
  - Documentation for the notification.



**A list of lots**

**Lot 1**

**Dates of the procurement for the lot (time is displayed in your local time zone: GMT +03:00)**

Application deadline start date and time:	25.10.2023 00:00 [GMT +3]
Starting date, date and time of the deadline for submission of procurement bids:	26.10.2023 23:01 [GMT +3]
Date of consideration of the first parts of applications:	27.10.2023
Date and time of the auction:	26.10.2023 23:07 [GMT +3]
Date when price offers were compared:	27.10.2023
Date of consideration of the second part of applications:	27.10.2023
End date of summing up of the procurement results:	28.10.2023
Duration of the contract:	26.11.2023
Number of days prior to the conclusion of the contract from the date of sending the contract to the supplier:	7

**Ensuring the fulfillment of obligations under the contract**

Subject matter of the contract:	Cottage cheese for children, packed in 100 grams
The initial price, including VAT:	3 000 000,00
The initial price, without VAT:	2 500 000,00
Currency:	Russian Ruble
Alternative proposal:	Not accepted
Procurement bid security:	Application security is required in the amount of 350000.00 rubles (possible options for providing security: cash, irrevocable bank guarantee )
Currency of procurement bid security:	Russian Ruble
Contract performance security:	5.00% contract performance security is required. Term of provision after the conclusion of the contract, no later than 15 days from the date of its conclusion (possible options for providing collateral: cash, irrevocable bank guarantee ,guarantee )
Advance repayment security:	not specified
Security of performance of guarantee obligations:	not specified
Bank guarantees and loans:	<a href="#">Get it Online</a>

[Change history](#)

Figure 1

**Note 1.** When publishing the procedure, the Customer may require filling in the manufacturer's questionnaire or the contractor's / service company's questionnaire in order to conduct a data integrity audit. In this case, the notification of the procedure in the section «List of supplied goods, performed works, rendered services» will indicate the signs «Mission Critical Products» and «Tax deduction» for each purchase item (figure 2). For more detailed information about filling out the forms, see section paragraph 19.5 of this document.

List of supplied goods, performed works, rendered services	
<b>Mango</b>	
Product / service name:	Mango
Number, scope of work performed, services provided:	1.000
Unit of measurement:	PC
Unit price per item with VAT:	120.12
Unit price per item without VAT:	100.10
Product / service requirement:	not specified
Mission Critical Products:	No
Tax deduction:	Yes
<b>Opellins</b>	
Product / service name:	Opellins
Number, scope of work performed, services provided:	1.000
Unit of measurement:	PC
Unit price per item with VAT:	180.18
Unit price per item without VAT:	150.15
Product / service requirement:	not specified
Mission Critical Products:	No
Tax deduction:	Yes

Figure 2

### 3. CLARIFICATION OF DOCUMENTATION

#### 3.1. Submission of a request for clarification of the documentation for the ETP procedures

- 1) Any interested person has the right to send the organizer a request for clarification of the documentation on the procedure.
- 2) To submit a request for clarification of the documentation, open the page with a list of current procedures, find the procedure and click on the button in the list of actions (Figure 3).

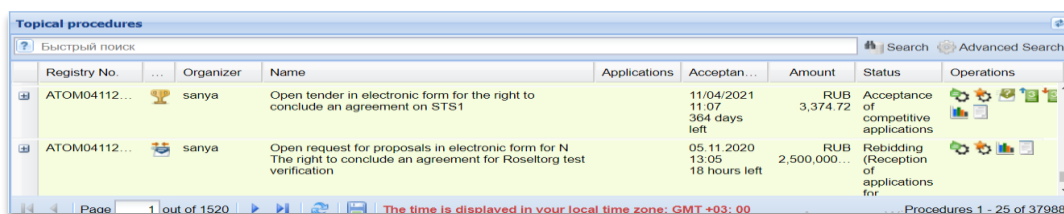
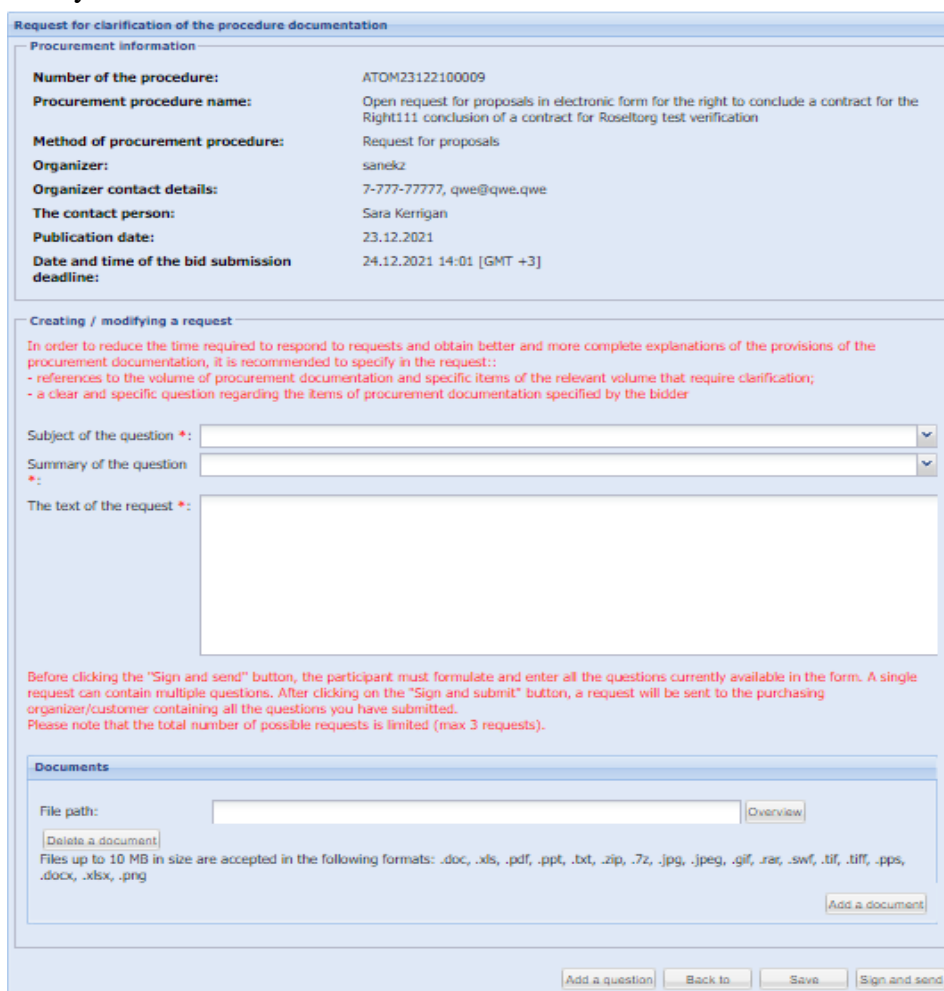


Figure 3

- 3) On the request submission form (Figure 4), enter the request text and attach the necessary documents.



**Request for clarification of the procedure documentation**

**Procurement information**

Number of the procedure: ATOM23122100009

Procurement procedure name: Open request for proposals in electronic form for the right to conclude a contract for the Right111 conclusion of a contract for Roseltorg test verification

Method of procurement procedure: Request for proposals

Organizer: sanekz

Organizer contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Sara Kerrigan

Publication date: 23.12.2021

Date and time of the bid submission deadline: 24.12.2021 14:01 [GMT +3]

**Creating / modifying a request**

In order to reduce the time required to respond to requests and obtain better and more complete explanations of the provisions of the procurement documentation, it is recommended to specify in the request::

- references to the volume of procurement documentation and specific items of the relevant volume that require clarification;
- a clear and specific question regarding the items of procurement documentation specified by the bidder

Subject of the question \*: [Text Box]

Summary of the question \*: [Text Box]

The text of the request \*: [Text Area]

Before clicking the "Sign and send" button, the participant must formulate and enter all the questions currently available in the form. A single request can contain multiple questions. After clicking on the "Sign and submit" button, a request will be sent to the purchasing organizer/customer containing all the questions you have submitted. Please note that the total number of possible requests is limited (max 3 requests).

**Documents**

File path: [Text Box] [Overview]

Delete a document

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Add a document

[Add a question] [Back to] [Save] [Sign and send]

Figure 4

- 4) To fill out the request submission form in the «Create / change a question» block, select the appropriate item in the «Subject matter» field (Figure 5).

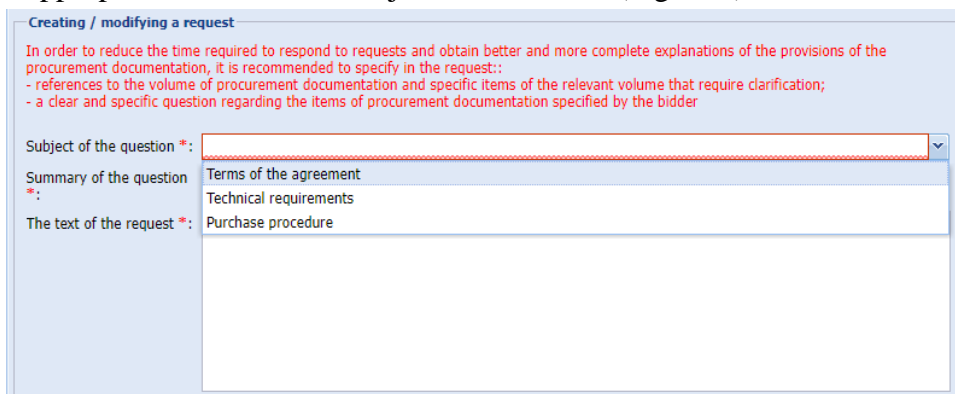


Figure 5

- 5) When you select the field «Subject matter» in the field «Brief content of the question» will contain a certain list of items available for selection. After filling out the request submission form, select the action «Sign and send» (Figure 4) and in the opened data confirmation form (figure 6) carefully check the information contained in the text field.

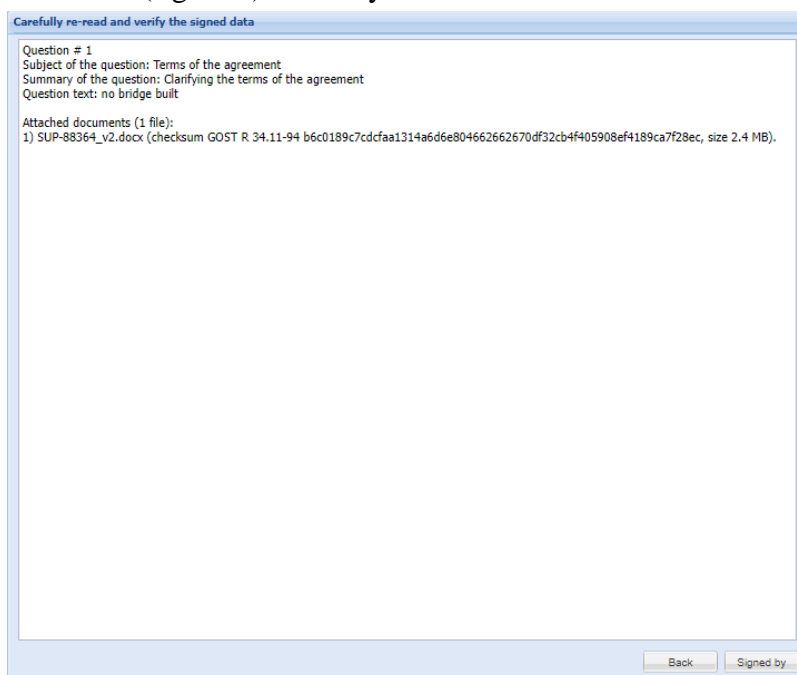


figure 6

- 6) If all the specified data are correct, click on the «Sign» button and in the window that opens, click on the «Yes» button, then select the registered ES certificate that was uploaded to your personal account and click on the «OK» button. A message will appear about the successful publication of the protocol on the ETP (figure 7).

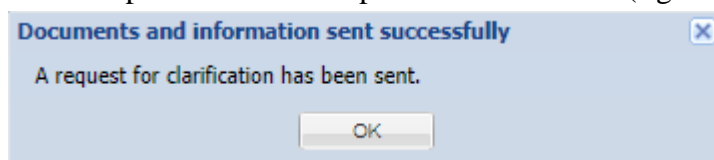


figure 7

- 7) You can view the response to the request in the section «Procedures - Explanations of the documentation for procedures» on the tab «Responses to requests» (**figure 8**).

Clarification of the documentation for the procedures							
Requests for clarification				Responses to requests			
Howsep nrouztypu							
Registration nu...	...	Date and time ...	Purchase name	Date and time ...	Date and time ...	Name of the participant	Summary of the request
ATOM2212210...	1	22.12.2021 18:50	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1		22.12.2021 18:53	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3.
ATOM2212210...	1	22.12.2021 18:50	Open request for quotations in electronic form for the right to conclude a contract for an Auto-test of a PO		22.12.2021 18:51	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3.
ATOM2212210...	1	22.12.2021 18:48	procurement in execution of income-generating contracts in electronic form for the right to conclude a contract for ZVI/OD		22.12.2021 18:47	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3.
ATOM0612210...	1	06.12.2021 15:50	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1		06.12.2021 15:50	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3.
ATOM0612210...	1	06.12.2021 15:49	Open request for quotations in electronic form for the right to conclude a contract for an Auto-test of a PO		06.12.2021 15:50	First LLC	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. 3.

figure 8

- 8) On the tab «Responses to requests», click on the button in the column «Operations», after which the form for viewing the response to the request and attached documents will open (figure 9).

Request for clarification of the procedure documentation	
<b>Procurement information</b>	
<b>Number of the procedure:</b>	ATOM22122100175
<b>Procurement procedure name:</b>	simplified procurement in electronic form for the right to conclude a contract for UZ electronic STS 1
<b>Method of procurement procedure:</b>	Simplified procurement
<b>Organizer:</b>	sane kz
<b>Organizer contact details:</b>	7-777-77777, qwe@qwe.qwe
<b>The contact person:</b>	Amun Alexander
<b>Publication date:</b>	22.12.2021
<b>Date and time of the bid submission deadline:</b>	22.12.2021 19:27 [GMT +3]
<b>The text of the query and clarification</b>	
<b>Subject of the question:</b>	Terms of the agreement
<b>Summary of the question:</b>	Changing the terms of the agreement
<b>The text of the request:</b>	Request for clarification 1.12 of the documentation item. Request for clarification of point 1.13 of the documentation. 100 Request for clarification of point 3.12 of the documentation. Request for clarification of point 3.11 of the documentation. 200 Request for clarification of point 4.12 of the documentation. Request for clarification 4.11 of the documentation item. 300 Request for clarification of paragraph 5.12 of the documentation. Request for clarification of paragraph 5.11 of the documentation. 400 Request for clarification of point 6.12 of the documentation. Request for clarification of point 6.11 of the documentation. 500 Request for clarification of point 7.12 of the documentation. Request for clarification of point 7.11 of the documentation. 600 Request for clarification of point 8.12 of the documentation. Request for clarification of point 8.11 of the documentation. 700 Request for clarification of paragraph 9.12 of the documentation. Request for clarification of paragraph 9.11 of the documentation. 800 Request for clarification of paragraph 9.13 of the documentation. Request for clarification of point 9.14 of the documentation. 900 Request for clarification of point 11.12 of the documentation. Request for clarification of 21 points in the documentation. 1000 Request for clarification of item 12.12 of the documentation. Request for clarification of 22 points in the documentation. 1100 Request for clarification of item 13.12 of the documentation. Request for clarification of 23 points in the documentation. 1200 Request for clarification of item 14.12 of the documentation. Request for clarification of 24 points in the documentation. 1300 Request for clarification of item 15.12 of the documentation. Request for clarification of item 25 of the documentation. 1400 Request for clarification of paragraph 16.12 of the documentation. Request for clarification of paragraph 26 of the documentation. 1500 Request for clarification of paragraph 17.12 of the documentation. Request for clarification of paragraph 27 of the documentation. 1600 Request for clarification of item 18.12 of the documentation. Request for clarification of paragraph 28 of the documentation. 1700 Request for clarification 19.12 of the documentation item. Request for clarification of paragraph 29 of the documentation. 1800 Request for clarification of paragraph 19.13 of the documentation. Request for clarification of item 20 of the documentation. 1900 Request for clarification of paragraph 121.12. Request for clarification of paragraph 121.11. - 1980+2
<b>Documents attached to the request:</b>	1) <a href="#">a1s2[4].txt</a>
<b>Date of clarification:</b>	22.12.2021
<b>Response to the request:</b>	ANSWER given on 2021-12-22T18: 53
<b>Documents attached to the explanation:</b>	1) <a href="#">a1s2[5].txt</a>
Back	

figure 9

### 3.2. Submission of a request for clarification of documentation for procedures in the open part

- 1) Any interested person has the right to send the organizer a request for clarification of the documentation on the procedure.
- 2) To submit a request for clarification of the documentation in the open part, open the "Bidding" tab in the "All procedures" list, find the required procedure and fill in the "Request for clarification" form in the list of lots (figure 10).

#### Lots

**Lot 1** Acceptance of applications until 12.12.21 12:08:00 (-11 days)

The right to conclude an agreement for STS2

**1 200,00 ₪**

Securing the application: 16 874 192.24 ₪ (1 406 183%)

Contract security: 5,00 ₪

[Get collateral](#)

[Collapse detailed information ^](#)

**Stages**

Publication of notice	10/19/21 12:06:07 PM (UTC)
Acceptance of applications	until 12.12.21 12:08:00 (MSK)
Consideration of applications	until 12/12/21 23:59:00 (MSK)
Summarizing	until 12/12/21 23:59:00 (MSK)

**Customers**

Delivery address: Moscow

**Request for clarification**

Subject of the request

Select

Summary of the request

Select

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

Enter your request text

[Add a question](#)

[Attach file](#)

Files in the following formats are accepted: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

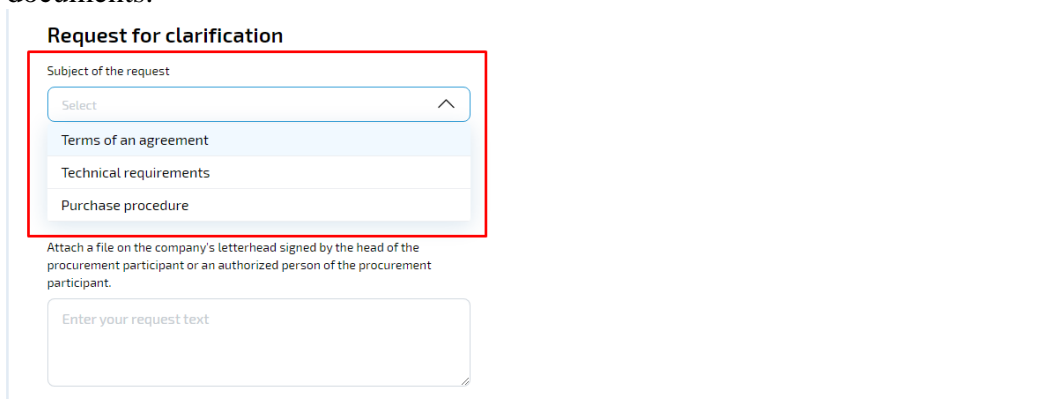
① In order to shorten the time for responding to inquiries and to obtain better and more complete explanations of the provisions of the procurement documentation, it is recommended to indicate in the request: references to the volume of the procurement documentation and specific paragraphs of the corresponding volume that require clarification; a clear and specific question in relation to the points of the procurement documentation specified by the procurement participant.

① Before clicking the "Sign and Send" button, the participant must formulate and enter into the form all the questions that are currently available. One request may contain several questions. After clicking on the "Sign and send" button, a request will be sent to the procurement organizer / customer, containing all the questions you have entered. Please note that the total number of possible requests is limited by the number (max 3 requests).

[Submit a request](#)

figure 10

- 3) On the request form (figure 11) enter your request text and attach the required documents.



**Request for clarification**

Subject of the request

Select

Terms of an agreement

Technical requirements

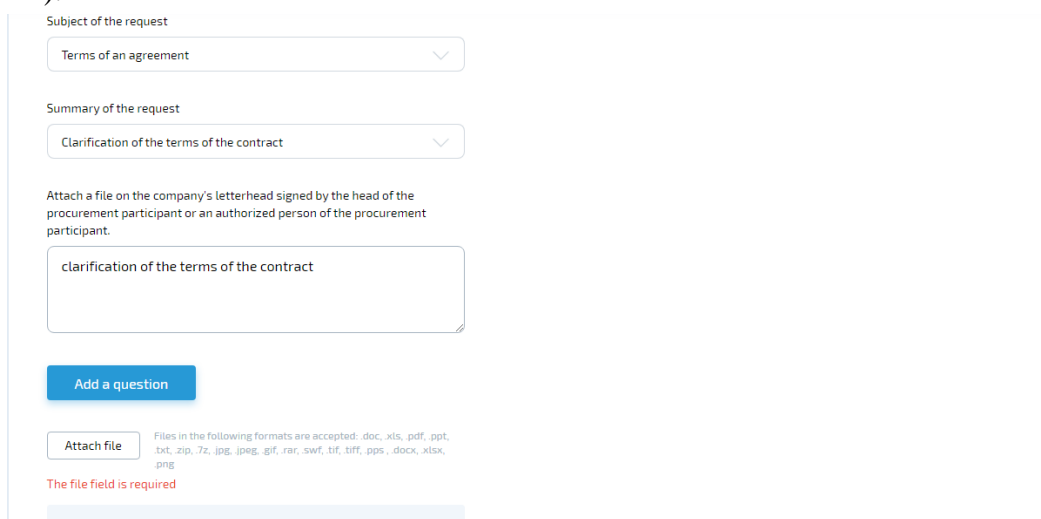
Purchase procedure

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

Enter your request text

figure 11

- 4) To fill out the request submission form, select the appropriate item in the «Subject matter» field. When you select the field «Subject matter» in the field «Brief content of the question» will contain a certain list of items available for selection.
- 5) When filling out the request submission form, the «Attach file» field is required (figure 12).



Subject of the request

Terms of an agreement

Summary of the request

Clarification of the terms of the contract

Attach a file on the company's letterhead signed by the head of the procurement participant or an authorized person of the procurement participant.

clarification of the terms of the contract

Add a question

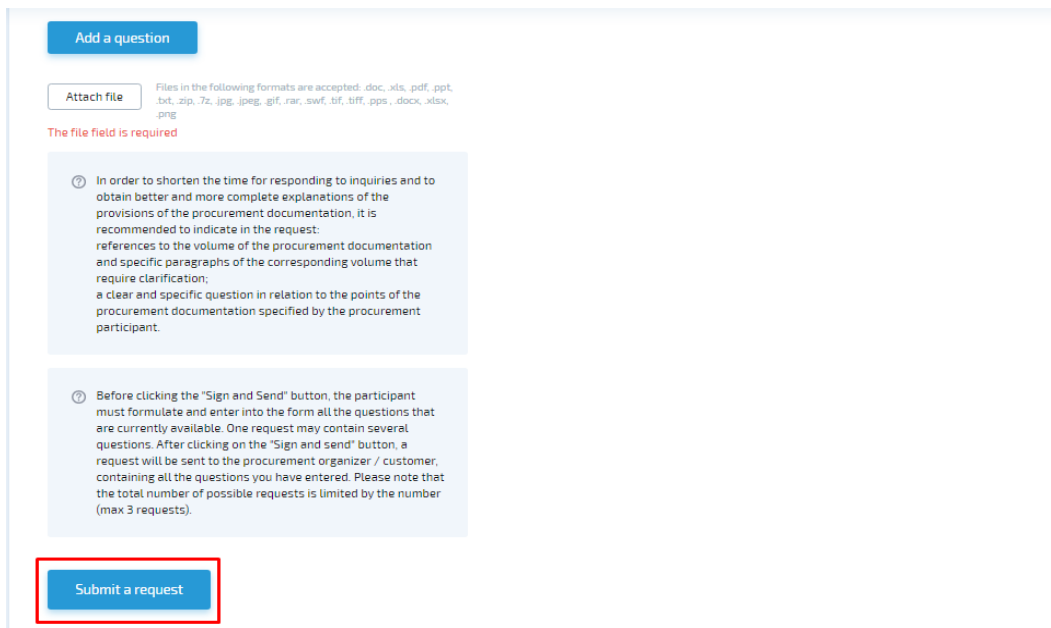
Attach file

Files in the following formats are accepted: doc, xls, pdf, ppt, txt, zip, 7z, jpeg, gif, rar, swf, ttf, tiff, pps, docx, xlsx, png

The file field is required

figure 12

- 6) After filling out the request submission form, as well as attaching all documents, click on the «Submit request» button (figure 13).



**Add a question**

**Attach file** Files in the following formats are accepted: doc, xls, pdf, ppt, txt, zip, 7z, jpeg, gif, rar, swf, tiff, eps, docx, xlsx, png

The file field is required

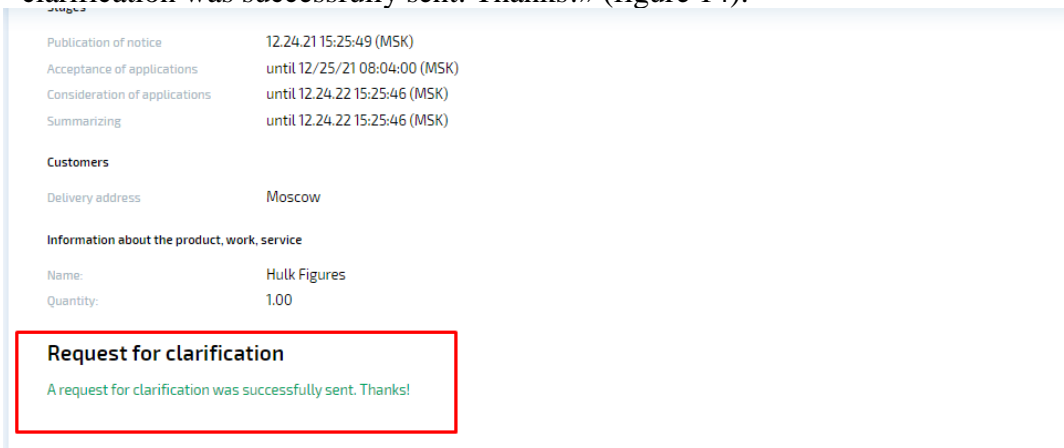
⑦ In order to shorten the time for responding to inquiries and to obtain better and more complete explanations of the provisions of the procurement documentation, it is recommended to indicate in the request: references to the volume of the procurement documentation and specific paragraphs of the corresponding volume that require clarification; a clear and specific question in relation to the points of the procurement documentation specified by the procurement participant.

⑦ Before clicking the "Sign and Send" button, the participant must formulate and enter into the form all the questions that are currently available. One request may contain several questions. After clicking on the "Sign and send" button, a request will be sent to the procurement organizer / customer, containing all the questions you have entered. Please note that the total number of possible requests is limited by the number (max 3 requests).

**Submit a request**

figure 13

- 7) In case of successful publication of the request, the notification «A request for clarification was successfully sent. Thanks!» (figure 14).



Publication of notice 12.24.21 15:25:49 (MSK)

Acceptance of applications until 12/25/21 08:04:00 (MSK)

Consideration of applications until 12.24.22 15:25:46 (MSK)

Summarizing until 12.24.22 15:25:46 (MSK)

**Customers**

Delivery address Moscow

**Information about the product, work, service**

Name: Hulk Figures

Quantity: 1.00

**Request for clarification**

A request for clarification was successfully sent. Thanks!

figure 14

## 4. CLARIFICATION OF THE REQUEST

- 1) When conducting the procedure, the procurement Commission in accordance with the UIPs and 223-FZ may decide to send the participant a clarifying request for clarification of the provisions of the application.
- 2) A clarifying request is provided in a tender, auction, or request for proposals at the stages «Consideration of the first parts of applications» and «Consideration of the second parts of applications», and in a request for quotations at the stage of consideration of applications.
- 3) The decision to specify the first parts of bids (in a tender, auction, and request for proposals) or to specify one part of bids (for requesting quotations) for participation in a procurement is reflected in the Protocol for requesting clarifications on bids. The decision to specify the second parts of bids (in a tender, auction, and request for proposals) for participation in a procurement is reflected in the request for clarification act on bids.
- 4) To view the requests themselves, go to the section «Applications for participation – Clarification of the provisions of applications for participation» (figure 15), after which the registry of all requests opens (figure 16).

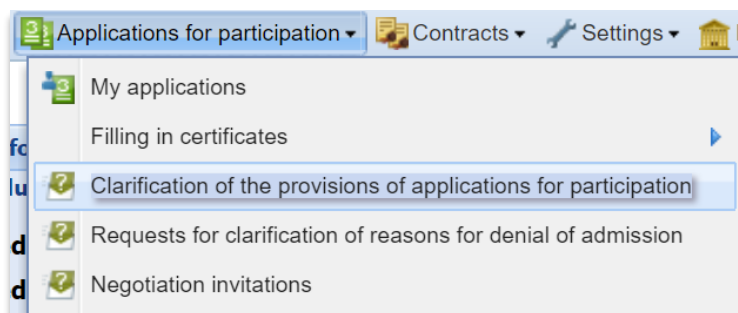


figure 15

Clarification requests										
Answering requests										
Registry No.	Lot	Par...	Date and tim...	Purchase name	Date and tim...	Summary of the request	A type	Rejection stage	application id	Operations
ATOM021120...	1		02.11.2020 10:41	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement	02.11.2020 10:51	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59777	
ATOM021120...	1		02.11.2020 10:33	Open electronic reduction for the right to conclude an agreement	02.11.2020 10:43	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59774	
ATOM021120...	1		02.11.2020 10:33	Open electronic reduction for the right to conclude an agreement	02.11.2020 10:43	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59773	

figure 16

- 5) To view the request, select an icon , and then the form opens (figure 17).

**Request for clarification of the provisions of the application for participation**

**Procedure Details**

<b>Procedure number:</b>	ATOM02112000014
<b>Procedure name:</b>	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2
<b>Procedure type:</b>	Auction
<b>Organizer:</b>	sane kz
<b>Organizer's contact details:</b>	7-777-77777, qwe@qwe.qwe
<b>The contact person:</b>	Artemiev Alexander Vladislavich
<b>Date of publication of the notice:</b>	02.11.2020
<b>End date and time of application submission:</b>	02.11.2020 10:40 [GMT +3]
<b>Date of publication of the envelope opening protocol:</b>	02.11.2020 10:40 [GMT +3]

**Request text**

<b>Request text:</b>	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification of the provisions of the application is required.
<b>Deadline for submitting a response to an additional request:</b>	11/02/2020 10:51 [GMT +3]
<b>Documents attached to the request:</b>	1) <a href="#">request1 [5].txt</a>

Back to


figure 17

- 6) When receiving a request, the participant must respond to it within the specified time limit. After the specified time limit expires, you can no longer respond to the request.
- 7) Responses to requests are available for viewing on the ETP in the Section «Applications for participation – Clarification of the provisions of applications for participation» in the «Answering requests» tab.

## 5. STAGES OF THE AUCTION/ REVERSE AUCTION

### 5.1. Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions under the procedure, click on the button  and on the request form (figure18) click the «Sign and send» button and use the item instance certificate to sign the request.


Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure	
<b>Purchase number:</b>	ATOM03112000031, lot # 1
<b>Purchase name:</b>	Open tender in electronic form for the right to conclude an agreement on STS1
<b>Purchase method:</b>	Contest
<b>Organizer:</b>	sanekz
<b>End date and time of application submission:</b>	11/04/2020 17:04 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

Registration request
We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

figure18

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) On the application submission page, you must fill in the following information (For more information about working with an application, see paragraph 18 of this document):
  - First part of the application;
  - The second part of the application.
- 6) The organizer assigns the list of forms that are included in each part of the application at the stage of publication of the notification.
  - a. The first part of the application may contain the following forms:
    - A summary table of the cost is provided in a structured form;
    - Schedule of delivery of goods/performance of works/rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer);
    - Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
    - Technical proposal – this form is uploaded to the application as a file attached to the application;
    - Declaration of Conformity;
    - Product requirements set by the Organizer are uploaded as a file;
    - Requirements for participants set by the Organizer are uploaded as a file.
  - b. The second part of the application may include the following forms:
    - Data Accuracy Audit Questionnaire. More details about the questionnaire are written in paragraph 19.5 of this document;
    - Declaration of Conformity;
    - Plan for the distribution of types and volumes (supply of goods / performance of work / provision of services) between the auction participants and (suppliers / subcontractors / co-contractors) - if necessary, for the customer to receive information about suppliers / subcontractors / co-contractors;
    - Criteria for evaluation;
    - Certificate of material and technical resources;
    - Information about human resources;
    - Information on beneficiaries;
    - Certificate of experience in the implementation of contracts.

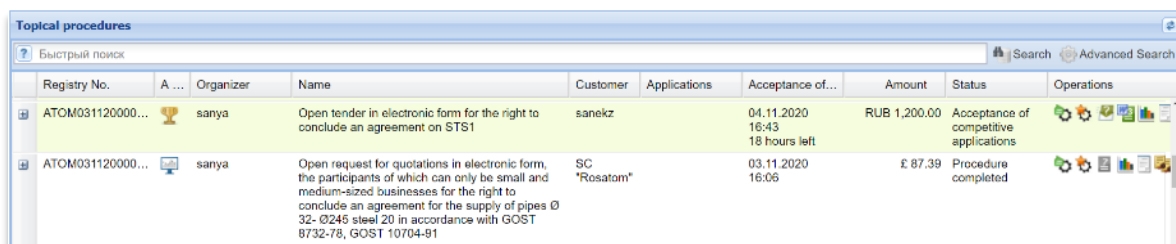
## **5.2. Consideration of the first parts of applications**

- 1) The stage «Consideration of the first parts of applications» is held after the deadline for submitting applications in the auction / reverse auction procedures.
- 2) At this stage, the organizer considers the first parts of applications and, if necessary, may decide to further refine the first part of the application (see paragraph 6.2) by sending clarifying requests to participants.

- 3) The decision to send requests for clarifications on applications is reflected in the interim Protocol for reviewing the first parts of applications (see paragraph 4).
- 4) Based on the results of consideration of the first parts of applications and the decisions taken on applications (on the admission of Applicants to participate in the further stage of the procedure, or the decision to refuse admission), the organizer publishes the final Protocol on the consideration of the first parts of applications.

**Note 2.** If the only submitted application is being considered, the organizer for review can immediately make a decision on all parts of the application and form a Protocol for the consideration of the first and second parts of applications (summing up Protocol).

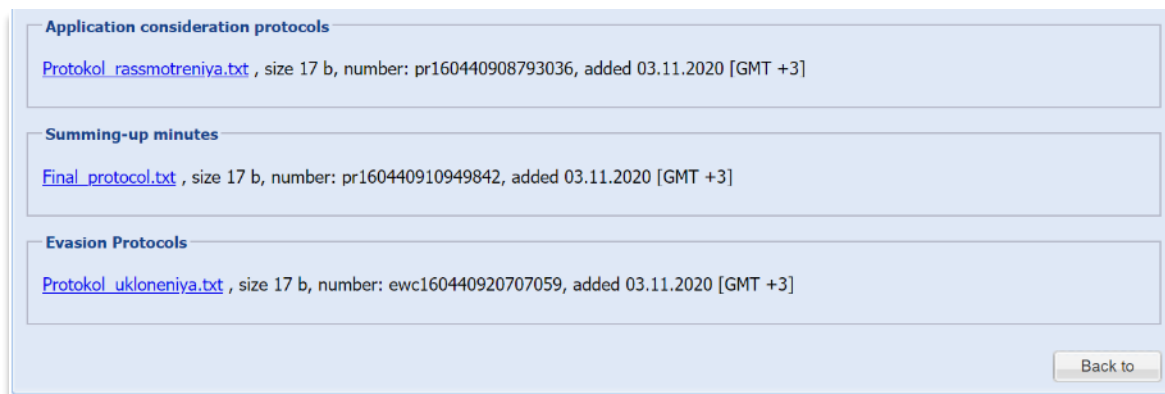
- 5) To view the published Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 19).



Registry No.	A ...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM031120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	sanez		04.11.2020 16:43 18 hours left	RUB 1,200.00	Acceptance of competitive applications	
ATOM031120000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-91	SC "Rosatom"		03.11.2020 16:06	£ 87.39	Procedure completed	

figure 19

- 6) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the Protocol (figure 20).



**Application consideration protocols**

[Protokol\\_rassmotreniya.txt](#) , size 17 b, number: pr160440908793036, added 03.11.2020 [GMT +3]

**Summing-up minutes**

[Final\\_protocol.txt](#) , size 17 b, number: pr160440910949842, added 03.11.2020 [GMT +3]

**Evasion Protocols**

[Protokol\\_ukloneniya.txt](#) , size 17 b, number: ewc160440920707059, added 03.11.2020 [GMT +3]

[Back to](#)

figure 20

### 5.3. Bidding

- 1) The stage begins after the publication in the auction / reverse auction of the protocol for consideration of the first parts of applications.

**Note 3.** If at the stage of consideration of the first parts of applications 1 application was admitted, then the stage is not held, and the procedure goes to the consideration of the second parts and summing up the results.

- 2) The start time of the auction is set can be viewed on the notification form (figure 21). The time is displayed according to your local time zone installed on your computer.

**A list of lots**

**Lot 1**


**Dates of the procurement for the lot (time is displayed in your local time zone: GMT +03:00)**

Application deadline start date and time:	25.10.2023 00:00 [GMT +3]
Starting date, date and time of the deadline for submission of procurement bids:	26.10.2023 23:01 [GMT +3]
Date of consideration of the first parts of applications:	27.10.2023
Date and time of the auction:	26.10.2023 23:07 [GMT +3]
Date when price offers were compared:	27.10.2023
Date of consideration of the second part of applications:	27.10.2023
End date of summing up of the procurement results:	28.10.2023
Duration of the contract:	26.11.2023
Number of days prior to the conclusion of the contract from the date of sending the contract to the supplier:	7

**Ensuring the fulfillment of obligations under the contract**

Subject matter of the contract:	Cottage cheese for children, packed in 100 grams
The initial price, including VAT:	3 000 000,00
The initial price, without VAT:	2 500 000,00
Currency:	Russian Ruble
Alternative proposal:	Not accepted
Procurement bid security:	Application security is required in the amount of 350000.00 rubles (possible options for providing security: cash, irrevocable bank guarantee )
Currency of procurement bid security:	Russian Ruble
Contract performance security:	5.00% contract performance security is required. Term of provision after the conclusion of the contract, no later than 15 days from the date of its conclusion (possible options for providing collateral: cash, irrevocable bank guarantee ,guarantee )
Advance repayment security:	not specified
Security of performance of guarantee obligations:	not specified
Bank guarantees and loans:	<a href="#">Get it Online</a>

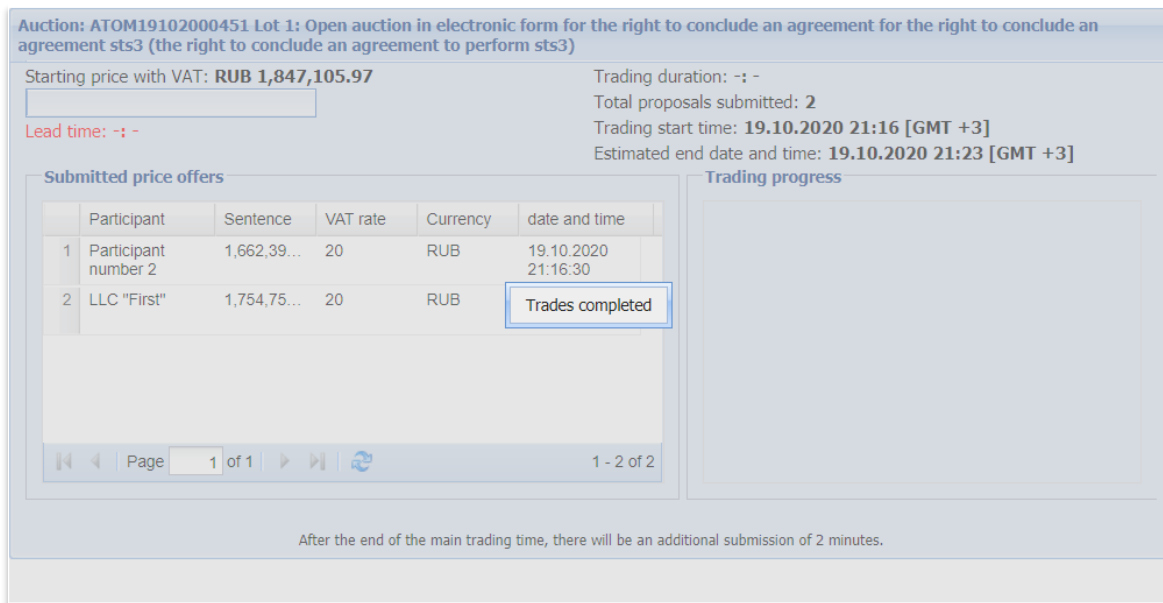
figure 21

- At the appointed date and time, the bidding stage begins. Bids are served by reducing the initial maximum price of the contract (lot price), specified in notification about conducting of auction.
- The time for accepting bids for the contract price is 30 (thirty) minutes from the start of bidding, as well as 30 (thirty) minutes after the last offer for the contract price is received.
- When bidding, click on the button in the «Operations» column .
- If the start time of trading has not yet reached us, a message will be displayed (figure22) indicating the time before the start of the stage.

Trading has not started yet, please wait for trading to start  
Start of trading: 04.11.2020 17:44 [GMT +3]  
Trading will start in: 3 minutes 1 second

figure22

- 7) When the trading time expires on the page, the trading progress page displays an informational message about the end of trading (figure23).



Auction: ATOM19102000451 Lot 1: Open auction in electronic form for the right to conclude an agreement for the right to conclude an agreement sts3 (the right to conclude an agreement to perform sts3)

Starting price with VAT: **RUB 1,847,105.97**

Trading duration: -: -

Total proposals submitted: 2

Trading start time: **19.10.2020 21:16 [GMT +3]**

Estimated end date and time: **19.10.2020 21:23 [GMT +3]**

Lead time: -: -

**Submitted price offers**

	Participant	Sentence	VAT rate	Currency	date and time
1	Participant number 2	1,662,39...	20	RUB	19.10.2020 21:16:30
2	LLC "First"	1,754,75...	20	RUB	Trades completed

**Trading progress**

Page 1 of 1 1 - 2 of 2

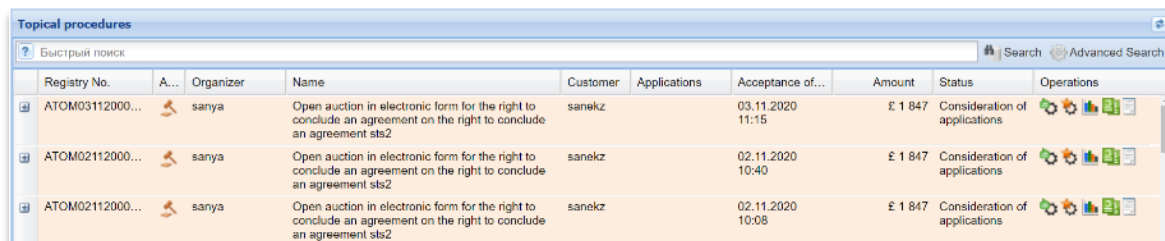
After the end of the main trading time, there will be an additional submission of 2 minutes.

figure23

#### 5.4. Consideration of the second parts of applications and summarizing

- 1) Consideration of the second parts of applications and summing up the results is carried out after the auction stage.
- 2) At this stage, the Commission considers the second part of applications for compliance with the auction documentation requirements.
- 3) At this stage, the Commission can decide to clarify bids for participation in the auction / reverse auction of the second parts by sending clarifying requests to participants. The decision to send requests for clarifications on applications is reflected in the interim Protocol for reviewing the second parts of applications (see paragraph 4).
- 4) Following consideration of the second parts of applications for participation in the auction, the Commission at its meeting in respect of each auction participant, the second part of the application, which were addressed, decides on the conformity of such participant and its applications in General the documentation or the rejection of his application.
- 5) By results of consideration of the second parts of the bids, the Commission assigns to participants, which was found to comply with the terms of the auction, place, starting with the first; while the first place is assigned to the participant who has offered the lowest contract price and recognized the winner of the auction participant, including the sole member, corresponding to the requirements of commentaries, the application for participation in the auction which has the first place, except if required to audit the reliability of the data after ranking of bidders before selecting a winner.
- 6) If it is necessary to conduct a data reliability audit after ranking the participants applications, the data reliability audit is conducted before selecting the winner in accordance with The Corporation's regulatory document. The winner of the purchase is the participant who has offered the best conditions for the performance of the contract,

- manufacturers/ contractors/ service companies specified in the application, who has successfully passed the data reliability audit and has taken a higher place in the ranking.
- 7) The results of consideration of the second parts of applications and summing up are reflected in the protocol second parts review and summing up report. When conducting a data reliability audit, the result of ranking participants applications can be reflected in an interim protocol, and the determination of the Winner in a separate final protocol.
  - 8) To view the published Protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (figure 16).












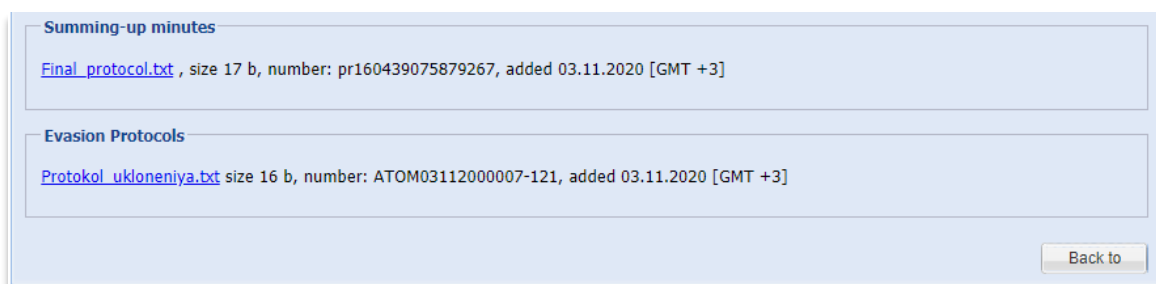
Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		03.11.2020 11:15	£ 1 847	Consideration of applications	  
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		02.11.2020 10:40	£ 1 847	Consideration of applications	  
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		02.11.2020 10:08	£ 1 847	Consideration of applications	  

figure 24

- 9) On the Protocol form that opens, in the «Summing-up minutes» section, you will be able to view and download the Protocol (figure 25).



**Summing-up minutes**

[Final\\_protocol.txt](#), size 17 b, number: pr160439075879267, added 03.11.2020 [GMT +3]

**Evasion Protocols**

[Protokol\\_ukloneniya.txt](#) size 16 b, number: ATOM03112000007-121, added 03.11.2020 [GMT +3]

[Back to](#)

figure 25


**Note 4.** When the Protocol is published, notifications will be sent to your email address.

## 6. STAGES OF THE CONTEST

### 6.1. Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.

To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (



**Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)**

**General information about the procedure**

<b>Purchase number:</b>	ATOM03112000026, lot # 1
<b>Purchase name:</b>	Open tender in electronic form for the right to conclude an agreement on STS1
<b>Purchase method:</b>	Contest
<b>Organizer:</b>	sanekz
<b>End date and time of application submission:</b>	11/04/2020 16:43 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

**Registration request**

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

- 3) figure26) click on the «Sign and send» button and use the item instance certificate to sign the request.



**Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)**


**General information about the procedure**

<b>Purchase number:</b>	ATOM03112000026, lot # 1
<b>Purchase name:</b>	Open tender in electronic form for the right to conclude an agreement on STS1
<b>Purchase method:</b>	Contest
<b>Organizer:</b>	sanekz
<b>End date and time of application submission:</b>	11/04/2020 16:43 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

**Registration request**

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

figure26

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The list of forms that are included in the application is assigned by the organizer at the stage of publication of the notification (For more information about working with an application, see paragraph 18 of this document).
  - a. The application may include the following forms:
    - A summary table of the cost is provided in a structured form attached to the application;
    - Schedule for the delivery of goods / performance of work / provision of services - provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling if the Organizer included it in the application); Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling if the Organizer included it in the application);
    - Technical proposal – this form is uploaded to the application as a file attached to the application;
    - Product requirements set by the Organizer are uploaded as a file;
    - Requirements for the participant, established by the Organizer, are uploaded as a file;
    - The participant's application form is included in the application in accordance with the requirements of order [No.1-691](#). Manufacturer/ company – contractor / service company fills out the questionnaire if it is necessary to conduct an audit of the accuracy of data by the Organizer. Read more about questionnaire written in paragraph 19.5 of this document;
    - Plan for the distribution of types and volumes (supply of goods / performance of work / provision of services) between the auction participants and (suppliers / subcontractors / co-contractors) - if necessary, for the customer to receive information about suppliers / subcontractors / co-contractors;
    - Certificate of material and technical resources;
    - Information about human resources;
    - Certificate of experience in the implementation of contracts;
    - Accounting data - contains data from the balance sheet and the Profit and Loss Statement; certificate of material and technical resources.

## **6.2. Consideration of applications (selection stage)**

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.

- 3) During the selection stage the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission may decide to clarify applications for participation in the competition during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim protocol (see paragraph 4).
- 5) Based on the results of consideration of applications and decisions made on applications (on the admission of applicants to participate in the next stage of the procedure, or the decision to refuse admission), the organizer publishes the final protocol on the consideration of applications at the qualifying stage.

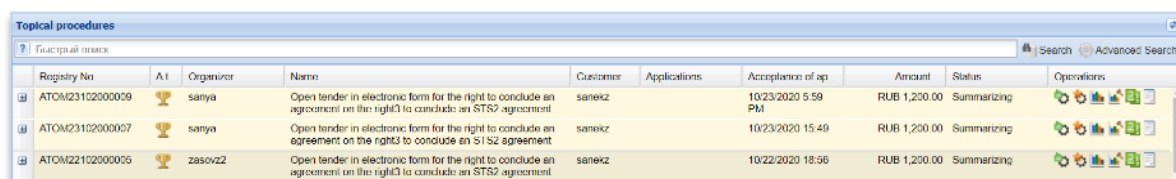
**Note 5.** At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications (evaluation and selection stages), which will be the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

To view the published Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (



Registry No	AI	Organizer	Name	Customer	Applications	Acceptance of ap	Amount	Status	Operations
ATOM2310200009		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/23/2020 5:59 PM	RUB 1,200.00	Summarizing	
ATOM2310200007		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/23/2020 15:49	RUB 1,200.00	Summarizing	
ATOM2210200005		zasov22	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/22/2020 18:56	RUB 1,200.00	Summarizing	

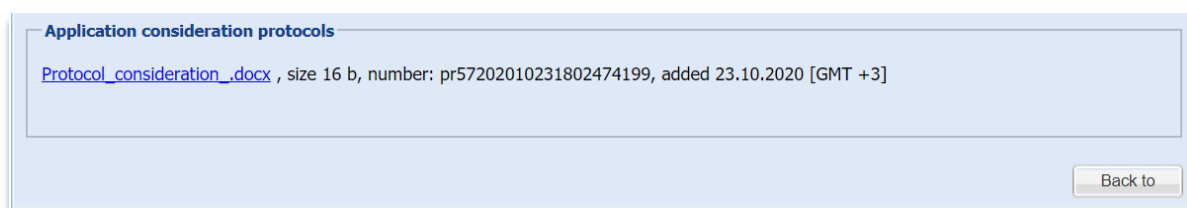
6) figure 27).



Registry No	AI	Organizer	Name	Customer	Applications	Acceptance of ap	Amount	Status	Operations
ATOM2310200009		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/23/2020 5:59 PM	RUB 1,200.00	Summarizing	
ATOM2310200007		sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/23/2020 15:49	RUB 1,200.00	Summarizing	
ATOM2210200005		zasov22	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanexz		10/22/2020 18:56	RUB 1,200.00	Summarizing	

figure 27

- 7) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 20).



**Application consideration protocols**

[Protocol\\_consideration\\_.docx](#) , size 16 b, number: pr57202010231802474199, added 23.10.2020 [GMT +3]

[Back to](#)

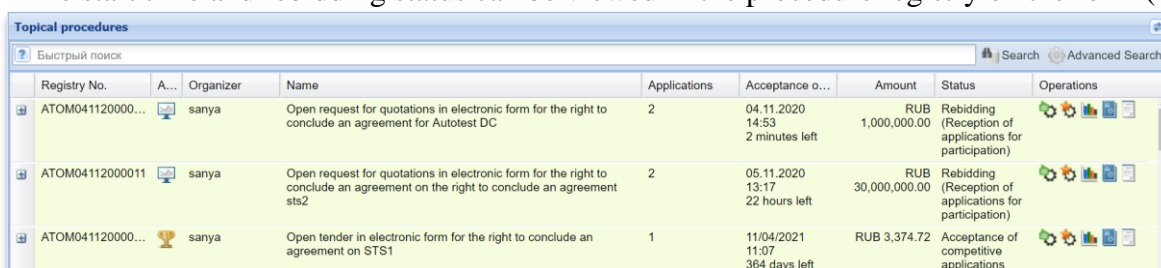
figure 28

### 6.3. Rebidding

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

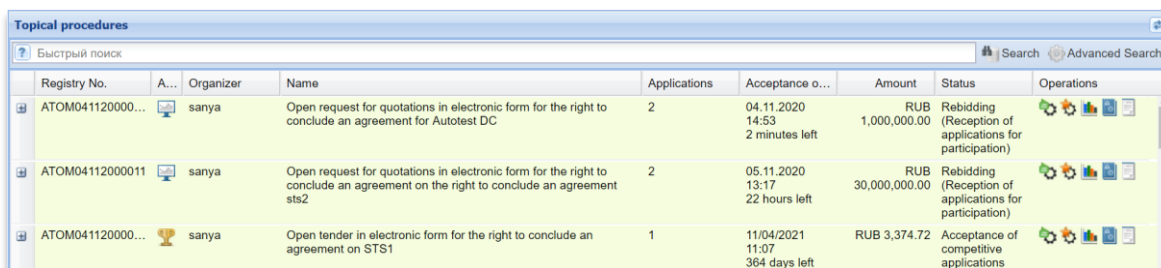
- 1) Rebidding is an optional stage and is carried out if the notification of the purchase provides for the possibility of conducting a rebidding procedure.
- 2) During this stage, participants can improve their price offers.
- 3) The decision to conduct a rebidding is made at the evaluation stage or before it begins.
- 4) The number of rebidding not limited.
- 5) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

The start time and rebidding status can be viewed in the procedure registry on the form (



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

- 6) figure 29). The time is displayed according to your local time zone installed on your computer.



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

figure 29

- 7) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

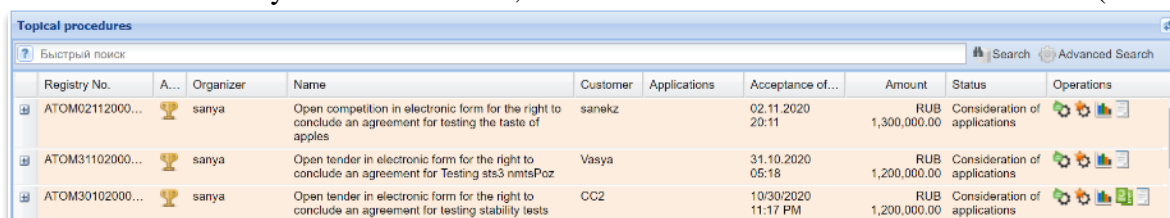
### 6.4. Consideration of applications (evaluation stage) and summarizing

- 1) Consideration of applications (evaluation stage) and summing up of results was carried out after consideration of applications (selection stage) or after a rebidding. If there is a rebidding, it can be repeated.
- 2) At the evaluation stage, the Commission evaluates and compares the bids of eligible bidders, taking into account rebidding proposals, in accordance with the evaluation

criteria and evaluation procedure provided for in the documentation, and ranks all eligible bidders, starting with the first place. If the participants scored the same number of points, they can be assigned the same place in the ranking.

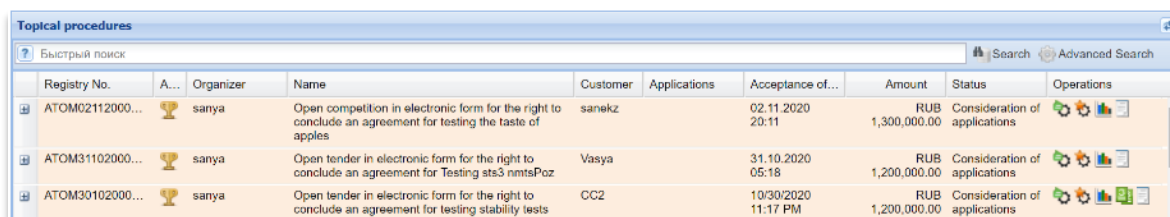
- 3) At this stage, the Organizer is given the opportunity to create an interim protocol, conduct a repeated rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of the evaluation of applications and summing up are recorded in the minutes of the review of applications at the evaluation stage and summing up.

To view the Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

7) figure 30).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

figure 30

- 8) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 31).



**Opening protocols**

[TESTRA12111200001\\_applic\\_open\\_protocol\\_lot\\_1586.rtf](#), size 18.89 kb, added on 11/12/2012 [GMT +3]

**Application consideration protocols**

[01082012\\_Problem\\_Problem\\_ETP\\_EETP\\_\(4\).docx](#), size 24.24 kb, added on 13.11.2012 [GMT +3]

[Back to](#)

figure 31

- 9) the final summing-up protocol is published to determine the winner.

**Note 6.** When publishing each protocol for reviewing applications at the evaluation stage or a single protocol for reviewing applications at the evaluation and selection stages, the participants specified in the protocol receive a notification by email.

## 7. STAGES OF THE REQUEST FOR PROPOSALS

### 7.1. Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.



- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (figure32) click the «Sign and send» button and use the item instance certificate to sign the request.



figure32

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The list of forms that are included in the application is assigned by the organizer at the stage of publication of the notification (For more information about working with an application, see paragraph 18 of this document)/
  - a. The application may include the following forms:
    - A summary table of the cost is provided in the form of a completed form attached to the application;
    - Schedule of delivery of goods / performance of works / rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
    - Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application

(included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);

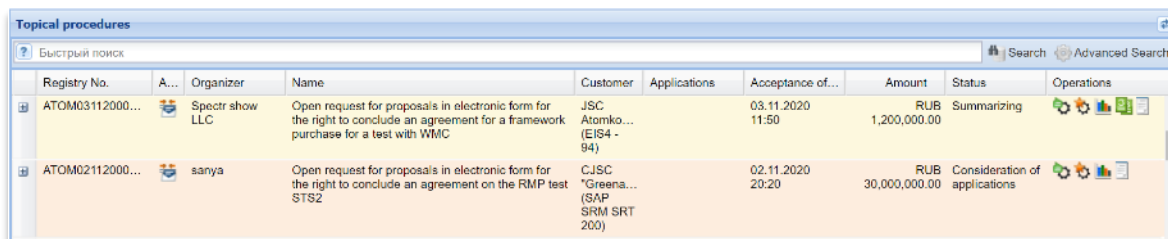
- Technical proposal – this form is uploaded to the application as a file attached to the application;
- Product requirements set by the Organizer are uploaded as a file;
- Requirements for the participant, established by the Organizer, are uploaded as a file;
- Questionnaire on data accuracy audit. More details about the questionnaire are written in paragraph 19.5 of this document;
- Plan for the distribution of types and volumes (delivery of goods / performance of work / provision of services) between the auction participants and (suppliers / subcontractors / co-contractors) - if necessary, for the customer to receive information about suppliers / subcontractors / co-contractors;
- Certificate of material and technical resources;
- Information about human resources;
- Certificate of experience in the implementation of contracts;
- Accounting data - contains data from the balance sheet and the Profit and Loss Statement; certificate of material and technical resources.

## **7.2. Consideration of applications (selection stage)**

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.
- 3) During the selection stage, the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission can decide to clarify requests for participation in the request for proposals during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim protocol (see paragraph 4).
- 5) Based on the results of consideration of applications and decisions made on applications (on the admission of applicants to participate in the further stage of the procedure, or the decision to refuse admission), the organizer publishes the final protocol on the consideration of applications at the qualifying stage.

**Note 7.** At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications at the selection and evaluation stages, which will serve as the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

- 6) To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 33).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a test with WMC	JSC Atomko... (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	
ATOM02112000...		sanya	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test STS2	CJSC "Greena... (SAP SRM SRT 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	

figure 33

- 7) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 34).



**Application consideration protocols**

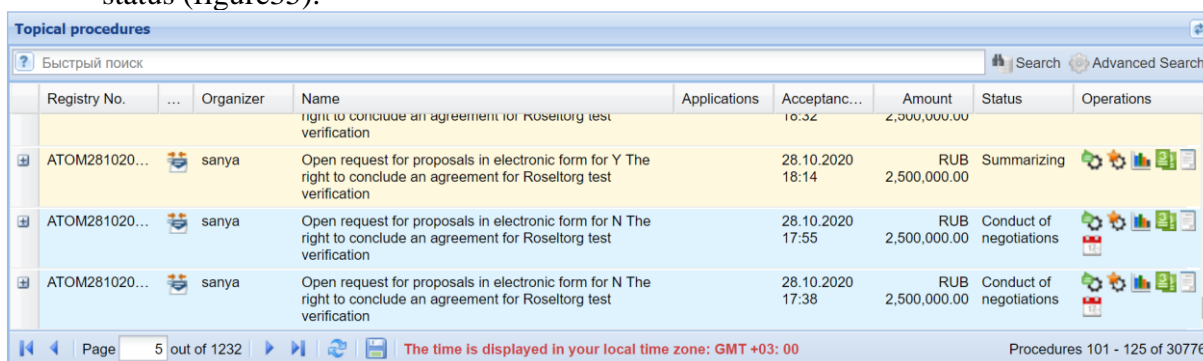
[PROTOCOL.doc](#), size 25 kb, number: 2044274-1, added 03.11.2020 [GMT +3]

[Back to](#)

figure 34

### 7.3. Conversation


- 1) During the request for proposals procedure, it is possible to conduct negotiations with participants.
- 2) Negotiations are held after the publication of the protocol on consideration of applications at the selection stage (protocol of summing up the results) and before the rebidding process. The decision to hold negotiations is made outside the ETP.
- 3) When initiating negotiations, the procedure switches to the «Conduct of negotiation» status (figure35).



Registry No.	...	Organizer	Name	Applications	Acceptanc...	Amount	Status	Operations
			right to conclude an agreement for Roseltorg test verification		18:32	2,500,000.00		
ATOM281020...		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification		28.10.2020 18:14	RUB 2,500,000.00	Summarizing	
ATOM281020...		sanya	Open request for proposals in electronic form for N The right to conclude an agreement for Roseltorg test verification		28.10.2020 17:55	RUB 2,500,000.00	Conduct of negotiations	
ATOM281020...		sanya	Open request for proposals in electronic form for N The right to conclude an agreement for Roseltorg test verification		28.10.2020 17:38	RUB 2,500,000.00	Conduct of negotiations	


Page 5 out of 1232 The time is displayed in your local time zone: GMT +03: 00 Procedures 101 - 125 of 30776

figure35

- 4) When conducting negotiations, the organizer can invite participants to negotiations by sending out notifications.
- 5) To view the invitation to negotiations open the page with the list of current procedures and find the request for proposals procedure in the status «Conducting auctions», then in the «Operations» column, click on the button , and the «Negotiation invitations» page will appear (figure 36).

Negotiation invitations						
Номер процедуры						Search
Registry No.	Lot	Date of ref...	Purchase name	Organizer	End of a...	Operations
ATOM28102000...	1	28.10.2020	Open request for proposals in electronic form for N The right to conclude an agreement for Roseltorg test verification	sanez	-	
Page 1 of 1 Invitations 1 - 1 of 1						

figure 36

- 6) To upload document or protocol files, click on the appropriate link. In the standard upload tools, select «Open» or «Save» («Show in folder»).
- 7) During the negotiation stage, participants can update their bid (except for the price offer) by editing the previously saved bid.
- 8) The results of negotiations with each of the participants are drawn up outside the ETP in separate protocols, which are then published on the ETP.
- 9) To view the minutes of negotiations, open the page with a list of current procedures and find the request for proposals procedure in the status «Conducting auctions» and click on the button , as a result, the page «Negotiation invitations» will appear (figure37).

Negotiation invitations							
<b>Procedure Details</b> Notice number: ATOM28102000021 Procedure number: p160389679265140 Purchase name: Open request for proposals in electronic form for N The right to conclude an agreement for Roseltorg test v Purchase method: Request for proposals Organizer: sanez Organizer's contact details: 7-777-77777, qwe@qwe.qwe The contact person: Artemiev Alexander Vladislavich Date of publication: 28.10.2020 End date and time of submission of applications: 10/28/2020 5:55 PM [GMT +3]							
Serial num...	Procurement participant	End of application...	Request	Location	the date of...	Invitation docum...	Negotiation proto...
2	Alexander 937	-	-	place 2	28.10.2020 18:02	<a href="#">a1s2[3].bd</a>	-
1	LLC "First"	-	-	place 1	28.10.2020 18:02	<a href="#">a1s2[2].bd</a>	-

figure37

- 10) The protocol is automatically published on the «Protocols» pages in the section «Protocols of the negotiations».

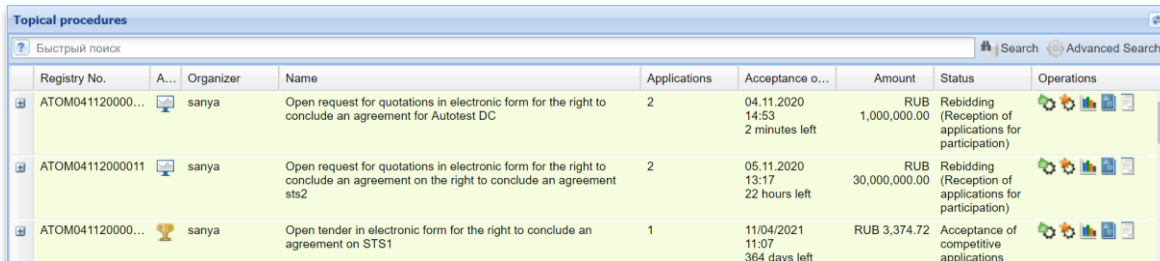
## 7.4. Rebidding

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) Rebidding is an optional stage and is carried out by the decision of the Commission, if the notice of procurement provides for the possibility of conducting a rebidding procedure.
- 2) During this stage, participants can improve their price offers.
- 3) The decision to conduct a rebidding is made at the evaluation stage or before it begins.

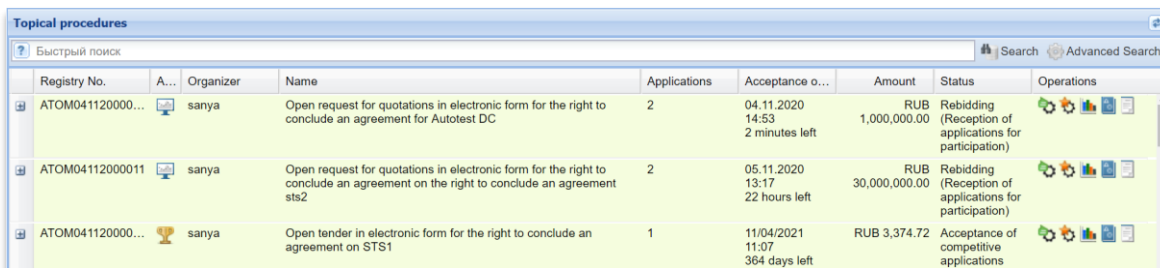
- 4) The number of rebidding not limited.
- 5) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

The start time and rebidding status can be viewed in the procedure registry on the form (



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

figure 38). The time is displayed according to your local time zone installed on your computer.



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	


figure 38

- 6) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

## 7.5. Evaluation stage and summarizing

- 1) The stage is held after consideration of applications (the selection stage) and can be repeated if there is a rebidding.
- 2) At this stage, the Commission evaluates and compares applications from eligible bidders based on rebidding proposals and ranks all eligible bidders by criteria, starting with the first place, which is assigned to the winner. If the participants scored the same number of points, they can be assigned the same place in the ranking.
- 3) At this stage, the Organizer is given the opportunity to create an interim Protocol for reviewing applications at the evaluation stage, conduct a rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders' bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best

- conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of evaluation of applications and summing up are reflected in the protocol for reviewing applications at the evaluation stage and summing up.
  - 10) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 39).












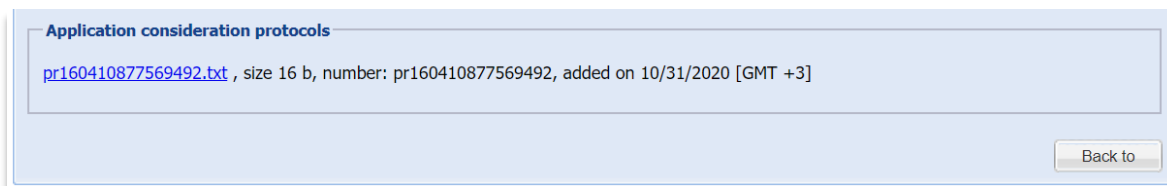
Registry No	A type	Organizer	Name	Customer	Applications	Acceptance of ap	Amount	Status	Operations
ATOM03112000005		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a list with WWC	JSC Atomikom (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	  
ATOM02112000029		ruaryx	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test ST SZ	CJSC "Greenato... (SAP SRM SHI 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	  
ATOM02112000022		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for the test Q30001388 QZP / Reselling currency	JSC Atomikom... (EIS4 - 94)		02.11.2020 15:20	18 426,00 USD	Summarizing	  

figure 39

- 11) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 312).



**Application consideration protocols**

[pr160410877569492.txt](#), size 16 b, number: pr160410877569492, added on 10/31/2020 [GMT +3]

[Back to](#)


figure 40

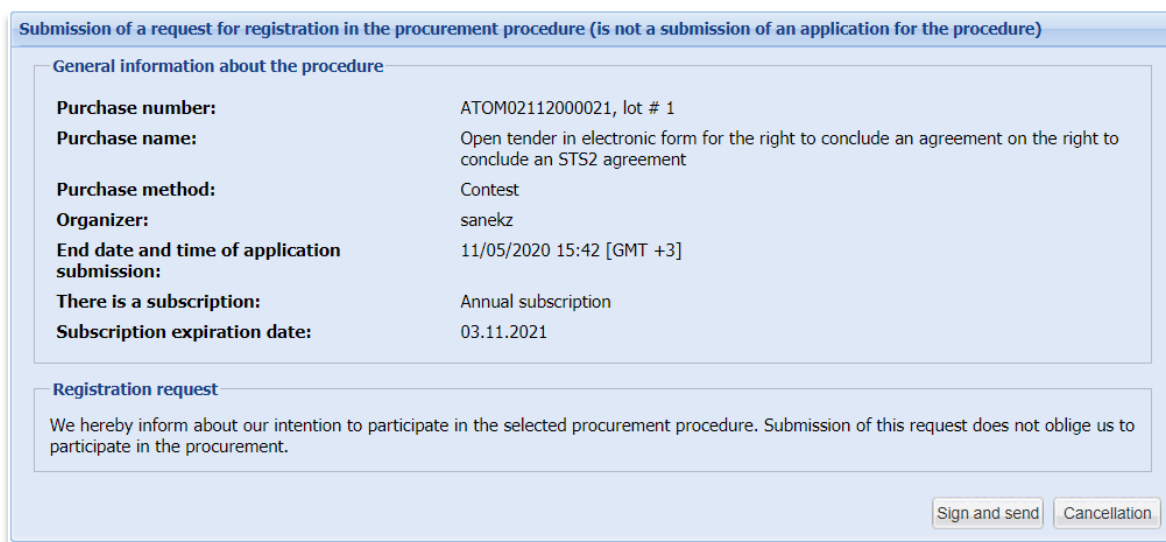
**Note 8.** When publishing each protocol for reviewing applications at the evaluation stage, the participants specified in the protocol receive a notification by email.

## 8. STAGES OF THE REQUEST FOR QUOTATIONS

### 8.1. Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (figure41) click on the «Sign and send» button and use the item instance certificate to sign the request.



**Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)**


**General information about the procedure**

<b>Purchase number:</b>	ATOM02112000021, lot # 1
<b>Purchase name:</b>	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement
<b>Purchase method:</b>	Contest
<b>Organizer:</b>	sanekz
<b>End date and time of application submission:</b>	11/05/2020 15:42 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

**Registration request**

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

figure41

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The organizer assigns the list of forms that are included in the application at the stage of publication of the notification.
  - a. The application may include the following forms:
    - A summary table of the cost is provided in the form of a completed form attached to the application;
    - Schedule of delivery of goods/performance of works/rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
    - Schedule of payment for the supplied goods / work performed / services provided - is provided in the form of a completed form attached to the

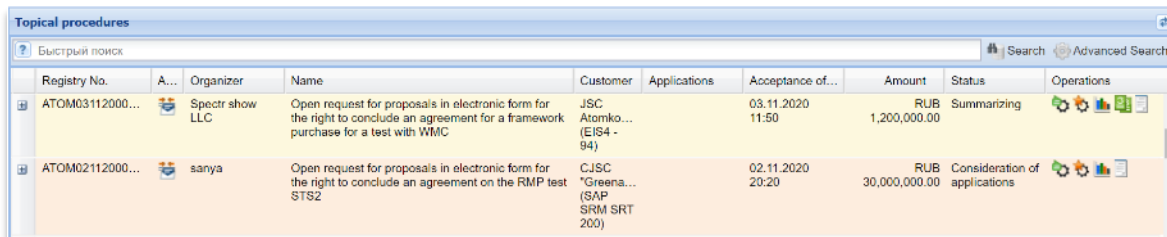
application (included in the application at the request of the Organizer, mandatory for filling if the Organizer included it in the application);

- Technical proposal – this form is uploaded to the application as a file attached to the application;
- Product requirements set by the Organizer are uploaded as a file;
- Requirements for the participant, established by the Organizer, are uploaded as a file;
- Questionnaire on data accuracy audit. More details about the questionnaire are written in paragraph 19.5 of this document;
- Plan for the distribution of types and volumes (delivery of goods / performance of work / provision of services) between the auction participants and (suppliers / subcontractors / co-contractors) - if necessary, for the customer to receive information about suppliers / subcontractors / co-contractors;
- Evaluation criteria;
- Declaration of Conformity;
- Certificate of material and technical resources;
- Information about human resources;
- Information on beneficiaries;
- Certificate of experience in the implementation of contracts;
- Accounting data - contains data from the balance sheet and the Profit and Loss Statement; certificate of material and technical resources.

## **8.2. Consideration of applications (selection stage)**

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.
- 3) During the selection stage, the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission may decide to clarify requests for participation in the quotation request during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim Protocol (see paragraph 4).
- 5) At this stage, the organizer reviews the submitted applications and, if necessary, может принять, may decide to further refine the application.
- 6) Based on the results of consideration of applications and decisions made on applications (on admission of Applicants to participate in the further stage of the procedure, or the decision to refuse admission), the organizer publishes the final Protocol on the consideration of applications at the qualifying stage.

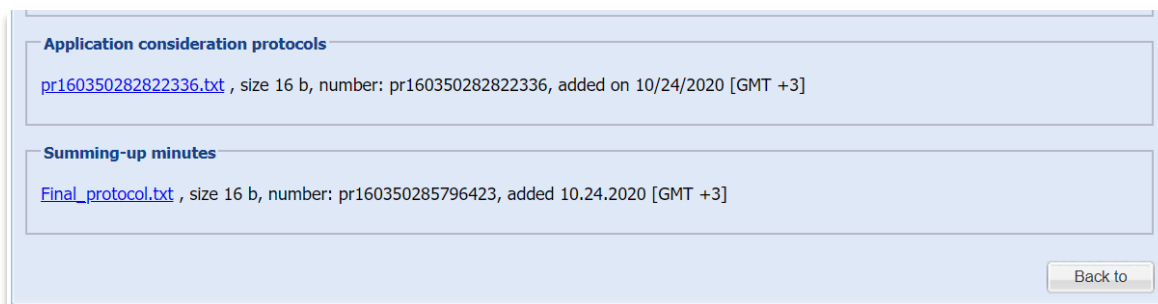
- 7) To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 34).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a test with WMC	JSC Atomko... (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	
ATOM02112000...		sanya	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test STS2	CJSC "Greena... (SAP SRM SRT 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	

figure 42

- 8) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 43).



**Application consideration protocols**

[pr1603502822336.txt](#) , size 16 b, number: pr1603502822336, added on 10/24/2020 [GMT +3]

**Summing-up minutes**

[Final\\_protocol.txt](#) , size 16 b, number: pr160350285796423, added 10.24.2020 [GMT +3]

[Back to](#)

figure 43

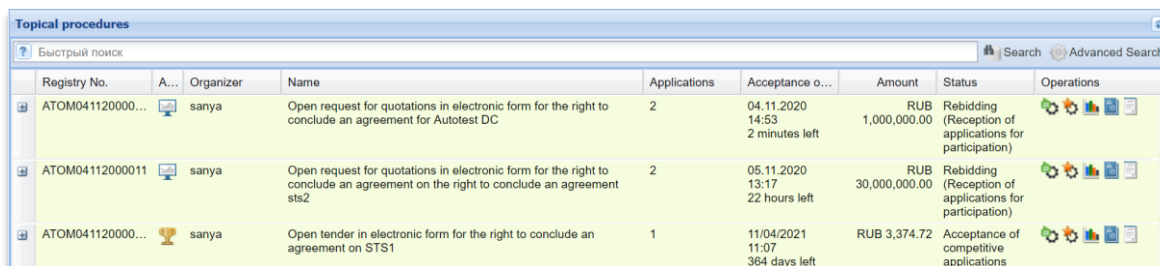
**Note 9.** At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications at the selection and evaluation stages, which will serve as the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

### 8.3. Rebidding

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 7) Rebidding is an optional stage and is carried out by the decision of the Commission, if the notice of procurement provides for the possibility of conducting a rebidding procedure.
- 8) During this stage, participants can improve their price offers.
- 9) The decision to conduct a rebidding is made at the evaluation stage or before it begins.
- 10) The number of rebidding not limited.
- 11) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

- 12) The start time and rebidding status can be viewed in the procedure registry on the form (Figure 36). The time is displayed according to your local time zone installed on your computer.



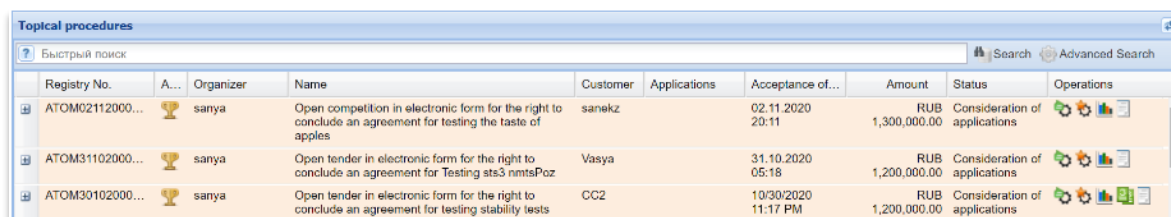
Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

figure 44

- 13) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

## 8.4. Summarizing

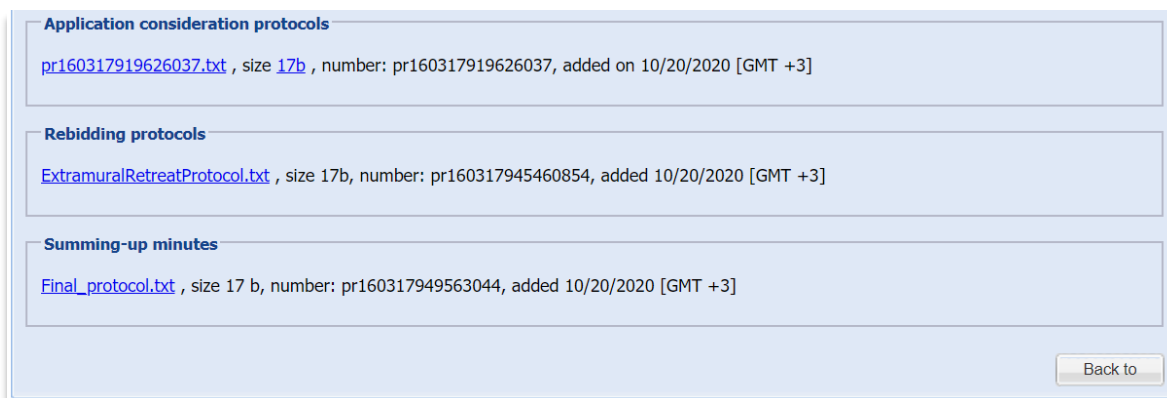
- 1) The stage is held after consideration of applications (the selection stage) and can be repeated if there is a rebidding.
- 2) At this stage, the Commission evaluates and compares applications from eligible bidders based on rebidding proposals and ranks all eligible bidders by criteria, starting with the first place, which is assigned to the winner. If the participants scored the same number of points, they can be assigned the same place in the ranking.
- 3) At this stage, the Organizer is given the opportunity to create an interim protocol for reviewing applications at the evaluation stage, conduct a rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders' bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of evaluation of applications and summing up are reflected in the protocol for reviewing applications at the evaluation stage and summing up.
- 7) Based on the results of evaluating applications and ranking, the organizer publishes no a summary report.
- 8) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 37).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

figure 45

- 9) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 3138).



**Application consideration protocols**

[pr160317919626037.txt](#) , size [17b](#) , number: pr160317919626037, added on 10/20/2020 [GMT +3]

**Rebidding protocols**

[ExtramuralRetreatProtocol.txt](#) , size 17b, number: pr160317945460854, added 10/20/2020 [GMT +3]

**Summing-up minutes**

[Final\\_protocol.txt](#) , size 17 b, number: pr160317949563044, added 10/20/2020 [GMT +3]

[Back to](#)

figure 46


**Note 10.** When publishing each protocol for reviewing applications at the evaluation stage or a single protocol for reviewing applications at the selection and evaluation stages, the participants specified in the protocol receive a notification by email.

## 9. SIMPLIFIED PURCHASING STEPS

### 9.1. Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, while participation in any number of lots included in the procedure is possible.
- 2) Before starting the application, it is necessary to submit a request for registration in the procedure. The request is submitted once, after which it becomes possible to submit an application.
- 3) To submit a registration request, in the list of steps for the procedure, click on the button and on the request submission form (figure 47) click on the «Sign and send» button and use the ES certificate to sign the request.



**Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)**


**General information about the procedure**

<b>Purchase number:</b>	ATOM09122000015, lot # 1
<b>Purchase name:</b>	simplified procurement in electronic form for the right to conclude an agreement for versioning UZ (single-lot - Roseltorg)
<b>Purchase method:</b>	Simplified purchasing
<b>Organizer:</b>	JSC "Atomkomplekt"
<b>End date and time of application submission:</b>	12/10/2020 09:45 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

**Registration request**

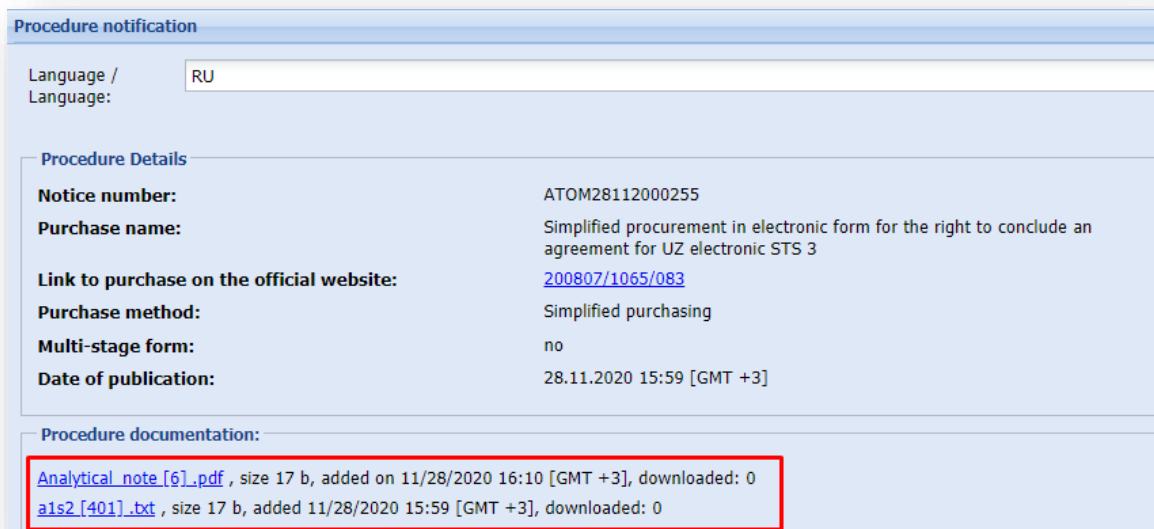
We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

figure 47

- 4) After registration, to apply for participation in the procedure, click on the button  in the list of steps for the procedure. This will open the application form.
- 5) The list of forms that are part of the application is assigned by the organizer at the stage of publication of the notice.
  - a. The application may include the following forms:
    - A summary table of the cost is provided in the form of a completed form attached to the application.

## 9.2. Consideration of applications (selection stage). Completing the procedure

- 1) After the end of the application stage, the Organizer, analyzing the number of applications submitted, decides whether to extend the application stage or start the envelope opening stage.
- 2) If the deadline for accepting applications is extended, Participants who have submitted applications for the ETP will be notified accordingly.
- 3) At the stage of reviewing applications, the Organizer becomes available to all information about participants (names of organizations, their applications and price offers).
- 4) During the selection stage, the Commission considers applications for compliance with the requirements set out in the documentation and compliance of procurement participants with the established requirements.
- 5) At this stage, the Commission may decide to clarify applications for participation in the simplified procurement within the selection stage by sending clarifying requests for clarification of the provisions of applications for participation to Participants. The decision to send requests for clarification on applications is reflected in the Protocol before requests to participants.
- 6) Based on the results of consideration of applications and decisions made on applications, the Organizer attaches the file of the analytical note to the notification of the procedure in the «Procedure documentation» (figure 48).



**Procedure notification**

Language / Language: RU

**Procedure Details**

<b>Notice number:</b>	ATOM28112000255
<b>Purchase name:</b>	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic STS 3
<b>Link to purchase on the official website:</b>	<a href="#">200807/1065/083</a>
<b>Purchase method:</b>	Simplified purchasing
<b>Multi-stage form:</b>	no
<b>Date of publication:</b>	28.11.2020 15:59 [GMT +3]

**Procedure documentation:**

[Analytical note \[6\].pdf](#) , size 17 b, added on 11/28/2020 16:10 [GMT +3], downloaded: 0

[a1s2 \[401\].txt](#) , size 17 b, added 11/28/2020 15:59 [GMT +3], downloaded: 0

figure 48

- 7) The Customers with whom the contract is concluded are indicated in the same block on the form «Procedure notification» (figure 49).

Customers with whom the contract is concluded	
Sanekz UAB	
<b>Contact Information:</b>	Location: 119017, Russian Federation
<b>INN:</b>	5603569866
<b>Checkpoint:</b>	504871011
<b>OKPO:</b>	not specified

figure 49

## 10. STAGES OF PURCHASING IN PERFORMANCE OF INCOME CONTRACTS

### 10.1.Submission of application

**Attention!** When working, you must make sure that the form for creating or editing an application is not opened by the user himself in other places (for example, on another browser page, in another browser or on another device) or is not opened by another user. In this case, when signing the application, incorrect information may be sent.

- 1) The participant submits an application for each lot of the procedure separately, while participation in any number of lots included in the procedure is possible.
- 2) Before starting the application, it is necessary to submit a request for registration in the procedure. The request is submitted once, after which it becomes possible to submit an application.
- 3) To submit a registration request, in the list of steps for the procedure, click on the button and on the request submission form (figure 50) click on the «Sign and send» button and use the ES certificate to sign the request.



**Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)**

**General information about the procedure**

<b>Purchase number:</b>	ATOM09122000015, lot # 1
<b>Purchase name:</b>	simplified procurement in electronic form for the right to conclude an agreement for versioning UZ (single-lot - Roseltorg)
<b>Purchase method:</b>	Simplified purchasing
<b>Organizer:</b>	JSC "Atomkomplekt"
<b>End date and time of application submission:</b>	12/10/2020 09:45 [GMT +3]
<b>There is a subscription:</b>	Annual subscription
<b>Subscription expiration date:</b>	03.11.2021

**Registration request**

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

figure 50

- 4) After registration, to apply for participation in the procedure, click on the button in the list of steps for the procedure. This will open the application form.
- 5) The list of forms that are part of the application is assigned by the organizer at the stage of publication of the notice.
  - a. The application may include the following forms:
    - A summary table of the cost is provided in the form of a completed form attached to the application;

## 10.2. Consideration of applications (selection stage). Completing the procedure

- 1) After the end of the application stage, the Organizer, analyzing the number of applications submitted, decides whether to extend the application stage or start the envelope opening stage.
- 2) If the deadline for accepting applications is extended, Participants who have submitted applications for the ETP will be notified accordingly.
- 3) At the stage of reviewing applications, the Organizer becomes available to all information about participants (names of organizations, their applications and price offers).
- 4) During the selection stage, the Commission considers applications for compliance with the requirements set out in the documentation and compliance of procurement participants with the established requirements.
- 5) At this stage, the Commission may decide to clarify bids for participation in the procurement of revenue contracts in the qualifying stage by sending clarifying requests for clarification of the provisions of bids for participation to Participants. The decision to send requests for clarification on applications is reflected in the Protocol before requests to participants.
- 6) Based on the results of consideration of applications and decisions made on applications, the Organizer attaches the file of the analytical note to the notification of the procedure in the «Procedure documentation» (figure 51).



**Procedure notification**

Language / Language: RU

**Procedure Details**

<b>Notice number:</b>	ATOM08122000009
<b>Purchase name:</b>	procurement in pursuance of income contracts in electronic form for the right to conclude an agreement for ZVIDD
<b>Link to purchase on the official website:</b>	<a href="#">201123/0638/460</a>
<b>Purchase method:</b>	Purchase pursuant to income contracts
<b>Multi-stage form:</b>	no
<b>Date of publication:</b>	12/08/2020 14:27 [GMT +3]

**Procedure documentation:**

[Notice k ZvIDD \[1\].docx](#) , size 16 b, added on 12/08/2020 15:01 [GMT +3], downloaded: 0

[Notice k ZvIDD.docx](#) , size 16 b, added on 12/08/2020 14:49 [GMT +3], downloaded: 0

[Notice k UZ \[1\].docx](#) , size 16 b, added on 12/08/2020 14:19 [GMT +3], downloaded: 0

figure 51

- 7) The Customers with whom the contract is concluded are indicated in the same block on the form «Procedure notification» (figure 52).

Customers with whom the contract is concluded	
sane kz	
<b>Contact Information:</b>	Location: Russian Federation
<b>INN:</b>	5603569866
<b>Checkpoint:</b>	504871011
<b>OKPO:</b>	not specified

figure 52

## **11. PRICE MONITORING**

- 1) Price monitoring is an open procedure for suppliers to submit their commercial proposals, with the possibility of attaching documents signed with an electronic signature. As a result, of this procedure, no documents are issued.
- 2) When you select a list of vendors who should be notified about the monitoring of prices, the organizer of the procedure has the ability to perform one or both of the following:
  - to specify a specific list of providers who should be notified about the monitoring of prices;
  - specify that notifications should be sent to all vendors who subscribe to the newsletter using the OKDP2 codes.
- 3) These actions are performed outside of the ETP.

## **12. PRELIMINARY SELECTION**

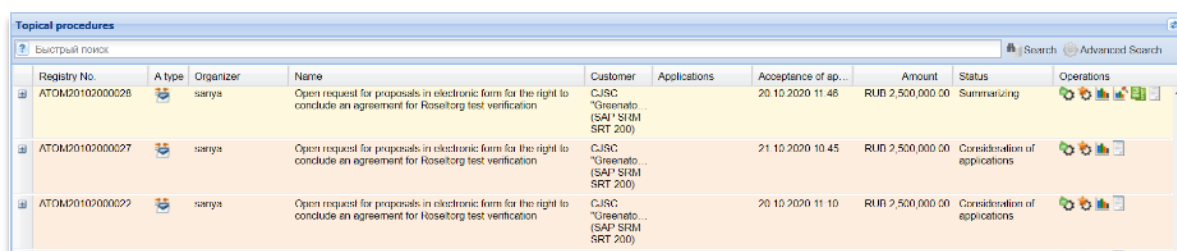
- 1) Preliminary selection is an open procedure for identifying potential bidders for a series of purchases. During the pre-selection process, qualified and unqualified suppliers are identified.
- 2) The pre-selection process is similar to qualifying selection (see paragraph 13), but it is separated into a separate procedure.
- 3) The results of the pre-selection process can be used in further closed procurement procedures.
- 4) The period for which the pre-selection results are valid is indicated in the notification and documentation on pre-selection. In this case, the specified period cannot exceed three years.
- 5) Pre-selection consists of the following stages: accepting applications, opening envelopes, reviewing applications, and summing up the results. The final report is generated only for one lot.
- 6) After a preliminary selection, other suppliers can be included in the list of qualified ones.
- 7) Pre-selection is considered invalid if, at the end of the deadline for submitting applications, the number of applications submitted for the lot is less than two.

### **13. QUALIFYING SELECTION**

- 1) A tender, auction, reduction, and request for proposals may have a qualifying selection – an additional stage that precedes the main procurement procedure.
- 2) The qualification process consists of the following stages: acceptance of qualification applications, opening of envelopes, consideration of applications and summing up the results.
- 3) After summarizing the results of the qualification selection, the organizer publishes a notice of the main procurement procedure. At the same time, only qualified participants can apply for participation in the main procurement procedure.
- 4) At any time after summarizing the results of the qualification selection and to summarize the subsequent stages of the procurement procedures, the organizer has the option to exclude any party from the list of past qualification.
- 5) The qualification selection is recognized as invalid in one of the following cases:
  - At the end of the qualification application deadline, the number of applications submitted is less than two;
  - Based on the results of consideration of qualification applications, the number of participants who have passed the selection process is less than two.

## 14. PRE-CONTRACTUAL NEGOTIATIONS

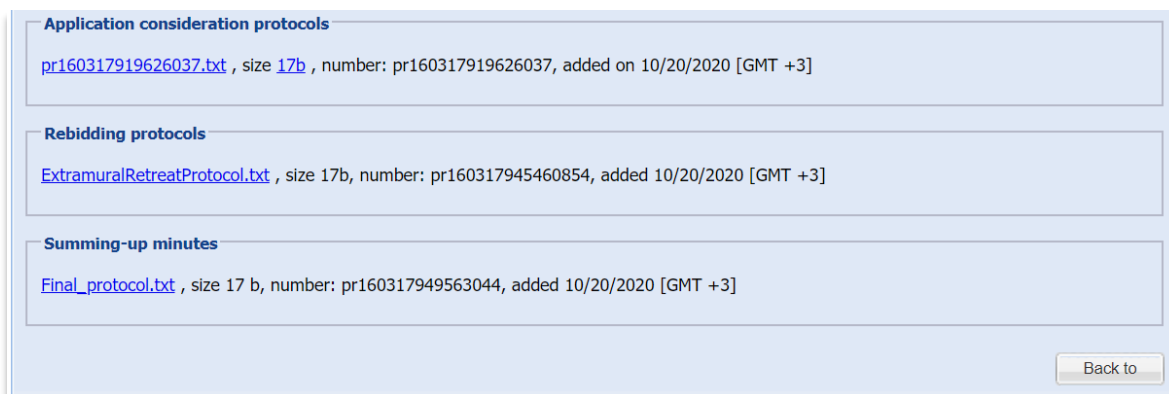
- 1) After the publication of the protocol of summing up the procedure, but before the conclusion of the contract, the Organizer can conduct pre-contractual negotiations with the participants.
- 2) Pre-contractual negotiations are conducted outside the ETP.
- 3) Based on the results of negotiations, the organizer publishes the protocol of pre-contractual negotiations.
- 4) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select "Protocols" in the list of actions (figure 53).



Registry No.	A type	Organizer	Name	Customer	Applications	Acceptance of ap...	Amount	Status	Operations
ATOMD0102000028		sarya	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP SRM SRT 200)		20 10 2020 11:45	RUB 2,500,000.00	Summarizing	
ATOMD0102000027		sarya	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP SRM SRT 200)		21 10 2020 10:45	RUB 2,500,000.00	Consideration of applications	
ATOMD0102000022		sarya	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP SRM SRT 200)		20 10 2020 11:10	RUB 2,500,000.00	Consideration of applications	

figure 53

- 5) On the Protocol form that opens, in the «Pre-contractual negotiation Protocols» section, you will be able to view and download the protocol (figure 46).



**Application consideration protocols**

[pr160317919626037.txt](#), size 17b, number: pr160317919626037, added on 10/20/2020 [GMT +3]

**Rebidding protocols**

[ExtramuralRetreatProtocol.txt](#), size 17b, number: pr160317945460854, added 10/20/2020 [GMT +3]

**Summing-up minutes**

[Final\\_protocol.txt](#), size 17 b, number: pr160317949563044, added 10/20/2020 [GMT +3]

Back to

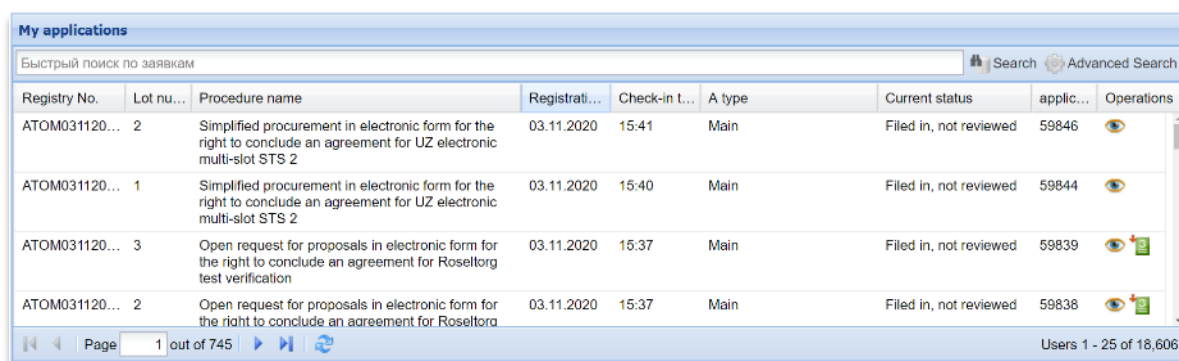
figure 54

## **15. REFUSAL TO PERFORM THE PROCEDURE**

- 1) The customer has the right to refuse to conduct the procedure before the deadline for accepting applications.

## 16. EDITING AND REVOKING A REQUEST

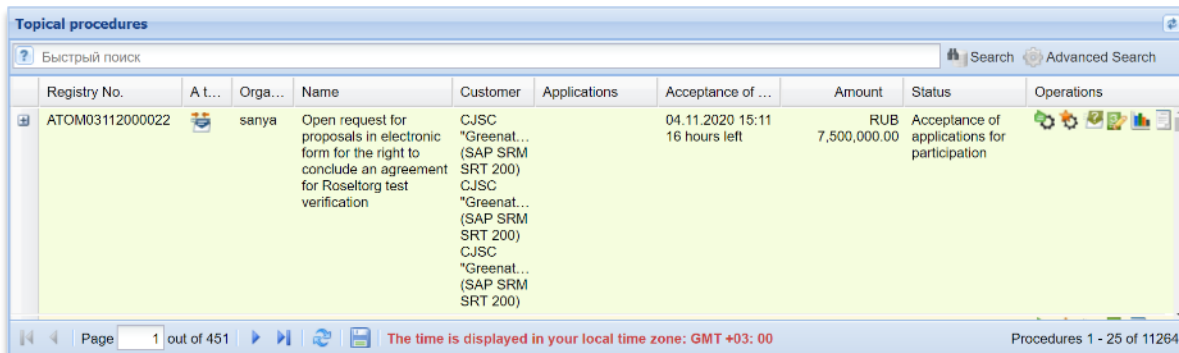
- 1) When conducting the procurement procedure, the organizer may make changes to the notification and documentation on the procedure before the deadline for accepting applications.
- 2) In this case, or for other reasons, the participant may adjust the previously submitted application, or refuse to participate.
- 3) To edit an application or cancel participation, you need to find the procedure and perform the withdrawal of the application in the list of actions.
- 4) After the request is revoked, it will go to the «Filed in, not reviewed» status and you will be able to correct the request (figure 55).



Registry No.	Lot nu...	Procedure name	Registrati...	Check-in t...	A type	Current status	applic...	Operations
ATOM031120...	2	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:41	Main	Filed in, not reviewed	59846	
ATOM031120...	1	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:40	Main	Filed in, not reviewed	59844	
ATOM031120...	3	Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification	03.11.2020	15:37	Main	Filed in, not reviewed	59839	
ATOM031120...	2	Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg	03.11.2020	15:37	Main	Filed in, not reviewed	59838	

figure 55

- 5) To make changes in the application, you should select the action «Change request» (figure 56).



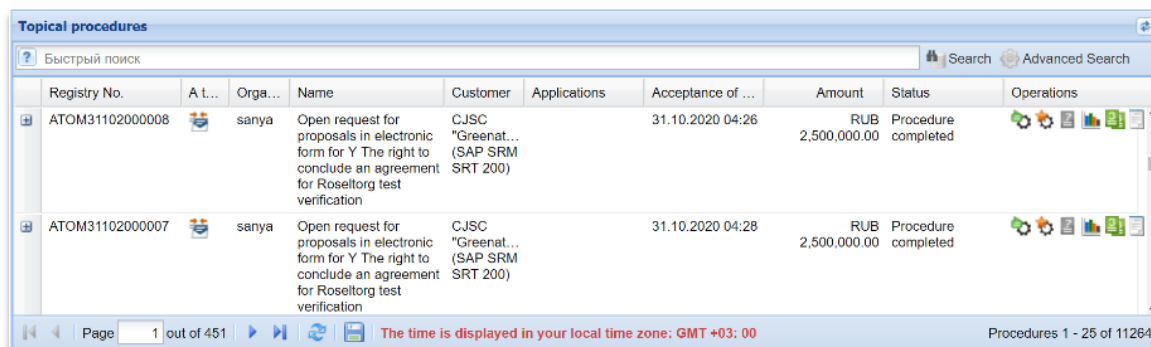
Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM03112000022		sanya	Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)	CJSC "Greenat... (SAP SRM SRT 200)	04.11.2020 15:11 16 hours left	RUB 7,500,000.00	Acceptance of applications for participation	

figure 56

## 17. OTHER REQUESTS

### 17.1. Explanation of the reasons for refusal of admission

- 1) Any participant has the right to send a request to the organizer for an explanation of the reasons for refusing admission to participate in the subsequent stages of the procedure.
- 2) To submit a request, find the procedures and in the list of actions, select «Submit a request for clarification of the reasons for denial of admission» (figure 57).

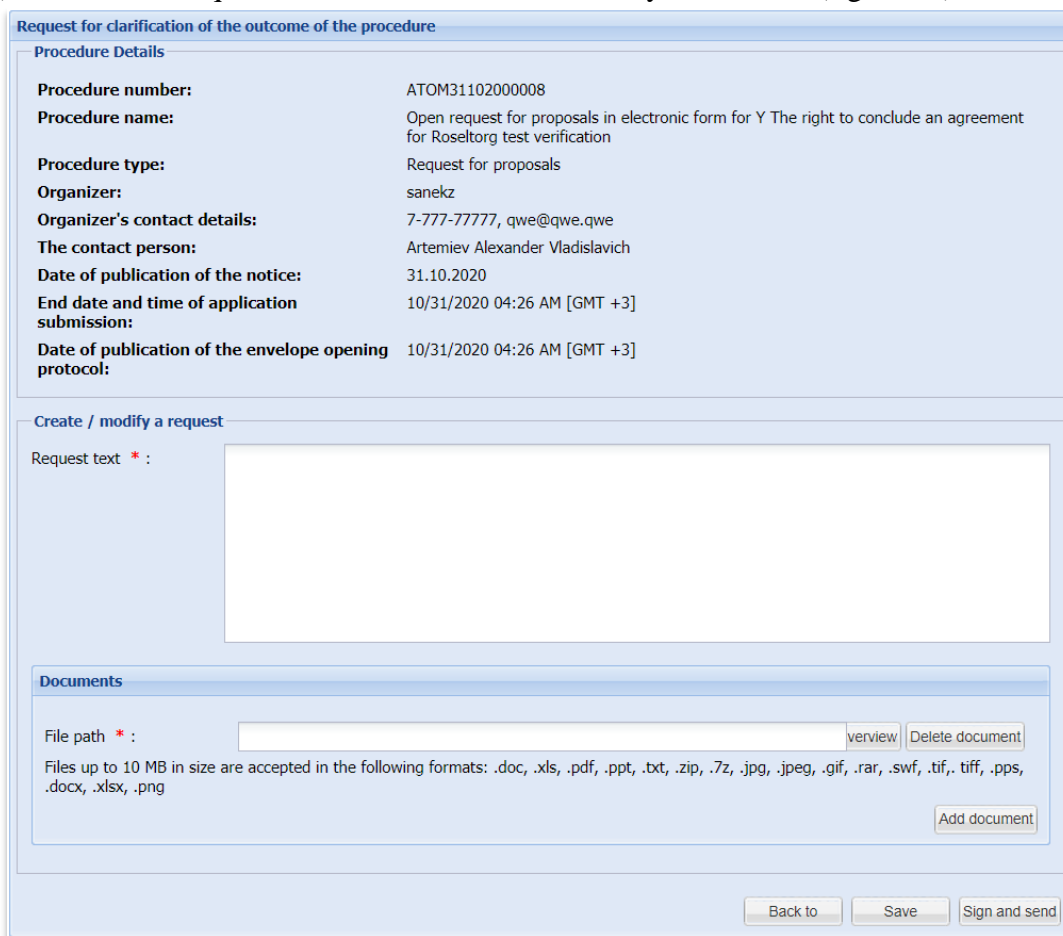


Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM31102000008		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:26	RUB 2,500,000.00	Procedure completed	
ATOM31102000007		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:28	RUB 2,500,000.00	Procedure completed	

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figure 57

- 3) Fill out the request form and attach the necessary documents (figure 58).



**Request for clarification of the outcome of the procedure**

**Procedure Details**

**Procedure number:** ATOM31102000008  
**Procedure name:** Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification  
**Procedure type:** Request for proposals  
**Organizer:** sanekz  
**Organizer's contact details:** 7-777-77777, qwe@qwe.qwe  
**The contact person:** Artemiev Alexander Vladislavich  
**Date of publication of the notice:** 31.10.2020  
**End date and time of application submission:** 10/31/2020 04:26 AM [GMT +3]  
**Date of publication of the envelope opening protocol:** 10/31/2020 04:26 AM [GMT +3]

**Create / modify a request**

Request text \* :

**Documents**

File path \* :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

figure 58

- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (figure 59) read the information carefully contained in the text field.

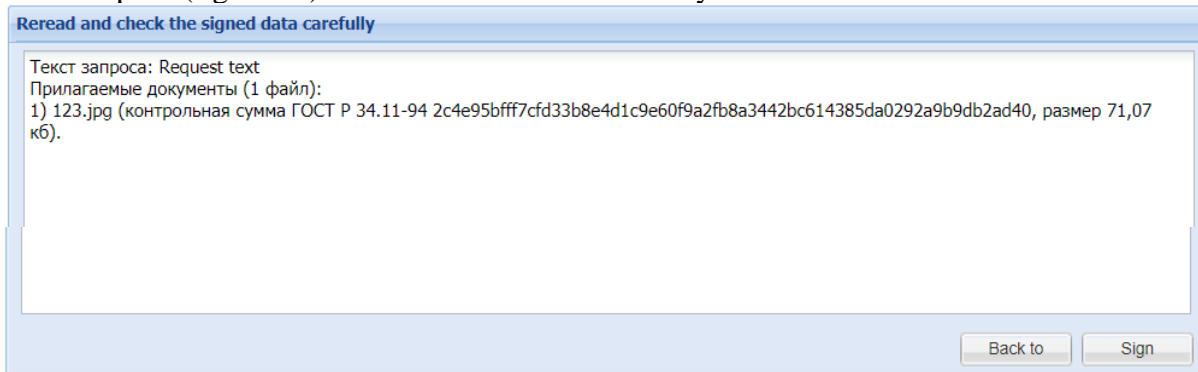
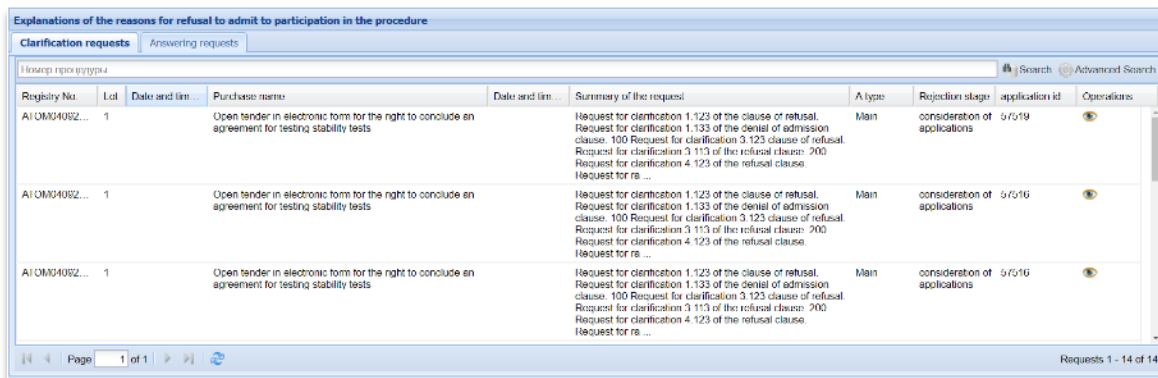



figure 59

- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the Protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view the request to do this, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» in the main menu. As a result, the page «Explanations of the reasons for refusal to admit to participation in the procedure» (figure 60), consisting of sections:
- Clarification requests – displays a list of all requests;
  - Answering requests – displays a list of all responses to queries.



Registry No.	Lot	Date and time	Purchase name	Date and time	Summary of the request	A type	Rejection stage	application id	Operations
AI OM04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	6/6/19	
AI OM04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	6/6/16	
AI OM04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause. 200 Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	6/6/16	

figure 60

- 7) By clicking the button  in the «Operations» column a request viewing form opens (figure 61).

**Request for clarification of the reasons for refusal to admit to participation in the procedure**

**Procedure Details**

**Procedure number:** ATOM21012000006

**Procedure name:** Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification

**Procedure type:** Request for proposals

**Organizer:** sanekz

**Organizer's contact details:** 7-777-77777, qwe@qwe.qwe

**The contact person:** Zeratul Sanyok

**Date of publication of the notice:** 01/21/2020

**End date and time of application submission:** 01/21/2020 00:00 [GMT +3]

**Date of publication of the envelope opening protocol:** 01/21/2020 00:00 [GMT +3]

**Request text**

**Request text:** What's wrong?

**Documents attached to the request:** 1) fox.JPG

[Back to](#)

figure 61

- 8) To view the response to the request in the main menu, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» - the «Answering requests» tab.

## 17.2.Explanation of the procedure results

- Any participant has the right to send a request to the organizer for clarification of the results of the procedure.
- To submit a request, find the procedures and select «Submit a request for clarification of the results of the procedure» in the list of actions (figure 62).

**Topical procedures**

Быстрый поиск

Search Advanced Search

Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM31102000008		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:26	RUB 2,500,000.00	Procedure completed	
ATOM31102000007		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:28	RUB 2,500,000.00	Procedure completed	

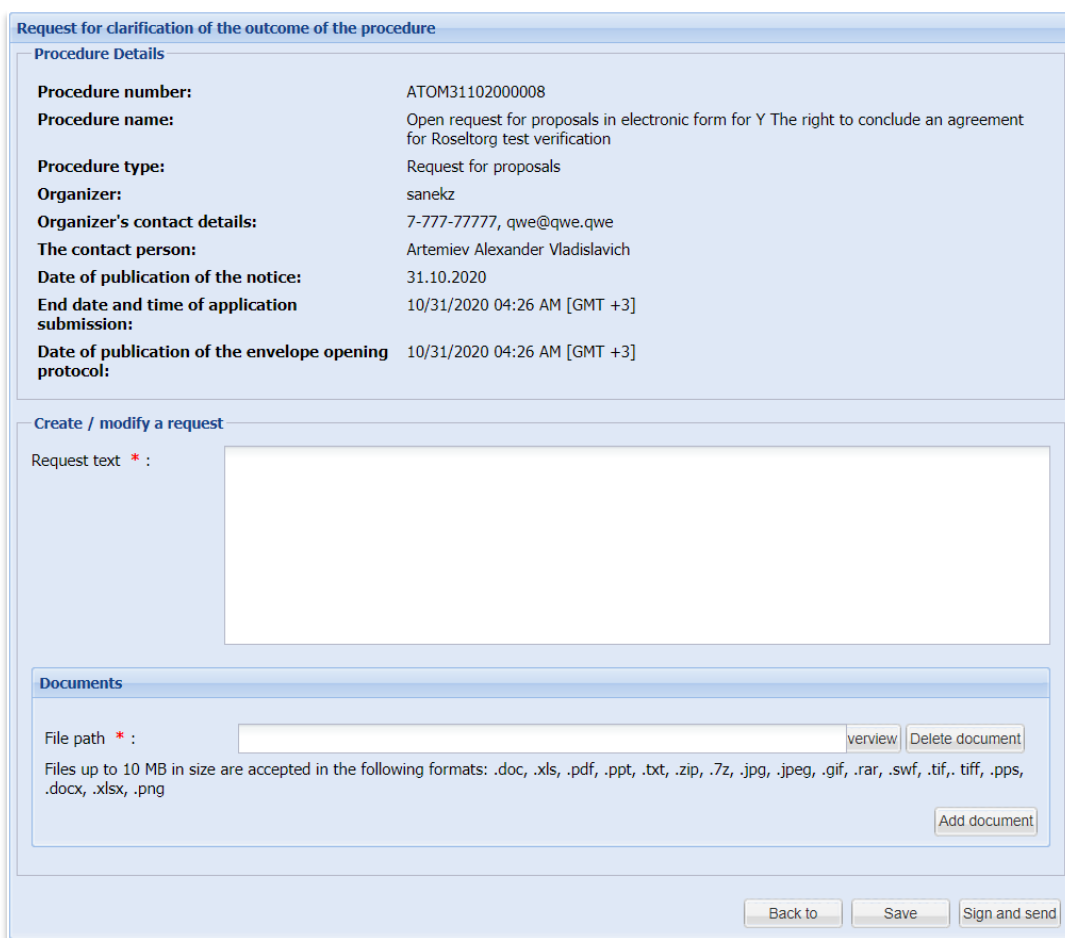
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The time is displayed in your local time zone: GMT +03: 00

Procedures 1 - 25 of 11264

figure 62

- Fill out the request form and attach the necessary documents (figure 63).



**Request for clarification of the outcome of the procedure**

**Procedure Details**

Procedure number: ATOM31102000008  
 Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification  
 Procedure type: Request for proposals  
 Organizer: sanekz  
 Organizer's contact details: 7-777-77777, qwe@qwe.qwe  
 The contact person: Artemiev Alexander Vladislavich  
 Date of publication of the notice: 31.10.2020  
 End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]  
 Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

**Create / modify a request**

Request text \* :

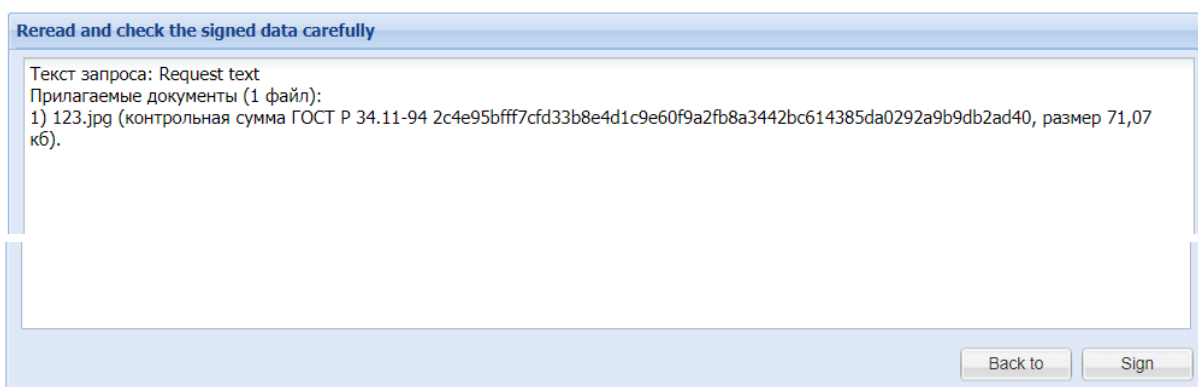
**Documents**

File path \* :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

figure 63

- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (figure 59) read the information carefully contained in the text field.



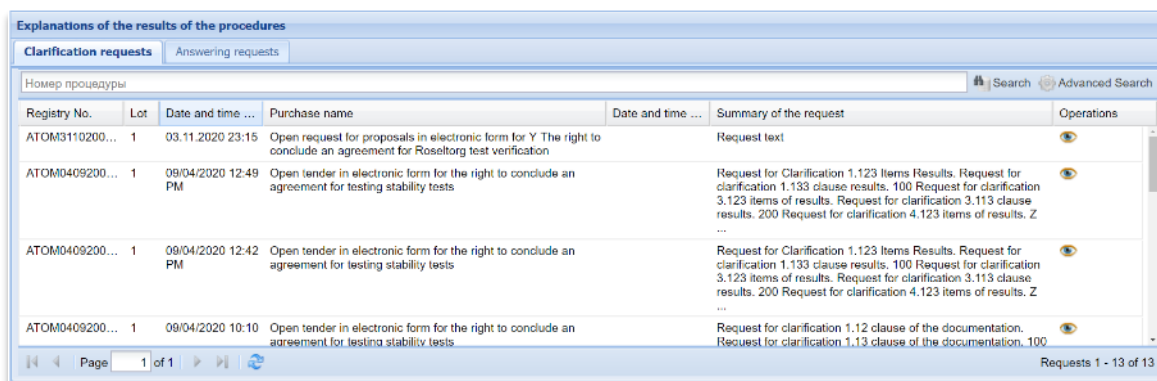
**Reread and check the signed data carefully**

Текст запроса: Request text  
 Прилагаемые документы (1 файл):  
 1) 123.jpg (контрольная сумма ГОСТ Р 34.11-94 2c4e95bfff7cfd33b8e4d1c9e60f9a2fb8a3442bc614385da0292a9b9db2ad40, размер 71,07 кб).

figure 64


- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the Protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view a request for clarification of the procedure results to do this, select the item «Procedures – Explanations of the results of

the procedures» in the main menu. As a result, the «explanations of the results of the procedure» page will be displayed «Clarification requests» tab (figure 65).



Registry No.	Lot	Date and time ...	Purchase name	Date and time ...	Summary of the request	Operations
ATOM3110200...	1	03.11.2020 23:15	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification		Request text	
ATOM409200...	1	09/04/2020 12:49 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM409200...	1	09/04/2020 12:42 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM409200...	1	09/04/2020 10:10	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.12 clause of the documentation. Request for clarification 1.13 clause of the documentation. 100	

figure 65

- 7) Clicking the button  in the «Operations» column opens a request viewing form (figure 66).



**Request for clarification of the outcome of the procedure**

**Procedure Details**

**Procedure number:** ATOM31102000008

**Procedure name:** Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification

**Procedure type:** Request for proposals

**Organizer:** sanekz

**Organizer's contact details:** 7-777-77777, qwe@qwe.qwe

**The contact person:** Artemiev Alexander Vladislavich

**Date of publication of the notice:** 31.10.2020

**End date and time of application submission:** 10/31/2020 04:26 AM [GMT +3]

**Date of publication of the envelope opening protocol:** 10/31/2020 04:26 AM [GMT +3]

**Request text**

**Request text:** Request text

**Documents attached to the request:** 1) [123.jpg](#)

[Back to](#)

figure 66

- 8) To view the response to a request in the main menu, select the item «Procedures – Explanations of the results of the procedures», the «Answering requests» tab.

## 18. APP 1. THE APPLICATION FORM

- 1) To apply for participation in the list of steps for the procedure, click on the button. The application form will open. In the «Tax system» block, by default, the value that was selected when you first entered the form is displayed. To edit, click on the drop-down list and select the option you want.
- 2) For an auction / reduction, tender, request for proposals and request for quotations, it is necessary to fill in the «Declaration of conformity» block in which you need to fill in the items by selecting «Yes» or «No» from the drop-down list or enter text (figure 67). If you need to fill in the information on the involved manufacturers / subcontractors / performers, click the «Add to» button, in the opened directory select one or more subcontractors / manufacturers by checking the box (figure 68), then click on the «Choose» button.  
To delete a previously added subcontractor / contractor, in the directory of subcontractors / manufacturers, uncheck the selected subcontractor, then click the «Choose» button.

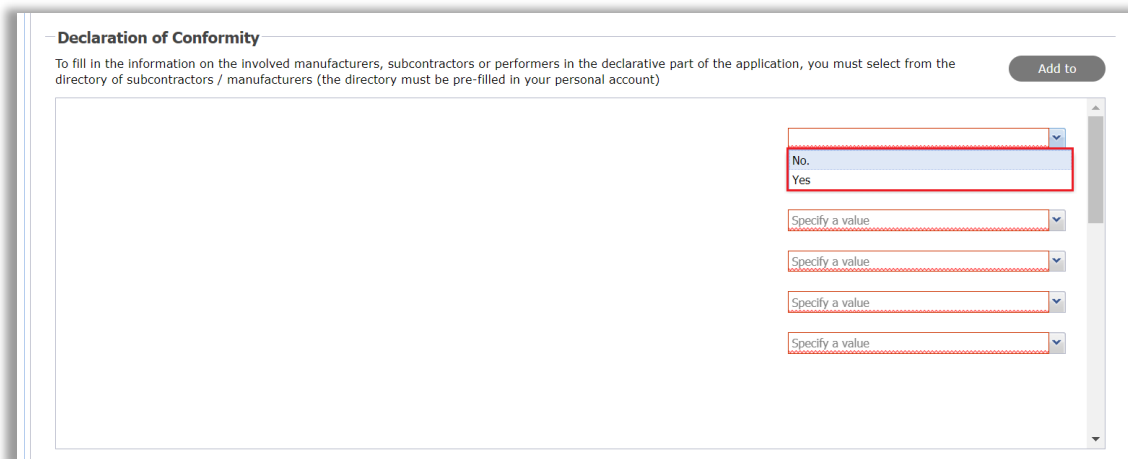
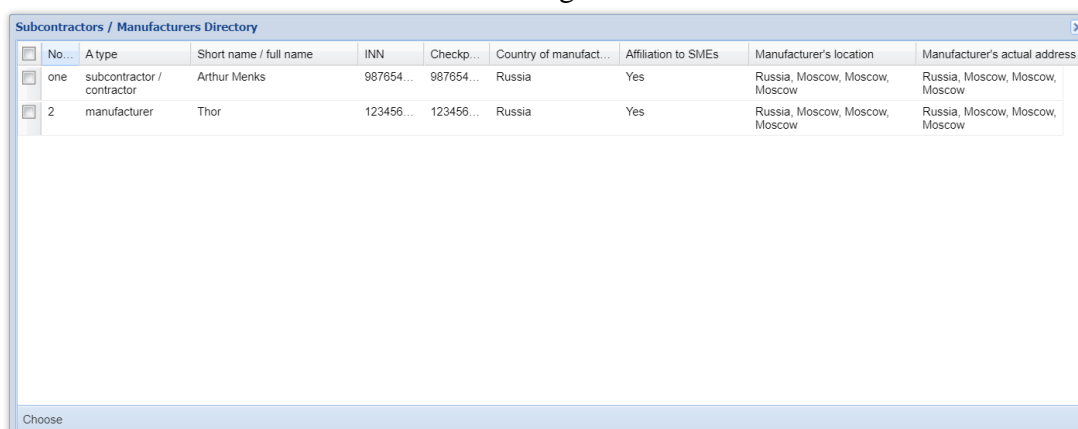




figure 67



No...	A type	Short name / full name	INN	Checkp...	Country of manufact...	Affiliation to SMEs	Manufacturer's location	Manufacturer's actual address
one	subcontractor / contractor	Arthur Menks	987654...	987654...	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow
2	manufacturer	Thor	123456...	123456...	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow

figure 68

- 3) In the block «Structured application forms» fill in the forms, for this click on the button «Fill in the form» opposite the corresponding name of the form. The form filling page will open. For more information on filling out the forms, see paragraph 19 of this document.

- 4) In the «Offer price» block, fill in the form of the summary table of cost. When the data in the form changes, the price will change.
- In the «Purchase requisition documents» block, fill in the «Document description» field, then click the «Select and upload file» button and attach the document in the form that opens.
- To delete a document, click the button . In the confirmation window that opens, click «Yes» (figure 69). To add a document to the repository files of your personal account, click on the button . In the confirmation window that opens, click «Yes» (figure 70).

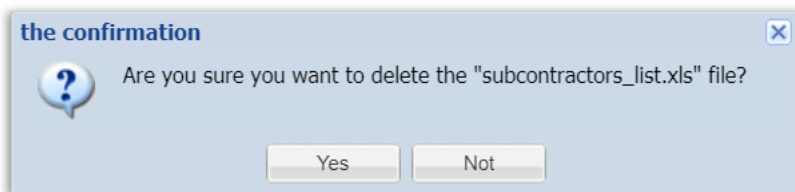


figure 69

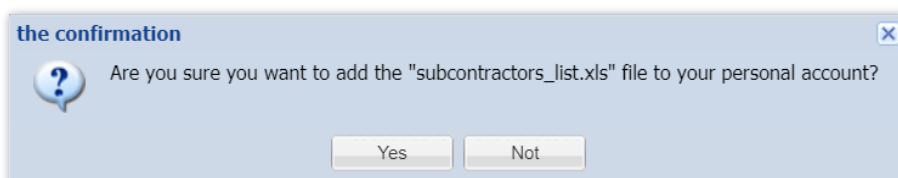
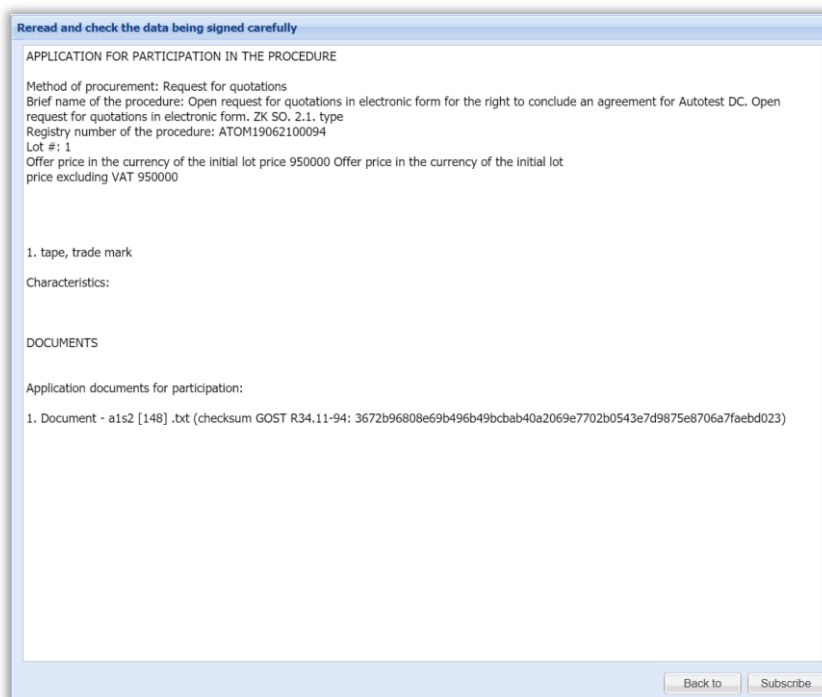


figure 70

- 5) After filling in the data, click on the «Apply» button on the application form.
- 6) In the confirmation window that opens, click on the «Subscribe» button (figure 71).



**Reread and check the data being signed carefully**

APPLICATION FOR PARTICIPATION IN THE PROCEDURE

Method of procurement: Request for quotations  
Brief name of the procedure: Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC. Open request for quotations in electronic form. ZK SO. 2.1. type  
Registry number of the procedure: ATOM19062100094  
Lot #: 1  
Offer price in the currency of the initial lot price 950000 Offer price in the currency of the initial lot price excluding VAT 950000

1. tape, trade mark

Characteristics:

DOCUMENTS

Application documents for participation:

1. Document - a1s2 [148].txt (checksum GOST R34.11-94: 3672b96808e69b496b49bcbab40a2069e7702b0543e7d9875e8706a7faebd023)

Back to Subscribe

figure 71

- 7) If the Participant is a non-resident of the Russian Federation, he can subscribe the application with or without electronic signature by clicking on the corresponding buttons on the confirmation form (figure 72).

**Reread and check the data being signed carefully**

APPLICATION FOR PARTICIPATION IN THE PROCEDURE

Method of procurement: Request for quotations  
Brief name of the procedure: Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC. Open request for quotations in electronic form. ZK Cleaning. CO3type  
Registry number of the procedure: ATOM18062100294  
Lot #: 1  
Offer price in the currency of the initial price of the lot 2500  
Offer price in the currency of the initial price of the lot, excluding VAT 2500

1. tape, trade mark

Characteristics:

DOCUMENTS

Application documents for participation:

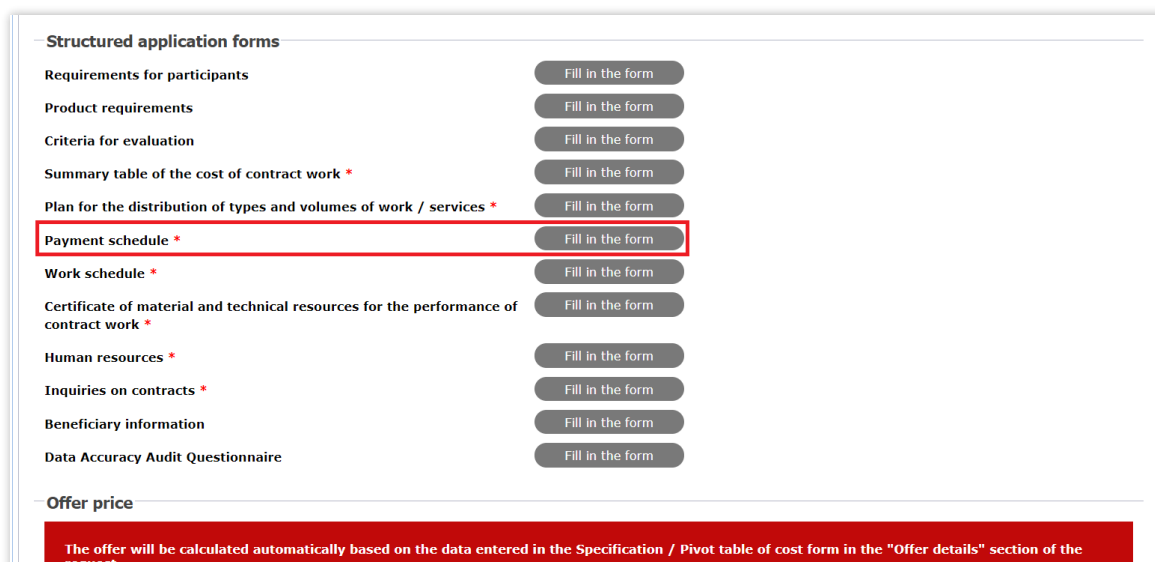
1. jgbcfybt - subcontractors\_list.xls ( checksum GOST R34.11-94: d563a62e24948fb6852c4d259af687ec47821ae1f9d1476861573f58b06d6e1c)

figure 72

## 19. APP 2. STRUCTURED APPLICATION FORMS

### 19.1. Payment schedule

- 1) To fill in the payment schedule on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Payment schedule» field, click on the «Fill in the form» button (figure 73).



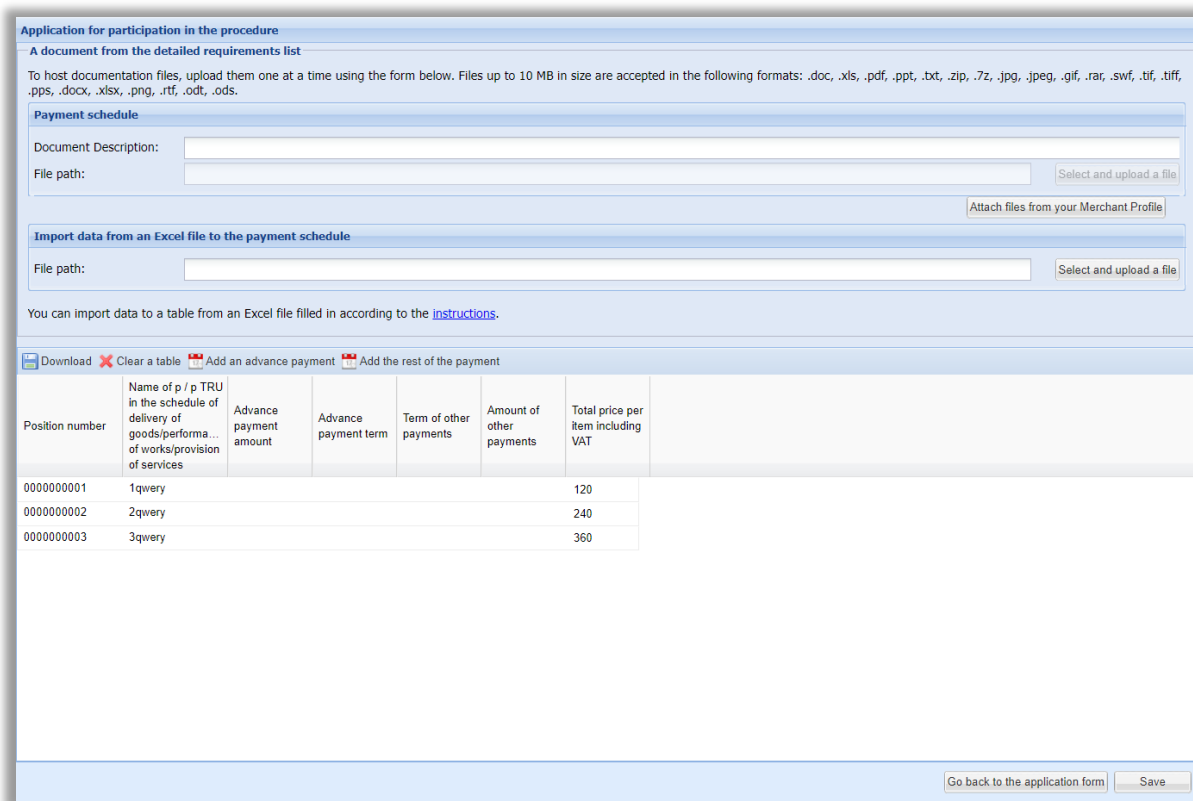
Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost of contract work *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
<b>Payment schedule *</b>	<b>Fill in the form</b>
Work schedule *	Fill in the form
Certificate of material and technical resources for the performance of contract work *	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Beneficiary information	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form

**Offer price**

The offer will be calculated automatically based on the data entered in the Specification / Pivot table of cost form in the "Offer details" section of the request

figure 73

- 2) In the form that opens, the participant determines the number of advance payments and other payments by adding them by clicking on the buttons «Add advance» and «Add the rest of the payment» (figure 74).



**Application for participation in the procedure**

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .dock, .xlsx, .png, .rtf, .odt, .ods.

**Payment schedule**

Document Description:

File path:

**Import data from an Excel file to the payment schedule**

File path:

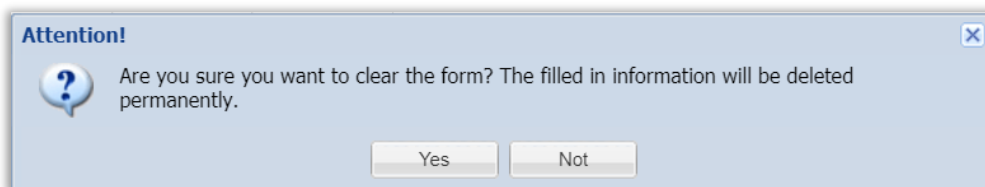
You can import data to a table from an Excel file filled in according to the [instructions](#).

Download

Position number	Name of p / p TRU in the schedule of delivery of goods/performance of works/provision of services	Advance payment amount	Advance payment term	Term of other payments	Amount of other payments	Total price per item including VAT
0000000001	1query					120
0000000002	2query					240
0000000003	3query					360

figure 74

- 3) When you click on the «Add advance» button on the right, two columns «Advance payment term» and «Advance payment amount» are added to the table, which, when you double-click on them, become active for editing.
- 4) By clicking on the «Add the rest of the payment» button. As a result, two columns «Term of other payments» and «The amount of other payments» are added to the right of the table, which, when double-clicked on them, become active for editing.
- 5) In the field «Total price per item with VAT», the numerical value of the total cost of the order from the «Summary table of the cost» form is displayed, it is not available for editing.
- 6) To clear the table, click on the «Clear table» button (figure 74). In the form that opens, click «Yes» (figure 75). The information in the table will be deleted.



**Attention!**

Are you sure you want to clear the form? The filled in information will be deleted permanently.

figure 75

- 7) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, where the selected number of advance payments and other payments will be displayed, by clicking on the «Download» button (figure 74).
- 8) The template for filling is downloaded in the Excel file format, where advance payments and other payments are indicated (figure 76). For more information about importing a file, follow the link to the instruction (figure 74).

	A	B	C	D	E	F	
1	Item no	Наименование п/п ТРУ в графике поставки товара/выполнения работ/оказания услуг	Сумма авансового платежа	Срок авансового платежа	Срок остальных платежей	Сумма остальных платежей	Всего цена за
2	0000000001	1qwery	1000	17.01.2023	19.01.2023	1000	
3	0000000002	2qwery					
4	0000000003	3qwery					
5							

figure 76

- 9) The Participant in the «Payment Schedule» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach a document in the form that opens (figure 74).
- 10) After filling in the data, click on the «Save» button (figure 74). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 77). You will go to the application form.

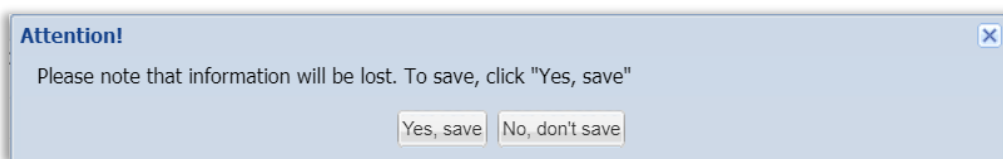


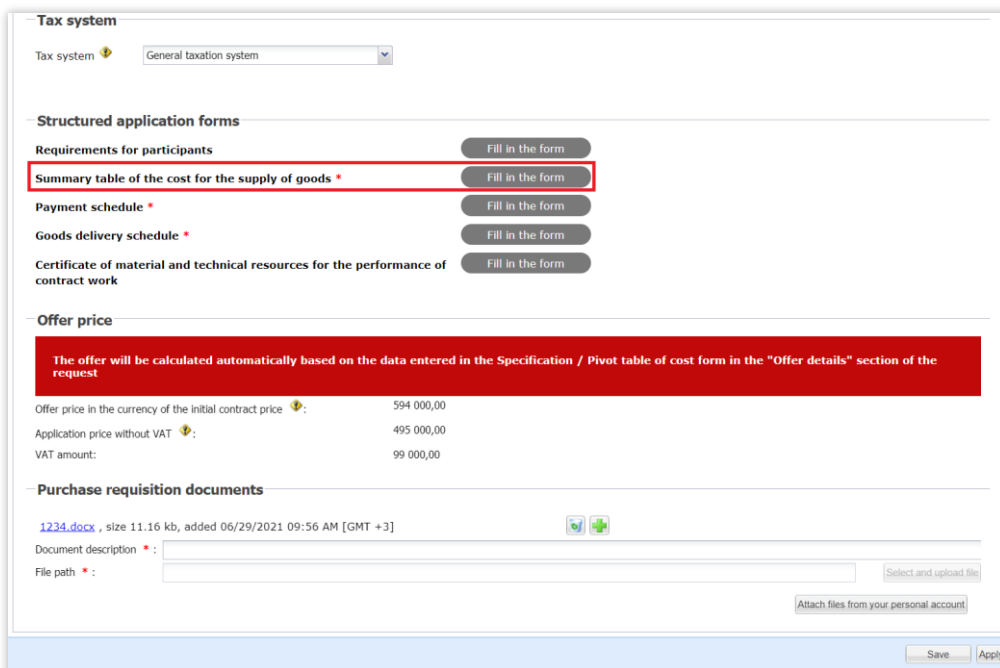
figure 77

## 19.2.Summary table of the cost


- 1) The summary table of the cost is of 3 types: for the supply of goods (type 1), for the provision of services (type 2), for contract work (type 3).

### 19.2.1. Summary table of the cost for the supply of goods (type 1)

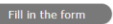
- 1) To fill in the summary table of the cost for the supply of goods on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Summary table of the cost for the supply of goods» field, click on the «Fill in the form» button (figure 78).

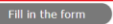



**Tax system**


Tax system  General taxation system


**Structured application forms**

**Requirements for participants** 

**Summary table of the cost for the supply of goods \*** 


**Payment schedule \*** 


**Goods delivery schedule \*** 

**Certificate of material and technical resources for the performance of contract work** 

**Offer price**



The offer will be calculated automatically based on the data entered in the Specification / Pivot table of cost form in the "Offer details" section of the request

Offer price in the currency of the initial contract price : 594 000,00


Application price without VAT : 495 000,00


VAT amount: 99 000,00

**Purchase requisition documents**

1234.docx, size 11.16 kb, added 06/29/2021 09:56 AM [GMT +3]  

Document description \*:

File path \*:  





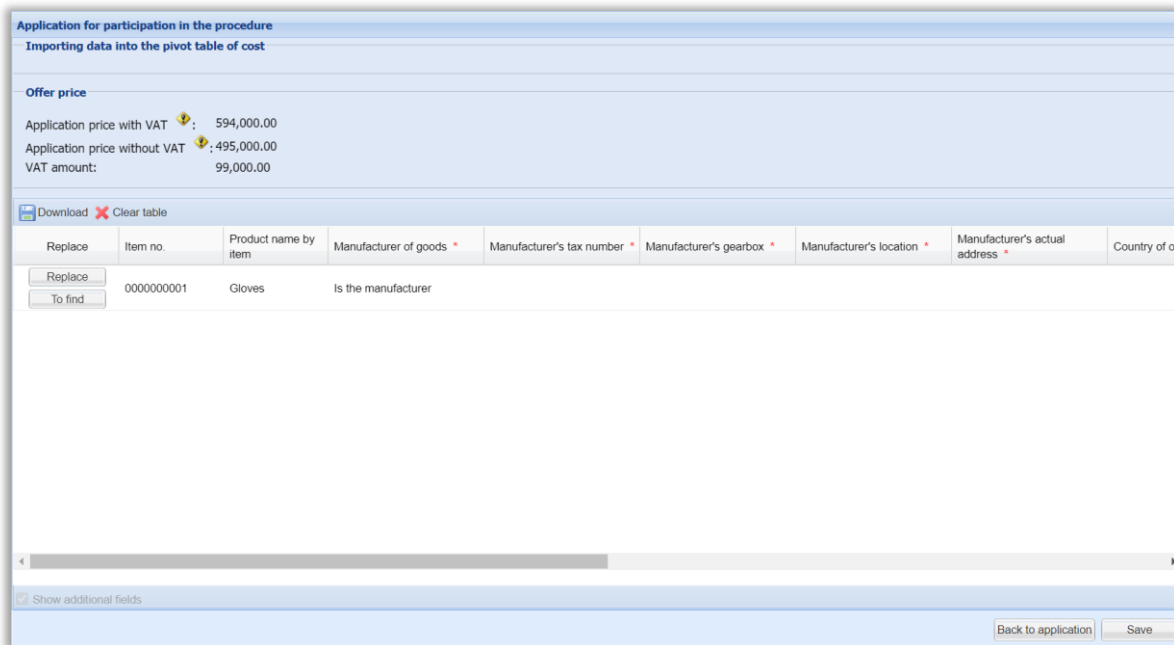
 

figure 78

2) In the form that opens, the participant fills in the following table data (figure 79):


- EXW item;
- % VAT;
- Mandatory columns marked with «\*».




**Application for participation in the procedure**



**Importing data into the pivot table of cost**



**Offer price**

Application price with VAT : 594,000.00

Application price without VAT : 495,000.00

VAT amount: 99,000.00

Replace	Item no.	Product name by item	Manufacturer of goods *	Manufacturer's tax number *	Manufacturer's gearbox *	Manufacturer's location *	Manufacturer's actual address *	Country of origin
	0000000001	Gloves	Is the manufacturer					
								

☒ Show additional fields

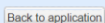

 

figure 79

3) When you click on the field «Manufacturer of goods», the form «Manufacturer of goods» will open, in which you need to enter a description of the manufacturer, if necessary, check the boxes next to the signs «Is the manufacturer» and «Apply to all positions» (figure 80). Then click on the «Save» button.

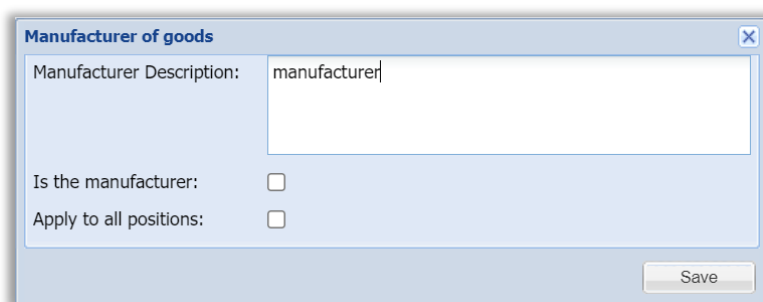


figure 80

- 4) When you click on the field «Manufacturer's location» a form will open in which you need to fill in the required fields (figure 81). If necessary, you can add an address by clicking on the «Add address» button. To delete an address, click on the «Delete address» button. After filling in the data, click on the «Save» button.

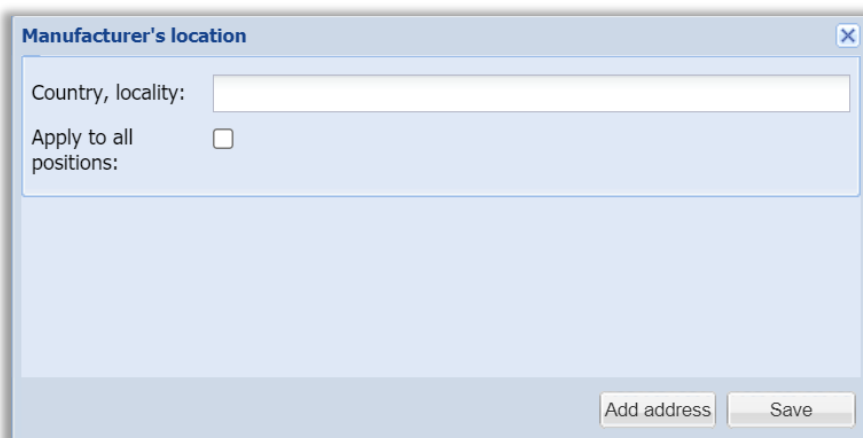


figure 81

- 5) When you click on the field «Manufacturer's actual address», a form will open in which you need to fill in the required fields (figure 82). If necessary, you can add an address by clicking on the «Add address» button. To delete an address, click on the «Delete address» button. After filling in the data, click on the «Save» button.

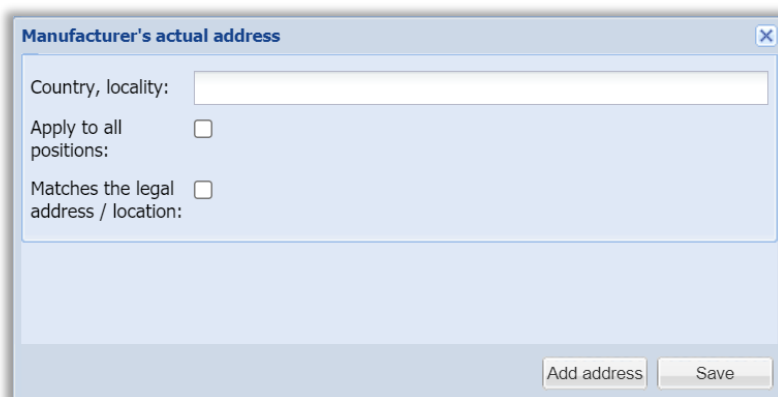
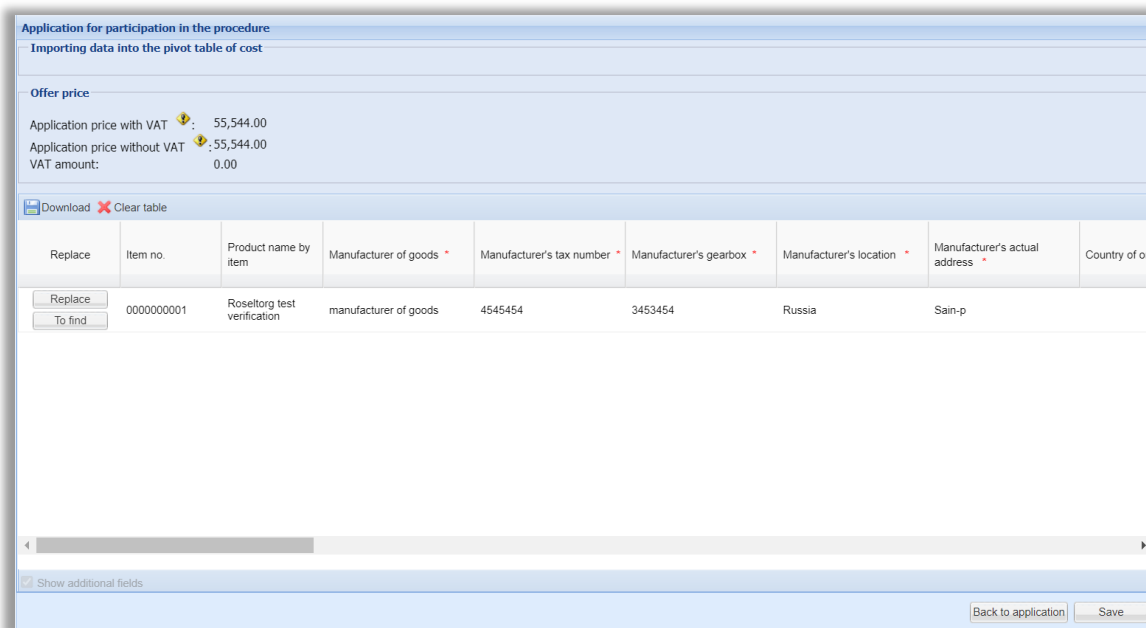


figure 82

- 6) After filling in the field «EXW item» and «% VAT», the fields «Unit price excluding VAT», «Unit price with VAT», «Total cost excluding VAT» and «Total cost with VAT» will be filled in automatically. In the «Offer price» block, the order price will be automatically calculated (figure 83).



**Application for participation in the procedure**  
Importing data into the pivot table of cost

**Offer price**  
Application price with VAT : 55,544.00  
Application price without VAT : 55,544.00  
VAT amount: 0.00

Download Clear table

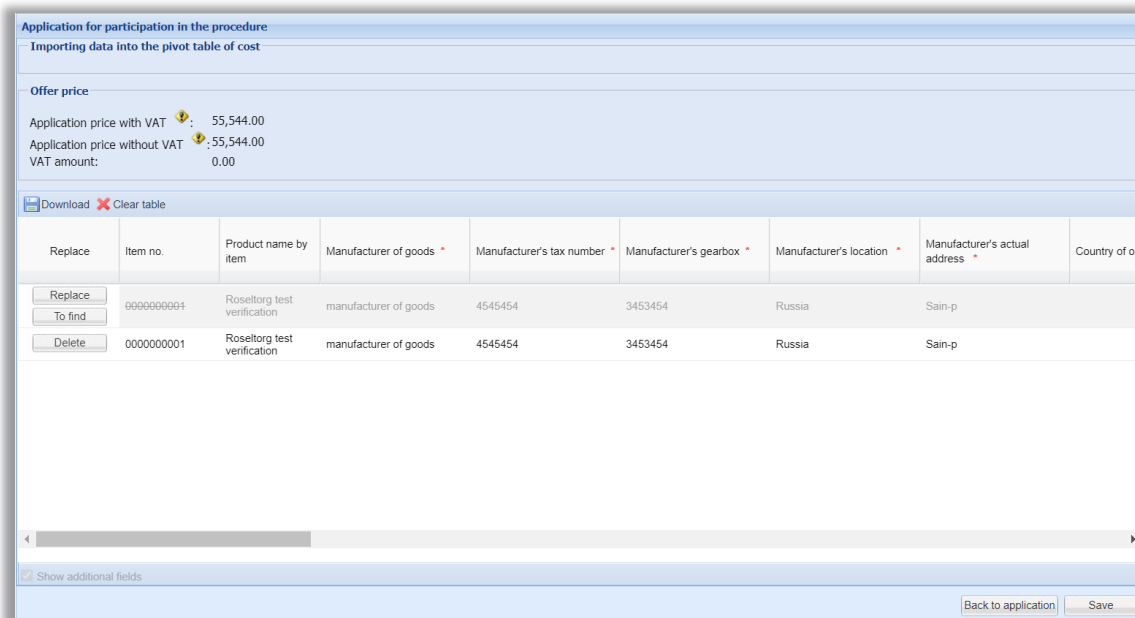
Replace	Item no.	Product name by item	Manufacturer of goods *	Manufacturer's tax number *	Manufacturer's gearbox *	Manufacturer's location *	Manufacturer's actual address *	Country of origin
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000001	Roseltorg test verification	manufacturer of goods	4545454	3453454	Russia	Sain-p	

Show additional fields

Back to application Save

figure 83

- 7) If necessary, you can replace the position, for this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the values of the fields of the position to be replaced. The original (replaced) position will become unavailable for editing (figure 84).



**Application for participation in the procedure**  
Importing data into the pivot table of cost

**Offer price**  
Application price with VAT : 55,544.00  
Application price without VAT : 55,544.00  
VAT amount: 0.00

Download Clear table

Replace	Item no.	Product name by item	Manufacturer of goods *	Manufacturer's tax number *	Manufacturer's gearbox *	Manufacturer's location *	Manufacturer's actual address *	Country of origin
<input type="button" value="Replace"/> <input type="button" value="To find"/>	0000000001	Roseltorg test verification	manufacturer of goods	4545454	3453454	Russia	Sain-p	
<input type="button" value="Delete"/>	0000000001	Roseltorg test verification	manufacturer of goods	4545454	3453454	Russia	Sain-p	

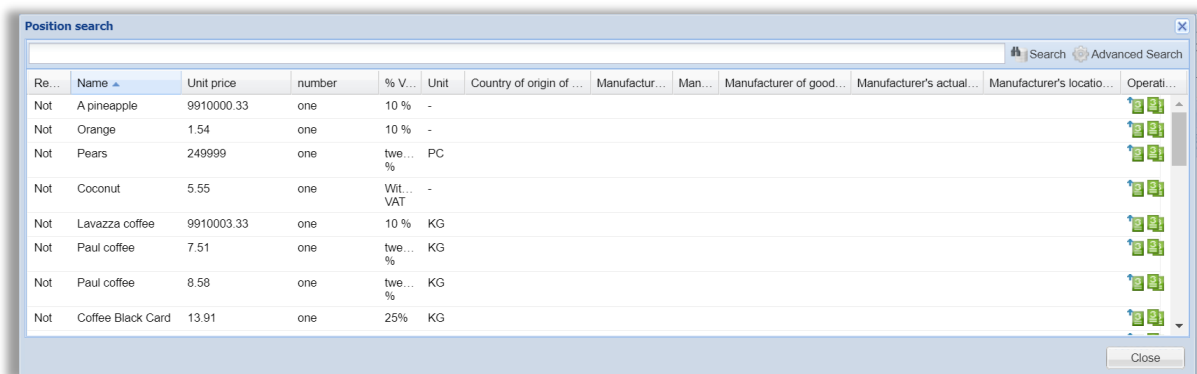
Show additional fields

Back to application Save

figure 84



- 8) In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 9) In order to replace the original position with one of the positions found among all the positions of the Consolidated Table of Cost in previously submitted applications, in the line of the original (replaced) position, click on the «To find» button. As a result, the «Position search» window will open (figure 85) with the found positions. The search is

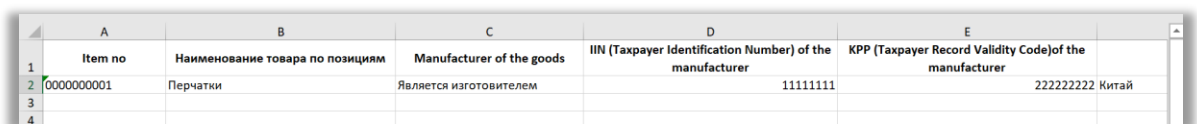
carried out only on applications submitted earlier for the procurement of this type of procedure.



Re...	Name	Unit price	number	% V...	Unit	Country of origin of ...	Manufactur...	Man...	Manufacturer of good...	Manufacturer's actual...	Manufacturer's locatio...	Operati...
Not	A pineapple	9910000.33	one	10 %	-							
Not	Orange	1.54	one	10 %	-							
Not	Pears	249999	one	two... %	PC							
Not	Coconut	5.55	one	Wit... VAT	-							
Not	Lavazza coffee	9910003.33	one	10 %	KG							
Not	Paul coffee	7.51	one	two... %	KG							
Not	Paul coffee	8.58	one	two... %	KG							
Not	Coffee Black Card	13.91	one	25%	KG							

figure 85

- 10) To find positions in the list, use the quick search or the advanced search.
- 11) To view the order with the position found, in the line of the order that should be viewed, in the «Operations» column, click the button . As a result, the page «Application for participation in the procedure» will be displayed;
- 12) For one of the found positions to replace the original position, in the «Position search» window, in the row of the selected position, in the «Operations» column, click the button . This replaces the original position with the selected position.
- 13) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, which will display all positions, as well as replacements for them, by clicking on the «Download» button (figure 84).
- 14) The template for filling is downloaded in the excel file format, where, in addition to the basic information about the positions, information about the replacement positions (if any) is indicated, as well as information about the version of the notice and the lot number (figure 86). For more information about importing a file, follow the link to the instruction (figure 84).



	A	B	C	D	E
	Item no	Наименование товара по позициям	Manufacturer of the goods	IIN (Taxpayer Identification Number) of the manufacturer	KPP (Taxpayer Record Validity Code) of the manufacturer
1					
2	0000000001	Перчатки	Является изготовителем	11111111	22222222 Китай
3					
4					

figure 86

- 15) To clear the table, click on the «Clear table» button (figure 84). In the form that opens, click «Yes» (figure 87). The information in the table will be deleted permanently.

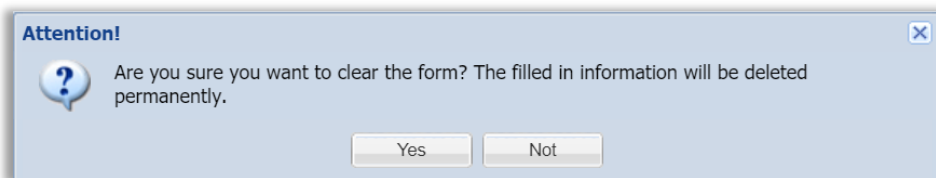


figure 87

- 16) After filling in the data, click on the «Save» button (figure 84). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 88). You will go to the application form.

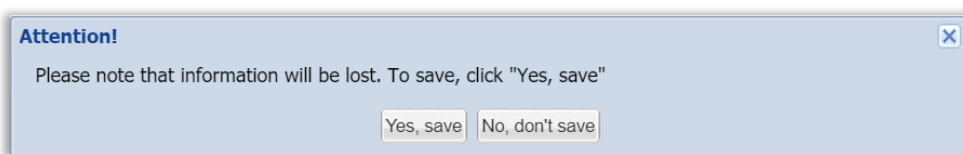
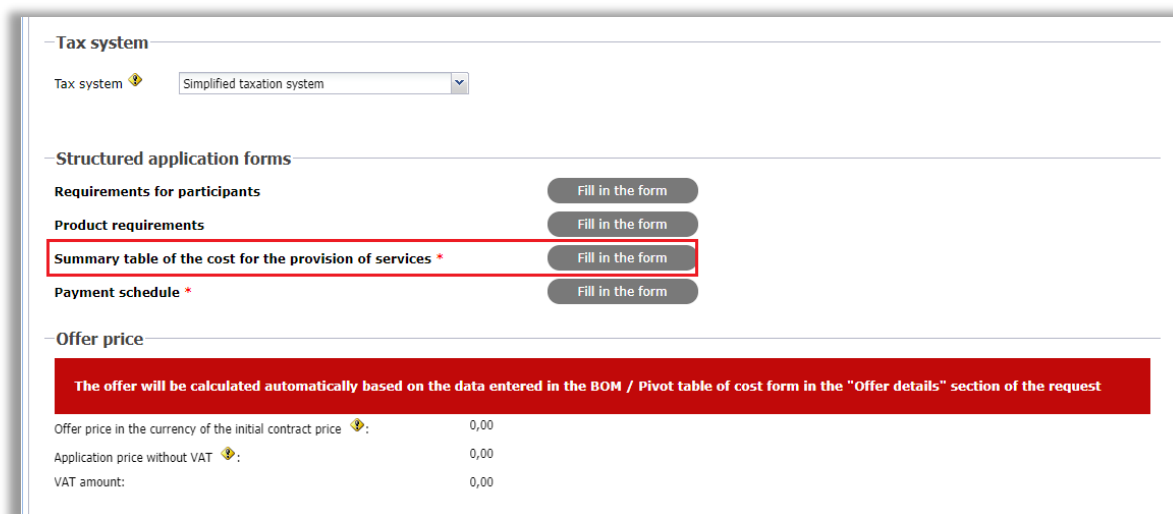



figure 88

### 19.2.2. Summary table of the cost for the provision of services (type 2)

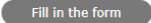
- 1) To fill out a summary table of the cost for the provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Summary table of the cost for the provision of services» click on the button «Fill in the form» (figure 89).

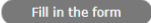


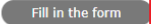
**Tax system**

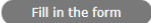
Tax system  Simplified taxation system

**Structured application forms**

Requirements for participants 

Product requirements 

**Summary table of the cost for the provision of services \*** 

Payment schedule \* 

**Offer price**

**The offer will be calculated automatically based on the data entered in the BOM / Pivot table of cost form in the "Offer details" section of the request**



Offer price in the currency of the initial contract price 	0,00
Application price without VAT 	0,00
VAT amount:	0,00

figure 89

- 2) In the form that opens, the participant fills in the unit price excluding VAT, indicates VAT (figure 90). The fields «Unit price with VAT», «Cost without VAT», «Price with VAT» are calculated automatically. In the «Offer price» block, the order price will be automatically calculated.

Application for participation in the procedure

Importing data into the pivot table of cost

Offer price

Application price with VAT : 0.00

Application price without VAT : 0.00

VAT amount: 0.00

Download Clear table

Replace	Item no.	Service stages	number	Required amount	Unit of measurement	Unit price excluding VAT	% VAT	Unit price with VAT	NMC per unit including VAT	cost without VAT	P
Replace To find	0000000001	tape	1.00	1.00	KG		Without VAT	0		0	0

Show additional fields

Back to application Save

figure 90

- 3) If necessary, you can replace the position, for this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the values of the fields of the position to be replaced. The original (replaced) position will become unavailable for editing (figure 91).

Application for participation in the procedure

Importing data into the pivot table of cost

Offer price

Application price with VAT : 0.00

Application price without VAT : 0.00

VAT amount: 0.00

Download Clear table

Replace	Item no.	Service stages	number	Required amount	Unit of measurement	Unit price excluding VAT	% VAT	Unit price with VAT	NMC per unit including VAT	cost without VAT	P
Replace To find	0000000001	tape	1.00	1.00	KG		Without VAT	0		0	0
Delete	0000000001	tape	1.00	1.00	KG		Without VAT	0		0	0

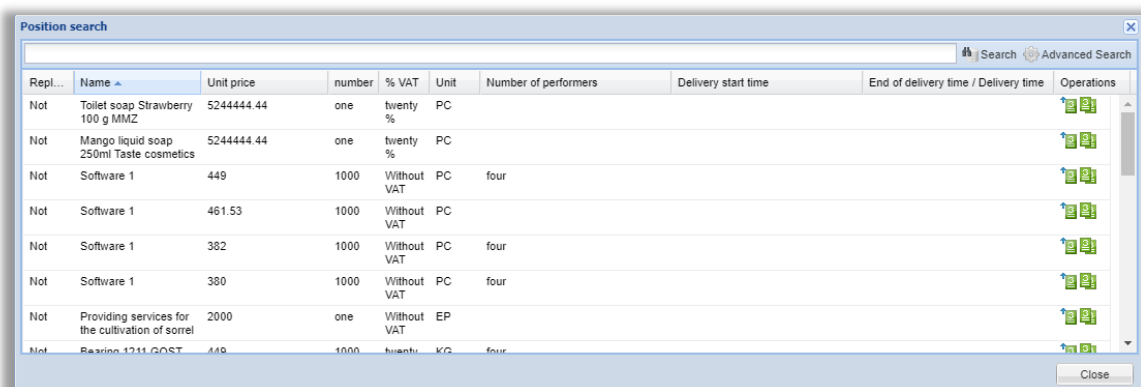
Show additional fields

Back to application Save

figure 91

- 4) When you click on the «Replace» button, you can create multiple replacement strings. In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 5) In order to replace the original position with one of the positions found among all the positions of the Summary table of the cost in previously submitted applications, in the line of the original (replaced) position, click on the «To find» button. As a result, the

«Position search» window will open (figure 92) with the found positions. The search is carried out only on applications submitted earlier for the procurement of this type of procedure.



















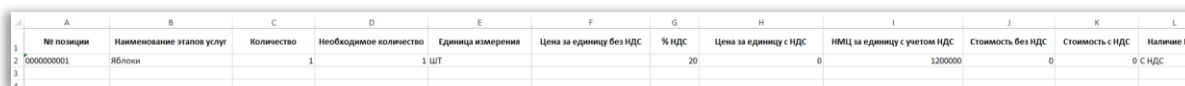
Repl...	Name	Unit price	number	% VAT	Unit	Number of performers	Delivery start time	End of delivery time / Delivery time	Operations
Not	Toilet soap Strawberry 100 g MMZ	5244444.44	one	twenty %	PC				 
Not	Mango liquid soap 250ml Taste cosmetics	5244444.44	one	twenty %	PC				 
Not	Software 1	449	1000	Without VAT	PC	four			 
Not	Software 1	461.53	1000	Without VAT	PC				 
Not	Software 1	382	1000	Without VAT	PC	four			 
Not	Software 1	380	1000	Without VAT	PC	four			 
Not	Providing services for the cultivation of sorrel	2000	one	Without VAT	EP				 
Not	Resin 1211 GOST	449	1000	Without VAT	KG	four			 

figure 92

- 6) To view the order with the position found, in the line of the order that should be viewed, in the «Operations» column, click the button. As a result, the page «Application for participation in the procedure» will be displayed.
- 7) In order for one of the found positions to replace the original position, in the «Position Search» window, in the row of the selected position, in the «Operations» column, click the button. This replaces the original position with the selected position.
- 8) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, which will display all positions, as well as replacements for them, by clicking on the «Download» button (figure 91).
- 9) The template for filling is downloaded in the format of an Excel file, where, in addition to basic information about positions, information about replacement positions (if any) is indicated, as well as information about the version of the notice and the lot number (figure 93). For more information about importing a file, follow the link to the instruction.



A	B	C	D	E	F	G	H	I	J	K	L
№ позиции	Наименование этапов услуг	Количество	Необходимое количество	Единица измерения	Цена за единицу без НДС	% НДС	Цена за единицу с НДС	НМЦ за единицу с учетом НДС	Стоимость без НДС	Стоимость с НДС	Наличие НДС
0000000001	Яблоки	1		1 шт		20		0	1200000	0	0 с НДС

figure 93

- 10) To clear the table, click on the «Clear table» button (figure 91). In the form that opens, click «Yes» (figure 94). The information in the table will be deleted permanently.

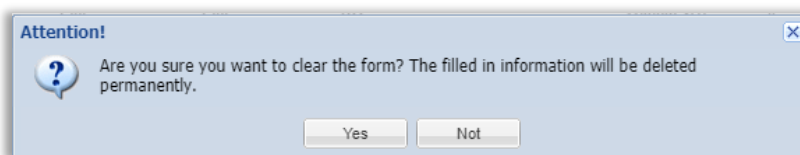


figure 94

- 11) After filling in the data, click on the «Save» button (figure 91). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 95). You will go to the application form.

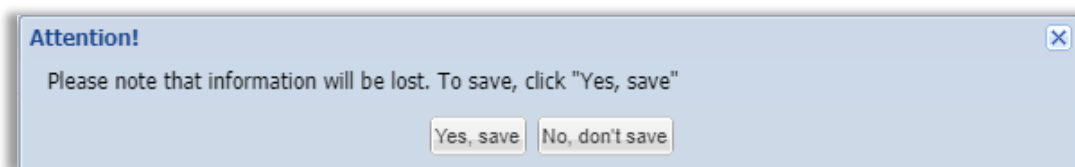
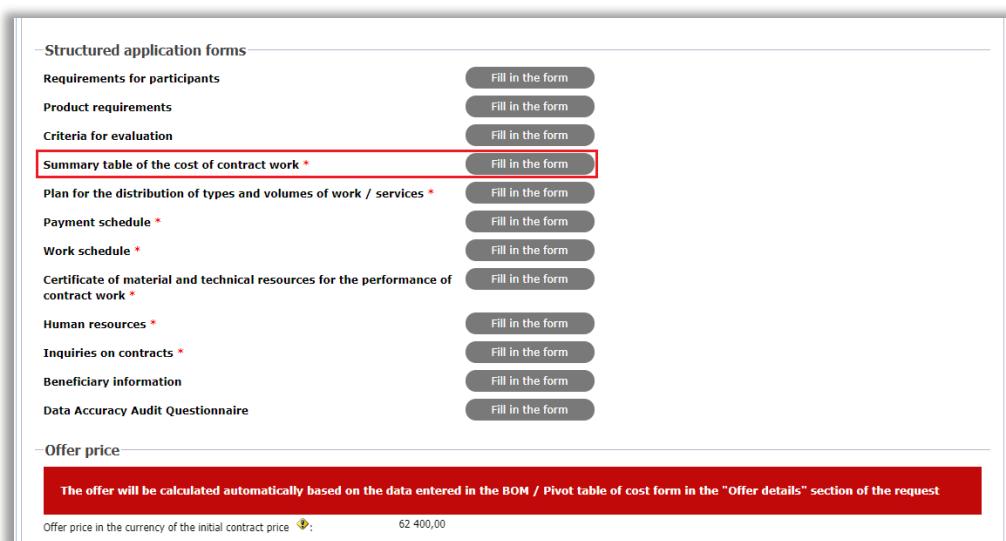


figure 95

### 19.2.3. Summary table of the cost of contract work (type 3)

- 1) To fill out a summary table of the cost of contract work on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Summary table of the cost of contract work» field, click on the «Fill in the form» button (figure 96)



Structured application forms

Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
<b>Summary table of the cost of contract work *</b>	<b>Fill in the form</b>
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
Work schedule *	Fill in the form
Certificate of material and technical resources for the performance of contract work *	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Beneficiary information	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form

Offer price

The offer will be calculated automatically based on the data entered in the BOM / Pivot table of cost form in the "Offer details" section of the request

Offer price in the currency of the initial contract price: 62 400,00

figure 96

- 2) In the form that opens, the participant fills in the cost of construction and installation works at the current price level, excluding VAT, the cost of equipment at the current price level, excluding VAT, indicates VAT (figure 97). The fields «Total cost of work, excluding VAT» and «Total cost for work with VAT» are calculated automatically. In the «Offer price» block, the order price will be automatically calculated.

**Application for participation in the procedure**

Importing data into the pivot table of cost

**Offer price**

Volume at the basic price level (construction and installation work, design and development work): 10,000,000.00

Total cost at current price level with VAT : 0.00

Total cost at current price level excluding VAT : 0.00

NMC contract: 14,400,000.00

Download ✖ Clear table

Replace	Position number	Name of works and costs	Unit of measurement	number	Required amount	Construction and installation works at the current price level, excluding VAT	Equipment at the current price level, excluding VAT	Others at the current price level, excluding VAT	Total cost of excluding VAT
Replace To find	0000000001	DDR4 32 Gb HyperX	EP	1.000	1.000				0
Replace To find	0000000002	Intel SSD 512 Gb	EP	1.000	1.000				0

Show additional fields

**Total**

Total excluding VAT: 0.00

Total with VAT: 0.00

Back to application Save

figure 97

- 3) If necessary, you can replace the position, for this, in the line of the position to be replaced, click on the «Replace» button. As a result, under the position line, a new position line will be displayed in edit mode, the field values of which are equal to the values of the fields of the position to be replaced. The original (replaced) position will become unavailable for editing (figure 98).

**Application for participation in the procedure**

Importing data into the pivot table of cost

**Offer price**

Volume at the basic price level (construction and installation work, design and development work): 10,000,000.00

Total cost at current price level with VAT : 62,400.00

Total cost at current price level excluding VAT : 52,000.00

NMC contract: 14,400,000.00

Download ✖ Clear table

Replace	Position number	Name of works and costs	Unit of measurement	number	Required amount	Construction and installation works at the current price level, excluding VAT	Equipment at the current price level, excluding VAT	Others at the current price level, excluding VAT	Total cost of excluding VAT
Replace To find	0000000001	DDR4 32 Gb HyperX	EP	1.000	1.000	20,000	500	500	21000
Replace To find	0000000002	Intel SSD 512 Gb	EP	1.000	1.000	30,000	500	500	31000
Delete	0000000002	Intel SSD 512 Gb	EP	1.000	1.000	30,000	500	500	31000

Show additional fields

**Total**

Total excluding VAT: 52,000.00

Total with VAT: 62,400.00

Back to application Save

figure 98

- 4) When you click on the «Replace» button, you can create multiple replacement strings. In order to delete a replacement position, in the line to be deleted, click on the «Delete» button. After deleting all replacement positions, the original position becomes active.
- 5) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, which will display all positions, as well as replacements for them, by clicking on the «Download» button (figure 98).
- 6) The template for filling is downloaded in the excel file format, where, in addition to the basic information about the positions, information about the replacement positions (if any) is indicated, as well as information about the version of the notice and the lot number (figure 99). For more information about importing a file, follow the link to the instruction.

	A	B	C	D	E	F	G
	Номер позиции	Name of works and costs	Unit of measurement	Количество	Required amount	Construction and installation works at the current price level, excluding VAT	Equipment at the current price level, excluding VAT
1							
2	0000000001	DDR4 32 Gb HyperX	EP	1.000	1.000	20000	
3	0000000002	Intel SSD 512 Gb	EP	1.000	1.000	30000	
4							

figure 99

- 7) To clear the table, click on the «Clear table» button (figure 98). In the form that opens, click «Yes» (figure 100). The information in the table will be deleted permanently.

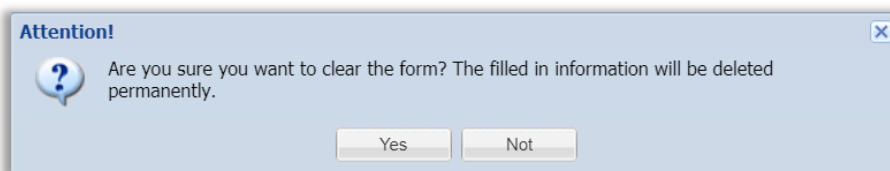


figure 100

- 8) After filling in the data, click on the «Save» button (figure 98). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 101). You will go to the application form.

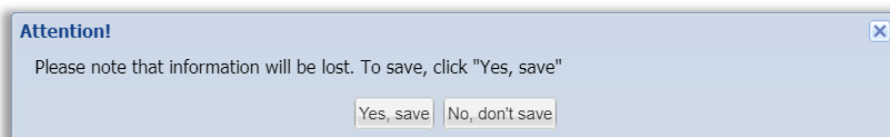


figure 101

## 19.3.Delivery schedule

- 1) The delivery schedule is of 3 types, depending on the selected type of the summary cost table: Goods delivery schedule, Service delivery schedule, Work schedule.

### 19.3.1. Goods delivery schedule

- 1) To fill in the goods delivery schedule on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Goods delivery schedule» field, click on the «Fill out the form» button (figure 102).



**Structured application forms**

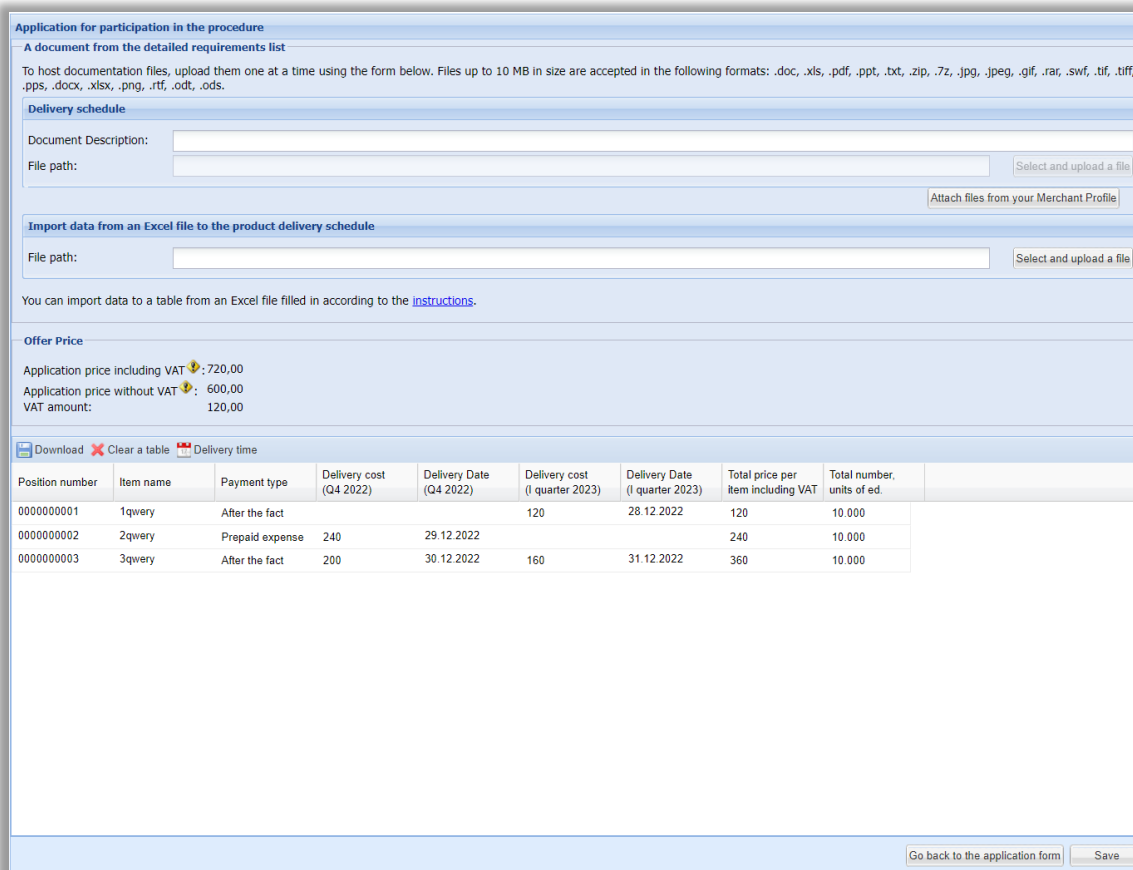
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Summary table of the cost for the supply of goods *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
<b>Goods delivery schedule *</b>	<b>Fill in the form</b>
Bukh data. accounting	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form

**Offer price**

The offer will be calculated automatically based on the data entered in the Specification / Summary table of cost form in the "Offer details" section of the request

figure 102

- 2) In the form that opens, the participant indicates the cost of delivery, in the calendar he chooses the delivery date (figure 103). Also indicates the type of payment by selecting from the dropdown list.



**Application for participation in the procedure**

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png, .rtf, .odt, .ods.

**Delivery schedule**

Document Description:

File path:  [Select and upload a file](#)

[Attach files from your Merchant Profile](#)

**Import data from an Excel file to the product delivery schedule**

File path:  [Select and upload a file](#)

You can import data to a table from an Excel file filled in according to the [instructions](#).

**Offer Price**

Application price including VAT 🇺🇸: 720,00  
Application price without VAT 🇺🇸: 600,00  
VAT amount: 120,00

[Download](#) [Clear a table](#) [Delivery time](#)

Position number	Item name	Payment type	Delivery cost (Q4 2022)	Delivery Date (Q4 2022)	Delivery cost (I quarter 2023)	Delivery Date (I quarter 2023)	Total price per item including VAT	Total number, units of ed.
0000000001	1qwer	After the fact			120	28.12.2022	120	10.000
0000000002	2qwer	Prepaid expense	240	29.12.2022			240	10.000
0000000003	3qwer	After the fact	200	30.12.2022	160	31.12.2022	360	10.000

[Go back to the application form](#) [Save](#)

figure 103

- 3) In the field «Total price per item with VAT», the numerical value of the total cost of the application from the «Summary table of cost» form is displayed, it is not available for editing.
- 4) To clear the table, click on the «Clear table» button (figure 103). In the form that opens, click «Yes» (figure 104). The information in the table will be deleted.

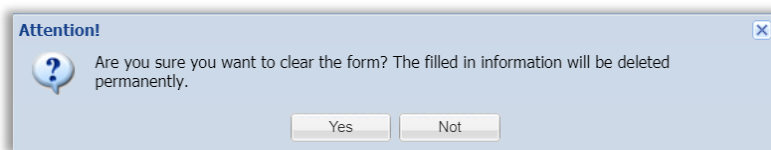


figure 104

- 5) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, where the selected number of advance payments and other payments will be displayed, by clicking on the «Download» button (figure 103).
- 6) The template for filling is downloaded in the Excel file format, where the cost of delivery and the date of delivery are indicated (figure 105). For more information about importing a file, follow the link to the instruction (figure 103).

	A	B	C	D	E	F	G
1	Item no	Item name	Тип платежа	Стоимость поставки(IV квартал 2022)	Дата поставки(IV квартал 2022)	Стоимость поставки(I квартал 2023)	Дата поставки(I квартал 2023)
2	0000000001	1qwery	По факту				120 28.12.2022
3	0000000002	2qwery	Аванс		240 29.12.2022		
4	0000000003	3qwery	По факту		200 30.12.2022		160 31.12.2022
5							

figure 105

- 7) The Participant in the «Delivery Schedule» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach a document in the form that opens.
- 8) After filling in the data, click on the «Save» button (figure 103). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 106). You will go to the application form.

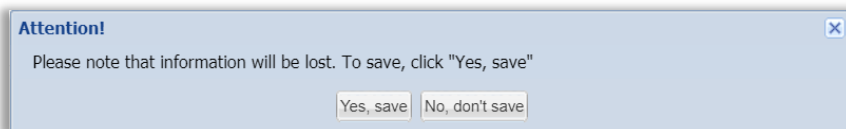
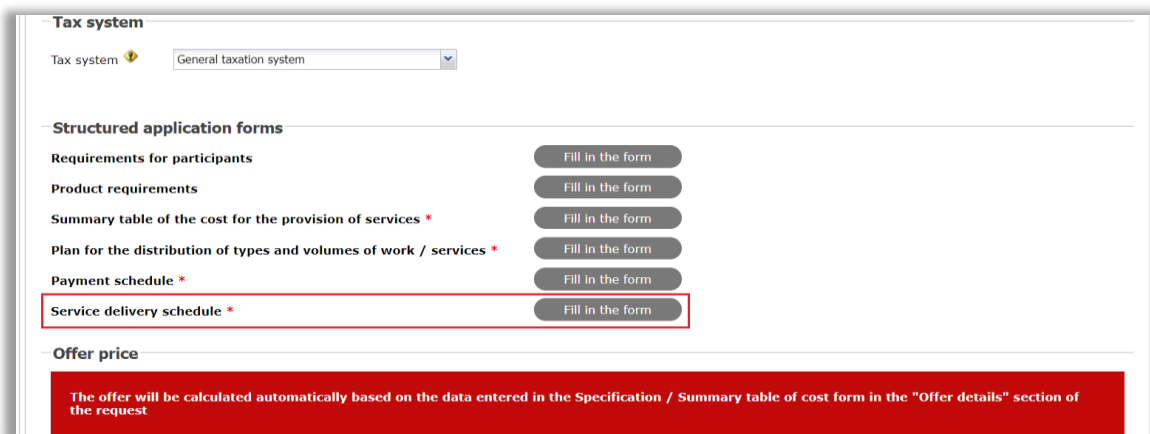



figure 106

### 19.3.2. Service delivery schedule

- 1) To fill out the delivery schedule on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Service delivery schedule» field, click on the «Fill in the form» button (figure 107).



**Tax system**

Tax system  General taxation system

---

**Structured application forms**

Requirements for participants	<a href="#">Fill in the form</a>
Product requirements	<a href="#">Fill in the form</a>
Summary table of the cost for the provision of services *	<a href="#">Fill in the form</a>
Plan for the distribution of types and volumes of work / services *	<a href="#">Fill in the form</a>
Payment schedule *	<a href="#">Fill in the form</a>
<b>Service delivery schedule *</b>	<b><a href="#">Fill in the form</a></b>

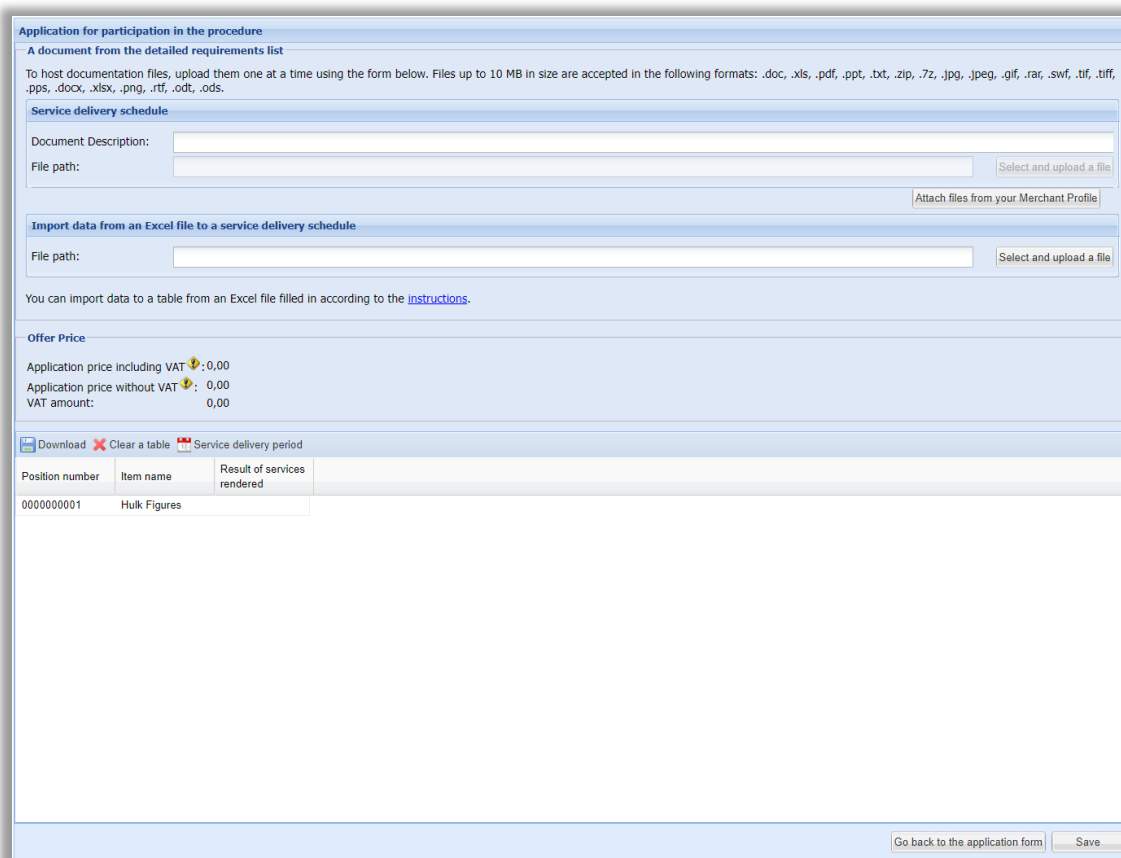
---

**Offer price**

The offer will be calculated automatically based on the data entered in the Specification / Summary table of cost form in the "Offer details" section of the request

figure 107

- 2) In the form that opens, the participant indicates the result of the services provided (figure 108).



**Application for participation in the procedure**

**A document from the detailed requirements list**

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png, .rtf, .odt, .ods.

**Service delivery schedule**

Document Description:

File path:

**Import data from an Excel file to a service delivery schedule**

File path:

You can import data to a table from an Excel file filled in according to the [instructions](#).

**Offer Price**

Application price including VAT: 0,00

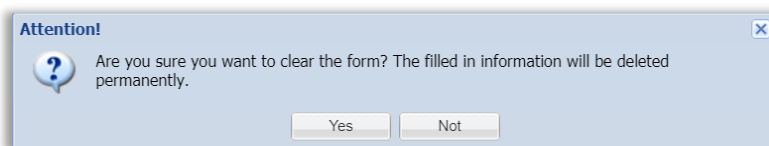
Application price without VAT: 0,00

VAT amount: 0,00

Position number	Item name	Result of services rendered
0000000001	Hulk Figures	

figure 108

- 3) To clear the table, click on the «Clear table» button (figure 108). In the form that opens, click «Yes» (figure 109). The information in the table will be deleted permanently.



**Attention!**

Are you sure you want to clear the form? The filled in information will be deleted permanently.

figure 109

- 4) The participant can fill in the table also by importing the completed Excel file. To do this, you need to download the template, which will display the result of the services rendered, by clicking on the «Download» button (figure 108).
- 5) The template for filling is downloaded in the Excel file format, where the result of the services provided is indicated (figure 110). For more information about importing a file, follow the link to the instruction (figure 108).

	A	B	C	D	E	F
1	Item no	Item name	Результат оказанных услуг	Replacement position	Notice version	Lot number
2	0000000001	Фигурки Халка			1	75982
3						

figure 110

- 6) The Participant in the «Delivery Schedule» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach a document in the form that opens.
- 7) After filling in the data, click on the «Save» button (figure 108). To return to the application, click on the «Back to application» button. In the window that opens, select

the option to save information by clicking on the corresponding button (figure 111). You will go to the application form.

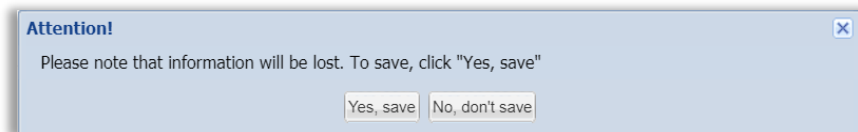
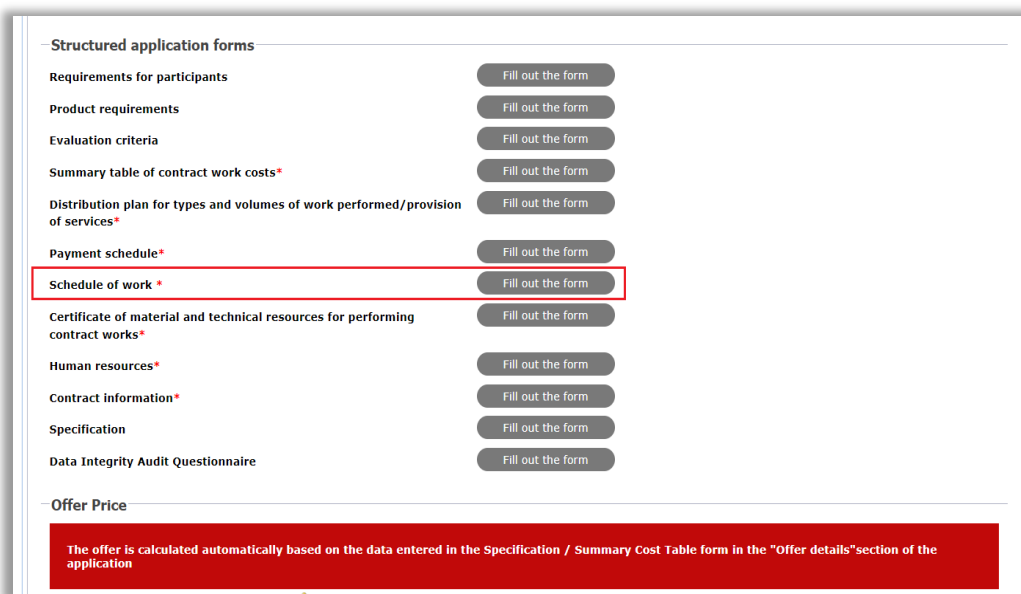


figure 111

### 19.3.3. Work schedule

- 1) To fill in the delivery schedule on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Schedule of work» field, click on the «Fill in the form» button (figure 112).



The image shows a web interface titled "Structured application forms". It contains a list of form sections on the left and corresponding "Fill out the form" buttons on the right. The sections and buttons are:

- Requirements for participants
- Product requirements
- Evaluation criteria
- Summary table of contract work costs\*
- Distribution plan for types and volumes of work performed/provision of services\*
- Payment schedule\*
- Schedule of work \*** (highlighted with a red box)
- Certificate of material and technical resources for performing contract works\*
- Human resources\*
- Contract information\*
- Specification
- Data Integrity Audit Questionnaire

Below the list, there is a section titled "Offer Price" with a red banner that reads: "The offer is calculated automatically based on the data entered in the Specification / Summary Cost Table form in the 'Offer details' section of the application".

figure 112

- 2) In the form that opens, the participant indicates the cost of the work, in the calendar he chooses the date of the work (figure 113).

**Application for participation in the procedure**

A document from the detailed requirements list

To host documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png, .rtf, .odt, .ods.

**Schedule of work execution**

Document Description:

File path:

**Import data from an Excel file to a work schedule**

File path:

You can import data to a table from an Excel file filled in according to the [instructions](#).

**Offer Price**

Application price including VAT: 540,00  
Application price without VAT: 450,00  
VAT amount: 90,00

Position number	Item name	Payment type	Cost of work performed(IV quarter of 2022)	Completion date (IV quarter 2022)	Cost of work performed(I quarter of 2023)	Completion date (I quarter 2023)	Cost of work performed(II quarter of 2023)	Completion date (II quarter 2023)	Total price per item including VAT	Total number, units of ed.
0000000001	DDR4 32 Gb replacement 1	After the fact					144	27.12.2022	144	1.000
0000000002	DDR4 64 Gb replacement 2	After the fact	50	28.12.2022	50	29.12.2022	80	30.12.2022	180	1.000
0000000002	DDR4 64 Gb replacement 3	Prepaid expense			216	31.12.2022			216	1.000

figure 113

- 3) In the field «Total price per item with VAT», the numerical value of the total cost of the application from the «Summary table of cost» form is displayed, it is not available for editing.
- 4) To clear the table, click on the «Clear table» button (figure 113). In the form that opens, click «Yes» (figure 114). The information in the table will be deleted permanently.

**Attention!**

Are you sure you want to clear the form? The filled in information will be deleted permanently.

figure 114

- 5) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download the template, which will display the cost of the work and the deadline for the work, by clicking on the «Download» button (figure 113).
- 6) The template for filling is downloaded in the format of an Excel file, where the date and cost of the work are indicated (figure 115). More details about importing a file can be found at the link to the instruction (figure 113).

	A	B	C	D	E	F
1	Item no	Item name	Тип платежа	Стоимость выполнения работ(IV квартал 2022)	Дата выполнения работ(IV квартал 2022)	Стоимость выполнения работ(I кв
2	0000000001	DDR4 32 Gb замена 1	По факту			
3	0000000002	DDR4 64 Gb замена 2	По факту		50 28.12.2022	
4	0000000002	DDR4 64 Gb замена 3	Аванс			
5						

figure 115

- 7) The Participant in the «Delivery Schedule» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach a document in the form that opens.

- 8) After filling in the data, click on the «Save» button (figure 113). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 116). You will go to the application form.

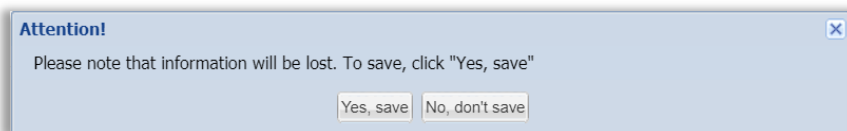


figure 116

## 19.4. Certificate of experience in the implementation of contracts

- 1) Certificate of experience in the execution of contracts is of 3 types, depending on the selected type of the summary cost table: Certificate of experience in execution of contracts for contract work, Certificate of experience in execution of contracts for the supply of goods, Certificate of experience in execution of contracts for the implementation of design and survey work services.
- 2) To fill out a certificate of experience in the execution of contracts on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Inquiries on contracts» field, click on the «Fill in the form» button (figure 117). One of the certificates about the experience of fulfilling contracts will open.

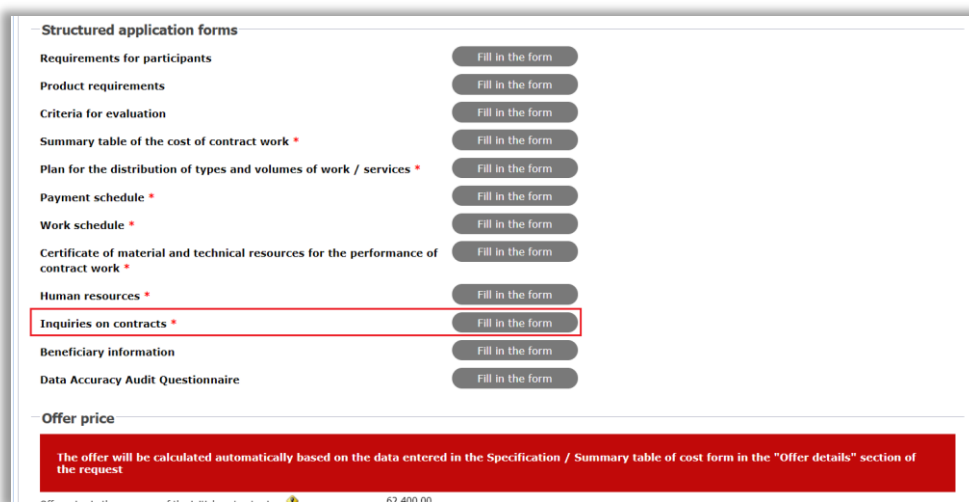

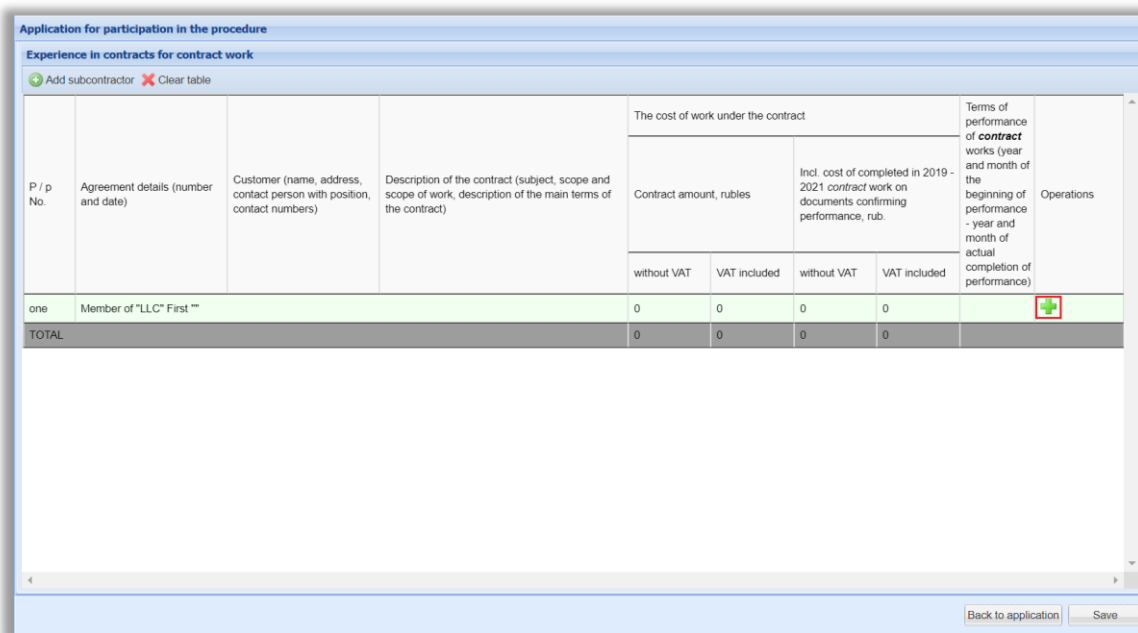


figure 117

### 19.4.1. Certificate of experience in the implementation of contracts for contract work

- 1) When filling out the data on the experience of contracts for contract work, the participant adds information on the Participant. The participant adds a contract by clicking on the «» («Add contract») button (figure 118).



P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			0	0	0	0		+
TOTAL				0	0	0	0		

figure 118

- 2) In the opened form «Add a contract to the organization», the participant fills in all the data on the contract, adds the appropriate documentation (figure 119). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The deadline for the completion of the contract work may be equal to or later than the start date for the contract work. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (figure 120).

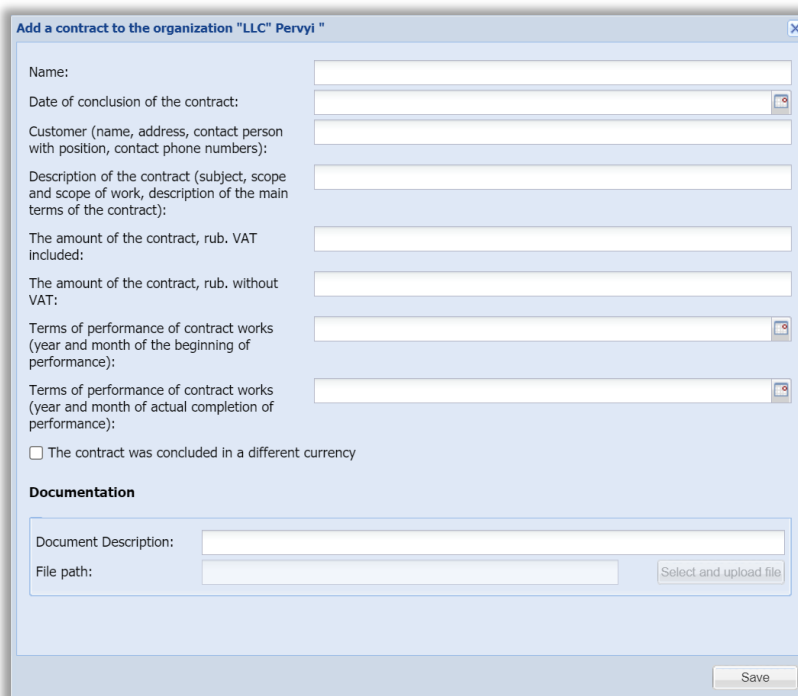


figure 119

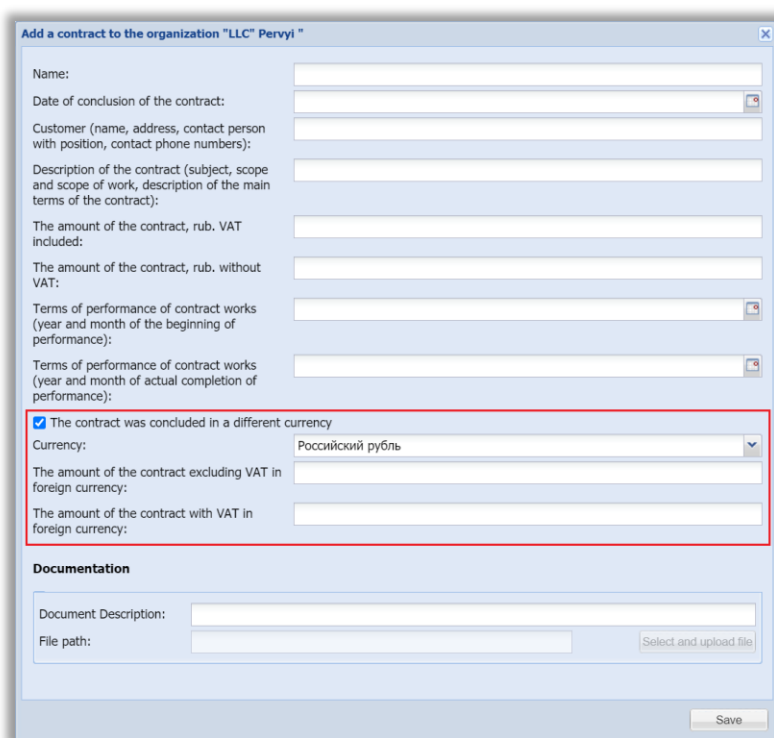


figure 120

- 3) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (figure 121).

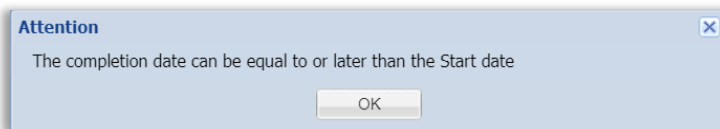


figure 121

- 4) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (figure 122).

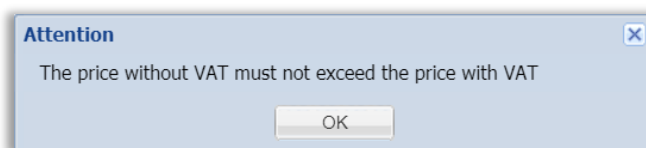



figure 122

- 5) After filling in the data, the participant clicks the «Save» button (figure 120). Information about the contract for the Participant appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 123). The form for editing the Participant's agreement will open (figure 124).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	0	0		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	0	0	09/01/2019 - 11/01/2020	✖ +
<b>TOTAL</b>				<b>20,000</b>	<b>24000</b>	<b>0</b>	<b>0</b>		

Back to application Save

figure 123

Edit the contract of the organization "Contract material"

Name: Contract material

Date of conclusion of the contract: 03.02.2019

Customer (name, address, contact person with position, contact phone numbers): LLC 10

Description of the contract (subject, scope and scope of work, description of the main terms of the contract): supply of building materials

The amount of the contract, rub. VAT included: 24 000,00

The amount of the contract, rub. without VAT: 20 000,00

Terms of performance of contract works (year and month of the beginning of performance): 01.09.2019

Terms of performance of contract works (year and month of actual completion of performance): 01.11.2020

☐ The contract was concluded in a different currency

**Documentation**

Document Description:

File path:  Select and upload file

Save

figure 124

- 6) If not all the fields were filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (figure 125).

**Attention**

Not all fields are filled in!

OK

figure 125

- 7) To delete a contract from the table, the participant clicks the «✖» («Delete») button (figure 123), in the confirmation window that opens, he clicks the «Yes» button (figure 126).

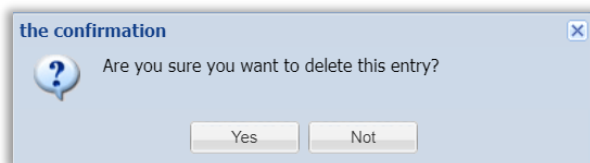


figure 126

- 8) Then the participant adds a year of work under the contract for the Participant by clicking on the button «+» («Add year of work») (figure 123). In the opened form «Add the year of work to the contract» indicates the year of work performed under the contract, clicks the «Save» button (figure 127).

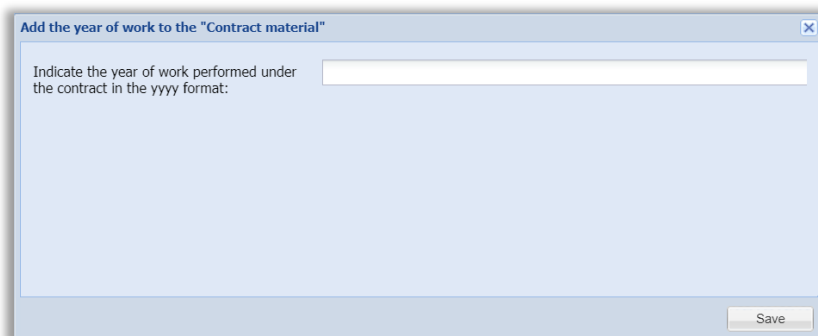


figure 127

- 9) Information about the year of work under the contract appears in the table row. The participant can edit the year by clicking on the «✎» («Edit») button (figure 128). A form for editing the year of work will open (figure 129).

Application for participation in the procedure

Experience in contracts for contract work

Add subcontractor

Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of <b>contract</b> works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			20,000	24000	0	0		<div></div>
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	0	0	09/01/2019 - 11/01/2020	<div></div>
Works "2019"									
TOTAL				20,000	24000	0	0		

Back to application

Save

figure 128

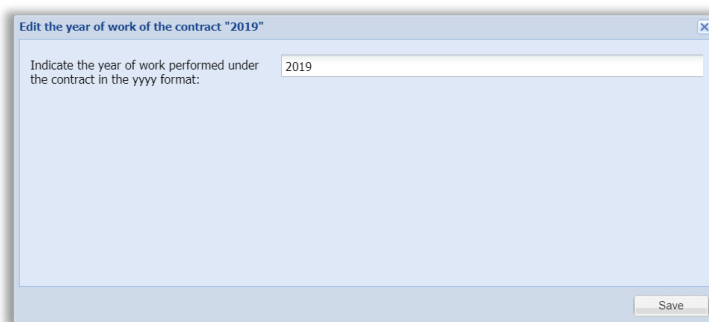




figure 129

- 10) To delete the year of work under the contract from the table, the participant clicks the «» («Delete») button (figure 128), in the confirmation window that opens, he clicks the «Yes» button (figure 126).
- 11) Then the participant adds a certificate of the cost of work performed under the contract for the Participant by clicking on the button «» («Add a certificate of the cost of work performed») (figure 128). In the opened form «Add a certificate of the cost of work performed», fills in all the fields (figure 130). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for the performance of contract work may not be earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the completion of the performance of contract work may not be earlier than or equal to the date of commencement of the performance of the contract and not later than or equal to the date of the actual completion of the performance of the contract. If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of the completed contract work in foreign currency (figure 131). Currency selection is not possible at this stage.

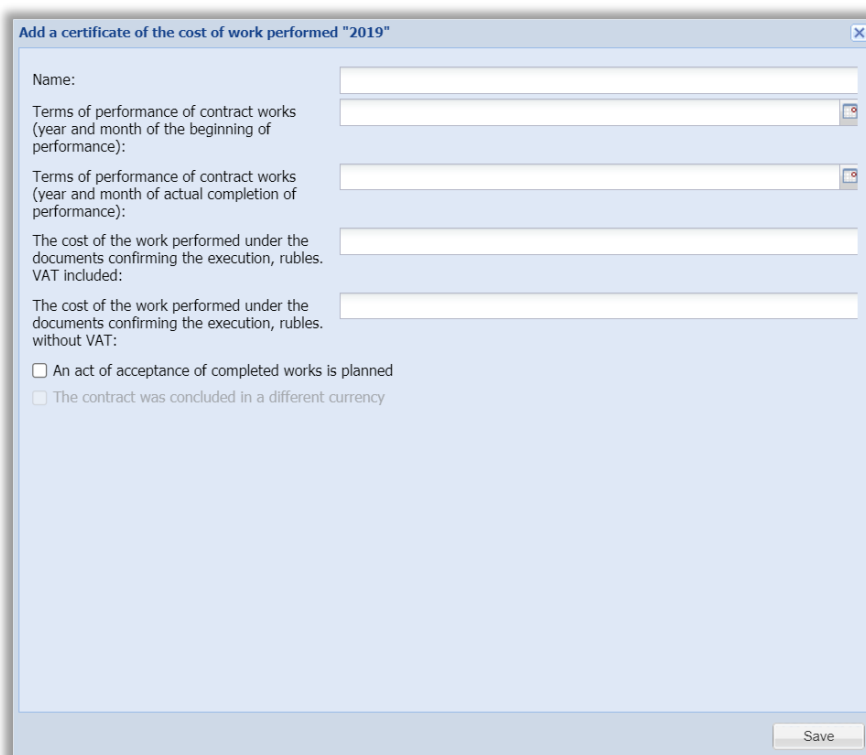
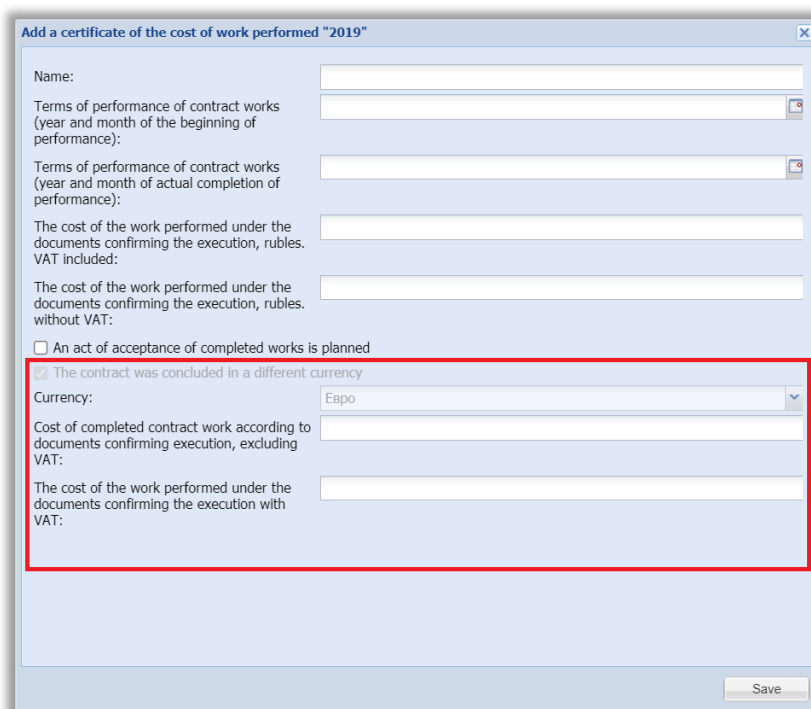


figure 130



**Add a certificate of the cost of work performed "2019"**

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

☐ An act of acceptance of completed works is planned

☒ The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Save

figure 131

- 12) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (figure 132).

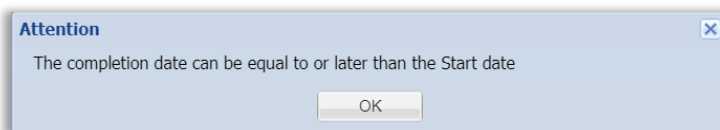


figure 132

- 13) If the participant applies an act of acceptance of work performed, he ticks the box next to the sign «An act of acceptance of completed works is planned» (figure 133), so he will not need to fill in the fields for the cost of completed contract work, the participant will fill in this information in the act of acceptance of the work performed.

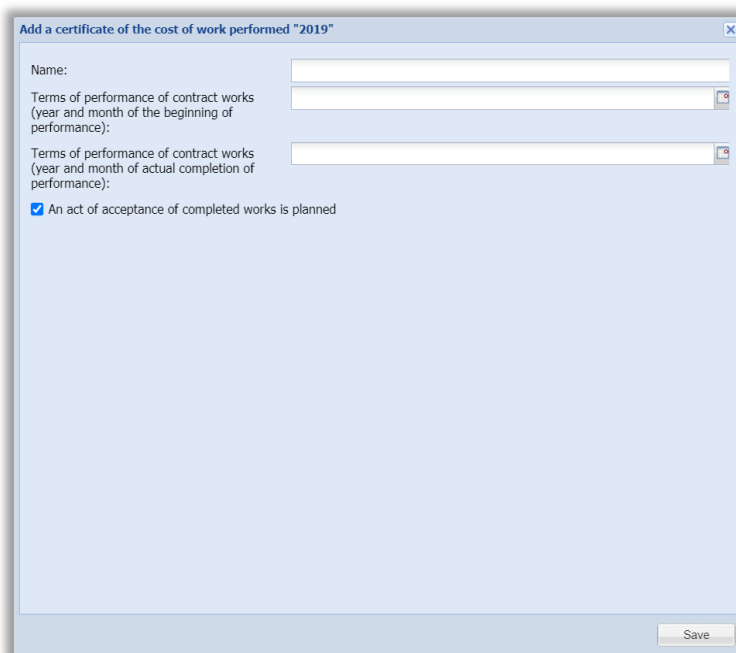









figure 133

- 14) After filling in the data, the participant clicks the «Save» button (figure 130). Information about the certificate on the cost of the work performed appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 134). A form for editing the help will open (figure 135).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of <b>contract</b> work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			20,000	24000	9800	10000		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	9800	10000	09/01/2019 - 11/01/2020	  
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					9800	10000	09/11/2019 - 11/24/2019	 
TOTAL				20,000	24000	9800	10000		

Back to application Save

figure 134

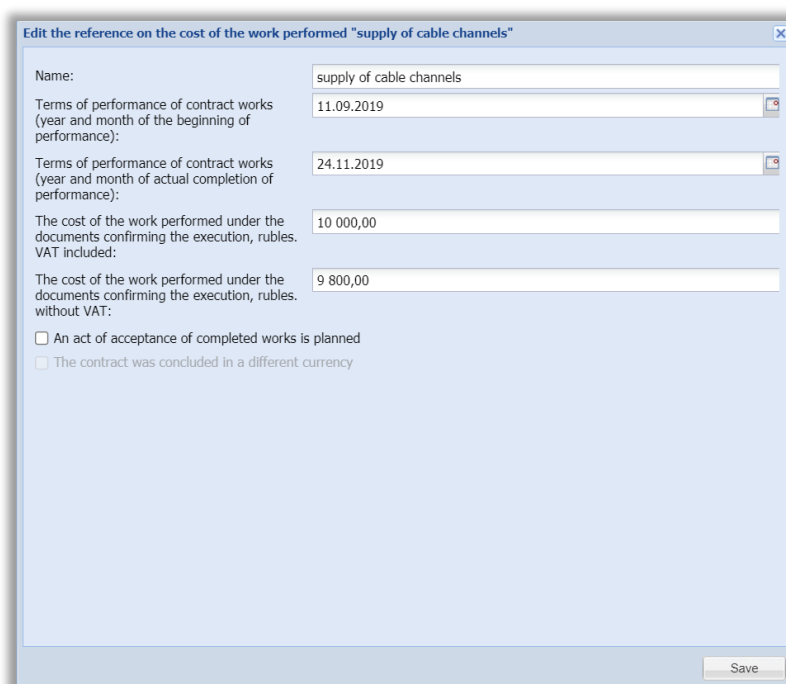


figure 135

- 15) To delete a certificate on the cost of the work performed from the table, the participant clicks the «✖» («Delete») button (figure 134), in the confirmation window that opens, he clicks the «Yes» button (figure 126).
- 16) If, when adding a certificate of the cost of work performed, the sign «An act of acceptance of completed works is planned» was indicated, the participant adds an act of acceptance of work performed by clicking on the button «+» («Add a certificate of acceptance of completed work»). In the opened form «Add a certificate of acceptance of the work performed» fills in all the fields (figure 136). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for contract work may be no earlier than or equal to the start date of contract work in the certificate of the cost of work performed and no later than or equal to the date of the actual completion of the contract work in the certificate of the cost of work performed. The deadline for the completion of contract work may be no earlier than or equal to the start date of the contract work in the certificate of the cost of the work performed and no later than or equal to the deadline for the actual completion of the contract work in the certificate of the cost of the work performed.

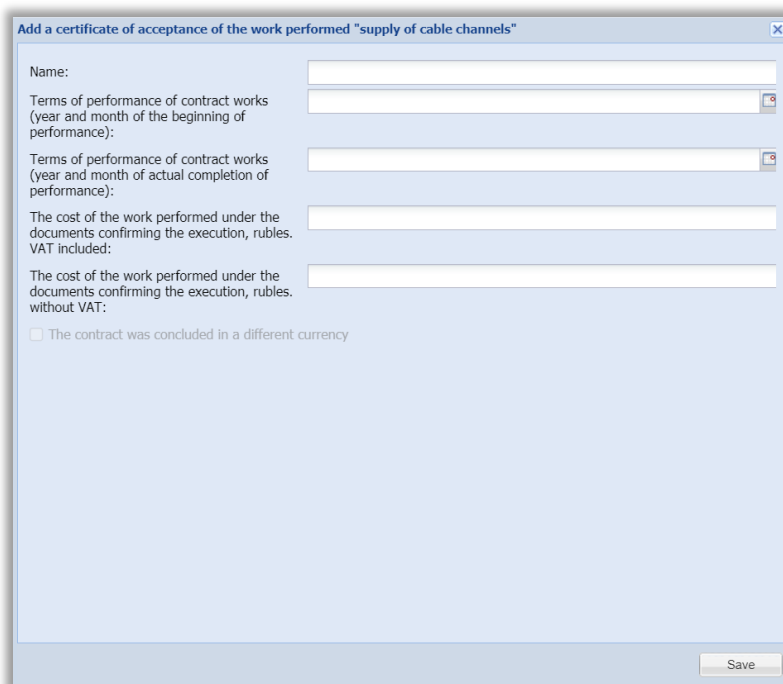


figure 136

- 17) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of the performed contract work in foreign currency (figure 137). Currency selection is not possible at this stage.

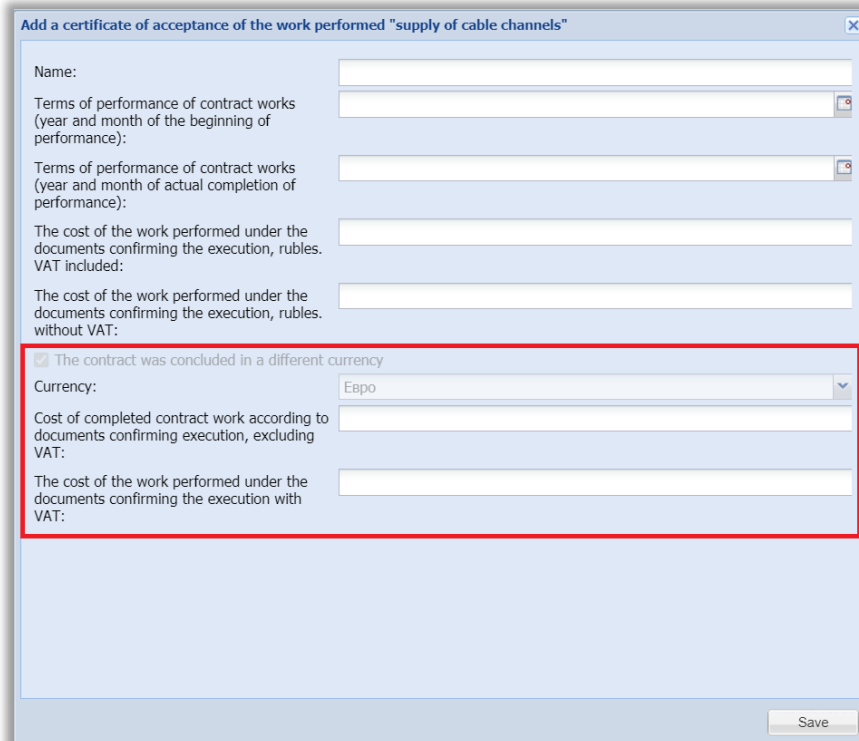


figure 137

- 18) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (figure 138).

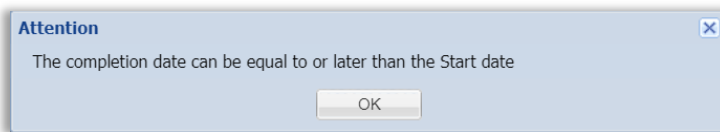














figure 138

- 19) After filling in the data, the participant clicks the «Save» button (figure 136). Information about the acceptance certificate of work performed appears in the table row. the participant can edit the information by clicking on the «» («Edit») button (figure 139). The form for editing the act will open (figure 140).

Application for participation in the procedure

Experience in contracts for contract work

 Add subcontractor  Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First			20,000	24000	500	600		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	  
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	  
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	 
TOTAL				20,000	24000	500	600		

Back to application Save

figure 139

Edit the certificate of acceptance of the work performed "supply of cable channels"

Name: loading

Terms of performance of contract works (year and month of the beginning of performance): 20.09.2019

Terms of performance of contract works (year and month of actual completion of performance): 24.10.2019

The cost of the work performed under the documents confirming the execution, rubles. VAT included: 600,00

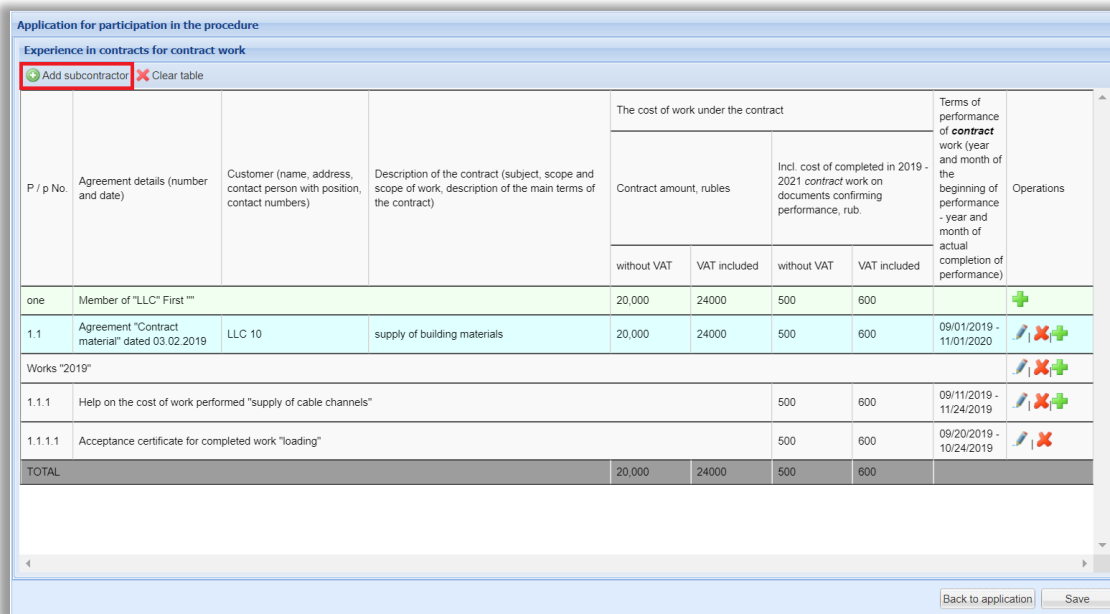
The cost of the work performed under the documents confirming the execution, rubles. without VAT: 500,00

☐ The contract was concluded in a different currency

Save

figure 140

- 20) To delete the certificate of acceptance of work performed from the table, the participant clicks the «✖» («Delete») button (figure 139), in the confirmation window that opens, he clicks the «Yes» button (figure 126).
- 21) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the completed contract work on documents with VAT and without VAT for all contracts of the organization.
- 22) Then the participant identifies subcontractors by adding them by clicking on the «Add subcontractor» button (figure 141).



P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	✎ ✖ +
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✎ ✖ +
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✎ ✖
<b>TOTAL</b>				20,000	24000	500	600		

figure 141

- 23) In the «Add organization» form that opens, the participant enters the name of the organization, clicks the «Save» button (figure 142).

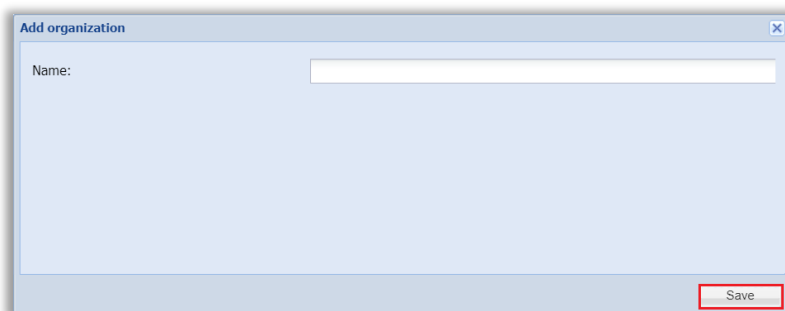


figure 142

- 24) Information about the subcontractor appears in the table row. The participant can edit the name of the subcontractor by clicking on the «✎» («Edit») button (figure 143). A form for editing an organization will open (figure 144).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First™			20,000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	✏ ✖ +
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✏ ✖ +
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✏ ✖
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			0	0	0	0		✏ ✖ +
TOTAL				0	0	0	0		

Back to application Save

figure 143

Edit the organization "LLC 2"

Name:

Save

figure 144

- 25) To remove a subcontractor from the table, the participant clicks the «✖» («Delete») button (figure 143), in the confirmation window that opens, he clicks the «Yes» button (figure 145).

the confirmation

Are you sure you want to delete this entry?

Yes Not

figure 145

- 26) Then the participant adds a contract by clicking on the «+» («Add contract») button (figure 143). In the opened form «Add an agreement to the organization» fills in all the data on the contract, adds the appropriate documentation (figure 146). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The deadline for the completion of the contract work may be equal to or later than the start date for the contract work. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (figure 147).

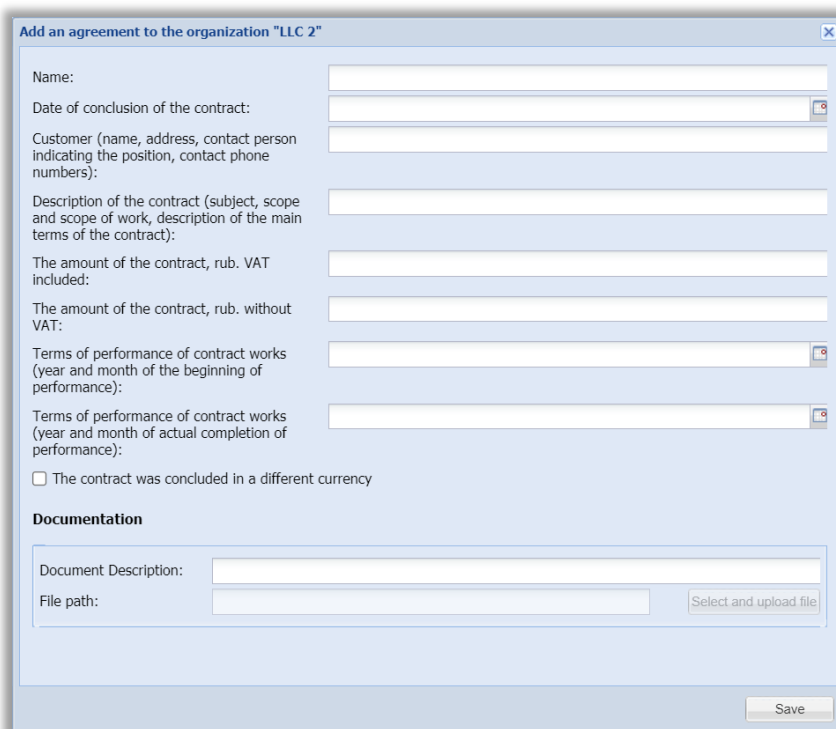


figure 146

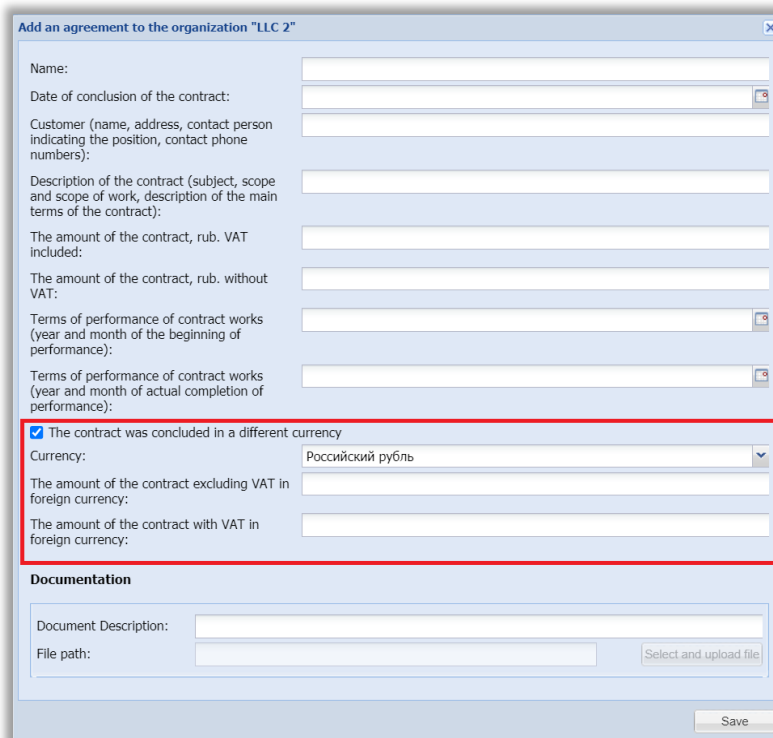


figure 147

- 27) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (figure 148).

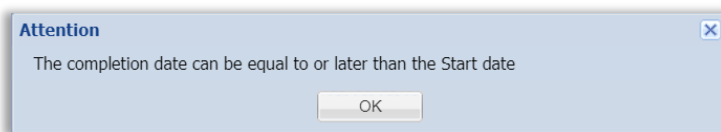


figure 148

- 28) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (figure 149).

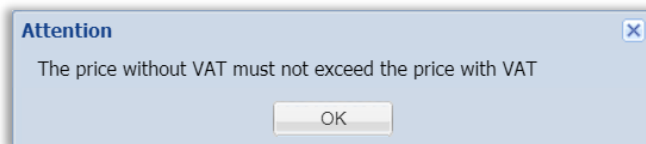



figure 149

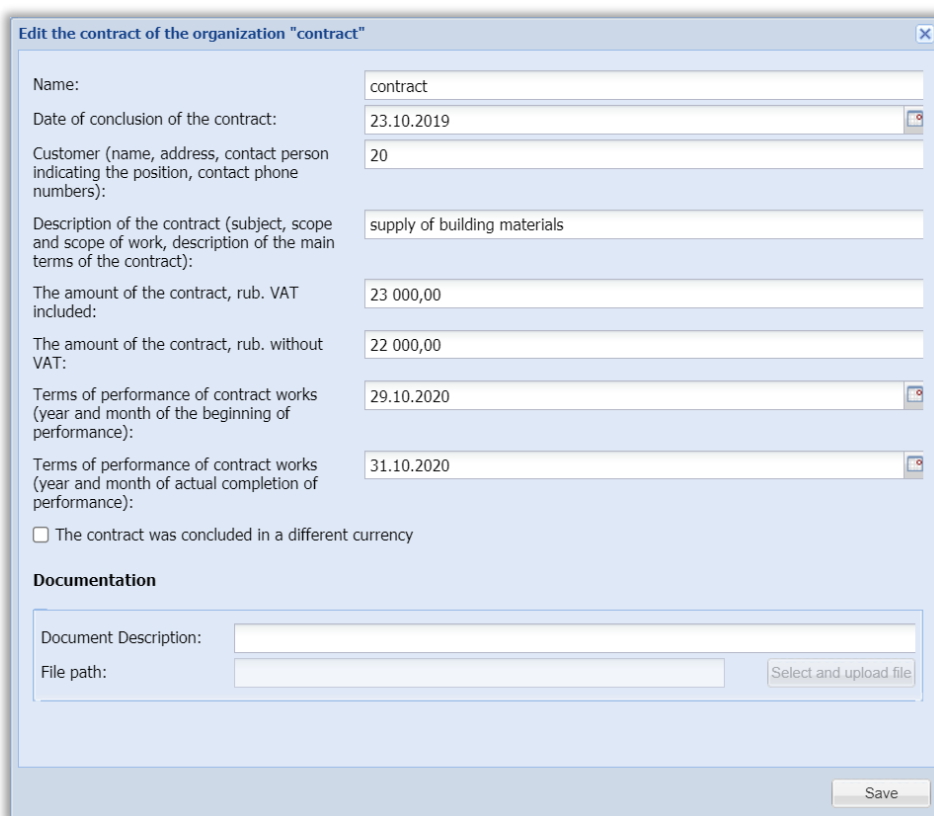
- 29) After filling in the data, the participant clicks the «Save» button (figure 146). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 150). The contract editing form will open (figure 151).

Application for participation in the procedure

Experience in contracts for contract work

<

figure 150



**Edit the contract of the organization "contract"**

Name: contract

Date of conclusion of the contract: 23.10.2019

Customer (name, address, contact person indicating the position, contact phone numbers): 20

Description of the contract (subject, scope and scope of work, description of the main terms of the contract): supply of building materials

The amount of the contract, rub. VAT included: 23 000,00

The amount of the contract, rub. without VAT: 22 000,00

Terms of performance of contract works (year and month of the beginning of performance): 29.10.2020

Terms of performance of contract works (year and month of actual completion of performance): 31.10.2020

☐ The contract was concluded in a different currency

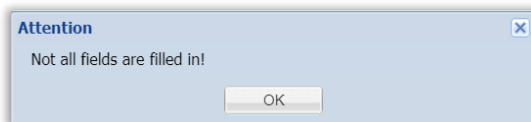
**Documentation**

Document Description:

File path:

figure 151



- 30) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all fields are filled in (figure 152).

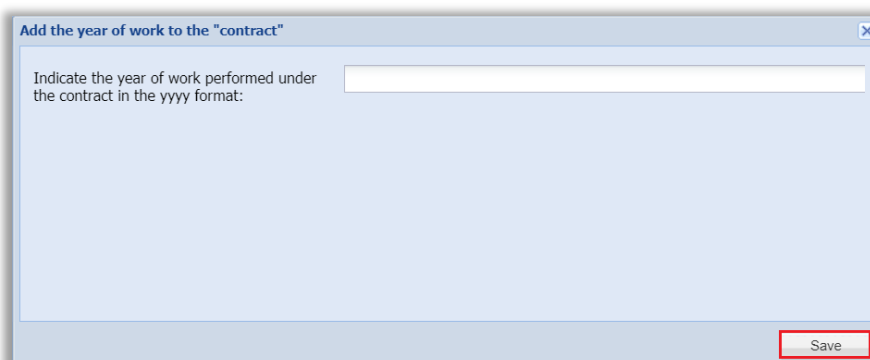


**Attention**

Not all fields are filled in!

figure 152


- 31) To delete a contract from the table, the participant clicks the «» («Delete») button (figure 150), in the confirmation window that opens, he clicks the «Yes» button (figure 145).
- 32) Then the participant adds a year of work under the contract by clicking on the «» («Add year of work») button (figure 150). In the opened form «Add the year of work to the contract» indicates the year of work performed under the contract, clicks the button «Save» (figure 153).

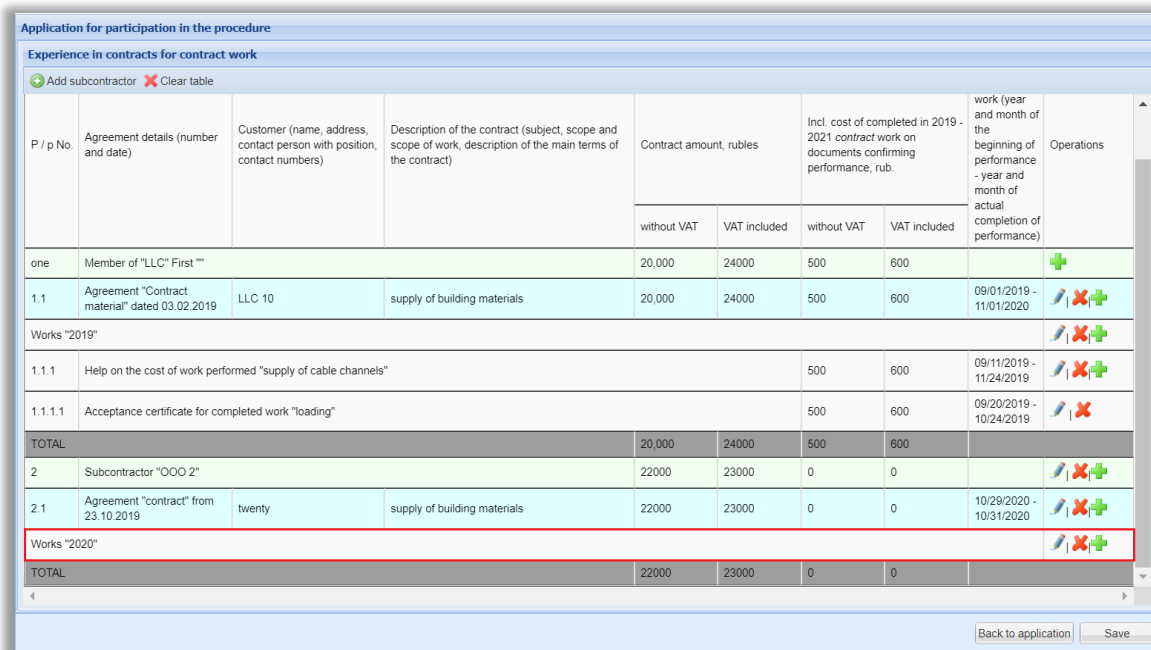


**Add the year of work to the "contract"**

Indicate the year of work performed under the contract in the yyyy format:

figure 153

- 33) Information about the year of work under the contract appears in the table row. The participant can edit the year by clicking on the «» («Edit») button (figure 154). A form for editing the year of work will open (figure 155).


















P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.		work (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First			20,000	24000	500	600		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	  
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	  
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	 
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			22000	23000	0	0		  
2.1	Agreement "contract" from 23.10.2019	twenty	supply of building materials	22000	23000	0	0	10/29/2020 - 10/31/2020	  
Works "2020"									
TOTAL				22000	23000	0	0		

figure 154

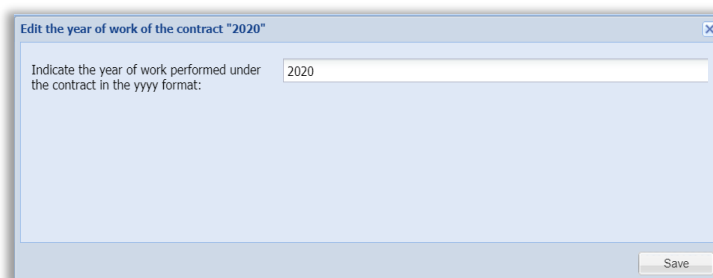


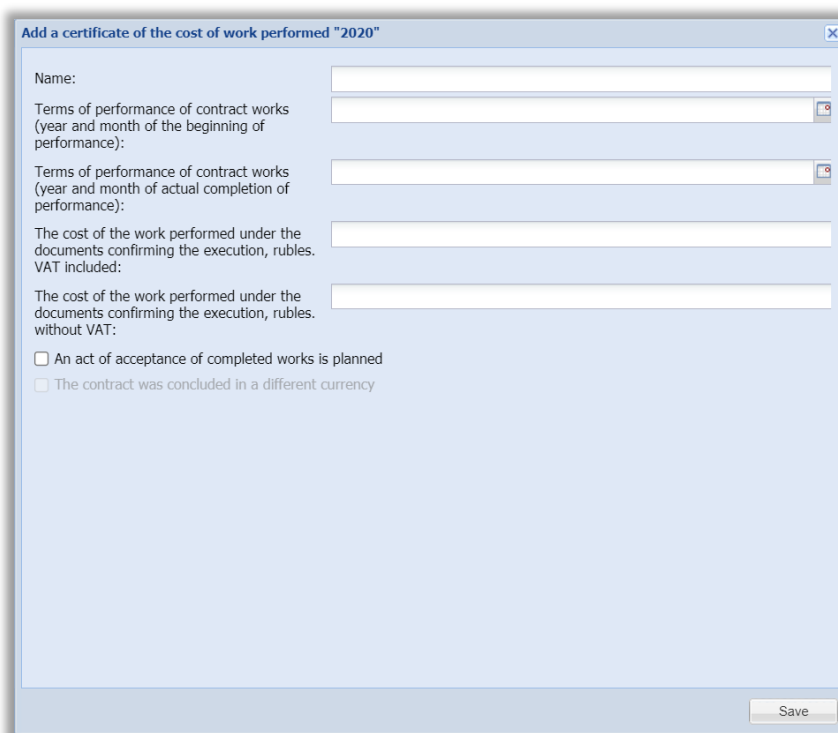


figure 155

- 34) To delete the year of work under the contract from the table, the participant clicks the «» («Delete») button (figure 154), in the confirmation window that opens, he clicks the «Yes» button (figure 145).
- 35) Then the participant adds a certificate of the cost of work performed under the contract by clicking on the button «» («Add a certificate of the cost of work performed») (figure 154). In the opened form «Add a certificate of the cost of work performed», fills in all the fields (figure 156). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract with VAT. The start date for the performance of contract work may not be earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the completion of the performance of contract work may not be earlier than or equal to the date of commencement of the performance of the contract and not later than or equal to the date of the actual completion of the performance of the contract.
- 36) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of the performed contract work in foreign currency (figure 157). Currency selection is not possible at this stage.



**Add a certificate of the cost of work performed "2020"**

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

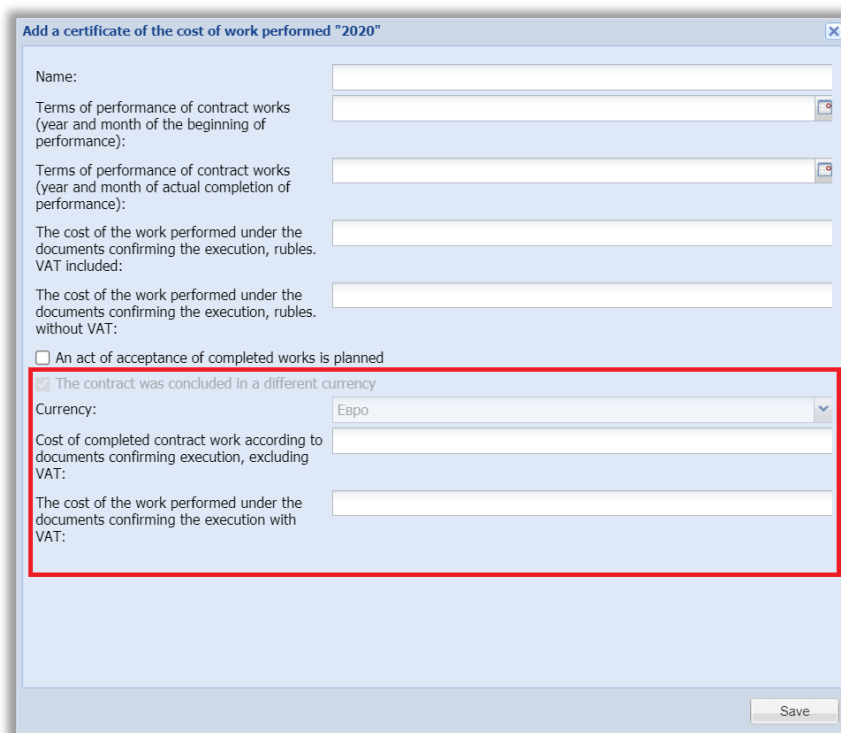
The cost of the work performed under the documents confirming the execution, rubles. without VAT:

☐ An act of acceptance of completed works is planned

☐ The contract was concluded in a different currency

Save

figure 156



**Add a certificate of the cost of work performed "2020"**

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):

The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

☐ An act of acceptance of completed works is planned

☒ The contract was concluded in a different currency

Currency:

Cost of completed contract work according to documents confirming execution, excluding VAT:

The cost of the work performed under the documents confirming the execution with VAT:

Save

figure 157

37) If the start date of the contract work is later than the end date of the contract work, when you click on the «Save» button, a warning window will appear (figure 158).

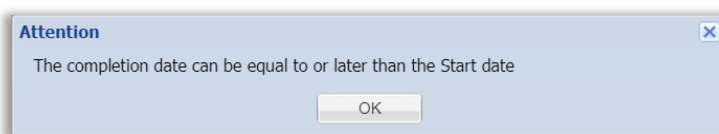
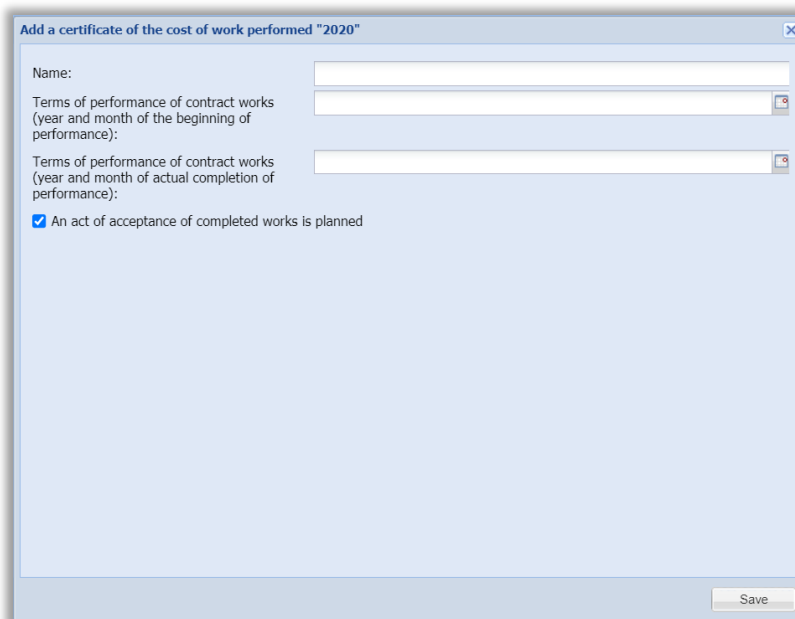


figure 158


- 38) If the participant applies an act of acceptance of work performed, he ticks the box next to the sign «An act of acceptance of completed works is planned» (figure 159), so he will not need to fill in the fields for the cost of completed contract work, the participant will fill in this information in the act of acceptance of the work performed. After filling in the data, the participant clicks the «Save» button.



A form titled "Add a certificate of the cost of work performed '2020'". It contains the following fields and controls:

- Name:
- Terms of performance of contract works (year and month of the beginning of performance):
- Terms of performance of contract works (year and month of actual completion of performance):
- ☒ An act of acceptance of completed works is planned
- Save button

figure 159

- 39) Information about the certificate of the cost of work performed appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 160). A form for editing the help will open (figure 161).

Application for participation in the procedure

Experience in contracts for contract work

+ Add subcontractor ✖ Clear table

P / p No.	Agreement details (number and date)	contact person with position, contact numbers)	scope of work, description of the main terms of the contract)	Contract amount, rubles		ZUZ1 contract work on documents confirming performance, rub.		beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First ""			20,000	24000	500	600		+
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	500	600	09/01/2019 - 11/01/2020	✖ ✖ ✖
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					500	600	09/11/2019 - 11/24/2019	✖ ✖ ✖
1.1.1.1	Acceptance certificate for completed work "loading"					500	600	09/20/2019 - 10/24/2019	✖ ✖ ✖
TOTAL				20,000	24000	500	600		
2	Subcontractor "OOO 2"			22000	23000	22000	23000		✖ ✖ ✖
2.1	Agreement "contract" from 23.10.2019	twenty	supply of building materials	22000	23000	22000	23000	10/29/2020 - 10/31/2020	✖ ✖ ✖
Works "2020"									
2.1.1	Help on the cost of work performed "supply of cable channels"					22000	23000	10/30/2020 - 10/31/2020	✖ ✖ ✖
TOTAL				22000	23000	22000	23000		

Back to application Save

figure 160

Edit the reference on the cost of the work performed "supply of cable channels"

Name: supply of cable channels

Terms of performance of contract works (year and month of the beginning of performance): 30.10.2020

Terms of performance of contract works (year and month of actual completion of performance): 31.10.2020

The cost of the work performed under the documents confirming the execution, rubles. VAT included: 23 000,00

The cost of the work performed under the documents confirming the execution, rubles. without VAT: 22 000,00

☐ An act of acceptance of completed works is planned

☐ The contract was concluded in a different currency

Save

figure 161

- 40) To delete a certificate of the cost of work performed from the table, the participant clicks the «✖» («Delete») button (figure 160), in the confirmation window that opens, he clicks the «Yes» button (figure 145).
- 41) If, when adding a certificate of the cost of work performed, the sign «An act of acceptance of completed works is planned» was indicated, the participant adds an act of acceptance of work performed by clicking on the button «+» («Add a certificate of acceptance of completed work»). In the opened form «Add a certificate of acceptance of the work performed» fills in all the fields (figure 162). The cost of contract work performed with VAT must be higher or equal to the cost of contract work performed without VAT, and must also not exceed, but may be equal to, the amount of the contract

with VAT. The start date for contract work may be no earlier than or equal to the start date of contract work in the certificate of the cost of work performed and no later than or equal to the date of the actual completion of the contract work in the certificate of the cost of work performed. The deadline for the completion of contract work may be no earlier than or equal to the start date of the contract work in the certificate of the cost of the work performed and no later than or equal to the deadline for the actual completion of the contract work in the certificate of the cost of the work performed.

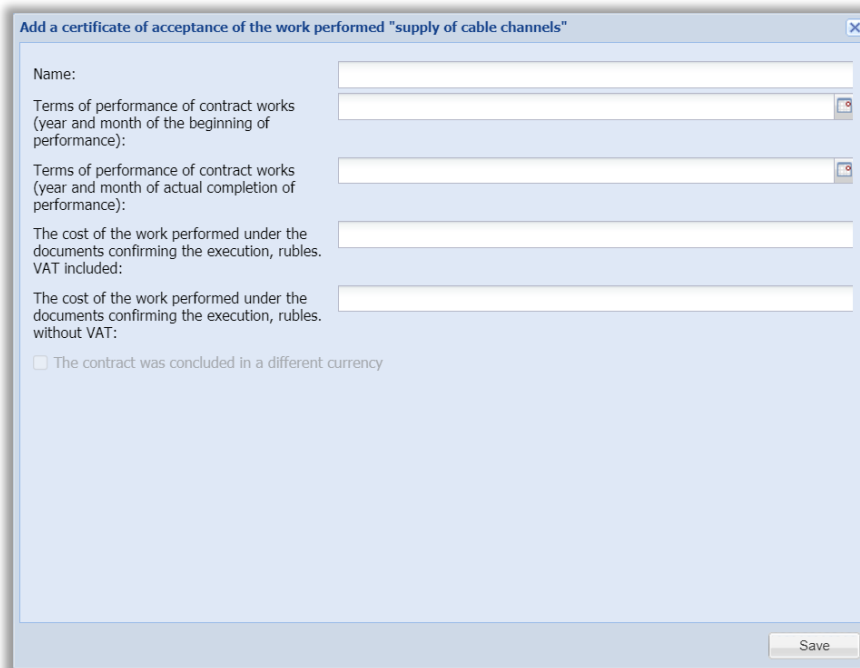


figure 162

- 42) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of completed contract work in foreign currency (figure 163). Currency selection is not possible at this stage.

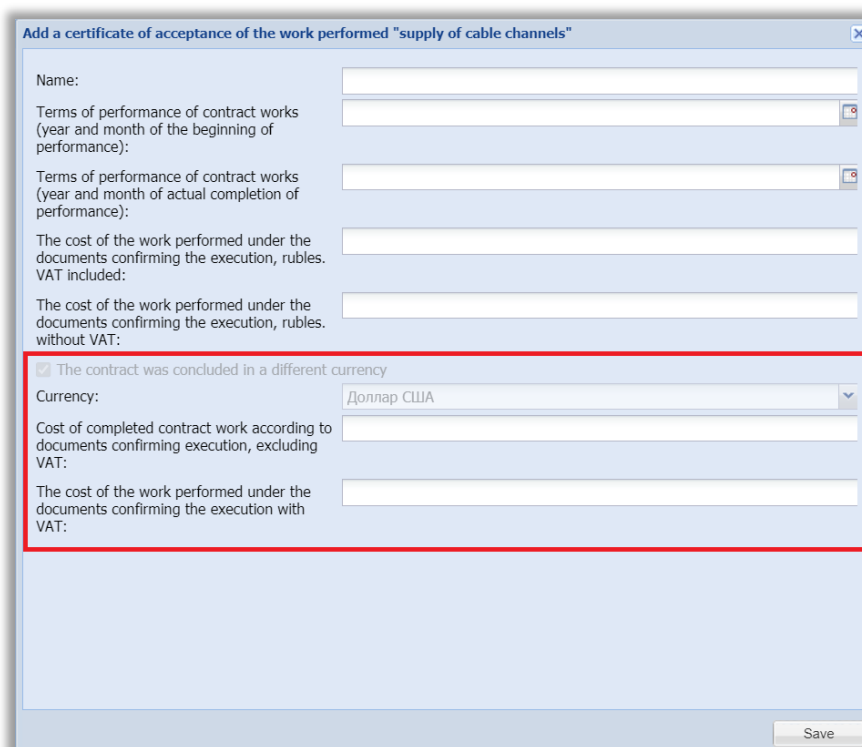


figure 163

- 43) If the start date of the contract work is later than the end date of the contract work, a warning window will appear when you click on the «Save» button (figure 164).

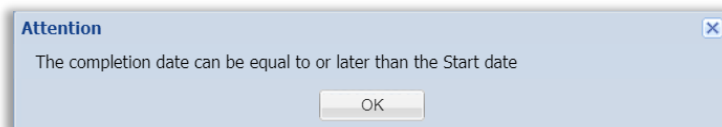



figure 164

- 44) After filling in the data, the participant clicks the «Save» button (figure 162). Information about the acceptance certificate of work performed appears in the table row. the participant can edit the information by clicking on the «» («Edit») button (figure 165). The form for editing the act will open (figure 166).

Application for participation in the procedure

Experience in contracts for contract work

P / p No.	Agreement details (number and date)	contact person with position, contact numbers)	scope of work, description of the main terms of the contract)	Contract amount, rubles		Contract work on documents confirming performance, rub.		beginning of performance - year and month of actual completion of performance)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First			20,000	24000	0	0		
1.1	Agreement "Contract material" dated 03.02.2019	LLC 10	supply of building materials	20,000	24000	0	0	09/01/2019 - 11/01/2020	
Works "2019"									
1.1.1	Help on the cost of work performed "supply of cable channels"					0	0	09/11/2019 - 11/24/2019	
TOTAL				20,000	24000	0	0		
2	Subcontractor "OOO 2"			22000	23000	22000	23000		
2.1	Agreement "contract" from 23.10.2019	twenty	supply of cable channels	22000	23000	22000	23000	10/29/2020 - 10/31/2020	
Works "2020"									
2.1.1	Help on the cost of work performed "supply of cable channels"					22000	23000	10/30/2020 - 10/31/2020	
2.1.1.1	"Packaging" acceptance certificate					22000	23000	10/30/2020 - 10/30/2020	
TOTAL				22000	23000	22000	23000		

Back to application Save

figure 165

Edit the certificate of acceptance of the work performed "supply of cable channels"

Name:

Terms of performance of contract works (year and month of the beginning of performance):

Terms of performance of contract works (year and month of actual completion of performance):


The cost of the work performed under the documents confirming the execution, rubles. VAT included:

The cost of the work performed under the documents confirming the execution, rubles. without VAT:

☐ The contract was concluded in a different currency

Save

figure 166

- 45) To delete the certificate of acceptance of work performed from the table, the participant clicks the «» («Delete») button (figure 165), in the confirmation window that opens, he clicks the «Yes» button (figure 145).
- 46) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the completed contract work under documents with VAT and without VAT for all contracts of the organization (figure 165). The participant clicks the button

«Back to the application», in the window that opens, clicks on the button «Yes, save» (figure 167) and returns to the application form.

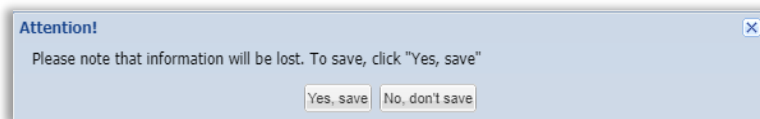


figure 167

- 47) The participant can clear the form of a certificate of experience in the execution of contracts for contract work, for this he clicks on the button «Clear table» (figure 165). In the notification window that opens, he clicks the «Yes» button (figure 168).

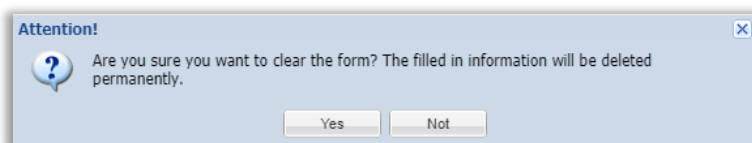



figure 168

- 48) All previously filled data will be cleared. To save the result, the participant clicks on the «Save» button (figure 165).

#### 19.4.2. Certificate of experience in the implementation of contracts for the supply of goods

- 1) To fill in the data on the experience of contracts for the supply of goods, the participant adds an agreement on the experience of the participant by clicking on the button «» («Add contract») (figure 169).

Application for participation in the procedure

Experience in contracts for the supply of goods

✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				The deadline for the completion of the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First			200.2	240.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	
<a href="#">als2f5971.txt</a>									
1.1.1	Specification "Arabica 100%"			0	0	0	0	05/31/2020	
1.1.2	"Rabusta" specification			0	0	0	0	07/30/2020	
1.1.3	Consignment note "Arabica 100%"			100.1	120.12	100.1	120.12	05/31/2020	
1.1.4	Bill of lading "Rabusta"			100.1	120.12	100.1	120.12	07/30/2020	
TOTAL				200.2	240.24	200.2	240.24		

Back to application Save

figure 169

- 2) In the opened form «Add a contract to the organization», the participant fills in all the data on the contract, adds the appropriate documentation (figure 170). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (figure 171).

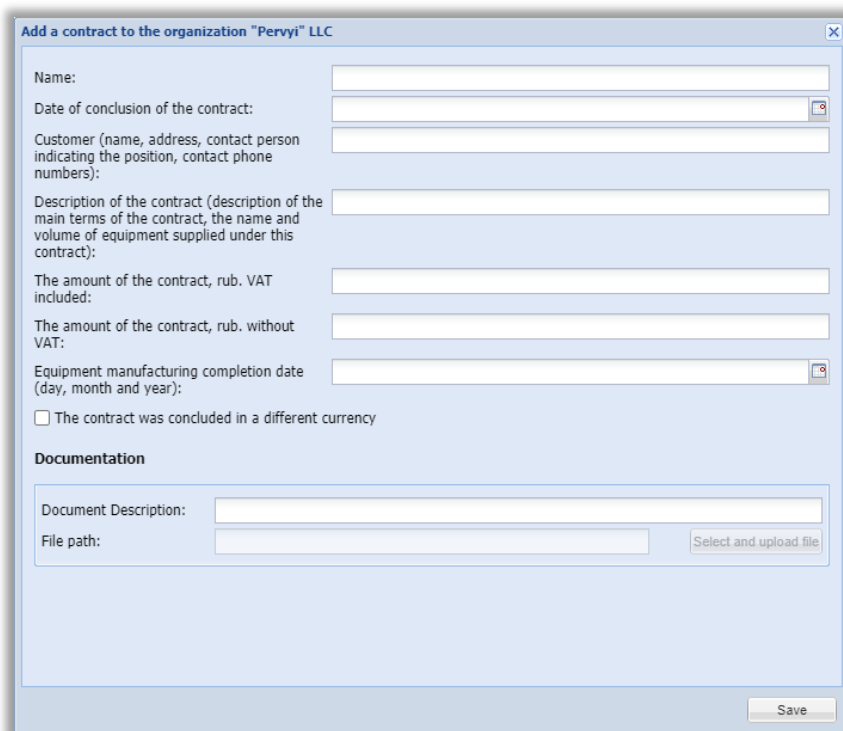


figure 170

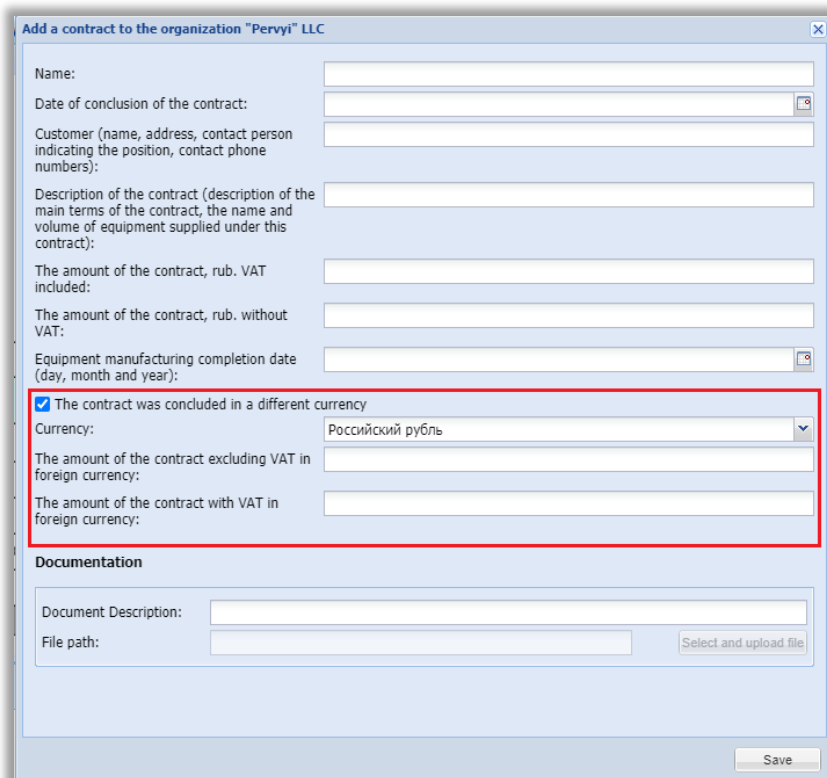


figure 171

- 3) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (figure 172).

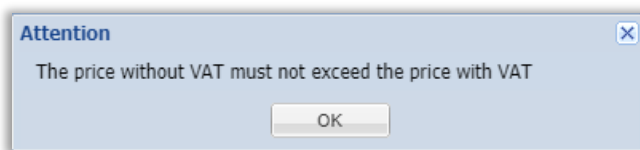


















figure 172

- 4) After filling in the data, the participant clicks the «Save» button (figure 170). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 173). The contract editing form will open (figure 174).

Application for participation in the procedure

Experience in contracts for the supply of goods

✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.		completion of the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First			1600.2	1740.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	  
<a href="#">als215971.txt</a>									
1.1.1	Specification "Arabica 100%"					0	0	05/31/2020	 
1.1.2	"Robusta" specification					0	0	07/30/2020	 
1.1.3	Consignment note "Arabica 100%"					100.1	120.12	05/31/2020	 
1.1.4	Bill of lading "Robusta"					100.1	120.12	07/30/2020	 
1.2	Agreement "contract" from 10/30/2020	Igor, Savushkina st.	food delivery	1400	1500	0	0	11/19/2020	  
TOTAL				1600.2	1740.24	200.2	240.24		

Back to application Save

figure 173

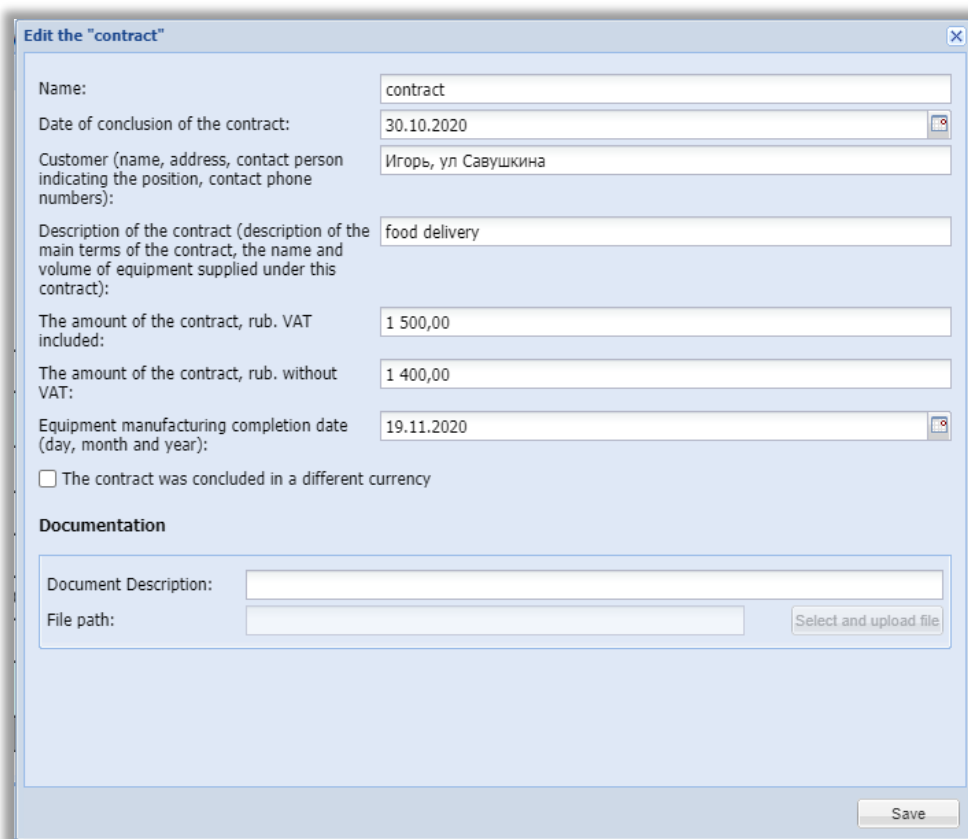


figure 174

- 5) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all fields are filled in (figure 175).

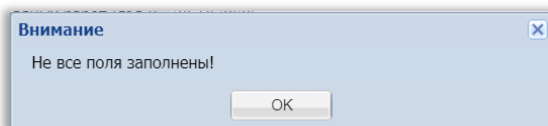


figure 175

- 6) To delete a contract from the table, the participant presses the «✖» («Delete») button (figure 173), in the confirmation window that opens, clicks the «Yes» button (figure 176).

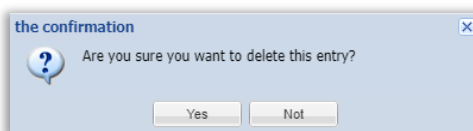


figure 176

- 7) Then the participant adds the specification / invoice to the contract by clicking on the button «+» («Add specification / waybill») (figure 173). In the opened form «Add specification / invoice to the contract» selects the document type «Specification» or «Packing list» and fills in all the fields (figure 177). The deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract. The value of the supplied goods with VAT must be higher than or equal to the value of the supplied goods without VAT, and must not exceed, but may be equal to, the amount of the contract with VAT.

- 8) If the contract was concluded in foreign currency, the form displays a block to fill in the cost of the delivered goods in foreign currency (figure 178). Currency selection is not possible at this stage.

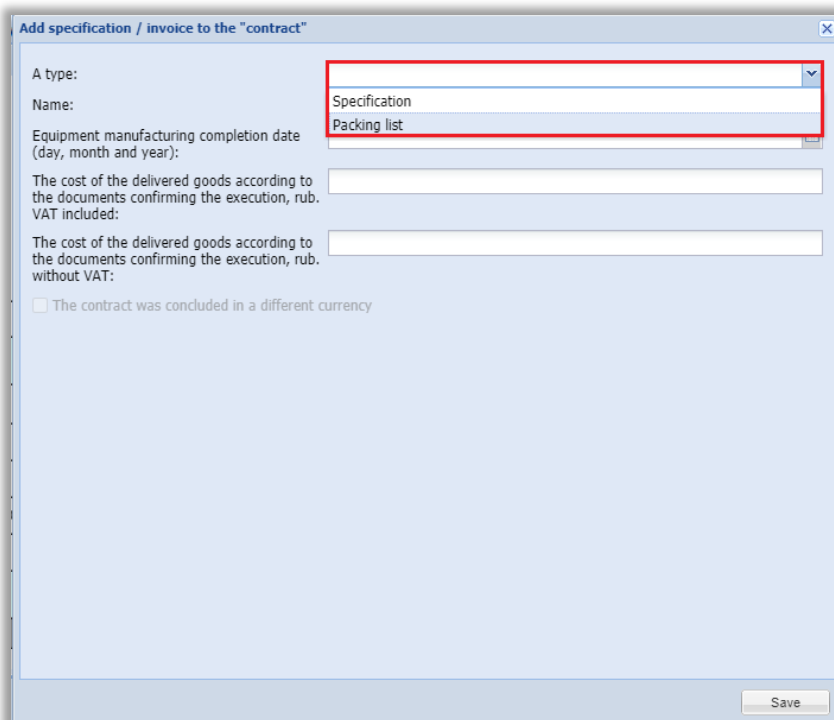


figure 177

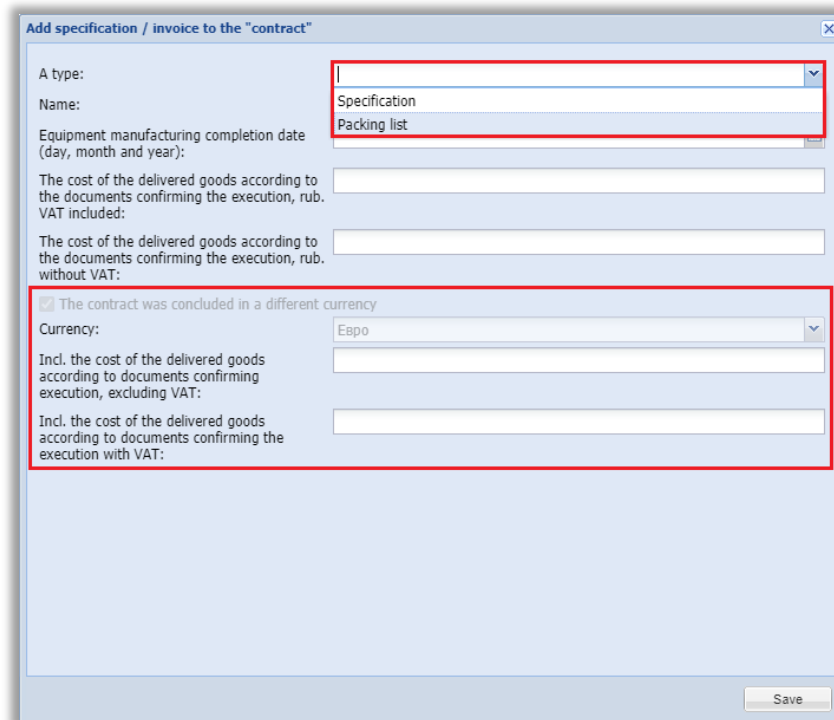


figure 178

- 9) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (figure 179).

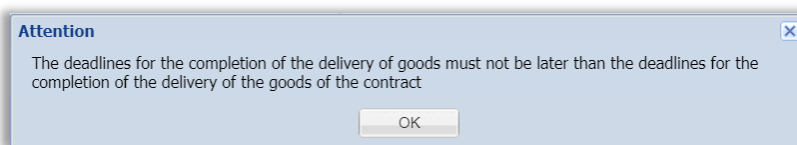


figure 179

- 10) If the cost of the delivered goods with VAT turns out to be lower than the amount of the contract with VAT, when you click the «Save» button, a warning window will appear (figure 180).

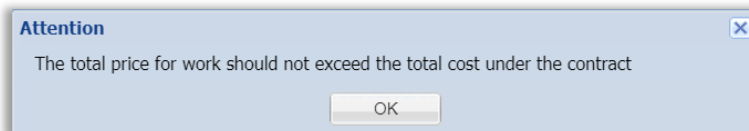


figure 180

- 11) If the cost of the delivered goods with VAT turns out to be lower than the cost of the delivered goods excluding VAT, a warning window will appear when you click the «Save» button (figure 181).

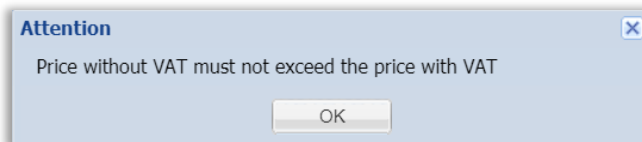



figure 181

- 12) After filling in the data, the participant clicks the «Save» button (figure 177).  
13) Specification/packing list information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 182). The form for editing the specification/packing list will open (figure 183).

















Application for participation in the procedure									
Experience in contracts for the supply of goods									
✖ Clear table									
P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Contract amount, rubles		Incl. cost of goods delivered in 2015 - 2020 according to documents confirming execution, rub.		On the delivery of the goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			1600.2	1740.24	950.2	1040.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Coffee shop	coffee supply	200.2	240.24	200.2	240.24	11/01/2020	  
<a href="#">a1s2 [597].txt</a>									
1.1.1	Specification "Arabica 100%"					0	0	05/31/2020	 
1.1.2	"Robusta" specification					0	0	07/30/2020	 
1.1.3	Consignment note "Arabica 100%"					100.1	120.12	05/31/2020	 
1.1.4	Bill of lading "Robusta"					100.1	120.12	07/30/2020	 
1.2	Agreement "contract" from 10/30/2020	Igor, Savushkina st.	food delivery	1400	1500	750	800	11/19/2020	  
1.2.1	"Products" specification					750	800	11/05/2020	 
TOTAL				1600.2	1740.24	950.2	1040.24		

figure 182

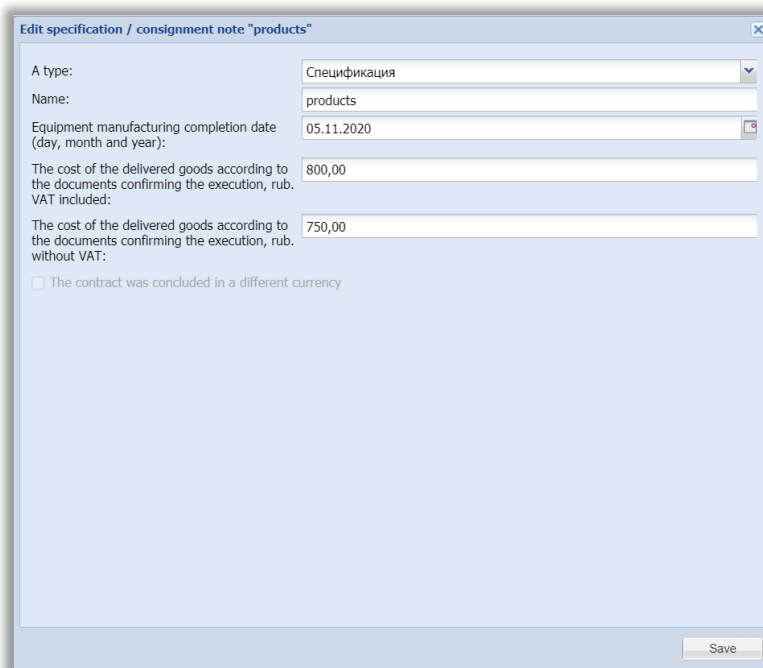


figure 183

- 14) To delete the specification/packing list from the table, the participant clicks the «✖» («Delete») button (figure 182), in the confirmation window that opens, he clicks the «Yes» button (figure 176).
- 15) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of the delivered goods according to documents with VAT and without VAT for all contracts of the organization. The participant clicks the button «Back to application», in the window that opens, clicks on the button «Yes, save» (figure 184) and returns to the application form.

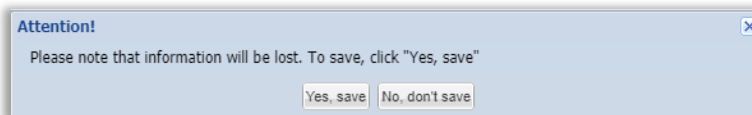


figure 184

- 16) The participant can clear the form of a certificate of experience in fulfilling contracts for the supply of goods, for this he clicks on the «Clear table» button above the table (figure 182). In the notification window that opens, he clicks the «Yes» button (figure 185).

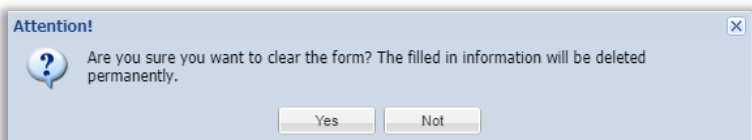
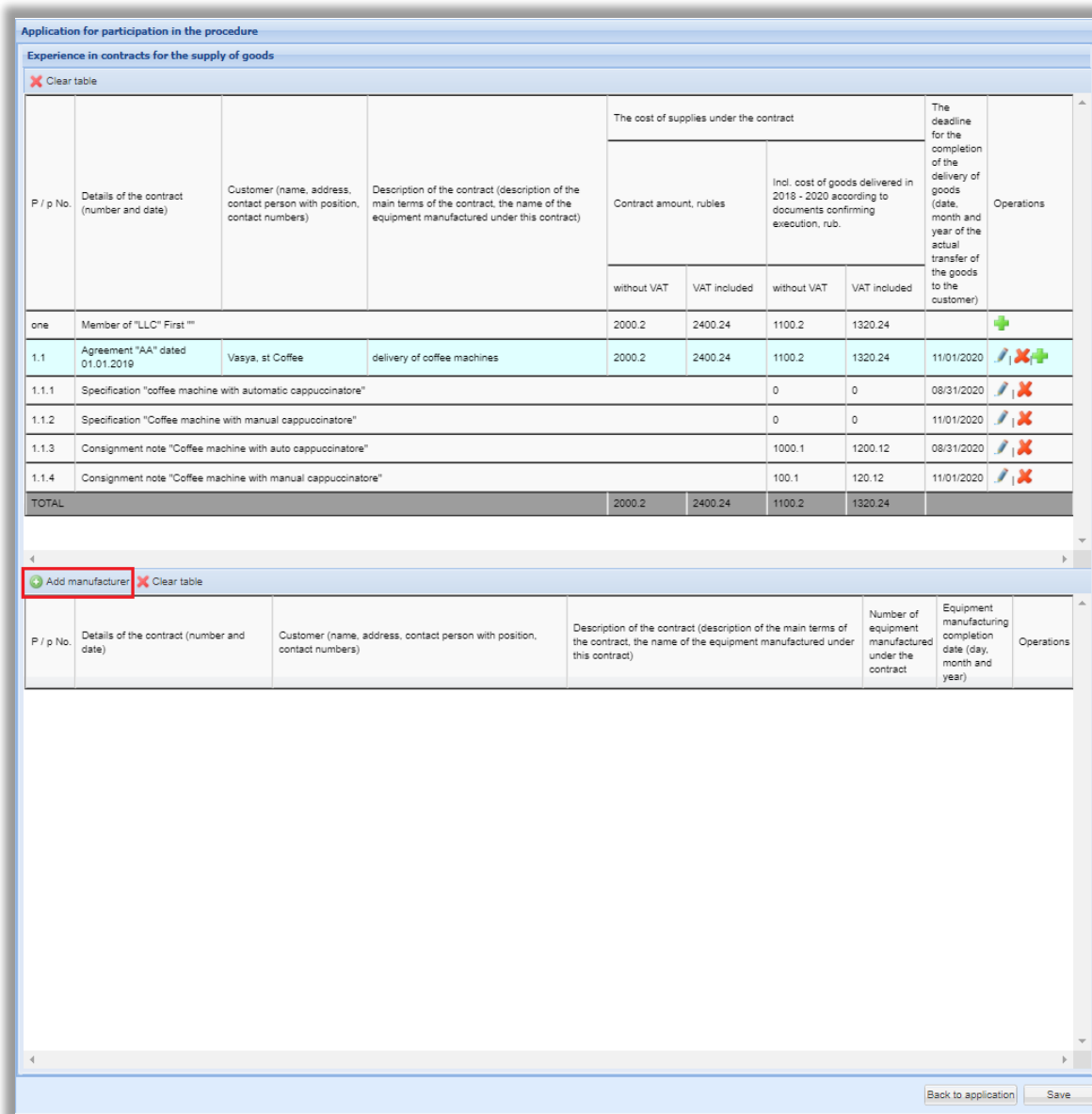


figure 185

- 17) All previously filled data will be cleared. To save the result, the participant clicks on the «Save» button (figure 182).

### 19.4.2.1. Certificate of experience in the implementation of contracts for the supply of goods and the manufacturer's experience in quantitative terms

- 1) When filling out data on the experience of contracts for the supply of goods, the participant, if necessary, also fills in information on the experience of the manufacturer in quantitative terms. To do this, the participant clicks on the «Add manufacturer» button (figure 186).



**Application for participation in the procedure**

**Experience in contracts for the supply of goods**

✖ Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				The deadline for the completion of the delivery of goods (date, month and year of the actual transfer of the goods to the customer)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			2000.2	2400.24	1100.2	1320.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	✖ +
1.1.1	Specification "coffee machine with automatic cappuccinatore"					0	0	08/31/2020	✖
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	✖
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	✖
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	✖
TOTAL				2000.2	2400.24	1100.2	1320.24		

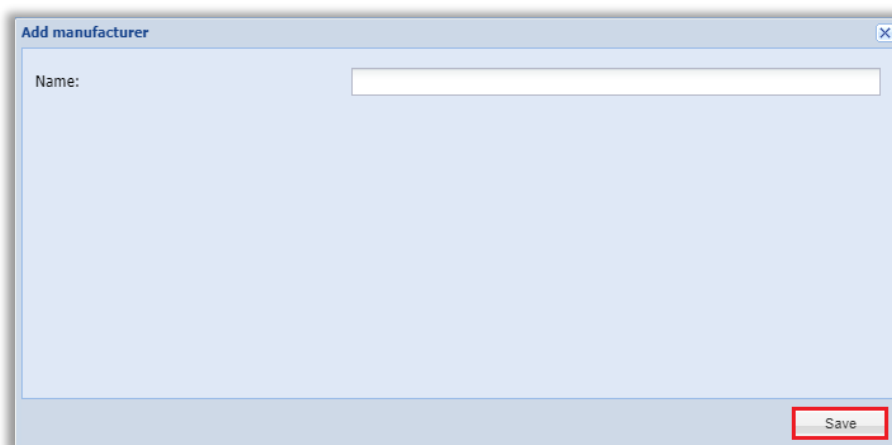
✚ Add manufacturer ✖ Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
-----------	---	---	---	---	---	------------

Back to application Save

figure 186

- 2) In the opened form «Add manufacturer» the participant enters the name of the manufacturer, clicks the button «Save» (figure 187).



















**Add manufacturer**


Name:


**Save**




figure 187

- 3) Manufacturer information appears in the table row. The participant can edit the manufacturer's name by clicking on the «» («Edit») button (figure 188). A form for editing a manufacturer will open (figure 189).

1.1	01.01.2019	Vasya, st Coffee	Delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "coffee machine with automatic cappuccinatore"					0	0	08/31/2020	  
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	  
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	  
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	  
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer

 Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			0		  
TOTAL				0		

Back to application

Save

figure 188

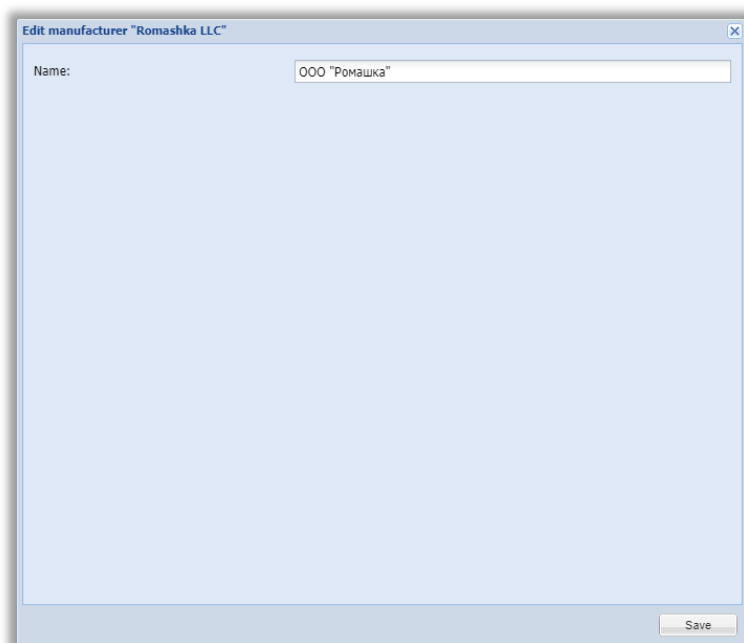


figure 189

- 4) To remove a manufacturer from the table, the participant clicks the «✗» («Delete») button (figure 188), in the confirmation window that opens, he clicks the «Yes» button (figure 190).

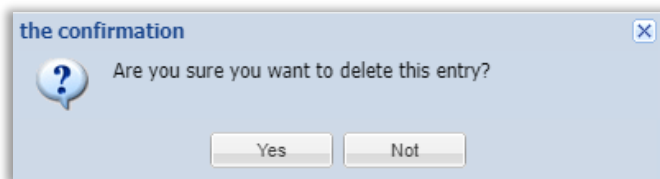


figure 190

- 5) Then the participant adds a contract by clicking on the «+» («Add contract») button (figure 188). In the opened form «Add a contract to the manufacturer» fills in all the data on the contract, adds the appropriate documentation (figure 191). After filling in the data, the participant clicks the «Save» button.

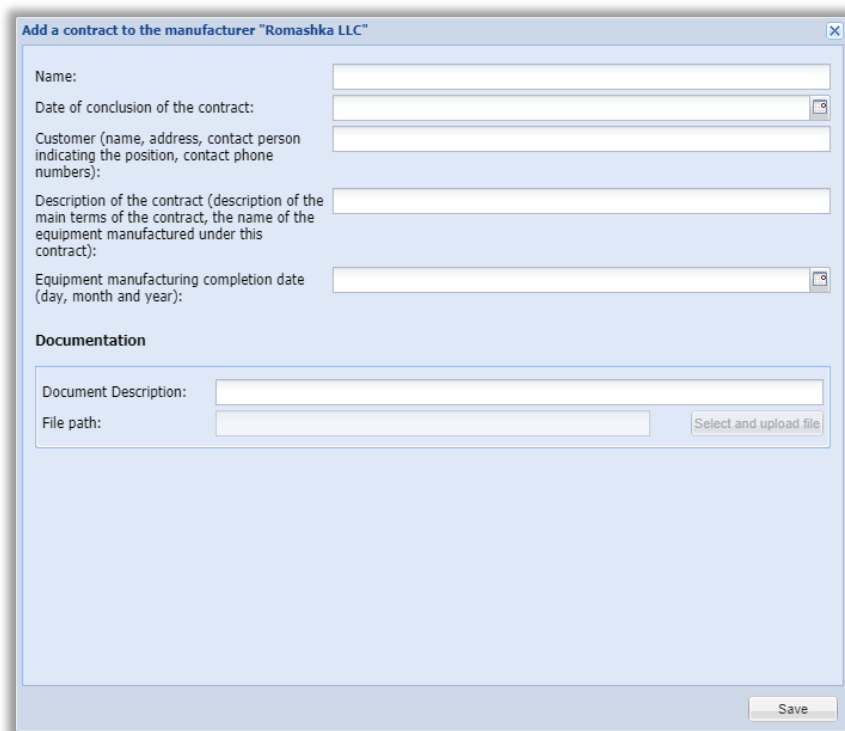






















figure 191

- 6) Information about the contract appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 192). The contract editing form will open (figure 193).

1.1	01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "coffee machine with automatic cappuccinatore"					0	0	08/31/2020	 
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	 
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	 
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer

 Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			0		  
1.1	Agreement "BB" dated 11/30/2020	Peter, st. Cable	making coffee machines	0	07/20/2020	  
TOTAL				0		

Back to application

Save

figure 192

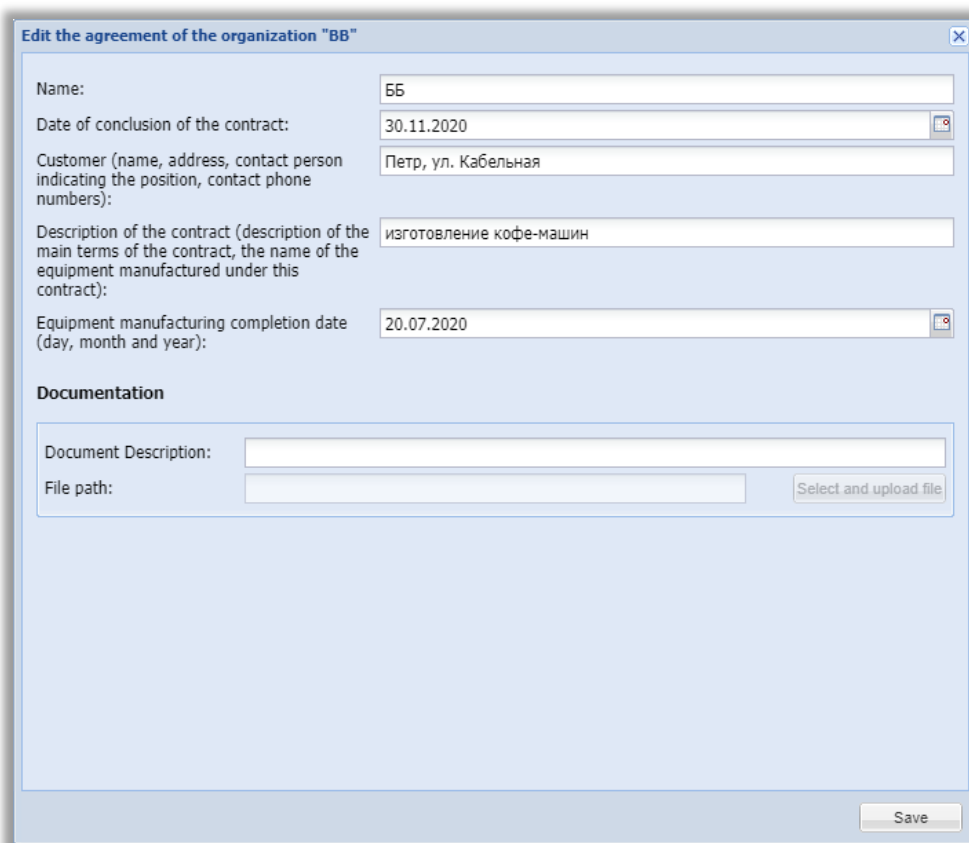


figure 193

- 7) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (figure 194).

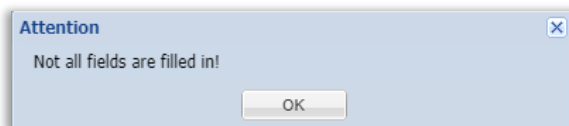
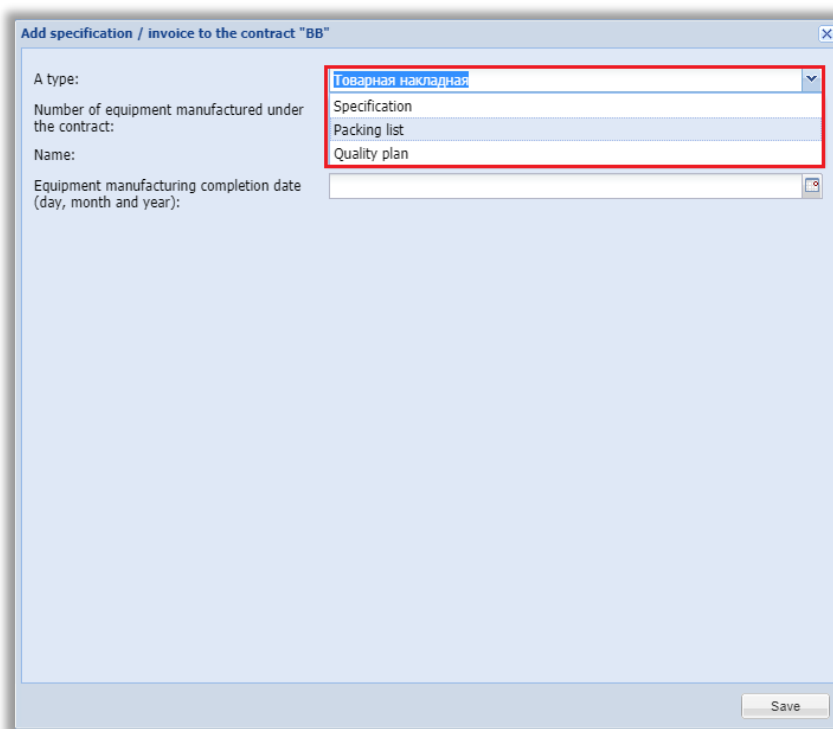


figure 194

- 8) To delete a contract from the table, the participant clicks the «✖» («Delete») button (figure 192), in the confirmation window that opens, he clicks the «Yes» button (figure 190).
- 9) Then the participant adds the specification / waybill to the contract by clicking on the button «+» («Add specification/waybill») (figure 192). In the opened form «Add specification / invoice to the contract» selects the document type «Specification», «Packing list» or «Quality plan» and fills in all the fields (figure 195, figure 196, figure 197). The deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract.



Add specification / invoice to the contract "BB"

A type: Товарная накладная

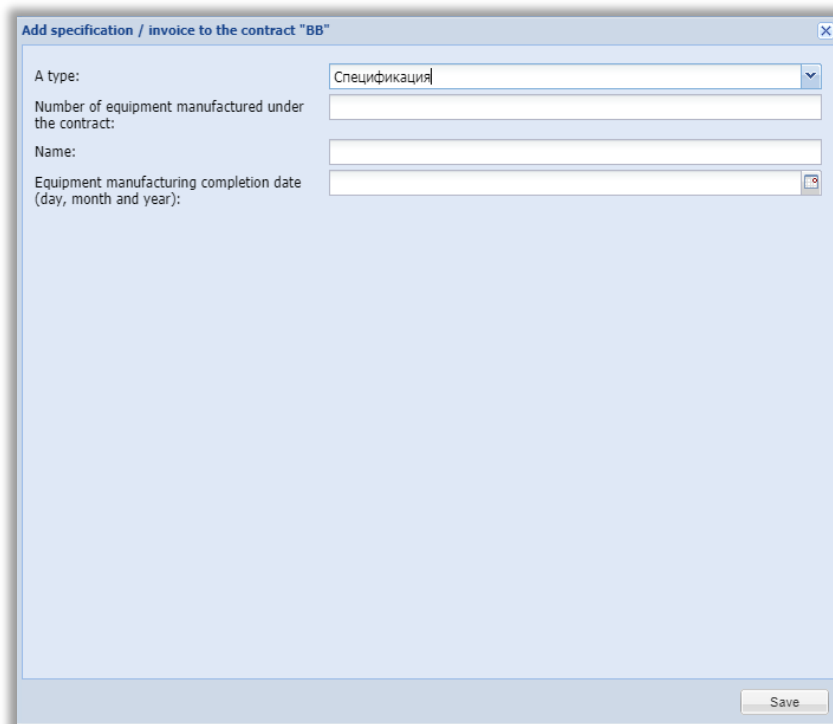
Number of equipment manufactured under the contract:

Name:

Equipment manufacturing completion date (day, month and year):

Save

figure 195



Add specification / invoice to the contract "BB"

A type: Спецификация

Number of equipment manufactured under the contract:

Name:

Equipment manufacturing completion date (day, month and year):

Save

figure 196

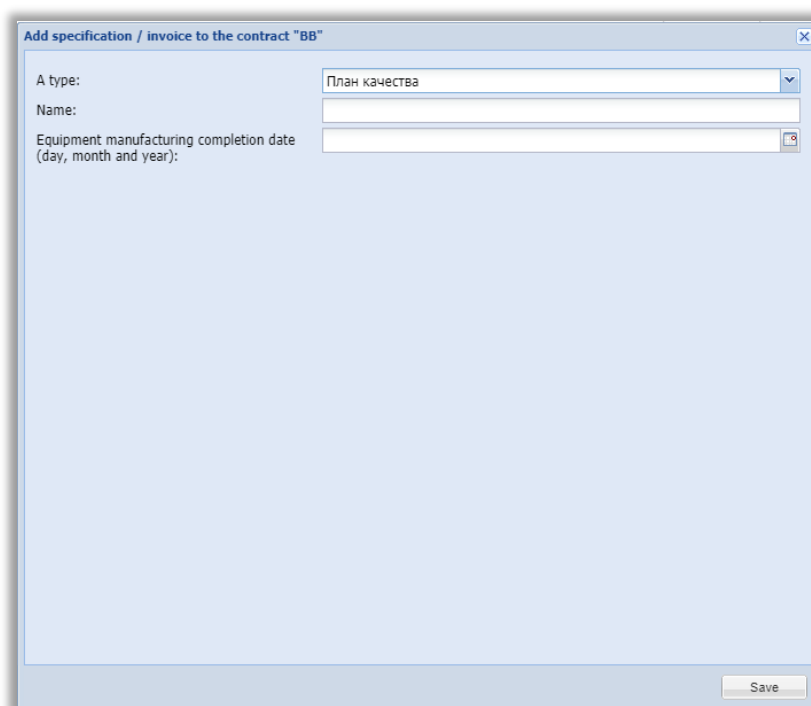














figure 197



- 10) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (figure 198).











figure 198

- 11) After filling in the data, the participant clicks the «Save» button (figure 197). Specification / invoice information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 199). The form for editing the specification / invoice will open (figure 200).

1.1	01.01.2019	Vasya, st Coffee	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "coffee machine with automatic cappuccinatore"					0	0	08/31/2020	 
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	 
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	 
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer
  Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	Number of equipment manufactured under the contract	Equipment manufacturing completion date (day, month and year)	Operations
one	Manufactured by "Romashka" LLC			64		  
1.1	Agreement "BB" dated 11/30/2020	Peter, st. Cable	making coffee machines	64	07/20/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"			64	05/31/2020	 
TOTAL				64		

Back to application
Save

figure 199

Edit the specification / consignment note "Coffee machine with automatic cappuccinatore"

A type: Спецификация


Name: Кофе-машина с автокапучинатором

Number of equipment manufactured under the contract: 64

Equipment manufacturing completion date (day, month and year): 31.05.2020

Save

figure 200

- 12) To delete the specification/invoice from the table, the participant clicks the «» («Delete») button (figure 199), in the confirmation window that opens, he clicks the «Yes» button (figure 190).
- 13) After filling in all the information, the «Total» line displays the total amount of equipment manufactured for all contracts of the organization.

- 14) The participant can clear the form of the certificate of the manufacturer's experience in quantitative terms, for this he clicks on the «Clear table» button next to the button for adding a manufacturer (figure 199). In the notification window that opens, he clicks the «Yes» button (figure 201).

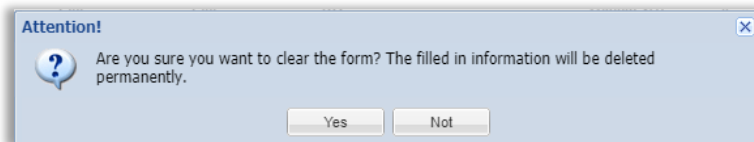


figure 201

- 15) All previously filled data will be cleared without the possibility of saving. To save the result, the Participant clicks on the «Save» button (figure 199). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 202). You will go to the application form.

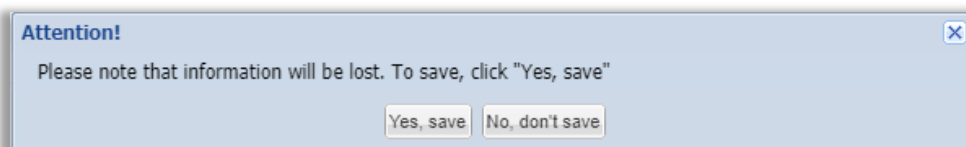


figure 202

#### **19.4.2.2. Certificate of experience in the implementation of contracts for the supply of goods and the manufacturer's experience in value terms**

- 1) When filling out data on the experience of contracts for the supply of goods, the participant, if necessary, also fills in information on the experience of the manufacturer in value terms. To do this, the participant clicks on the «Add manufacturer» button (figure 203).

Заявка на участие в процедуре

Опыт договоров на поставку товара

✖ Очистить таблицу

№ п/п	Реквизиты договора (номер и дата)	Заказчик (наименование, адрес, контактное лицо с указанием должности, контактные телефоны)	Описание договора (описание основных условий договора, наименование изготовленного оборудования в рамках данного договора)	Стоимость поставок по договору				Срок завершения поставок товара (число, месяц и год фактической передачи товара заказчику)	Операции	
				Сумма договора, рублей		В т.ч. стоимость поставленного в 2018 - 2020 гг. товара по документам, подтверждающим исполнение, руб.				
				без НДС	с НДС	без НДС	с НДС			
1	Участник "ООО "Первый""			2000.2	2400.24	1100.2	1320.24		+	
1.1	Договор "АА" от 01.01.2019	Вася, ул.Кофейная	поставка кофе-машин	2000.2	2400.24	1100.2	1320.24	01.11.2020	✖   ✖   ✖	
1.1.1	Спецификация "Кофе-машина с автокапучинатором"				0	0	0	31.08.2020	✖   ✖	
1.1.2	Спецификация "Кофе-машина с ручным капучинатором"				0	0	0	01.11.2020	✖   ✖	
1.1.3	Товарная накладная "Кофе-машина с автокапучинатором"				1000.1	1200.12	1000.1	1200.12	31.08.2020	✖   ✖
1.1.4	Товарная накладная "Кофе-машина с ручным капучинатором"				100.1	120.12	100.1	120.12	01.11.2020	✖   ✖
ИТОГО				2000.2	2400.24	1100.2	1320.24			

✖ Очистить таблицу

➕ Добавить изготовителя ✖ Очистить таблицу

№ п/п	Реквизиты договора (номер и дата)	Заказчик (наименование, адрес, контактное лицо с указанием должности, контактные телефоны)	Описание договора (описание основных условий договора, наименование изготовленного оборудования в рамках данного договора)	Стоимость поставок по договору				Срок завершения изготовления оборудования (число, месяц и год)	Операции
				Сумма договора, рублей		В т.ч. стоимость поставленного в 2018 - 2020 гг. товара по документам, подтверждающим исполнение, руб.			
				без НДС	с НДС	без НДС	с НДС		

Вернуться к заявке Сохранить

figure 203


- 2) In the opened form «Add manufacturer» the participant enters the name of the manufacturer, clicks the button «Save» (figure 204).












Add manufacturer



Name:




Save

figure 204

- 3) Manufacturer information appears in the table row. The participant can edit the manufacturer's name by clicking on the «  » («Edit») button (figure 205). A form for editing a manufacturer will open (figure 206).

1.1	Agreement "AA" dated 01.01.2019	Vasya, Kofeynaya st.	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"					0	0	08/31/2020	 
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	 
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	 
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer
  Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Manufactured by "OOO" Petrov "			0	0	0	0		  
TOTAL				0	0	0	0		

Back to application

Save


figure 205

Edit the organization "LLC" Petrov "
 ✕

Name:

Save

figure 206

- 4) To remove a manufacturer from the table, the participant clicks the «  » («Delete») button (figure 205), in the confirmation window that opens, he clicks the «Yes» button (figure 207).

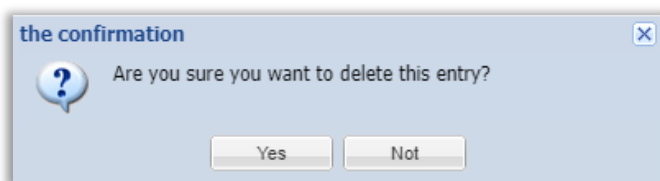



figure 207

- 5) Then the participant adds a contract by clicking on the «» («Add contract») button (figure 205). In the opened form «Add an agreement to the organization», he fills in all the data on the contract, adds the appropriate documentation (figure 208). The amount of the contract with VAT may be higher or equal to the amount of the contract without VAT. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (figure 209).

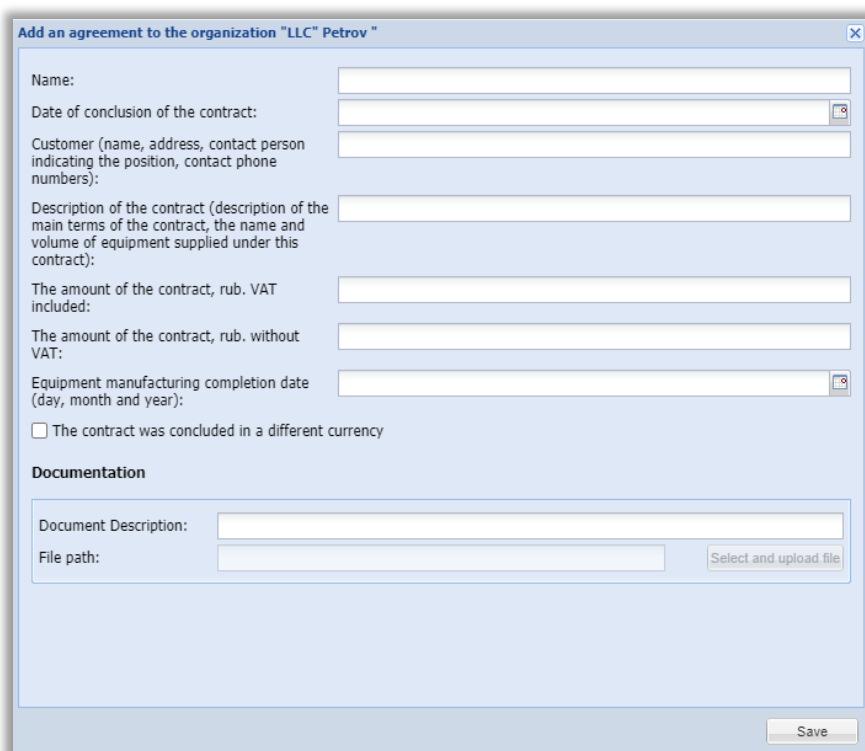


figure 208

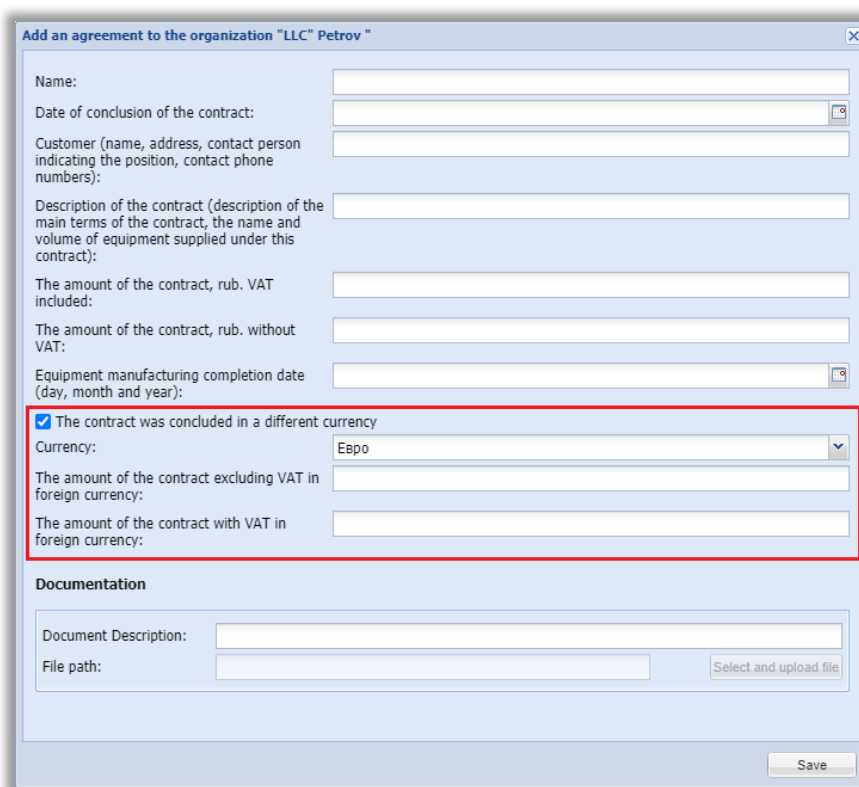


figure 209

- 6) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (figure 210).

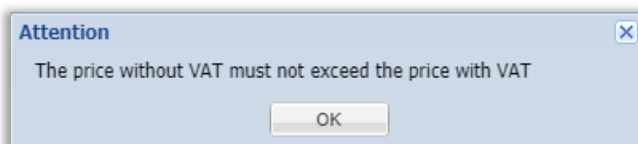






















figure 210

- 7) After filling in the data, the participant clicks the «Save» button (figure 208). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 211). The contract editing form will open (figure 212).

1.1	Agreement "AA" dated 01.01.2019	Vasya, Kofeynaya st.	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"					0	0	08/31/2020	 
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	 
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	 
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer
 Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Manufactured by "OOO" Petrov "			1800	2000	0	0		  
1.1	Agreement "BB" dated 07/30/2020	Peter, st. Cable	making coffee machines	1800	2000	0	0	05/25/2020	  
TOTAL				1800	2000	0	0		

[Back to application](#)
[Save](#)

figure 211

**Edit contract "BB"**

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (description of the main terms of the contract, the name and volume of equipment supplied under this contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Equipment manufacturing completion date (day, month and year):

☐ The contract was concluded in a different currency

**Documentation**

Document Description:

File path:

figure 212

- 8) If not all the fields have been filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (figure 213).

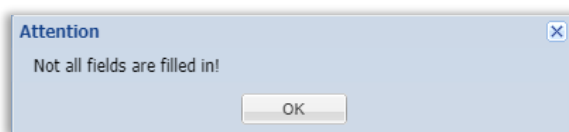
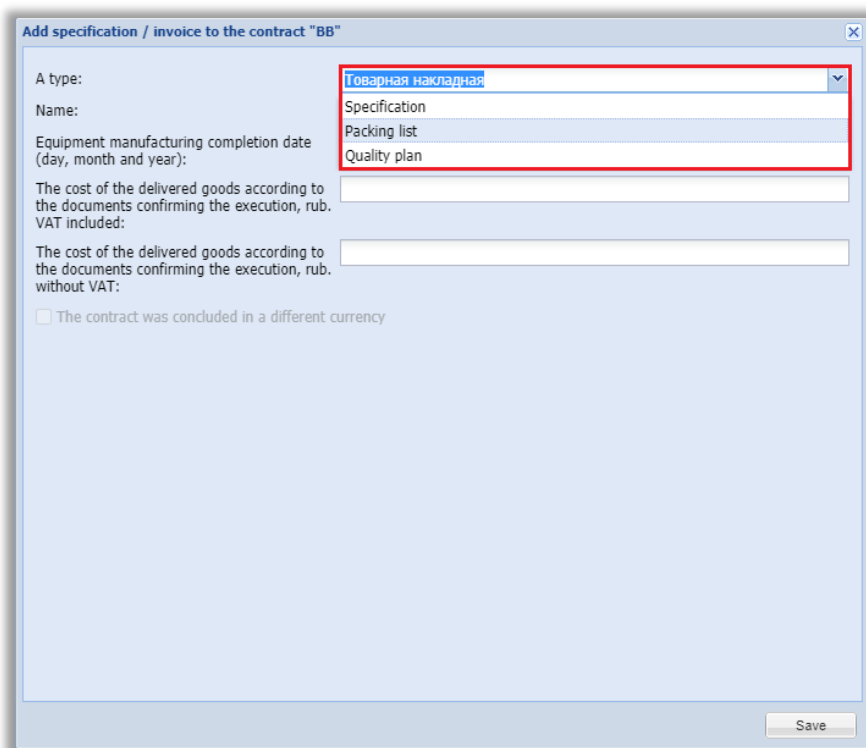


figure 213

- 9) To delete a contract from the table, the participant clicks the «✖» («Delete») button (figure 211), in the confirmation window that opens, he clicks the «Yes» button (figure 207).
- 10) Then the participant adds the specification / waybill to the contract by clicking on the button «+» («Add specification / waybill») (figure 211). In the opened form «Add specification / invoice to the contract» selects the document type «Specification», «Packing list» or «Quality plan» and fills in all the fields (figure 214, figure 215, figure 216). The deadline for completing the manufacture of equipment may be no later than or equal to the deadline for the completion of the manufacture of equipment under the contract. The cost of the delivered goods with VAT must be higher or equal to the cost of the delivered goods without VAT, and must also not exceed, but may be equal to the amount of the contract with VAT.


 A form titled "Add specification / invoice to the contract 'BB'". It contains several fields and a dropdown menu. The dropdown menu is open, showing three options: "Товарная накладная", "Specification", and "Packing list". The "Specification" option is highlighted. Below the dropdown, there are two text input fields for costs, and a checkbox at the bottom.
 

A type:	Товарная накладная
Name:	Specification
Equipment manufacturing completion date (day, month and year):	Packing list
The cost of the delivered goods according to the documents confirming the execution, rub. VAT included:	Quality plan
The cost of the delivered goods according to the documents confirming the execution, rub. without VAT:	
<input type="checkbox"/> The contract was concluded in a different currency	

figure 214

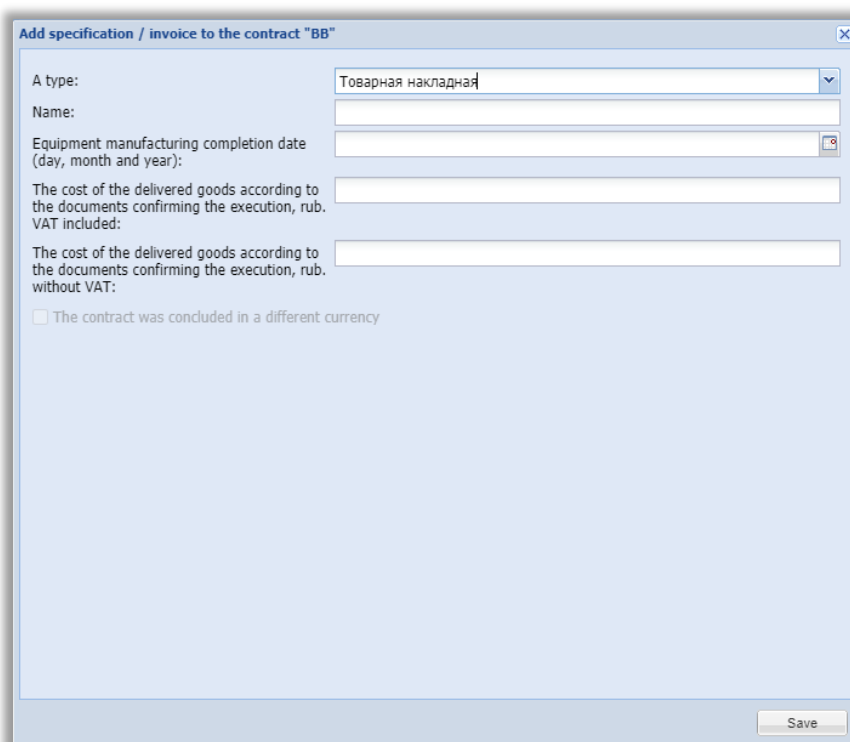


figure 215

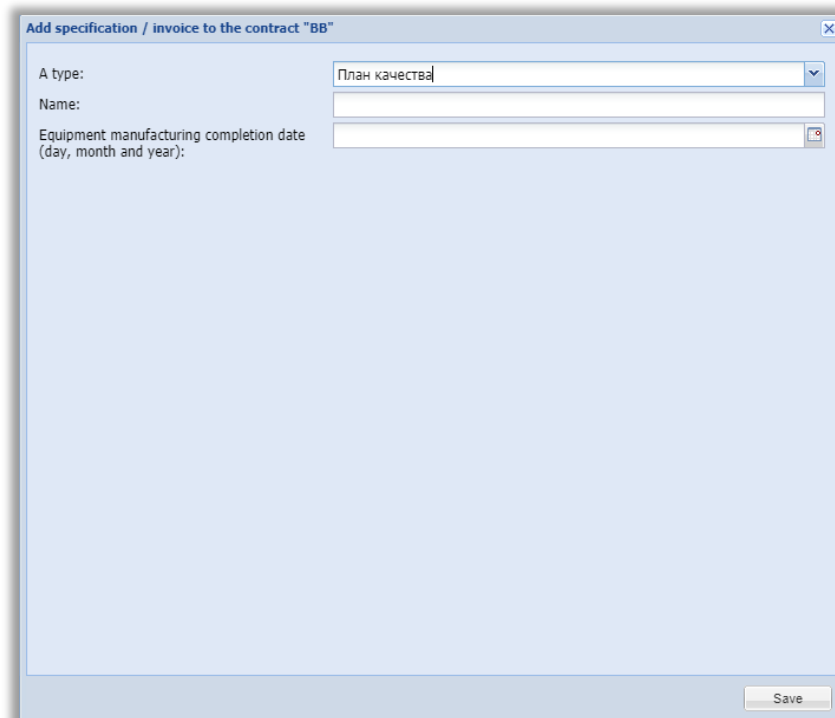


figure 216

- 11) If the contract was concluded in foreign currency, the form displays a block to fill in the cost of the delivered goods in foreign currency (figure 217). Currency selection is not possible at this stage.

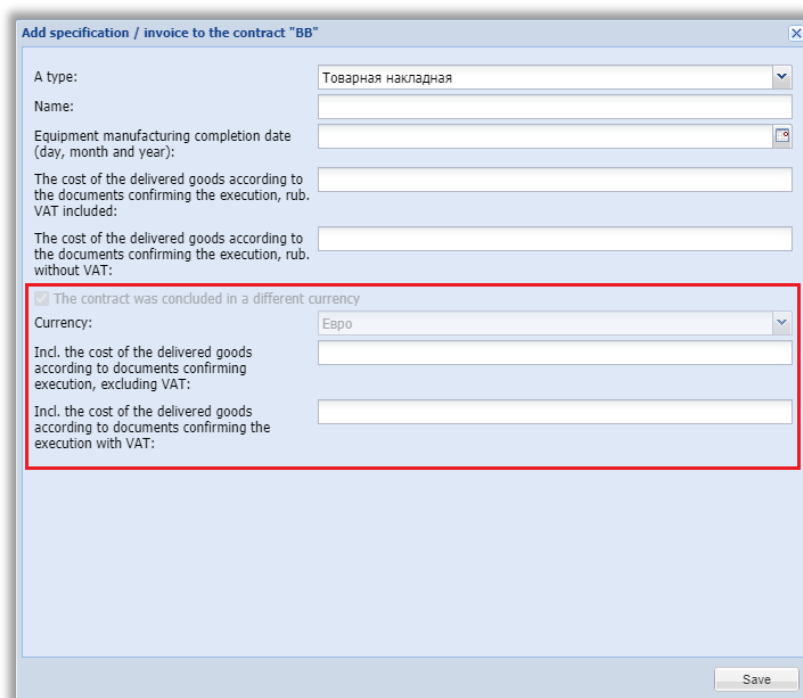


figure 217

- 12) If the deadline for the completion of the equipment manufacturing is later than the deadline for the completion of the equipment manufacturing under the contract, a warning window will appear when you click the «Save» button (figure 218).



figure 218

- 13) If the cost of the delivered goods with VAT is lower than the cost of the delivered goods excluding VAT, when you click on the «Save» button, a warning window will appear (figure 219).

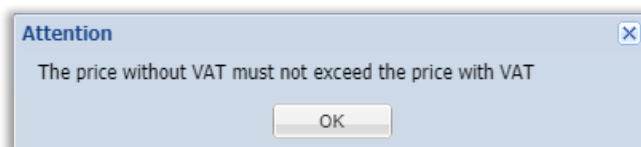
























figure 219

- 14) After filling in the data, the participant clicks the «Save» button (figure 216). Specification / invoice information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 220). The form for editing the specification / invoice will open (figure 221).

1.1	Agreement "BB" dated 01.01.2019	Vasya, Kofeynaya st.	delivery of coffee machines	2000.2	2400.24	1100.2	1320.24	11/01/2020	  
1.1.1	Specification "Coffee machine with automatic cappuccinatore"					0	0	08/31/2020	 
1.1.2	Specification "Coffee machine with manual cappuccinatore"					0	0	11/01/2020	 
1.1.3	Consignment note "Coffee machine with auto cappuccinatore"					1000.1	1200.12	08/31/2020	 
1.1.4	Consignment note "Coffee machine with manual cappuccinatore"					100.1	120.12	11/01/2020	 
TOTAL				2000.2	2400.24	1100.2	1320.24		

 Add manufacturer

 Clear table

P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (description of the main terms of the contract, the name of the equipment manufactured under this contract)	The cost of supplies under the contract				Equipment manufacturing completion date (day, month and year)	Operations
				Contract amount, rubles		Incl. cost of goods delivered in 2018 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Manufactured by "ООО" Petrov "			1800	2000	1500	1600		  
1.1	Agreement "BB" dated 07/30/2020	Peter, st. Cable	making coffee machines	1800	2000	1500	1600	05/25/2020	  
1.1.1	Specification "coffee machine with automatic cappuccinatore"					1500	1600	04/15/2020	 
TOTAL				1800	2000	1500	1600		

Back to application

Save

figure 220

Edit the specification / consignment note "coffee machine with cappuccinatore"

A type: Спецификация

Name: кофе-машина с автокапучинатором

Equipment manufacturing completion date (day, month and year): 15.04.2020

The cost of the delivered goods according to the documents confirming the execution, rub. VAT included: 1 600,00

The cost of the delivered goods according to the documents confirming the execution, rub. without VAT: 1 500,00

☐ The contract was concluded in a different currency





figure 221

- 15) To delete the specification/invoice from the table, the participant clicks the «» («Delete») button (figure 220), in the confirmation window that opens, he clicks the «Yes» button (figure 207).
- 16) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount

of the cost of the delivered goods according to documents with VAT and without VAT for all contracts of the organization.

- 17) The participant can clear the form of the certificate of the manufacturer's experience in value terms, for this he clicks on the «Clear table» button next to the add manufacturer button (figure 220). In the notification window that opens, he clicks the «Yes» button (figure 222).

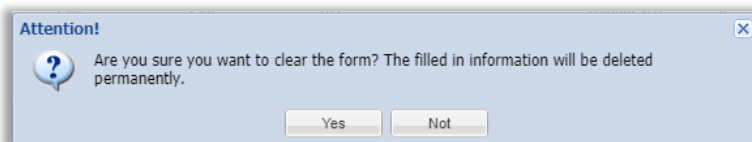


figure 222

- 18) All previously filled data will be cleared without the possibility of saving. To save the result, the Participant clicks on the «Save» button (figure 220). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 223). You will go to the application form.

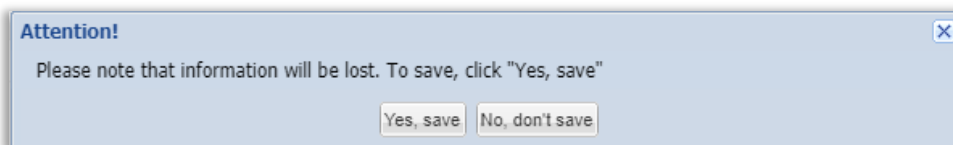
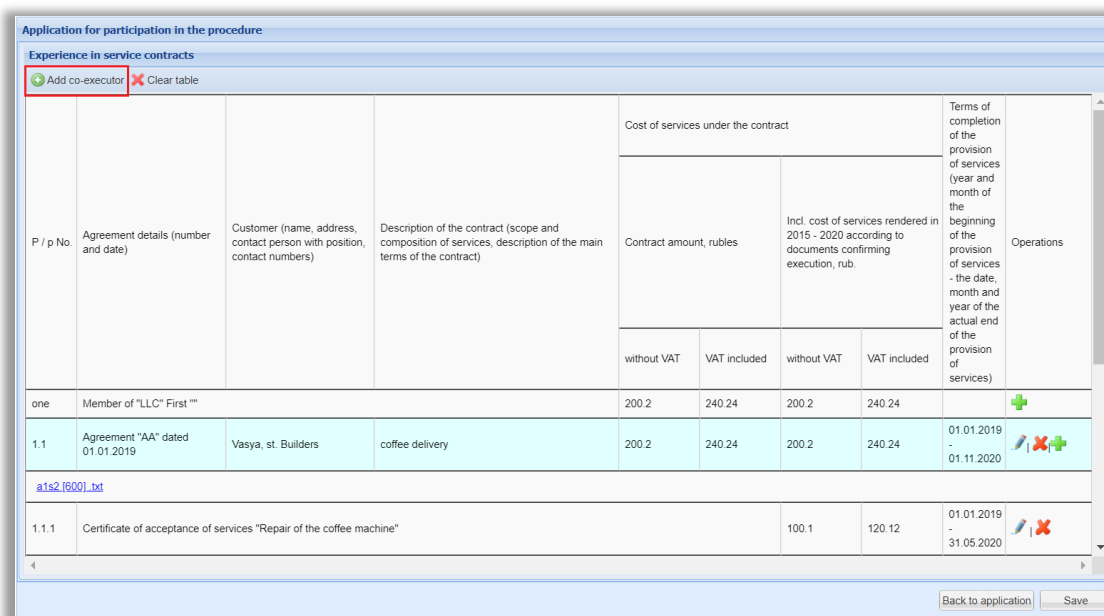


figure 223

#### 19.4.3. Certificate of experience in execution of contracts for the implementation of design and survey work/provision of services

- 1) To fill in data on the experience of contracts for the implementation of design and survey work/provision of services, the participant, if necessary, identifies co- executors by adding them by clicking on the button «Add co-executor» (figure 224).



P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (scope and composition of services, description of the main terms of the contract)	Cost of services under the contract				Terms of completion of the provision of services (year and month of the beginning of the provision of services - the date, month and year of the actual end of the provision of services)	Operations
				Contract amount, rubles		Incl. cost of services rendered in 2015 - 2020 according to documents confirming execution, rub.			
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			200.2	240.24	200.2	240.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	✖ ✖ ✖
a1s2 [600].txt									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	✖ ✖ ✖

figure 224

- 2) In the «Add organization» form that opens, the participant enters the name, clicks the «Save» button (figure 225).

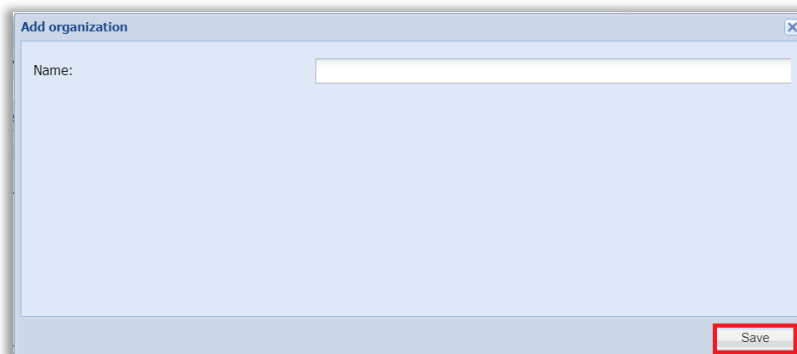














figure 225

- 3) Information about the co-executor appears in the table row. The participant can edit the name of the co-executor by clicking on the «» («Edit») button (figure 226). A form for editing an organization will open (figure 227).

Application for participation in the procedure

Experience in service contracts

+ Add co-executor ✖ Clear table

P / p No.	Agreement details (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (scope and composition of services, description of the main terms of the contract)	Contract amount, rubles		Contract amount of services rendered in 2015 - 2020 according to documents confirming execution, rub.		Beginning of the provision of services - the date, month and year of the actual end of the provision of services)	Operations
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			200.2	240.24	200.2	240.24		
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	  
<a href="#">ats2 (600).txt</a>									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	 
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"					100.1	120.12	02/22/2019 - 07/30/2020	 
TOTAL				200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"			0	0	0	0		  
TOTAL				0	0	0	0		

Back to application Save

figure 226

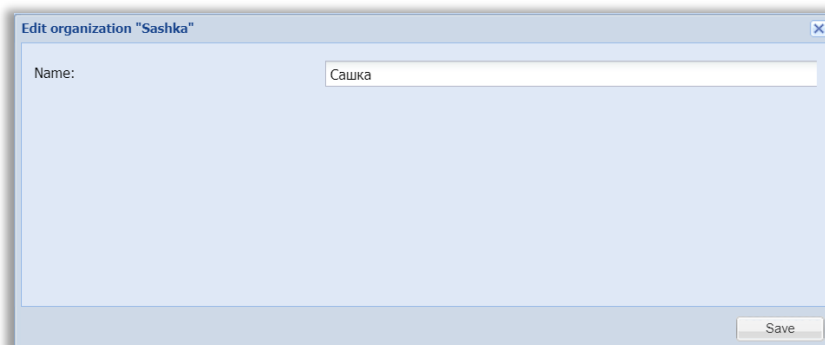



figure 227

- 4) To remove a co-executor from the table, the participant clicks the «» («Delete») button (figure 226), in the confirmation window that opens, he clicks the «Yes» button (figure 228).

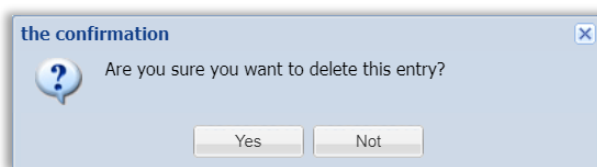

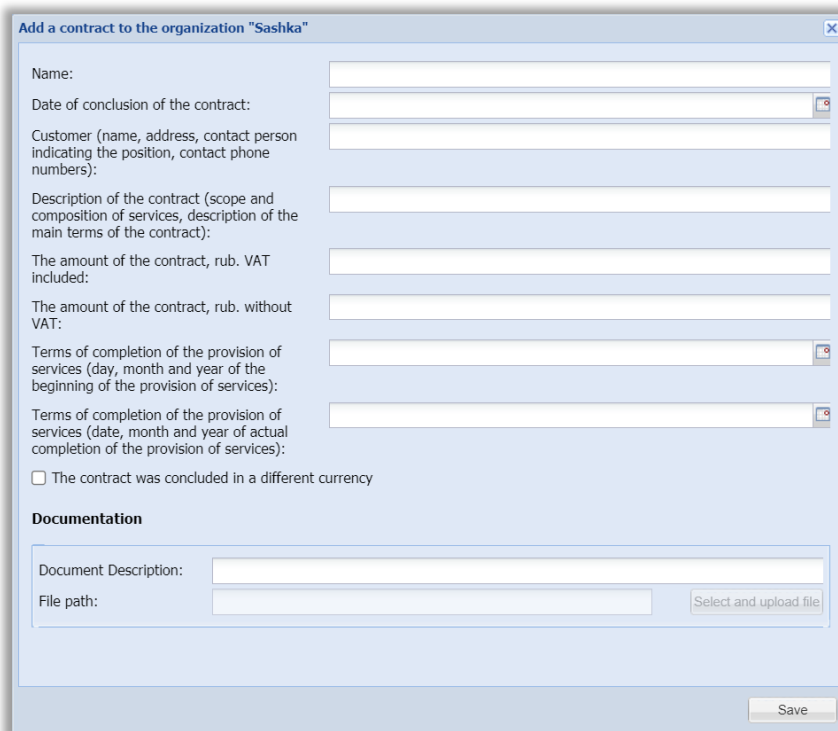


figure 228

- 5) Then the participant adds a contract by clicking on the «» («Add contract») button (figure 226). In the opened form «Add a contract to the organization» fills in all the data on the contract, adds the appropriate documentation (figure 229). The amount of the contract with VAT can be higher or equal to the amount of the contract without VAT. The end date for the provision of services may be equal to or later than the start date for the provision of services. When you select the sign «The contract was concluded in a different currency», a block appears for filling in the amount in foreign currency (figure 230).



**Add a contract to the organization "Sashka"**

Name:

Date of conclusion of the contract:

Customer (name, address, contact person indicating the position, contact phone numbers):

Description of the contract (scope and composition of services, description of the main terms of the contract):

The amount of the contract, rub. VAT included:

The amount of the contract, rub. without VAT:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

☐ The contract was concluded in a different currency

**Documentation**

Document Description:

File path:

figure 229

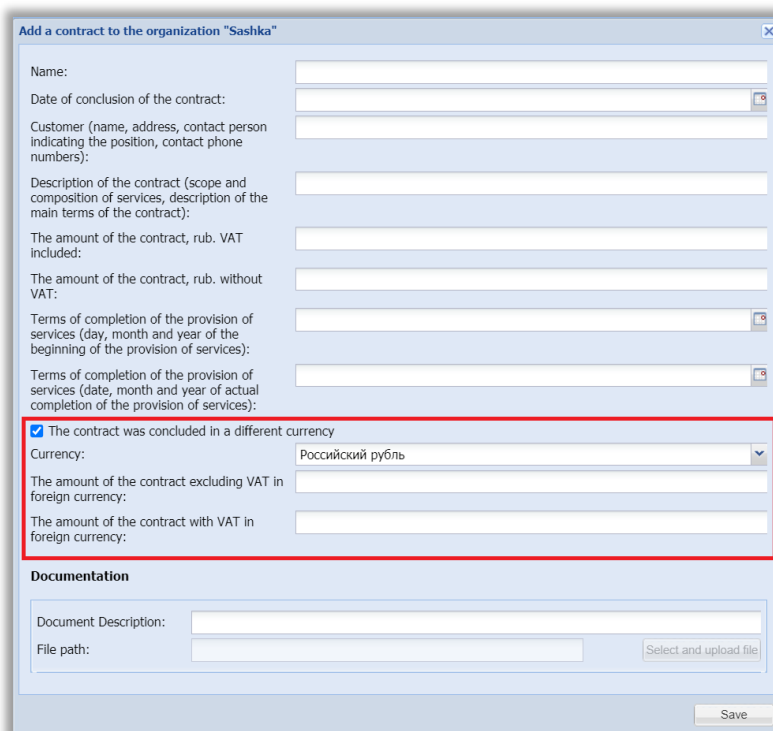


figure 230

- 6) If the start date for the provision of services is later than the end date for the provision of services, a warning window will appear when you click on the «Save» button (figure 231).

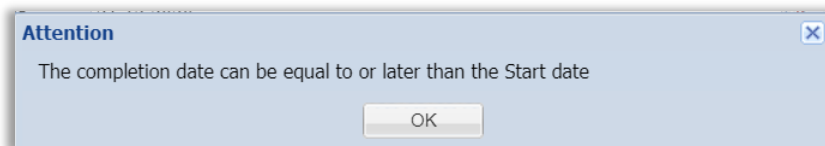


figure 231

- 7) If the amount of the contract with VAT turns out to be lower than the amount of the contract without VAT, when you click on the «Save» button, a warning window will appear (figure 232).

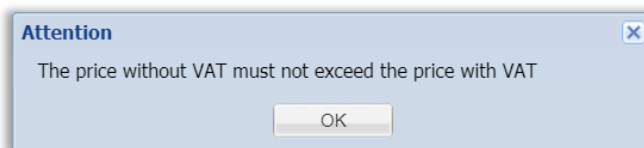



figure 232

- 8) After filling in the data, the participant clicks the «Save» button (figure 229). The contract information appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 233). The contract editing form will open (figure 234).

Application for participation in the procedure

Experience in service contracts

➢ Add co-executor ✖ Clear table

								year or the actual end of the provision of services)	
				without VAT	VAT included	without VAT	VAT included		
one	Member of "LLC" First "			200.2	240.24	200.2	240.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	✖ ✖ ✖
<a href="#">a1s2 (600).txt</a>									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"					100.1	120.12	01.01.2019 - 31.05.2020	✖ ✖ ✖
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"					100.1	120.12	02/22/2019 - 07/30/2020	✖ ✖ ✖
TOTAL				200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"			200.2	240.24	0	0		✖ ✖ ✖
2.1	Agreement "BB" dated 03/22/2018	Petya, ave. Cable	coffee delivery	200.2	240.24	0	0	04/01/2018 - 11/01/2020	✖ ✖ ✖
<a href="#">a1s2 (601).txt</a>									
TOTAL				200.2	240.24	0	0		

Back to application Save

figure 233

Edit contract "BB"

Name: ББ

Date of conclusion of the contract: 22.03.2018

Customer (name, address, contact person indicating the position, contact phone numbers): Петя, пр. Кабельный

Description of the contract (scope and composition of services, description of the main terms of the contract): доставка кофе

The amount of the contract, rub. VAT included: 240,24

The amount of the contract, rub. without VAT: 200,20

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services): 01.04.2018

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services): 01.11.2020

☐ The contract was concluded in a different currency

**Documentation**

Document Description:

File path:  [Select and upload file](#)

Save

figure 234

- 9) If not all the fields were filled in, when you click on the «Save» button, a notification appears that not all the fields are filled in (figure 235).

Attention

Not all fields are filled in!

OK

figure 235

- 10) To delete a contract from the table, the participant clicks the «✖» («Delete») button (figure 233), in the confirmation window that opens, he clicks the «Yes» button (figure 228).
- 11) Then the participant adds an act of delivery and acceptance of services under the contract by clicking on the button «+» («Add an act of delivery and acceptance of services»). In the opened form «Add an act of delivery and acceptance of services under the agreement», fills in all the fields (figure 236). The cost of services rendered with VAT must be higher than or equal to the cost of services rendered without VAT, and must not exceed, but may be equal to, the amount of the contract with VAT. The start date for the provision of services can be no earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract. The deadline for the end of the provision of services may be no earlier than or equal to the start date of the contract and no later than or equal to the date of the actual completion of the contract.

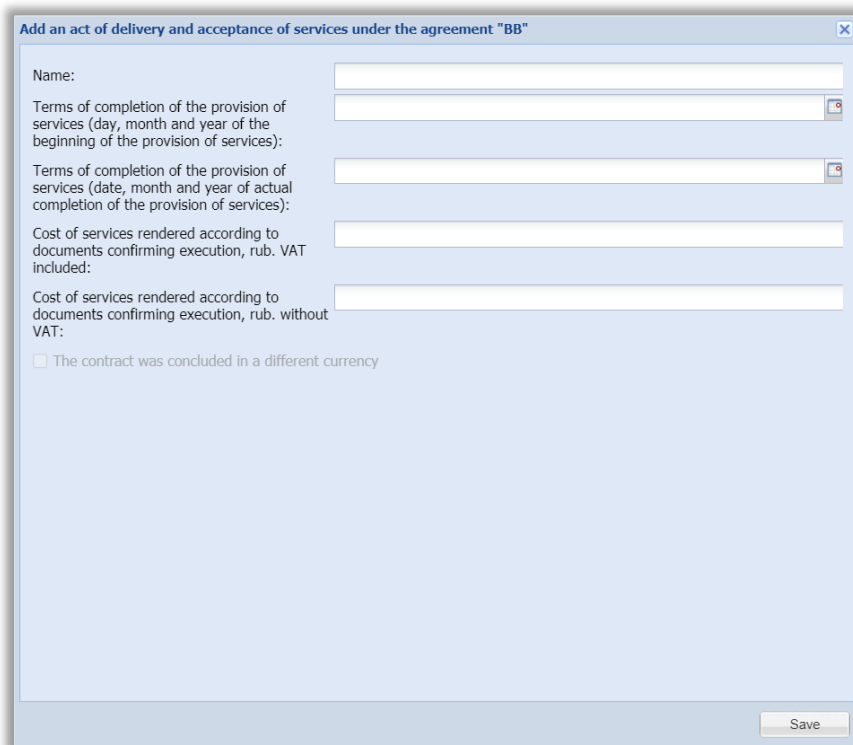
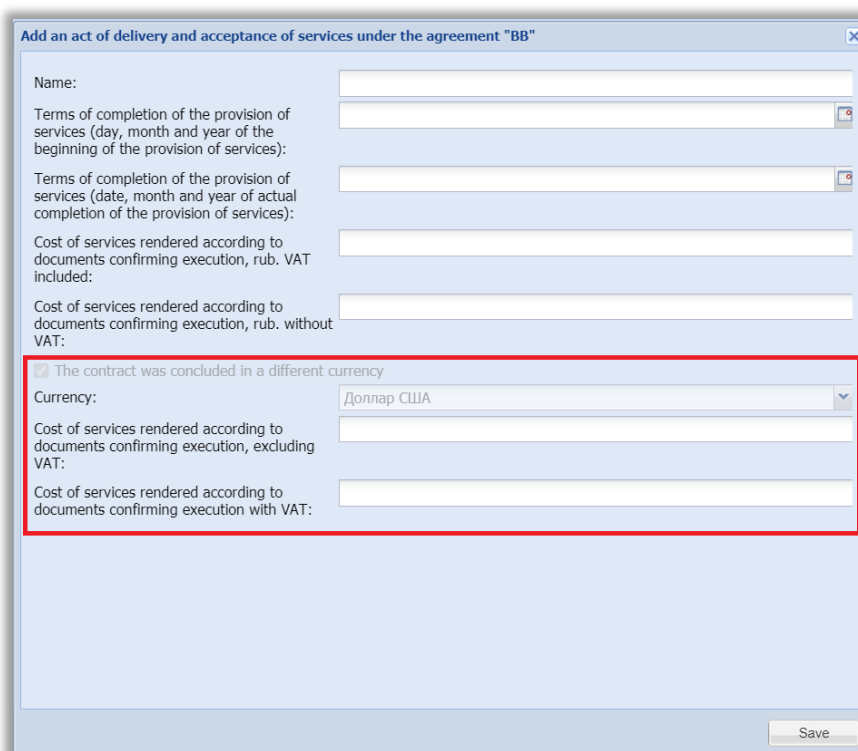


figure 236

- 12) If the contract was concluded in foreign currency, a block is displayed in the form to fill in the cost of services rendered in foreign currency (figure 237). Currency selection is not possible at this stage.



**Add an act of delivery and acceptance of services under the agreement "BB"**

Name:

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services):

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services):

Cost of services rendered according to documents confirming execution, rub. VAT included:

Cost of services rendered according to documents confirming execution, rub. without VAT:

☒ The contract was concluded in a different currency

Currency:

Cost of services rendered according to documents confirming execution, excluding VAT:

Cost of services rendered according to documents confirming execution with VAT:

Save

figure 237

- 13) If the start date for the provision of services is later than the term for the provision of services, when you click on the «Save» button, a warning window will appear (figure 238).

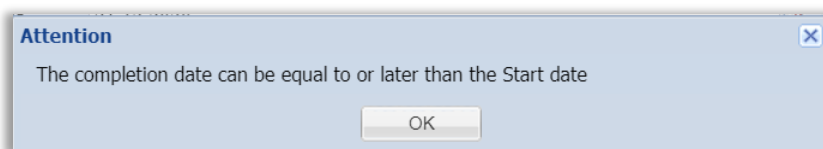


figure 238

- 14) If the cost of services rendered with VAT turns out to be lower than the cost of services rendered without VAT, when you click on the «Save» button, a warning window will appear (figure 239).

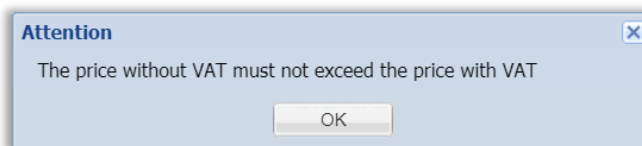



figure 239

- 15) After filling in the data, the participant clicks the «Save» button (figure 236). Information about the act of delivery and acceptance of services appears in the table row. The participant can edit the information by clicking on the «» («Edit») button (figure 240). The form for editing the act will open (figure 241).

Application for participation in the procedure

Experience in service contracts

+ Add co-executor ✖ Clear table

								of services)	
one	Member of "LLC" First			200.2	240.24	200.2	240.24		+
1.1	Agreement "AA" dated 01.01.2019	Vasya, st. Builders	coffee delivery	200.2	240.24	200.2	240.24	01.01.2019 - 01.11.2020	✖ ✖ +
<a href="#">a1s2 (600).txt</a>									
1.1.1	Certificate of acceptance of services "Repair of the coffee machine"			100.1	120.12			01.01.2019 - 31.05.2020	✖ ✖
1.1.2	Certificate of acceptance of services "Maintenance of the coffee machine"			100.1	120.12			02/22/2019 - 07/30/2020	✖ ✖
TOTAL				200.2	240.24	200.2	240.24		
2	Co-performer "Sashka"			200.2	240.24	100.1	120.12		✖ ✖ +
2.1	Agreement "BB" dated 03/22/2018	Petya, ave. Cable	coffee delivery	200.2	240.24	100.1	120.12	04/01/2018 - 11/01/2020	✖ ✖ +
<a href="#">a1s2 (601).txt</a>									
2.1.1	Certificate of delivery and acceptance of services "B1"			100.1	120.12			04/01/2018 - 05/31/2020	✖ ✖
TOTAL				200.2	240.24	100.1	120.12		

Back to application Save

figure 240

Edit the act of delivery and acceptance of services "B1"

Name: B1

Terms of completion of the provision of services (day, month and year of the beginning of the provision of services): 01.04.2018

Terms of completion of the provision of services (date, month and year of actual completion of the provision of services): 31.05.2020

Cost of services rendered according to documents confirming execution, rub. VAT included: 120,12

Cost of services rendered according to documents confirming execution, rub. without VAT: 100,10

☐ The contract was concluded in a different currency

Save

figure 241

- 16) To delete the acceptance certificate of services from the table, the participant clicks the «✖» («Delete») button (figure 240), in the confirmation window that opens, he clicks the «Yes» button (figure 228).
- 17) After filling in all the information, the «Total» line displays the amount of the contract without VAT and with VAT for all contracts of the organization, as well as the amount of the cost of services rendered according to documents with VAT and without VAT for all contracts of the organization.

- 18) The Participant can clear the form of the certificate of experience in the execution of contracts for the Execution of IDP / Provision of services, for this he clicks on the button «Clear table» (figure 240). In the notification window that opens, he clicks the «Yes» button (figure 242).

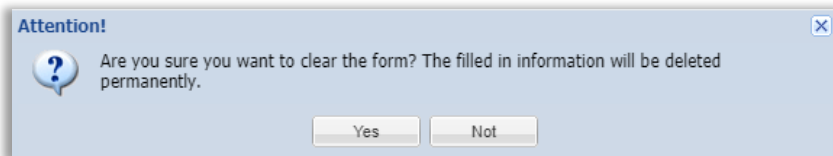


figure 242

- 19) All previously filled data will be cleared without the possibility of editing. To save the result, the participant clicks on the «Save» button (figure 240). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 243). You will go to the application form.

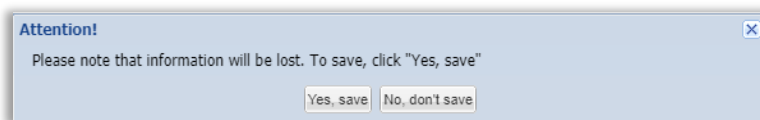


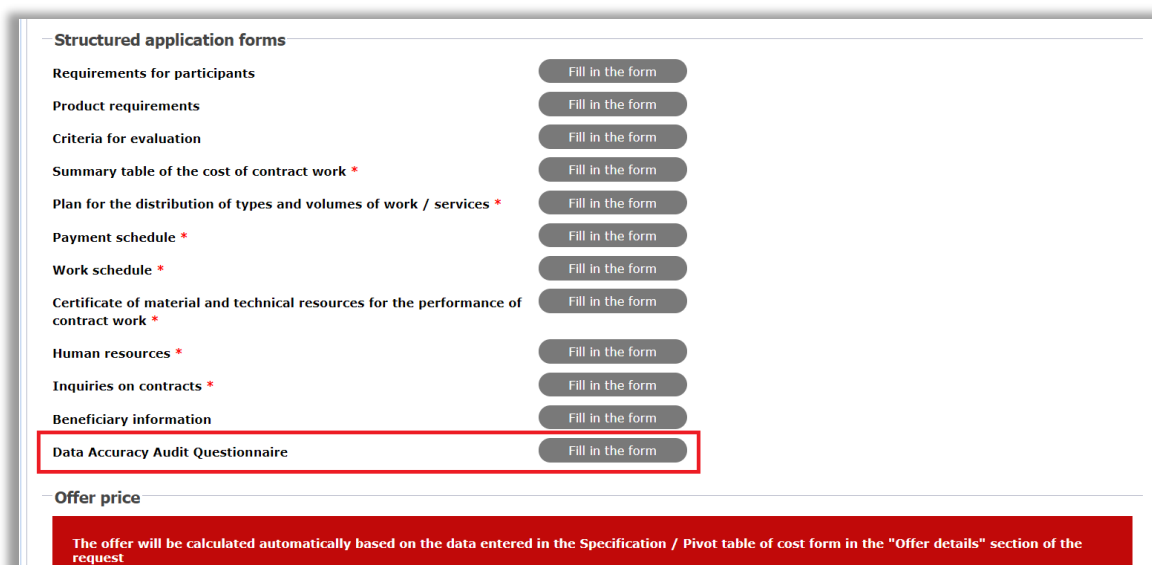
figure 243

### 19.5. Profile of the manufacturer / the company-contractor / service companies

- 1) In the case of the established signs «Critical product» and «Audit required» in the notification of the procedure, the participant on the application form in the «Structured application forms» block in the «Data Accuracy Audit Questionnaire» field can click on the «Fill in the form» button to proceed to filling out the questionnaire of manufacturers / contractor / service company as part of the application (figure 244).

**Note 11.** The participant does not have to fill out a questionnaire, he can submit an application without it.

**Note 12.** The participant can fill out the questionnaire only after completing the declaration of conformity.



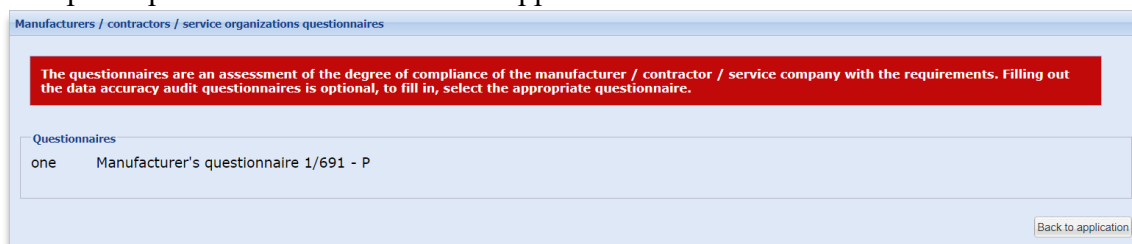
Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost of contract work *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
Work schedule *	Fill in the form
Certificate of material and technical resources for the performance of contract work *	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Beneficiary information	Fill in the form
<b>Data Accuracy Audit Questionnaire</b>	<b>Fill in the form</b>

**Offer price**

The offer will be calculated automatically based on the data entered in the Specification / Pivot table of cost form in the "Offer details" section of the request

figure 244

- 2) A window opens «Manufacturers / contractors / service organizations questionnaires». If the manufacturer is listed in several lot positions with different types of requested questionnaires, then both the manufacturer's questionnaire and the contractor's / service division's questionnaire must be filled in (figure 245). To return to the application, the participant clicks on the «Back to application» button.



Manufacturers / contractors / service organizations questionnaires

The questionnaires are an assessment of the degree of compliance of the manufacturer / contractor / service company with the requirements. Filling out the data accuracy audit questionnaires is optional, to fill in, select the appropriate questionnaire.

Questionnaires

one	Manufacturer's questionnaire 1/691 - P
-----	--

Back to application

figure 245

**Note 13.** If you are the manufacturer of the products of the purchase procedure, you must fill out a questionnaire for yourself.

- 3) The type of questionnaire to be filled out by the participant when accepting applications is determined by the value in the column «Manufacturer of goods» in the form «Summary table of the cost for the supply of goods, contract works and services» (figure 80).
- 4) In the «Full name of the legal entity» field of the questionnaire, the name of the product manufacturer is indicated (figure 246).

**Application form**

Specify information about the questionnaire in a formalized form:

Application name:

Full name of the legal entity:

Abbreviated name of the legal entity:

Partner typology:

TIN / Tax number (for non-resident):

Checkpoint:

Website on the Internet:

Rationale for not conducting an audit:

**Product type:**

Select items from the cost summary table for which the surveyed organization is a manufacturer (manufacturer).

Add to
Clear table

Product type	Operations

**Addresses (legal entity, main production, all branches and sites):**

Add to
Clear table

A type	Country	Region	City	Postcode	OKTMO code	Address (Street / House number / Office number)	Operations

Phone number: +  (  )

Fax number: +  (  )

E-mail:

Full name of the head of the organization:

Provide, if there is no need to conduct an audit of data reliability (in accordance with the exceptions established in the Unified Industry Methodological Guidelines of ROSATOM on data reliability audit), information about this, as well as (if any) documents confirming this information

Document Description:

File path:

Indicate the types of offered works / services:

Provide the organizational structure of your organization:

Document Description:

File path:

**Names and addresses of the largest construction projects in terms of participation and types of work / services carried out on them by the contractor / service enterprise**

Add to
Clear table

name of the property	Address	Types of work / services	Note	Operations

**Subcontracting (list of subcontractors that you will involve):**

Add to
Clear table

Name	TIN / Tax number (for non-resident)	Checkpoint	Types of work / services	Organization type	Operations

Completed documents with a questionnaire:

Document Description:

File path:

Cancellation
OK

figure 246

- 5) The applicant must fill in General information about the organization (the fields are required). In the «Product type» section, select items from the summary cost table by clicking on the «Add to» button and selecting values in the «New entry» form that opens (figure 247).

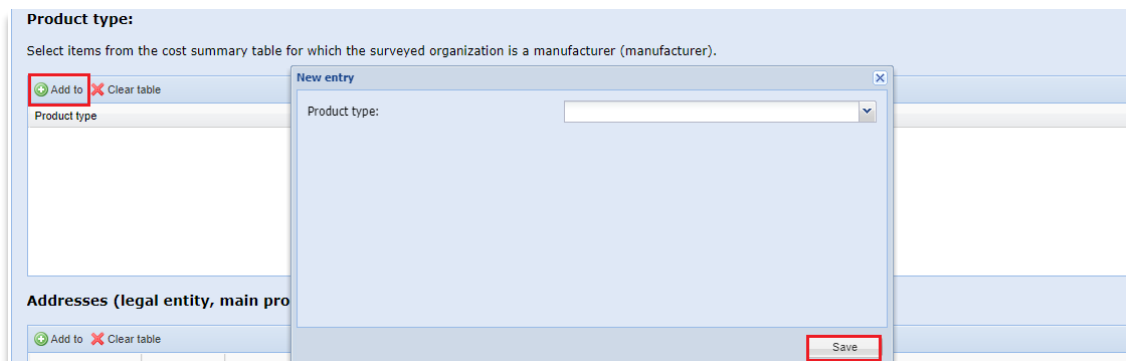


figure 247

- 6) In the case the field «The reason for the absence of a production/work/service address» is not filled in, the Applicant fills in the «Addresses (legal entity, main production, all branches and sites)», by clicking on the «Add to» button and selecting the values in the «New entry» form that opens (figure 248).



figure 248

- 7) The applicant indicates the types of work/services offered (if it is a contractor / service company) or the work required to meet the requirements of the customer organization in the production of products (if it is a manufacturer) (figure 249).

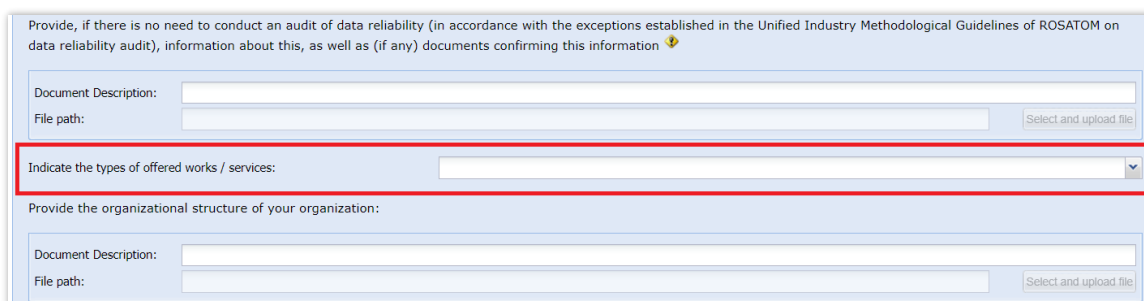


figure 249

- 8) If a check-box is issued «Specify information about the questionnaire in a formalized form», the Applicant attaches the document to the «Completed documents with the questionnaire» block (figure 250). In the meantime, fill in the remaining fields if necessary, click the «OK» button on the questionnaire form. The questionnaire was completed successfully.

If not all required fields were filled in, an error window opens with information about filling in the fields.

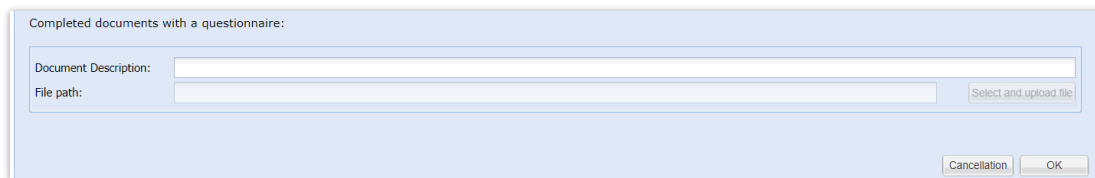


figure 250

## 19.6. Certificate of material and technical resources

- 1) A certificate of material and technical resources is of 2 types, depending on the selected type of the summary cost table: Certificate of material and technical resources for R&D, R&D, R&D, provision of services, Certificate of material and technical resources for performing contract work.

### 19.6.1. Certificate of material and technical resources for R&D, R&D, R&D, provision of services

- 1) To fill out a certificate of material and technical resources for R&D, R&D, R&D, provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Certificate of material and technical resources for R&D, R&D, R&D, provision of services» click on the «Fill in the form» button (figure 251).

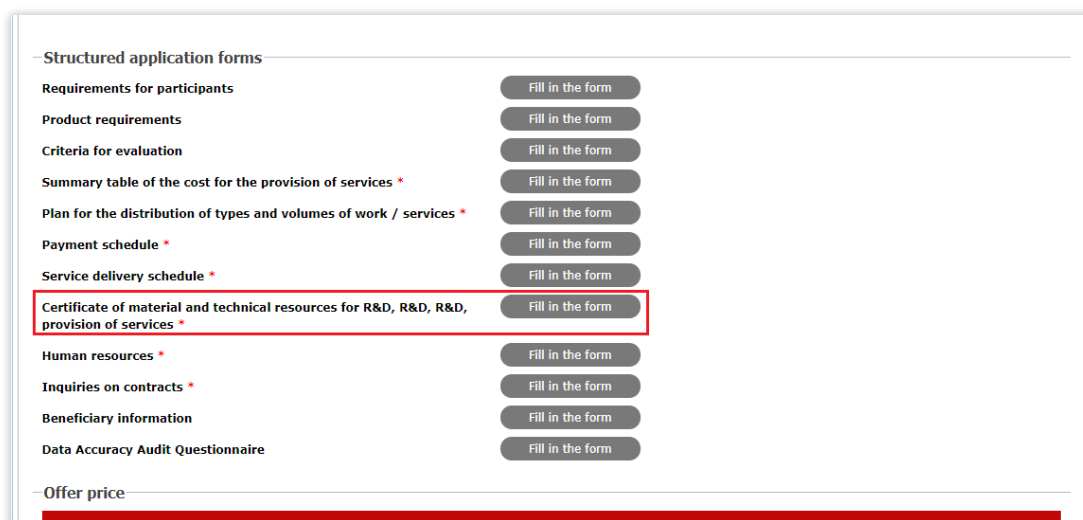


figure 251

- 2) In the form that opens, the participant clicks on the «Add to» button to fill in the table (figure 252), in the window that opens, fills in the fields (figure 253).


- 3) In the field «MTP chapter» the participant indicates the chapter in accordance with the structure of the consolidated estimate calculation, when you hover over the icon , a pop-up hint appears (figure 254).

figure 252

figure 253

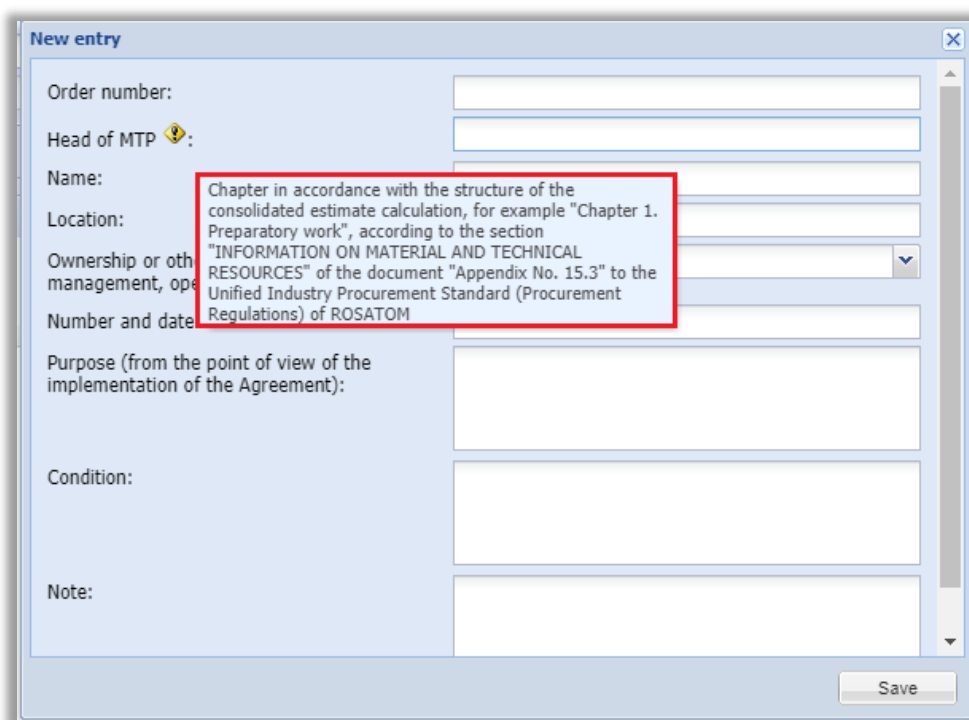


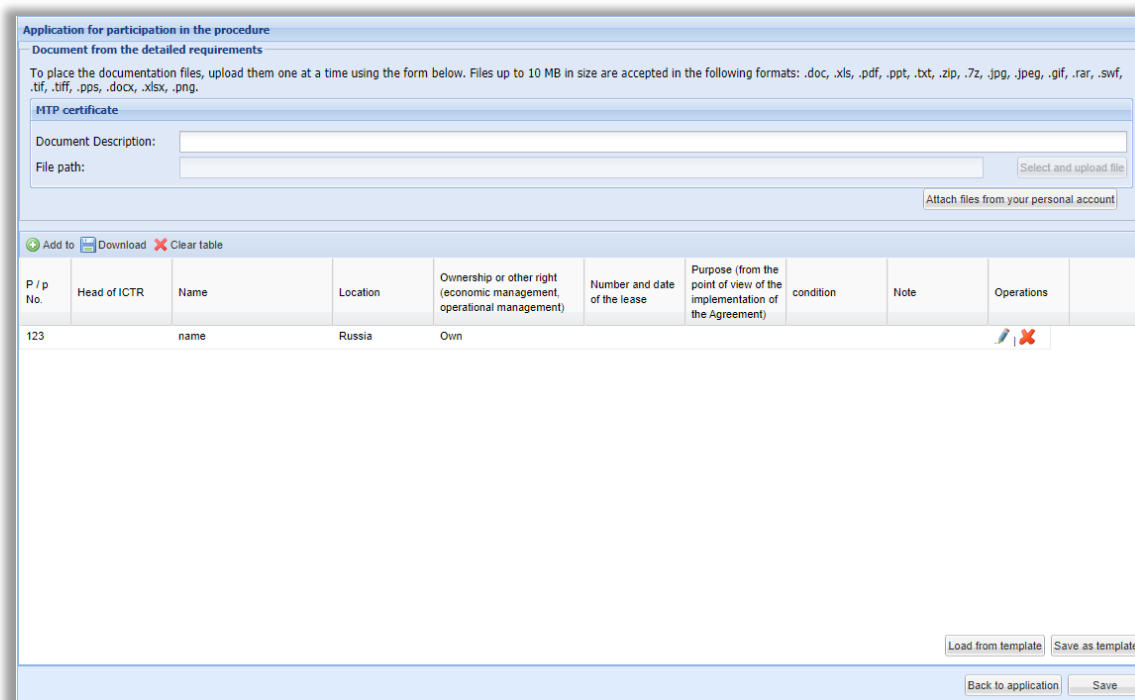


figure 254

- 4) In the field «Ownership or other right (economic management, operational management)», the participant selects one of the values in the drop-down list: «Own» or «Rent». If you select «Rent», you must fill in the «Number and date of the lease» field. After filling in the data, the participant clicks on the «Save» button (figure 254).
- 5) A row with filled data appears in the table (figure 255). To delete, you need to click on the button . To edit a line, the participant clicks on the button , in the opened editing form edits the required fields, clicks on the «Save» button (figure 256).





P / p No.	Head of ICTR	Name	Location	Ownership or other right (economic management, operational management)	Number and date of the lease	Purpose (from the point of view of the implementation of the Agreement)	condition	Note	Operations
123	name	Russia	Own						 

figure 255

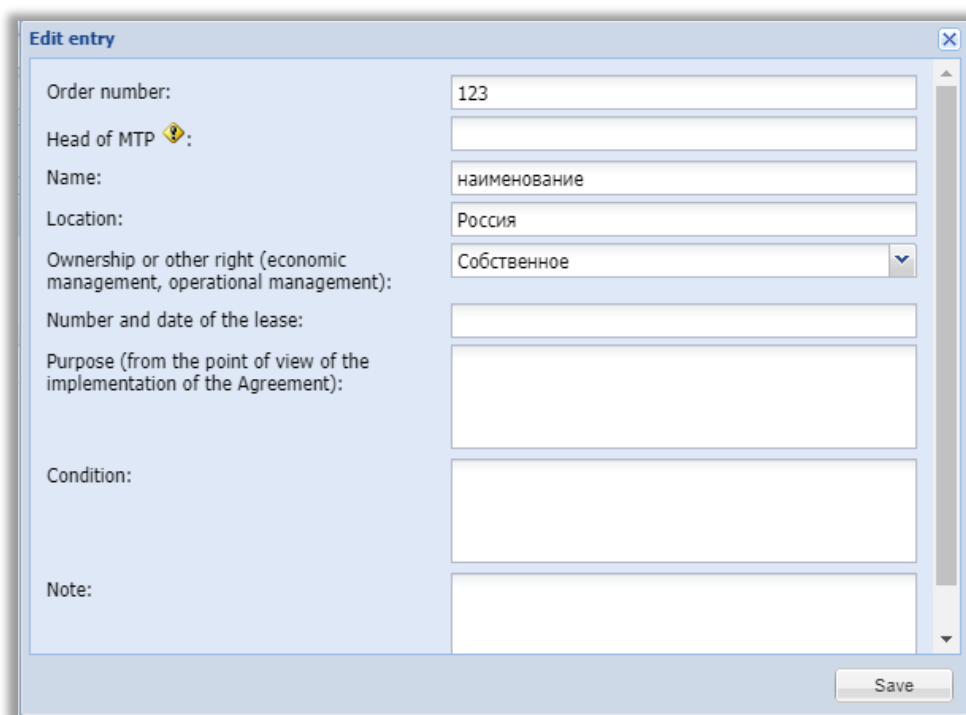


figure 256

- 6) Also, the data can be loaded into the table from the template. To do this, the participant clicks on the button «Load from template» (figure 255), in the window that opens, he selects the required template, clicks on the button (figure 257). The data from the template will be loaded into the table.

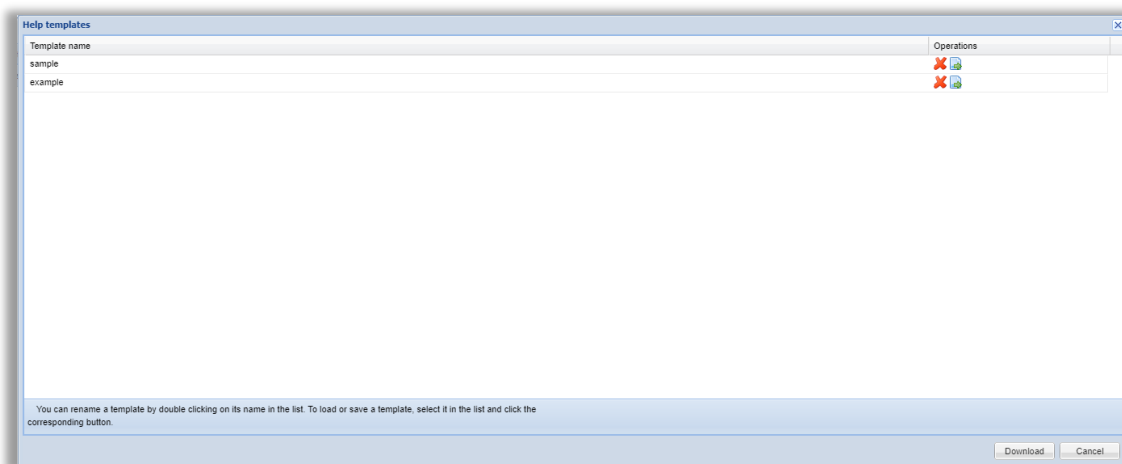


figure 257

- 7) The manually filled-in data in the table can be saved as a template, for this, after filling in the data, the participant clicks on the «Save as template» button (figure 255). In the window that opens, he selects the required template, clicks the button (figure 258). In the window that opens, enters the name of the template, clicks «OK» (figure 259).

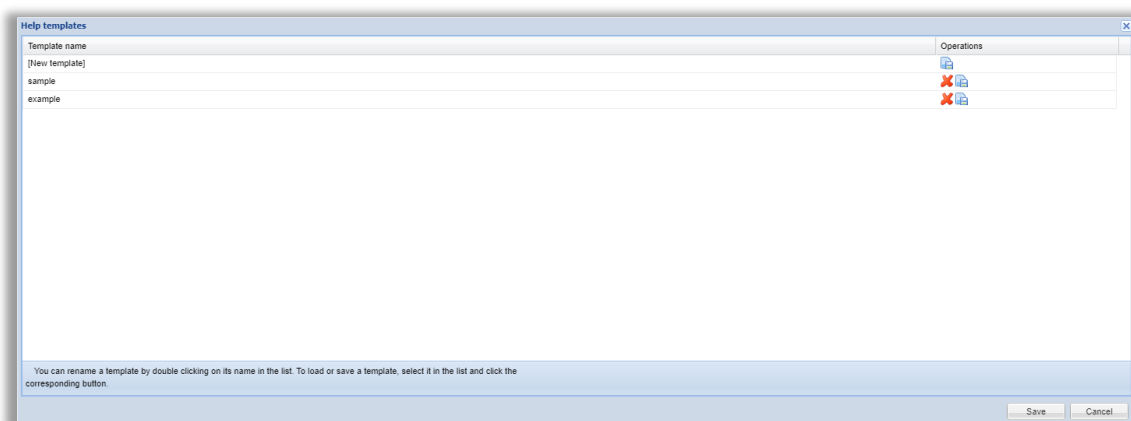


figure 258

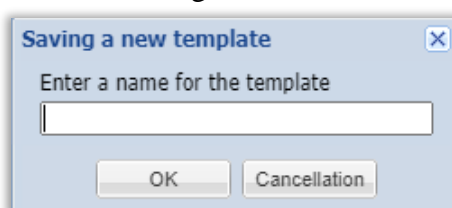


figure 259

- 8) The participant can download the template, which will display all the fields of the table, by clicking on the «Download» button (figure 255).
- 9) The template for filling is downloaded in the excel file format, filled in and saved on the local computer (figure 260).

	A	B	C	D	E	F	G	H	I	J	K	L
	№ п/п	Глава МТР	Наименование	Местонахождение	Право собственности или иное право (хозяйственного ведения, оперативного управления)	Номер и дата договора аренды	Предназначение (с точки зрения выполнения Договора)	Состояние	Примечание	Replacement position	Notice version	Lot number
1												
2												
3												

figure 260

- 10) The participant in the block «MTP certificate» can attach the necessary files, for this you need to fill in the «Document description» field, then click on the «Select and upload file» button and attach the document in the form that opens (figure 255).
- 11) To clear the table, click on the «Clear table» button (figure 255). In the form that opens, click «Yes» (figure 261). The information in the table will be deleted without the possibility of saving.

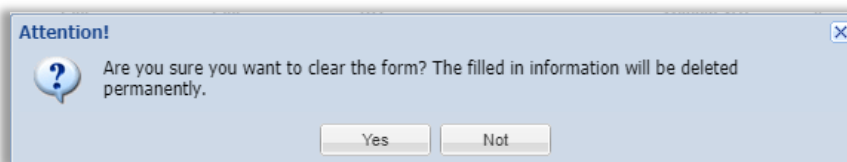


figure 261

- 12) After filling in the data, click on the «Save» button (figure 255). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 262). You will go to the application form.

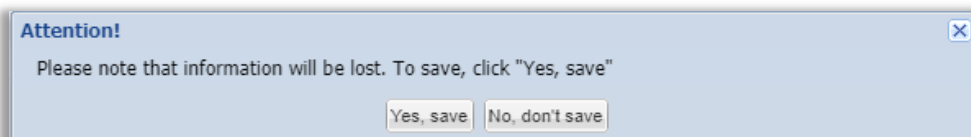
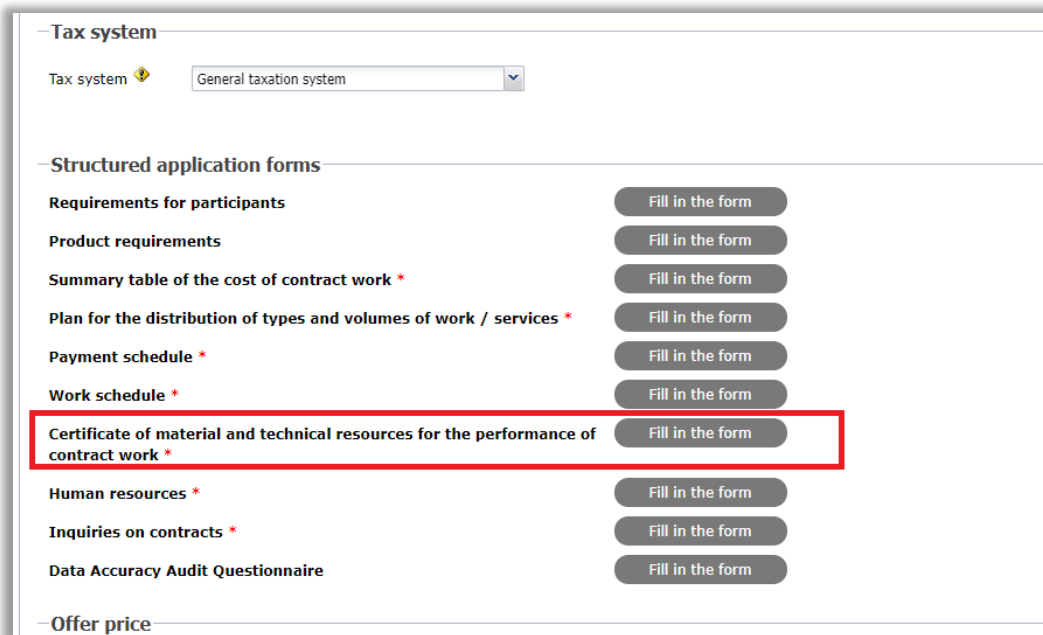


figure 262


### 19.6.2. Certificate of material and technical resources for the performance of contract work

- 1) To fill out a certificate of material and technical resources for the performance of contract work on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Certificate of material and technical resources for the performance of contract work», click on the «Fill in the form» button (figure 263).



The screenshot shows a web interface for filling out an application form. At the top, there is a section titled 'Tax system' with a dropdown menu set to 'General taxation system'. Below this is a section titled 'Structured application forms'. This section contains a list of forms, each with a 'Fill in the form' button. The forms listed are: Requirements for participants, Product requirements, Summary table of the cost of contract work \*, Plan for the distribution of types and volumes of work / services \*, Payment schedule \*, Work schedule \*, Certificate of material and technical resources for the performance of contract work \*, Human resources \*, Inquiries on contracts \*, and Data Accuracy Audit Questionnaire. The 'Certificate of material and technical resources for the performance of contract work \*' form is highlighted with a red rectangle.

figure 263

- 2) In the form that opens, the participant clicks on the button «Add to» to fill in the table (figure 264), in the window that opens, fills in the fields (figure 265).
- 3) In the «Head of the MTP» field, the participant indicates the chapter in accordance with the structure of the summary estimate calculation, a popup hint appears when hovering over the icon  (figure 266).

**Application for participation in the procedure**

**Document from the detailed requirements**

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

**MTP certificate**

Document Description:


File path:

P / p No.	Head of ICTR	Name of MTP	Location	Brand	Main technical characteristics	Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment)	Number and date of the lease	Owner (tenant)	Identification credentials of materials and equipment (inventory number, state registration number, etc.)	Purpose (point of view, implementation of the Agreement)
one										

figure 264

**New entry**

Order number:

Head of MTP :

Name of MTP:

Location:

Brand:

Main technical characteristics:

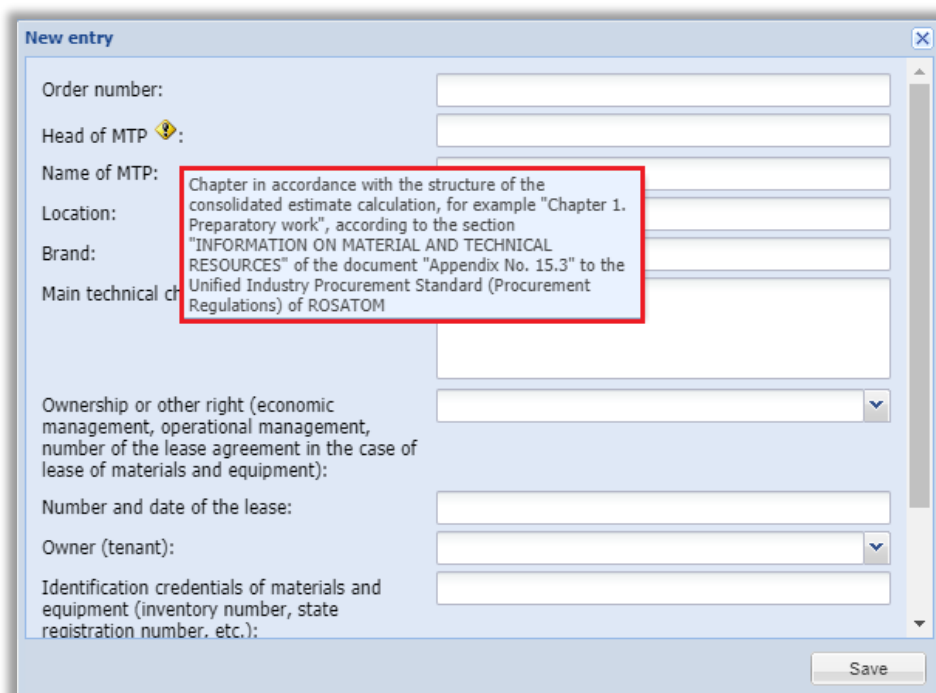
Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment):

Number and date of the lease:

Owner (tenant):


Identification credentials of materials and equipment (inventory number, state registration number, etc.):

figure 265



**New entry**

Order number:

Head of MTP :

Name of MTP:  Chapter in accordance with the structure of the consolidated estimate calculation, for example "Chapter 1. Preparatory work", according to the section "INFORMATION ON MATERIAL AND TECHNICAL RESOURCES" of the document "Appendix No. 15.3" to the Unified Industry Procurement Standard (Procurement Regulations) of ROSATOM

Location:

Brand:

Main technical characteristics:

Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment):



Number and date of the lease:

Owner (tenant):

Identification credentials of materials and equipment (inventory number, state registration number, etc.):

Save

figure 266

- 4) In the field Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment) needed select one of the values in the drop-down list: «Own» or «Rent». If selected «Rent», requiring fill in the «Number and date of the rent agreement» field. In the «Owner (tenant)» field, the participant selects one of the values in the drop-down list: «Own» or «Rent». After filling in the data, the participant clicks on the «Save» button (figure 266).
- 5) A row appears in the table with the filled data (figure 267). To delete it, click on the button . To edit the participant clicks on the button , in the editing form that opens, edits the necessary fields, clicks on the «Save» button (figure 268).

**Application for participation in the procedure**

**Document from the detailed requirements**

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.



**MTP certificate**

Document Description:

File path:  Select and upload file

Attach files from your personal account

➕ Add to 📄 Download ✖ Clear table

Name of MTP	Location	Brand	Main technical characteristics	Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment)	Number and date of the lease	Owner (tenant)	Identification credentials of materials and equipment (inventory number, state registration number, etc.)	Purpose (from the point of view of the implementation of the Agreement)	Operations
test			test	Own		Owner		test	 


Load from template Save as template

Back to application Save

figure 267

**Edit entry**

Order number:

Head of MTP :

Name of MTP:

Location:

Brand:

Main technical characteristics:

Ownership or other right (economic management, operational management, number of the lease agreement in the case of lease of materials and equipment):


Number and date of the lease:

Owner (tenant):

Identification credentials of materials and equipment (inventory number, state registration number, etc.):

Save

figure 268

- 6) Patrician can also upload data to the table from the template. To do this, the participant clicks on the «Load from template» button (figure 267), in the window that opens, select the desired template, click on the button  (figure 269). The data from the template will be loaded into the table.

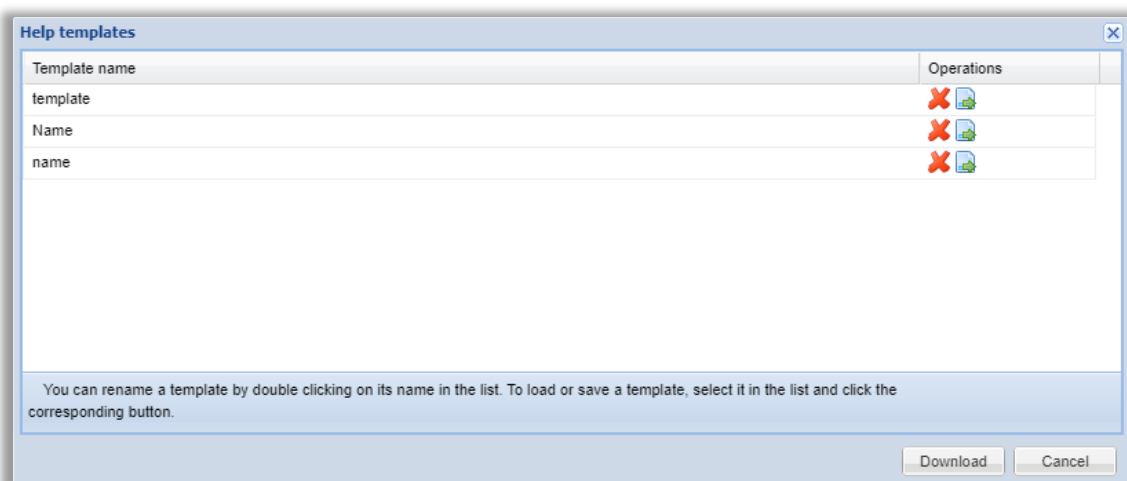



figure 269

- 7) Manually filled in data in the table can be saved as a template, for this, after filling in the data, the participant clicks on the «Save as template» button (figure 267). In the window that opens, select the desired template, click on the button  (figure 270). In the window that opens, enter the name of the template, click «OK» (figure 271).

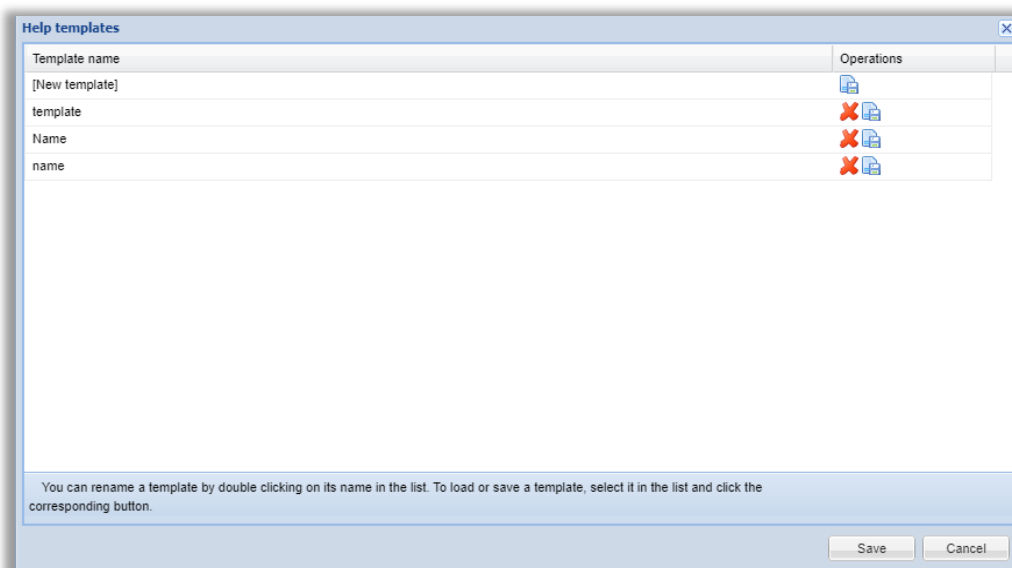


figure 270

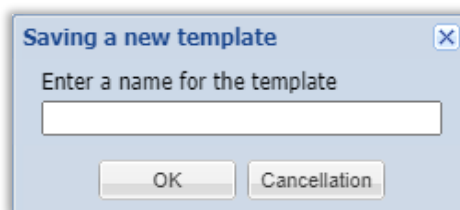


figure 271

- 8) The participant can also fill in the table by importing the completed Excel file. To do this, you need to download a template where all the fields of the table will be displayed by clicking on the «Download» button (figure 267).
- 9) The template for filling is downloaded in excel file format, filled in and saved on the local computer (figure 272).

	A	B	C	D	E	F	G	H	I	J	
	№ п/п	Глава МТР	Наименование МТР	Местонахождение	Марка	Основные технические характеристики	Право собственности или иное право (хозяйственного ведения, оперативного управления, № договора аренды в случае аренды МТР)	Номер и дата договора аренды	Собственник (арендатор)	Идентификационные учетные данные МТР (инв. №, № гос. регистрации и т.п.)	Предназначение
1		1.XXX1	XXX2	XXX3	XXX4	XXX5	Собственное	XXX6	Собственник	XXX6	XXX7
2											
3											

figure 272

- 10) The participant in the «MTP certificate» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach the document in the form that opens (figure 267).
- 11) To clear the table, click on «Clear table» (figure 267). In the form that opens, click «Yes» (figure 273). The information in the table will be permanently deleted.

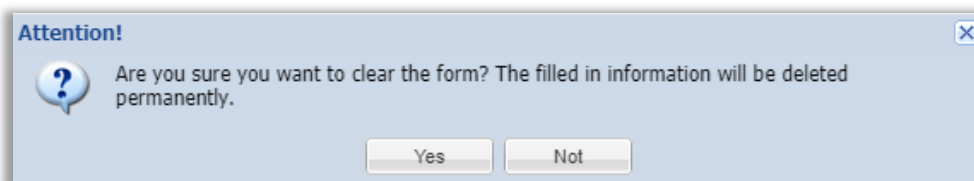


figure 273

- 12) After filling in the data, click on Save» (figure 267). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save the information by clicking on the corresponding button (figure 274). The transition to the application form will occur.

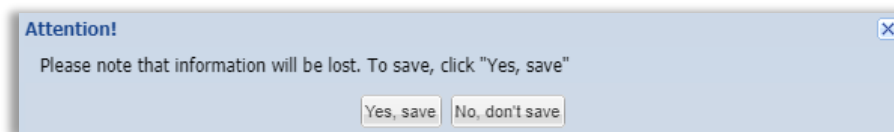
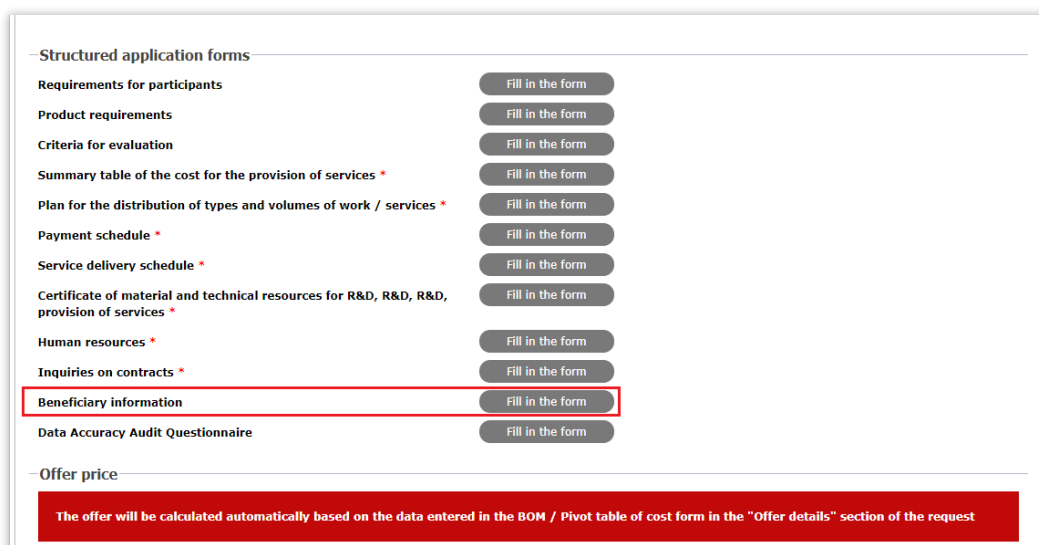


figure 274

## 19.7. Beneficiary information

- 1) A certificate of beneficiaries can be completed by the participant either at the stage of application or at the stage of summing up.
- 2) To fill out the information on the beneficiaries on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Beneficiary information» field, click on the «Fill in the form» button (figure 275).




Structured application forms

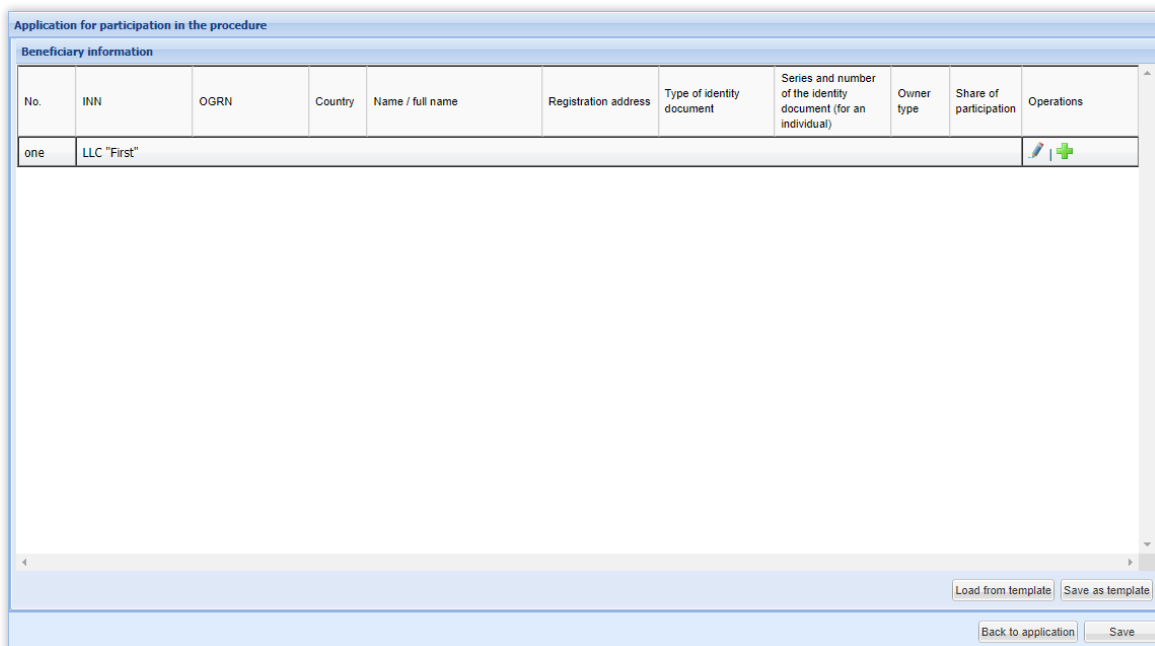
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost for the provision of services *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
Service delivery schedule *	Fill in the form
Certificate of material and technical resources for R&D, R&D, R&D, provision of services *	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
<b>Beneficiary information</b>	<b>Fill in the form</b>
Data Accuracy Audit Questionnaire	Fill in the form

Offer price

The offer will be calculated automatically based on the data entered in the BOM / Pivot table of cost form in the "Offer details" section of the request



figure 275

- 3) In the form that opens, a field with information about the participant is displayed (figure 276). By clicking on the button  in the editing window that opens, the participant edits the information, attaches the documentation by clicking on the «Select and upload file» button, then clicks on the «Save» button (figure 277).



Application for participation in the procedure

Beneficiary information

No.	INN	OGRN	Country	Name / full name	Registration address	Type of identity document	Series and number of the identity document (for an individual)	Owner type	Share of participation	Operations
one	LLC "First"									 

Load from template Save as template

Back to application Save

figure 276

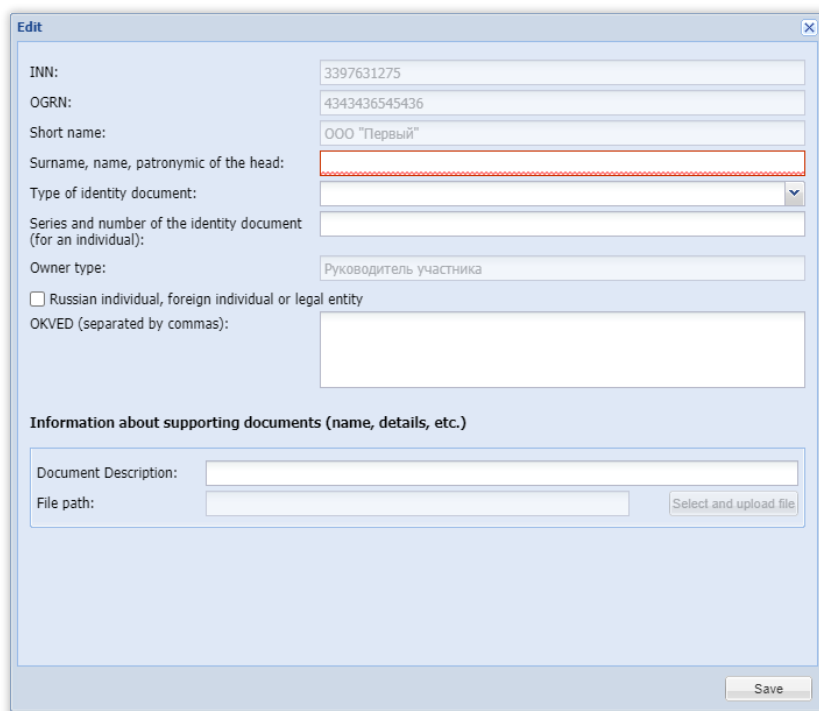


figure 277

- 4) If not all the fields were filled in, when you click on the «Save» button, a window appears with information that not all the fields have been filled (figure 278).

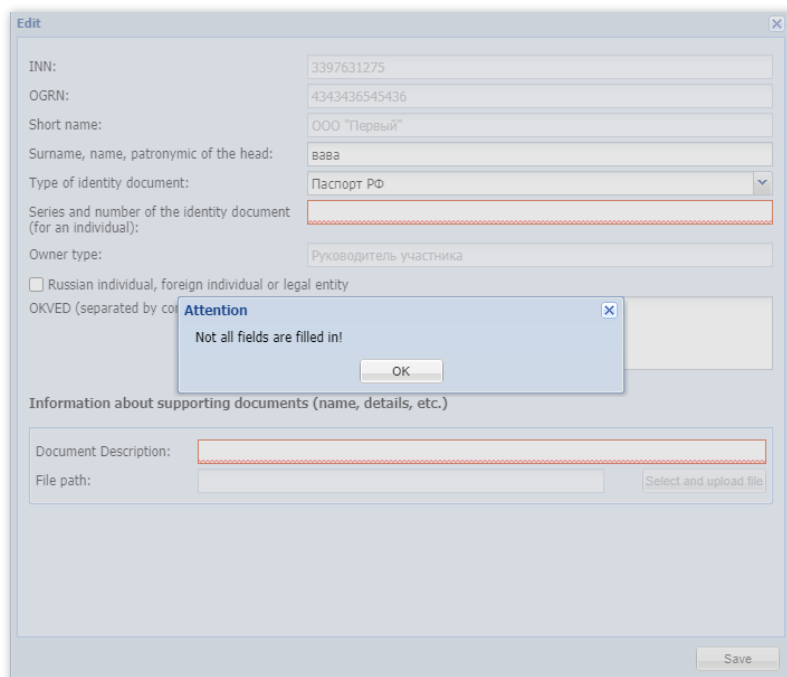



figure 278

- 5) Then the participant fills in the data on the owner, for this he clicks on the button  (figure 276). In the form that opens, he fills in the fields, in the «Owner type» field he chooses one of the following values: «Participant leader», «Leader», «Participant», «Shareholder», «Beneficiary» (figure 280). Then he attaches the documentation by clicking on the «Select and upload file» button, clicks on the «Save» button (figure 279).

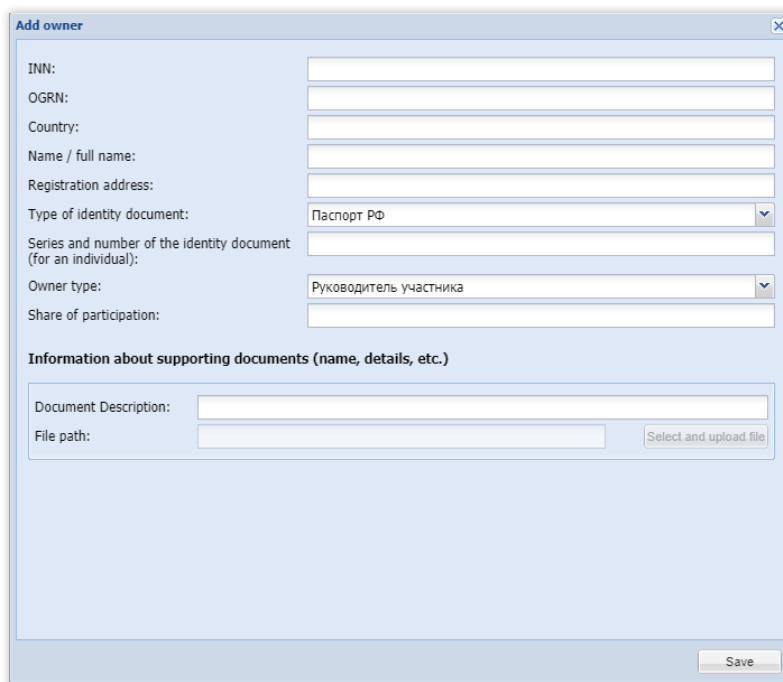


figure 279

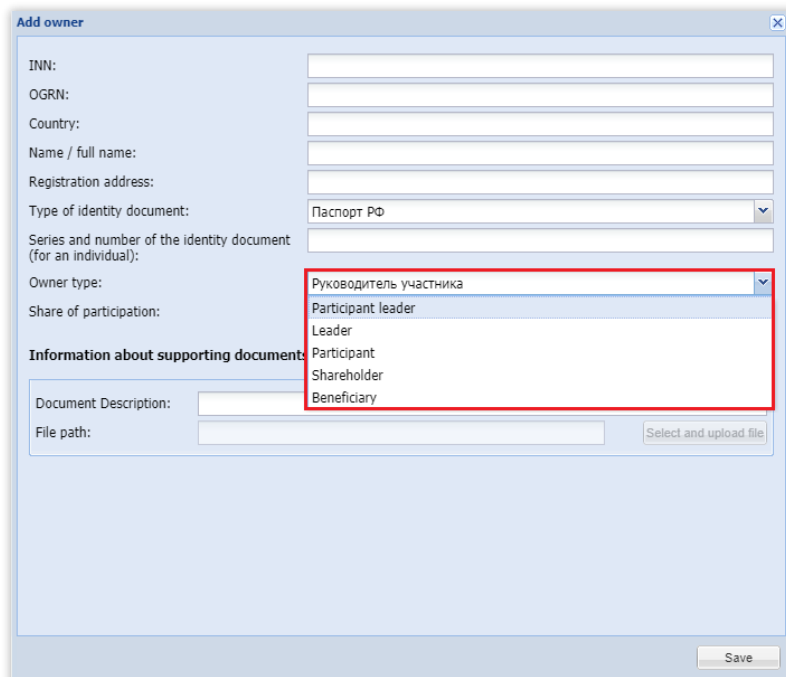




figure 280

- 6) A line with filled information will be displayed in the table (figure 281). By clicking on the button  in the editing window that opens, the participant edits the information (figure 282). When you press the button , a window for confirming the deletion of the record appears, where you need to press the «YES» button (figure 283).

Application for participation in the procedure

Beneficiary information

No.	INN	OGRN	Country	Name / full name	Registration address	Type of identity document	Series and number of the identity document (for an individual)	Owner type	Share of participation	Operations
one	LLC "First"									
<a href="#">Specification_20210630_155947.xls</a>										
1.1	4564565645	4565654563421	Russia	Ivanov P.M.	Russia	Russian passport	3454345345	Beneficiary	thirty	
<a href="#">MTRService_20210709_165414.xls</a>										

Load from template Save as template

Back to application Save

figure 281

Edit

INN: 4564565645

OGRN: 4565654563421

Country: Россия

Name / full name: Иванов П.М.

Registration address: Россия

Type of identity document: Паспорт РФ

Series and number of the identity document (for an individual): 3454345345

Owner type: Бенефициар

Share of participation: 30

Information about supporting documents (name, details, etc.)

[MTRService\\_20210709\\_165414.xls](#), size 10 kb, added 07/09/2021 17:37 [GMT +3]

Document Description:

File path:

Save

figure 282

the confirmation

Are you sure you want to delete this entry?

figure 283

- 7) You can also load data into the table from the template. To do this, the participant clicks on the button «Load from template» (figure 281), in the window that opens, he selects

the required template, clicks on the button (figure 284). The data from the template will be loaded into the table.

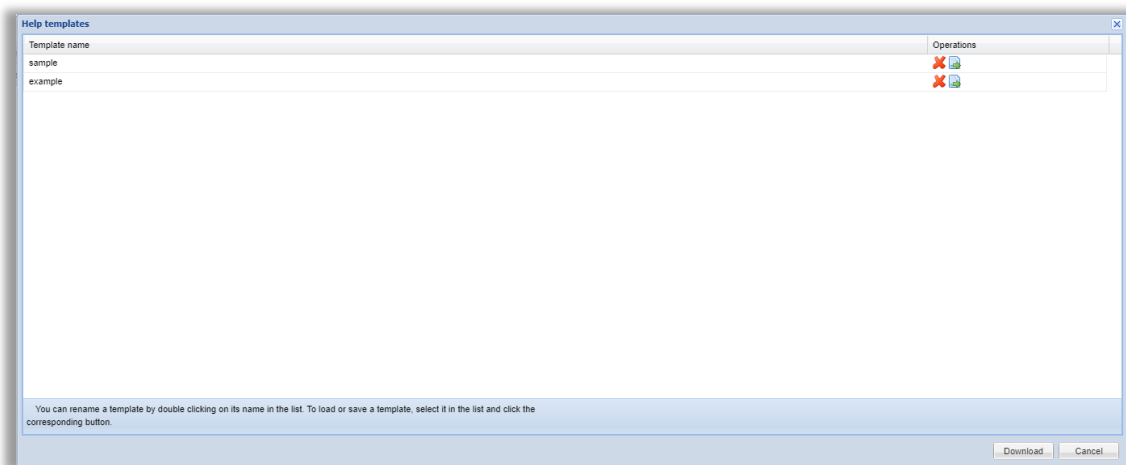


figure 284

- 8) The manually filled-in data in the table can be saved as a template, for this, after filling in the data, the participant clicks on the «Save as template» button (figure 281). In the window that opens, selects the required template, clicks on the button (figure 285). In the window that opens, enters the name of the template, clicks «OK» (figure 286).

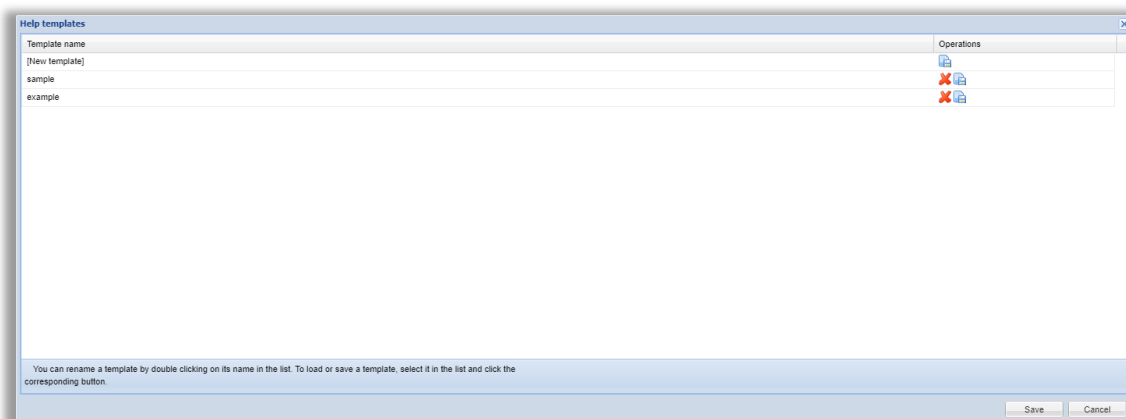


figure 285

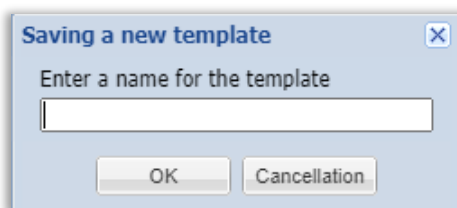


figure 286

- 9) After filling in the data in the table, click on the «Save» button (figure 281). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 287). You will go to the application form.

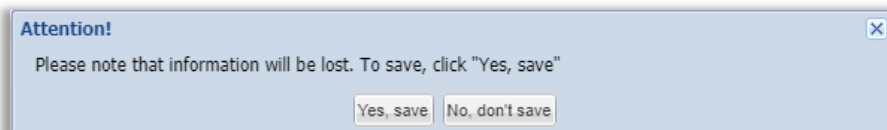


figure 287

- 10) If the beneficiary certificate must be completed after the publication of the summarizing protocol, the winner receives a notification with a link to fill out the form (figure 288).

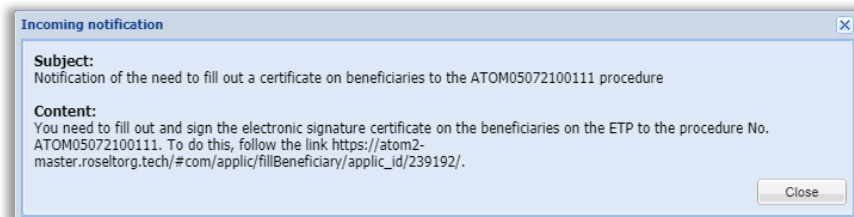
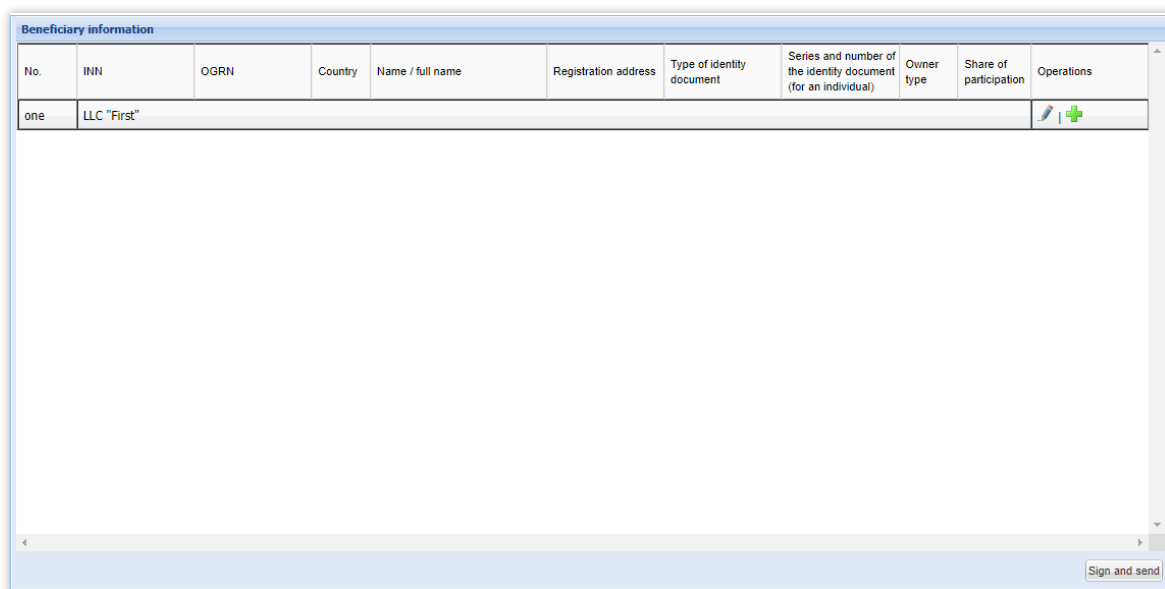


figure 288

- 11) When you click on the link, the form «Beneficiary information» (figure 289) opens, which is filled out similarly to the Certificate of Beneficiaries when submitting an application (figure 276 - figure 286).





No.	INN	OGRN	Country	Name / full name	Registration address	Type of identity document	Series and number of the identity document (for an individual)	Owner type	Share of participation	Operations
one	LLC "First"									 

figure 289

- 12) After filling in the data in the table, click on the «Sign and send» button (figure 289). In the confirmation form that opens, click «Sign» (figure 290). The table will be sent. If not all the fields have been filled in, a warning window appears (figure 291).

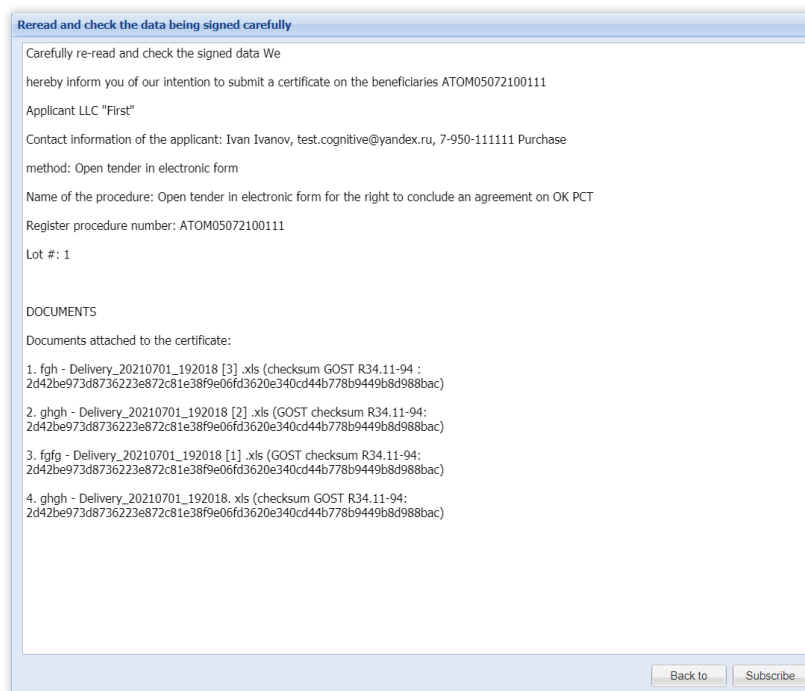


figure 290

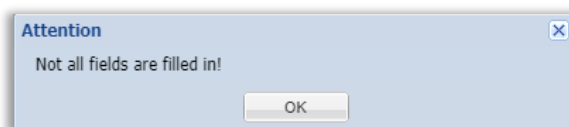


figure 291

## 19.8. Plan for the distribution of types and volumes of work/provision of services

- 1) To fill out the plan for the distribution of the types and volumes of work / provision of services on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Plan for the distribution of types and volumes of work/provision of services» click on the button «Fill in the form» (figure 292).

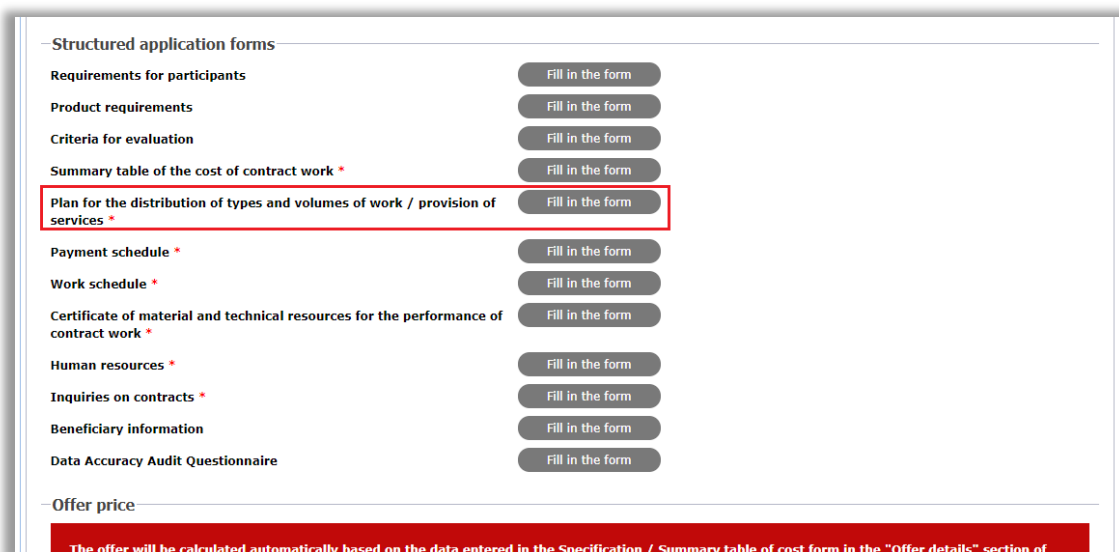


figure 292

- 2) In the form that opens, the participant can indicate information about himself and about subcontractors/co-executors (figure 293). Fills in the value in the field «Name of works and services», indicates the cost in% of the total cost of works/services (the sum of the fields «Cost in% of the total cost of works/services» for all contractors must be 100%, mandatory). Also, the Participant can fill in the field «Subsidiaries of the participant» (optional), clicking on the line will open the directory of subcontractors / manufacturers, in which the Participant selects one or more subcontractors / manufacturers by checking the box (figure 294), then clicks on the button «Choose».  
To delete a previously added subcontractor/contractor, in the directory of subcontractors/manufacturers, uncheck the selected subcontractor, then click the «Choose» button.
- 3) To add documents to the «Required documents» block, the Participant fills out the description of the document and clicks on the «Select and upload file» button.

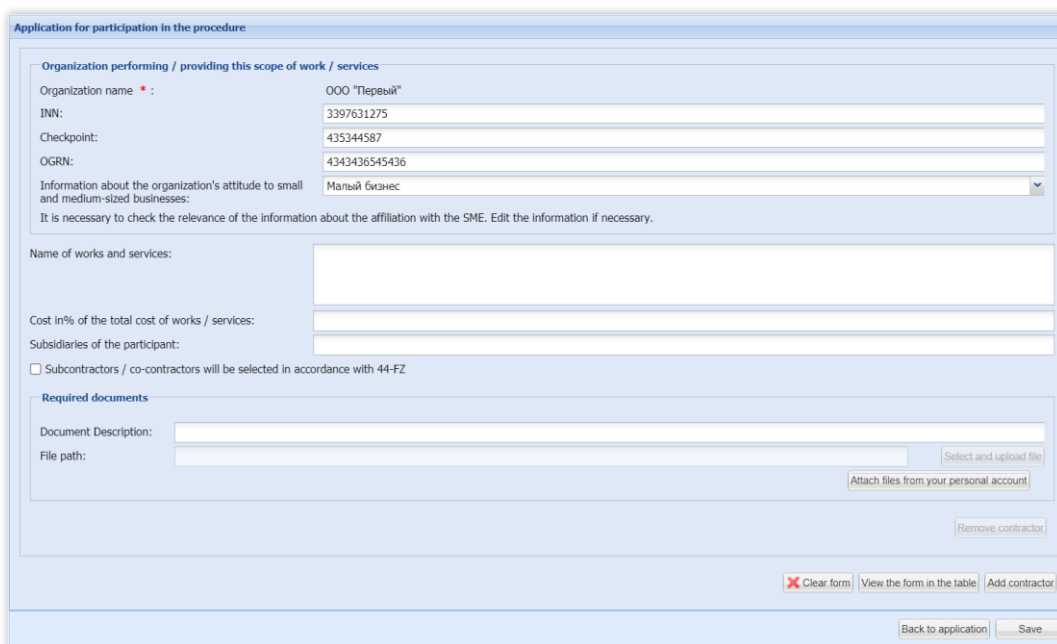
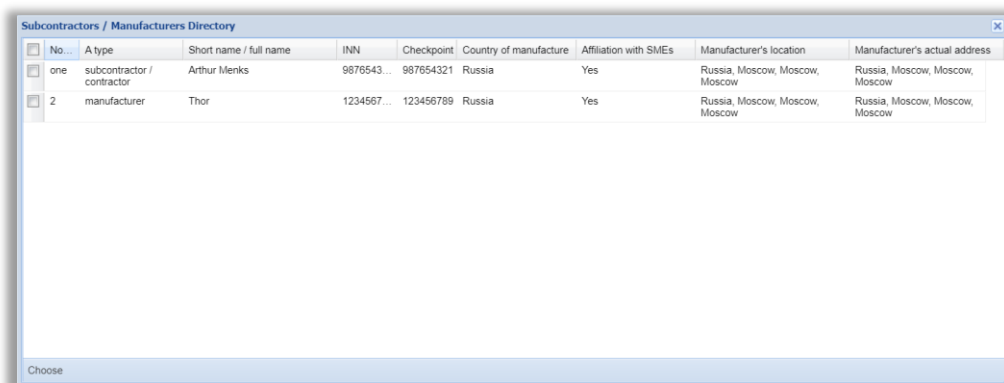


figure 293

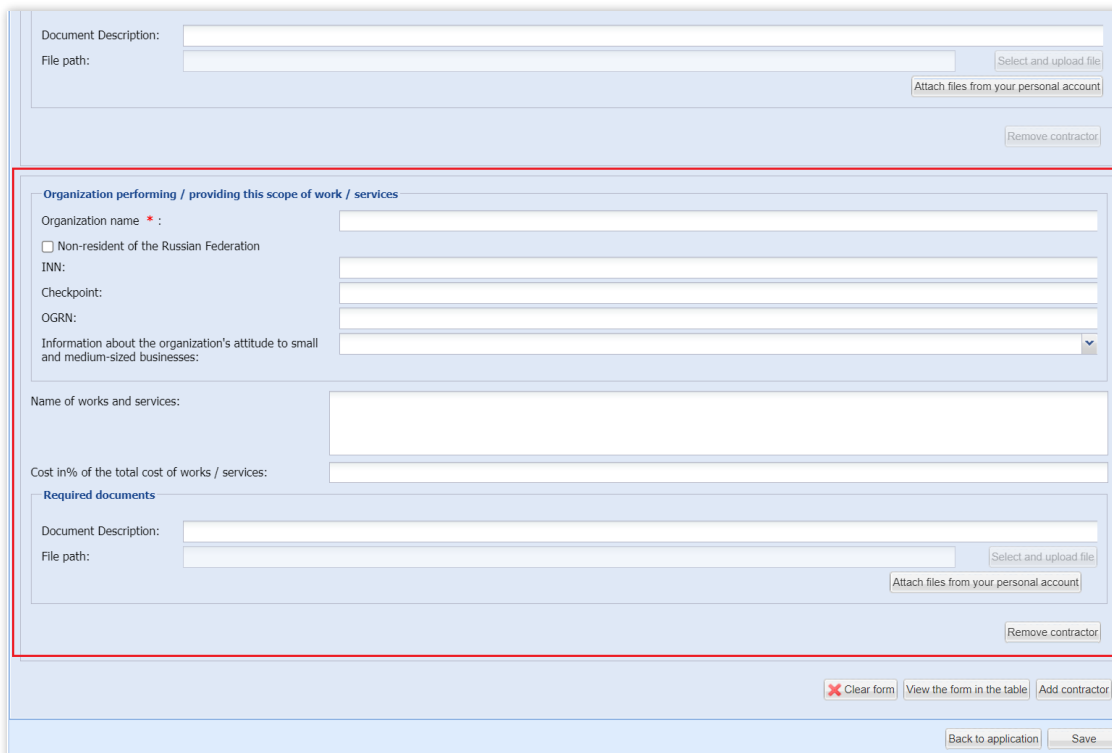


No...	A type	Short name / full name	INN	Checkpoint	Country of manufacture	Affiliation with SMEs	Manufacturer's location	Manufacturer's actual address
one	subcontractor / contractor	Arthur Menks	9876543...	987654321	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow
2	manufacturer	Thor	1234567...	123456789	Russia	Yes	Russia, Moscow, Moscow, Moscow	Russia, Moscow, Moscow, Moscow

Choose

figure 294

- 4) To add a contractor, the participant clicks on the «Add contractor» button (figure 293). A block with fields for filling in information on the contractor will open (figure 295).



Document Description:

File path:  Select and upload file

Attach files from your personal account

Remove contractor

---

**Organization performing / providing this scope of work / services**

Organization name \* :

☐ Non-resident of the Russian Federation

INN:

Checkpoint:

OGRN:

Information about the organization's attitude to small and medium-sized businesses:

Name of works and services:

Cost in% of the total cost of works / services:

**Required documents**

Document Description:

File path:  Select and upload file

Attach files from your personal account

Remove contractor

✖ Clear form View the form in the table Add contractor

Back to application Save

figure 295

- 5) The participant fills in information on the contractor, indicates the name of the organization, the attitude of the organization to small and medium-sized businesses (figure 295). Fills in the value in the field «Name of works and services», indicates the cost in% of the total cost of works / services (required). To add documents to the «Required documents» block, the participant fills in the document description and clicks on the «Select and upload file» button.
- 6) To remove a contractor, the participant clicks on the «Remove contractor» button (figure 295). The box with fields for filling disappears.
- 7) To clear the form, the participant clicks on the «Clear form» button (figure 295). In the confirmation window that opens, clicks «Yes» (figure 296).

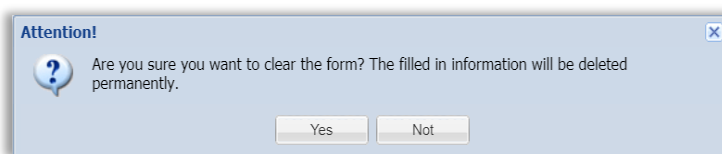


figure 296

- 8) After filling in the data in the table, click on the «Save» button (figure 295). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 297). You will go to the application form.

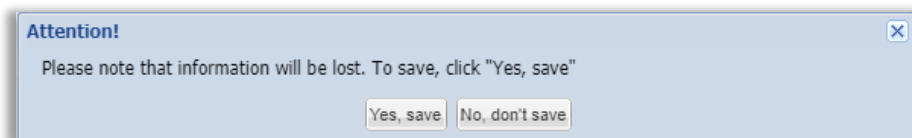


figure 297

## 19.9.Accounting data

- 1) To fill in the accounting data on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Bukh data. accounting» click on the «Fill in the form» button (figure 298).

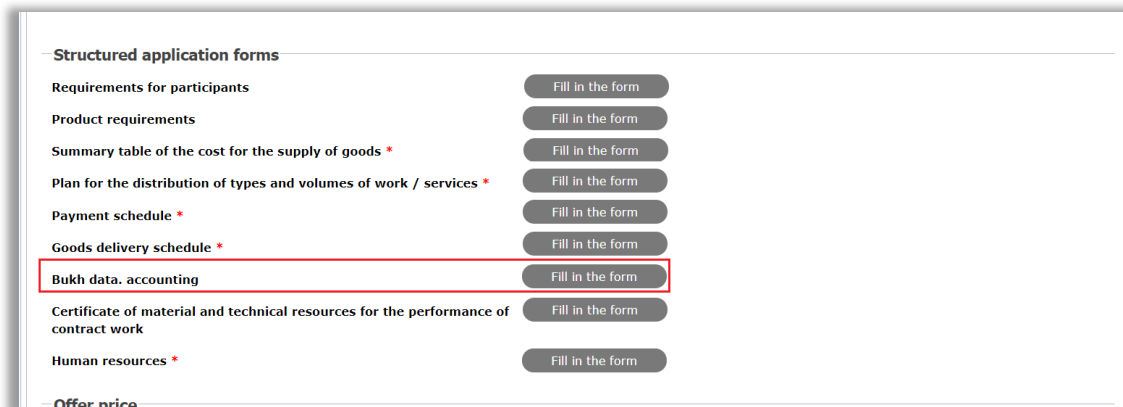


figure 298

- 2) In the form that opens, the participant indicates in the table the performance indicators contained in the balance sheet, in the profit and loss statement (figure 299), for this he fills in the data in the columns «Value for the last completed reporting period» and «Value for the last completed year».

**Application for participation in the procedure**

**Document from the detailed requirements**

To place the documentation files, upload them one at a time using the form below. Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png.

**Accounting data**

Document Description:

File path:

Last completed year: 0.  
Last reporting period of the current year: 0.  
Last reporting period of the current year: 0.

Indicator name	Line number	Value for the last completed reporting period	Value for the last completed year	Source document
<b>Indicate the key performance indicators contained in the balance sheet</b>				
The total value for section I "Non-current assets" is indicated at the end of the reporting period.	190			Balance sheet
The total value for section II "Current assets" is indicated at the end of the reporting period.	290			Balance sheet
Balance sheet, the sum of the total values of section I "Non-current assets" page 190 and section II "Current assets" page 290, is indicated at the end of the reporting period.	300			Balance sheet
The total value for section III "Capital and reserves" of the balance sheet is indicated at the end of the reporting period.	490			Balance sheet
<b>Indicate the key performance indicators contained in the income statement.</b>				
Revenue (net) from the sale of goods, products, works, services (net of value added tax, excise taxes and similar mandatory payments)	010			Gains and losses report
Percentage to be paid.	070			Gains and losses report

figure 299

- 3) The participant can download the template, which will display all the fields of the table, by clicking on the «Download» button (figure 299).
- 4) The template for filling is downloaded in the excel file format, filled in and saved on the local computer (figure 300).

	A	B	C	D	E	F	
1	Наименование показателя	Номер строки	Значение за последний завершенный отчетный период	Значение за последний завершенный год	Документ-источник	Replacement position	Noti
2	Итоговое значение по разделу I «Внеоборотные активы», указывается на окончание отчетного периода.	190			Бухгалтерский баланс		
3	Итоговое значение по разделу II «Оборотные активы», указывается на окончание отчетного периода.	290			Бухгалтерский баланс		
4	Баланс, сумма итоговых значений раздела I «Внеоборотные активы» стр. 190 и раздела II «Оборотные активы» стр. 290, указывается на окончание отчетного периода.	300			Бухгалтерский баланс		

figure 300

- 5) The participant in the «Accounting data» block can attach the necessary files, for this you need to fill in the «Document Description» field, then click on the «Select and upload file» button and attach a document in the form that opens (figure 299).
- 6) After filling in the data in the table, click on the «Save» button (figure 299). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 301). You will go to the application form.

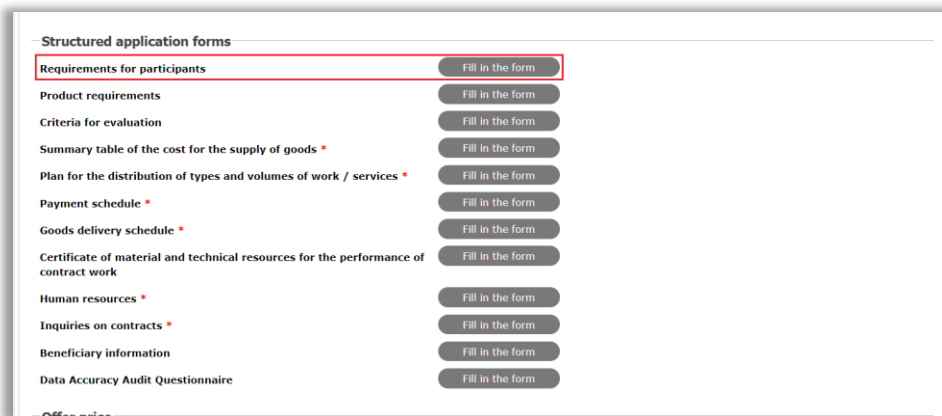
**Attention!**

Please note that information will be lost. To save, click "Yes, save"

figure 301

## 19.10. Requirements for procurement participants

- 1) To fill in the requirements for a procurement participant on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Requirements for participants» field, click on the «Fill in the form» button (figure 302).



Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost for the supply of goods *	Fill in the form
Plan for the distribution of types and volumes of work / services *	Fill in the form
Payment schedule *	Fill in the form
Goods delivery schedule *	Fill in the form
Certificate of material and technical resources for the performance of contract work	Fill in the form
Human resources *	Fill in the form
Inquiries on contracts *	Fill in the form
Beneficiary information	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form
Offer price	

figure 302

- 2) The form that opens displays the requirements for participants, as well as a description of the documents confirming compliance with the established requirements (figure 303). In the column «Confirmation of compliance with the requirement», the participant shall attach a file or fill out an electronic form or the declarative part of the application.







Application for participation in the procedure		
Requirements for participants	Documents confirming compliance with the established requirements	Confirmation of compliance with the requirement
be registered as a legal entity in accordance with the procedure established in the Russian Federation (for Russian legal entities); be registered as an individual entrepreneur in accordance with the procedure established in the Russian Federation (for Russian individual entrepreneurs); be registered as a subject of civil law in accordance with the legislation of the state at the location (for foreign participants);	an application filled out by a procurement participant in Form 1 "Application for participation in a procurement" on the application by a procurement participant of a simplified taxation system (for procurement participants applying it);	<b>Also, to confirm the requirement, you can upload the file:</b>  Upload file  <input type="button" value="select a file"/>
	copies of constituent documents in the current edition (for legal entities);	<b>Also, to confirm the requirement, you can upload the file:</b>  Upload file  <input type="button" value="select a file"/>
	a copy of the document confirming the authority of the person to sign the application for participation in the procurement on behalf of the procurement participant (documents confirming the powers of the person performing the functions of the sole executive body (for a legal entity); if the application for participation in the procurement is signed by power of attorney, then the application also includes such a power of attorney is provided). If the application for participation in the procurement and (or) the documents included in its composition are signed by different persons, then the documents confirming the authority of the person to sign the application and (or) the documents included in it must be submitted for each signatory in accordance with the authority;	<b>Also, to confirm the requirement, you can upload the file:</b>  Upload file  <input type="button" value="select a file"/>
	the obligation filled in by the procurement participant in Form 1 "Application for participation in the procurement", if an agreement is concluded with him, to submit before the conclusion of the contract: - a decision to approve or to conclude a major transaction, if the requirement for the need for such a decision to conclude a major transaction is established by the legislation of the Russian Federation, the constituent documents of the legal entity and if for the procurement participant the conclusion of an agreement or the provision of security for the application for participation in the procurement, the security of the contract is a major transaction; - a decision to approve or to conclude an interested-party transaction, if the requirement for such approval is established by the legislation of the Russian Federation, the constituent documents of the legal entity and if the procurement participant is fulfilling the contract or providing security for an application for participation in the procurement;	<b>Also, to confirm the requirement, you can upload the file:</b>  Upload file  <input type="button" value="select a file"/>
	copies of documents on state registration from the following: - for legal entities - a copy of an extract from the unified state register of legal entities (hereinafter - an extract from the Unified State Register of Legal Entities); - for individual entrepreneurs - a copy of an extract from the unified state register of individual entrepreneurs (hereinafter referred to as an extract from the USRIP). An extract from the Unified State Register of Legal Entities or an extract from the USRIP must be received no earlier than 6 months (and if there were changes, then not earlier than the introduction of such changes into the corresponding register) before the date of the official publication of the notice of the procurement; it is allowed to provide the specified extracts generated using the site <a href="http://egrul.nalog.ru/">http://egrul.nalog.ru/</a> ; - for other individuals - copies of identity documents; - for foreign persons - copies of documents on state registration as a subject of civil law in accordance with the legislation of the state at the location, accompanied by translation into the official language of the procurement in accordance with the requirements of the procurement documentation; as part of an application submitted in paper form, these documents are provided legalized (apostille is allowed) with a notarized translation into the official language of the procurement;	<b>To confirm the request, you must fill out the form:</b>  Application for participation in the purchase <input type="button" value="Fill in the form"/>  <b>To confirm the requirement, you must fill out the declarative part of the application:</b>  We hereby confirm that: ...  <input type="text" value="Blank"/> <a href="#">Fill in value</a>  <b>Also, to confirm the requirement, you can upload the file:</b>  Upload file  <input type="button" value="select a file"/>

figure 303

- 3) To attach a file, click on the «Select a file» button (figure 303), in the form that opens, enter a description of the document, click on the «Select and upload file» button and attach the document in the opened form (figure 304).

File upload form

an application filled out by a procurement participant in Form 1 "Application for participation in a procurement" on the application by a procurement participant of a simplified taxation system (for procurement participants applying it);

Document Description:

File path:

figure 304

- 4) After attaching the file, the participant clicks on the «Save» button (figure 304). The file will appear in the table row (figure 305). By clicking on the hyperlink, the file can be downloaded to your local computer.







Application for participation in the procedure		
Requirements for participants	Documents confirming compliance with the established requirements	Confirmation of compliance with the requirement
be registered as a legal entity in accordance with the procedure established in the Russian Federation (for Russian legal entities); be registered as an individual entrepreneur in accordance with the procedure established in the Russian Federation (for Russian individual entrepreneurs); be registered as a subject of civil law in accordance with the legislation of the state at the location (for foreign participants);	an application filled out by a procurement participant in Form 1 "Application for participation in a procurement" on the application by a procurement participant of a simplified taxation system (for procurement participants applying it);	Also, to confirm the requirement, you can upload the file:  Upload file  <input type="button" value="select a file"/>  <a href="#">MTRService_20210513_175321.xls</a>  
	copies of constituent documents in the current edition (for legal entities);	Also, to confirm the requirement, you can upload the file:  Upload file  <input type="button" value="select a file"/>
	a copy of the document confirming the authority of the person to sign the application for participation in the procurement on behalf of the procurement participant (documents confirming the powers of the person performing the functions of the sole executive body (for	Also, to confirm the requirement, you can upload the file:   <input type="button" value="select a file"/>

figure 305

- 5) To add a file to the personal account, the participant clicks on the button , in the confirmation window that opens, clicks on the «Yes» button (figure 306).

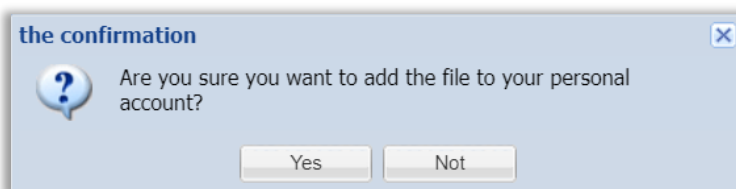



figure 306

- 6) To delete a file from the form, the participant clicks on the button , in the confirmation window that opens, clicks on the «Yes» button (figure 307).

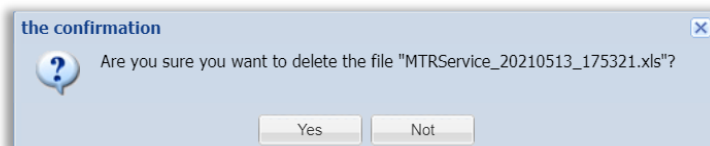


figure 307

- 7) To fill out the form, opposite the corresponding form, click on the «Fill in the form» button (figure 308). In the confirmation window that opens, select the option to save the form before closing (figure 309). There is a transition to the form for further filling. More details on filling out the forms are presented in paragraph 19 of this document.

	<p>copies of documents on state registration from the following: - for legal entities - a copy of an extract from the unified state register of legal entities (hereinafter - an extract from the Unified State Register of Legal Entities); - for individual entrepreneurs - a copy of an extract from the unified state register of individual entrepreneurs (hereinafter referred to as an extract from the USRIP). An extract from the Unified State Register of Legal Entities or an extract from the USRIP must be received no earlier than 6 months (and if there were changes, then not earlier than the introduction of such changes into the corresponding register) before the date of the official publication of the notice of the procurement; it is allowed to provide the specified extracts generated using the site <a href="http://egrul.nalog.ru/">http://egrul.nalog.ru/</a>;</p> <p>- for other individuals - copies of identity documents; - for foreign persons - copies of documents on state registration as a subject of civil law in accordance with the legislation of the state at the location, accompanied by translation into the official language of the procurement in accordance with the requirements of the procurement documentation; as part of an application submitted in paper form, these documents are provided legalized (apostille is allowed) with a notarized translation into the official language of the procurement;</p>	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <span style="border: 1px solid red; padding: 2px;">Fill in the form</span></p> <p><b>To confirm the requirement, you must fill out the declarative part of the application:</b></p> <p>We hereby confirm that: ... <span style="float: right;">Blank</span></p> <p style="text-align: right;"><a href="#">Fill in value</a></p> <p><b>Also, to confirm the requirement, you can upload the file:</b></p> <p>Upload file <span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">select a file</span></p>
<p>If the execution of the contract is provided for on the territory of the Russian Federation:</p> <p>have the right to conduct activities in accordance with the legislation of the Russian Federation (for Russian participants);</p> <p>have the right to conduct business in accordance with the legislation of the state at the location of such a procurement participant and in accordance with the legislation of the Russian Federation (for foreign participants);</p> <p>If the execution of the contract is provided for on the territory of a foreign state:</p> <p>have the right to conduct activities in accordance with the legislation of the Russian Federation (for Russian participants);</p> <p>have the right to conduct activities in accordance with the legislation of the state at the location of such a procurement participant (for foreign participants);</p> <p>have the right to conduct business in accordance with the legislation of the state at the place of execution of the contract (for Russian and foreign participants).</p>	<p>a confirmation of the availability of the right to conduct activities in accordance with the legislation at the location of the procurement participant and the place of execution of the contract, completed by the procurement participant in Form 1 "Application for participation in the procurement". Foreign participants are additionally provided with a brief explanatory note containing: - the provisions of the legislation of the state at the place of its location and (or) conduct of business, regulating their legal capacity and the conditions for carrying out activities related to the fulfillment of obligations under the agreement (contract) concluded following the purchase results; - the name and details (number and date of adoption, number and date of the current version) of the national regulatory legal acts in accordance with which the foreign procurement participant operates.</p>	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <span style="border: 1px solid red; padding: 2px;">Fill in the form</span></p> <p><b>To confirm the requirement, you must fill out the declarative part of the application:</b></p> <p>LLC "First" has the right to conduct business in accordance with the legislation of the Russian F ... <span style="float: right;">Blank</span></p> <p style="text-align: right;"><a href="#">Fill in value</a></p> <p><b>Also, to confirm the requirement, you can upload the file:</b></p> <p>Upload file <span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">select a file</span></p>
<p>Absence of arrears on taxes, collection of arrears on other obligatory payments to the budgets of the budgetary system of the Russian Federation:</p> <p>for Russian participants - the procurement participant has no arrears of taxes, fees, arrears of other obligatory payments to the budgets of the budgetary system of the Russian Federation (except for the amounts for which a deferral, installment plan, investment tax credit</p>	<p>confirmation completed by the procurement participant in Form 1 "Application for participation in the procurement": - no arrears in taxes, fees, arrears on other obligatory payments to the budgets of the budgetary system of the Russian Federation (except for amounts for which a deferral, installment plan, investment tax credit is granted in accordance with the legislation of the Russian Federation on taxes and fees, which are restructured in accordance</p>	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <span style="border: 1px solid red; padding: 2px;">Fill in the form</span></p> <p><b>To confirm the requirement, you must fill out the</b></p>

figure 308

**Attention!**

Do you want to save your changes to the Membership Requirements form before you close? If you select the option "No, do not save", the entered data will not be saved.

Yes, save
No, don't save

figure 309

- 8) To fill in the declarative part of the application, the participant clicks on the «Fill in value» button (figure 310). In the confirmation window that opens, select the option to save the form before closing (figure 311). There is a transition to the application form for further filling in the declarative part. More details on filling out the declarative part of the application are presented in paragraph 18 of this document. After filling in the value in the table opposite the filled request, the value «Yes» is displayed (figure 310).

<p>In the event that the required level of provision of financial resources is insufficient (in the interval from 20 inclusive to 30 units), the procurement participant provides increased security for the execution of the contract on the terms and in the manner specified in the relevant paragraph of the notice of the procurement in accordance with the Methodology for calculating the financial security of the participant (annex 3 to this Methodology), if a decision is made to conclude an agreement with him.</p>	<p>Increased collateral</p>	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">Fill in the form</span></p> <p><b>To confirm the requirement, you must fill out the declarative part of the application:</b></p> <p>We hereby confirm that upon recognition Yes of us as the winner of the purchase, or upon admission to our adr ... <span style="float: right;"><a href="#">Fill in value</a></span></p> <p>We are notified and agree with the Yes condition that in case of recognition of us as the winner of the purchase, or when ... <span style="float: right;"><a href="#">Fill in value</a></span></p> <p><b>Also, to confirm the requirement, you can upload the file:</b></p> <p>Upload file <span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">select a file</span></p>
<p>lack of information about the procurement participant in the following registers of unscrupulous suppliers:</p> <ul style="list-style-type: none"> <li>- in the register maintained in accordance with the provisions of the Federal Law dated July 18, 2011 No. 223-FZ "On the procurement of goods, works, services by certain types of legal entities";</li> <li>- in the register kept in accordance with the provisions of the legislation of the Russian Federation on the placement of state and</li> </ul>	<p>documents are not provided. Verification for compliance with this requirement is carried out according to these registers by the procurement organizer (customer) independently.</p>	

figure 310

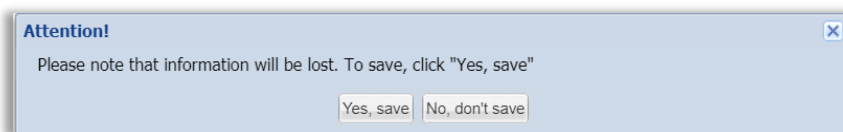


figure 311

- 9) After filling in the data in the table, click on the «Save» button (figure 312). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the corresponding button (figure 313). You will go to the application form.

availability of delivery experience (only the experience of the participant is taken into account; the experience of other persons involved by the participant for the execution of the contract is not taken into account); the participant must have, within the framework of the concluded contracts, completed in 20... (last 3 years) supply of goods in accordance with class XX / subclass XXX "All-Russian classifier of products by type of economic activity (OKPD 2) OK 034-2014" CPA 2008 "for a total amount of at least ..."	conformity assessment of the equipment was carried out in the form of conformity confirmation (mandatory certification) - a valid certificate of conformity in the field of atomic energy use or in the IT system; at the same time, at the time of filing the application, the period that has passed since the issuance of the certificate of conformity for a batch of equipment and single items should not exceed three years (provided only if the requirement for manufacturing experience for each type of equipment indicates "at least 1 (one) unit") ...	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Certificate of experience in the implementation of contracts <input type="button" value="Fill in the form"/></p> <p><b>Also, to confirm the requirement, you can upload the file:</b></p> <p>Upload file <input type="button" value="select a file"/></p>
Absence of procurement participants and / or their subcontractors (co-executors), manufacturers in the lists of individuals, legal entities, as well as organizations controlled by these individuals and legal entities, in respect of which special economic measures are applied in accordance with the decree of the Government of the Russian Federation dated 01.11.2018 No. 1300 "On Measures to Implement the Decree of the President of the Russian Federation No. 592 dated October 22, 2018 (hereinafter - Resolution No. 1300).	Information from the procurement participant, its subcontractors (co-executors), manufacturers, in relation to the entire chain of owners, including beneficiaries, indicating the shares of participation in the organization - in the form in accordance with the instructions given in the procurement documentation (subsection 5.1, Form 1.2); a certificate of awareness of the rejection / removal of procurement participants in the event that special economic measures are applied to them in accordance with Resolution No. 1300 - in the form in accordance with the instructions given in the procurement documentation (subsection 5.1, Form 1.3);	

Back to application Save

figure 312

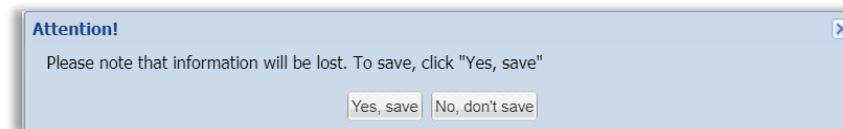


figure 313

## 19.11. Product requirements

- 1) To fill in the requirements for products on the form «Application for participation in the procedure», in the block «Structured application forms» in the field «Product requirements» click on the button «Fill in the form» (figure 314).

**Structured application forms**

Requirements for participants	<input type="button" value="Fill in the form"/>
<b>Product requirements</b>	<input type="button" value="Fill in the form"/>
Criteria for evaluation	<input type="button" value="Fill in the form"/>
Summary table of the cost for the supply of goods *	<input type="button" value="Fill in the form"/>
Plan for the distribution of types and volumes of work / provision of services *	<input type="button" value="Fill in the form"/>
Payment schedule *	<input type="button" value="Fill in the form"/>
Goods delivery schedule *	<input type="button" value="Fill in the form"/>
Certificate of material and technical resources for the performance of contract work	<input type="button" value="Fill in the form"/>
Human resources *	<input type="button" value="Fill in the form"/>
Inquiries on contracts *	<input type="button" value="Fill in the form"/>
Beneficiary information	<input type="button" value="Fill in the form"/>
Data Accuracy Audit Questionnaire	<input type="button" value="Fill in the form"/>

figure 314

- 2) In the form that opens, the requirements for the product are displayed, as well as a description of the documents confirming compliance with the established requirements (figure 315). In the column «Confirmation of compliance with the requirement», the participant shall attach a file or fill out an electronic form or the declarative part of the application.

Application for participation in the procedure		
Requirements for participants	Documents confirming compliance with the established requirements	Confirmation of compliance with the requirement
Products must meet the requirements specified in Volume 2 "Technical Part".	A technical proposal confirming the fulfillment of each requirement stipulated by the technical part of the procurement documentation (volume 2) in accordance with the instructions given in the procurement documentation (corresponding Form), including containing: <input type="checkbox"/> specifications of equipment and materials, proposed technical solutions, estimates, drawings, schemes; <input type="checkbox"/> name of the manufacturer and country of origin of the goods; <input type="checkbox"/> _____. [if necessary, based on clause 1) of Appendix 1 to this Methodology]: To confirm the requirements specified in the Initial Technical Requirements (ITT) of Volume 2 "Technical part" of the procurement documentation, a TOR (TU) or a draft TK (TU) for equipment is provided, corresponding to the technical characteristics established in the ITT. In the event that a draft TK for the development of a new (modernized, modified) product is submitted as part of a procurement participant's application, the draft TK should be formed on the basis of the requirements of subsections 6.1 and 6.2 of GOST 15.016-2016; If a TU draft is provided as part of a procurement bidder's application, the structure of the submitted TU draft must comply with the requirements of section 5 of GOST 2.114-2016 (for mechanical engineering and instrument-making products), sections 4 and 5 of GOST R 51740-2016 (for food products), section 4.2 of GOST R 58093-2018 (for ferrous metallurgy products), for other products - the requirements of sections 5 and 6 of GOST R 1.3-2018. If a TK (TU) is submitted as part of the procurement participant's application, which does not fully meet the requirements of ITT, an analysis of the submitted TK (TU) must be attached as part of the application, containing confirmation of compliance with ITT requirements. [when purchasing any goods] The participant in the technical proposal provided as part of the application for participation in the purchase must indicate the name of the manufacturer of each proposed product, specific technical solutions, brands, models, etc. without specifying the words "or analogue (" or equivalent "). [when purchasing goods, if the customer is subject to Government Decree No. 925] If the country of origin of the goods is not specified, when granting priority, according to the Decree of the Government of the Russian Federation No. 925 dated September 16, 2016, the application will be considered as containing an offer for the supply of foreign goods. is obliged to indicate the name of the manufacturer of each offered product, specific technical solutions, brands, models, etc. without specifying the words "or analogue (" or equivalent "). [when purchasing goods, if the customer is subject to Government Decree No. 925] If the country of origin of the goods is not specified, when granting priority, according to the Decree of the Government of the Russian Federation No. 925 dated September 16, 2016, the application will be considered as containing an offer for the supply of foreign goods. is obliged to indicate the name of the manufacturer of each offered product, specific technical solutions, brands, models, etc. without specifying the words "or analogue (" or equivalent "). [when purchasing goods, if the customer is subject to Government Decree No. 925] If the country of origin of the goods is not specified, when granting priority, according to the Decree of the Government of the Russian Federation No. 925 dated September 16, 2016, the application will be considered as containing an offer for the supply of foreign goods.	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Technical Proposal <input type="button" value="Fill in the form"/></p>
In the case of the supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products as part of the supplied goods, the requirements of NP-071 must be met.	confirmation completed by the procurement participant in Form 1 "Application for participation in the procurement": - in the case of the supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products as part of the supplied goods - on the fulfillment of the requirements of NP-071. - if there is no supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products - about the absence of imported equipment, products, materials and components in the supplied products.	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <input type="button" value="Fill in the form"/></p> <p><b>To confirm the requirement, you must fill out the declarative part of the application:</b></p> <p>we offer equipment, components, materials and semi-finished products of imported production in a co ... <input type="button" value="Fill in value"/></p> <p>compliance with the requirements of NP- Blank</p>

figure 315

- 3) To attach a file, click on the «Select a file» button (figure 316), in the form that opens, enter a description of the document, click on the «Select and upload file» button and attach the document in the opened form (figure 317).

In the case of the supply of imported goods and / or the use of imported equipment, component materials and semi-finished products as part of the supplied goods, the requirements of NP-071-06 "Rules for assessing the conformity of equipment, components, materials and semi-finished products supplied to nuclear facilities" must be met taking into account the requirements of RD 03-36-2002 "Terms of delivery of imported equipment, products, materials and components for nuclear installations, radiation sources and storage facilities of the Russian Federation"	a letter to the customer on the fulfillment of the requirements of NP-071-06 "Rules for assessing the conformity of Equipment, components, materials and semi-finished products supplied to nuclear facilities" taking into account the requirements of RD 03-36-2002 "Terms of delivery of imported equipment, products, materials and components for nuclear installations, radiation sources and storage facilities of the Russian Federation".	<p><b>Also, to confirm the requirement, you can upload the file:</b></p> <p>Upload file <input type="button" value="select a file"/></p>
		<p><input type="button" value="Back to application"/> <input type="button" value="Save"/></p>

figure 316

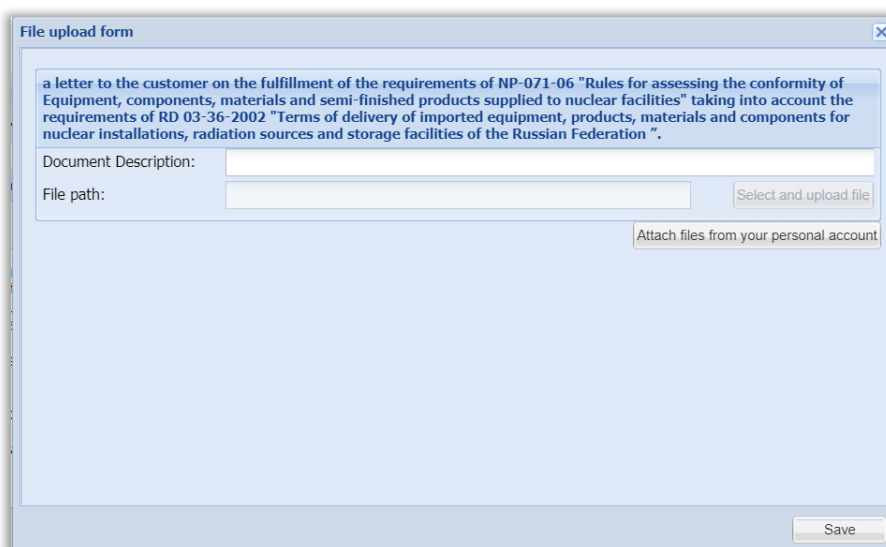


figure 317

- 4) After attaching the file, the participant clicks on the «Save» button (figure 317). The file will appear in the table row (figure 318). By clicking on the hyperlink, the file can be downloaded to your local computer.

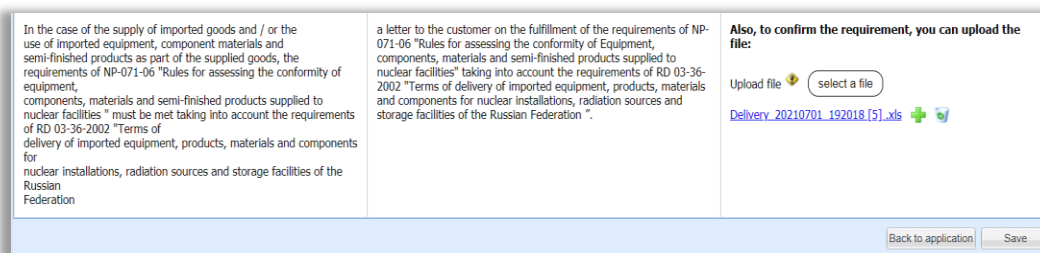



figure 318

- 5) To add a file to the personal account, the participant clicks on the button , in the confirmation window that opens, clicks on the «Yes» button (figure 319).

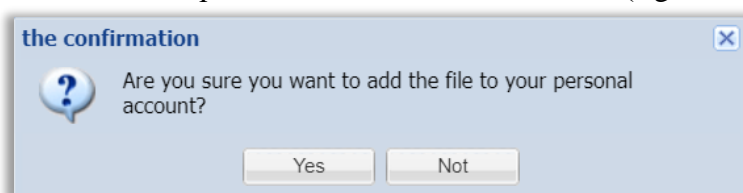



figure 319

- 6) To delete a file from the form, the participant clicks on the button , in the confirmation window that opens, clicks on the «Yes» button (figure 320).

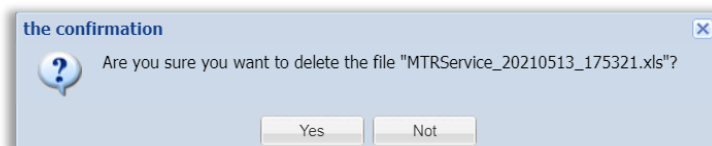


figure 320

- 7) To fill out the form, opposite the corresponding form, click on the «Fill in the form» button (figure 315). In the confirmation window that opens, select the option to save the form before closing (figure 321). There is a transition to the form for further filling. More details on filling out the forms are presented in paragraph 19 of this document.

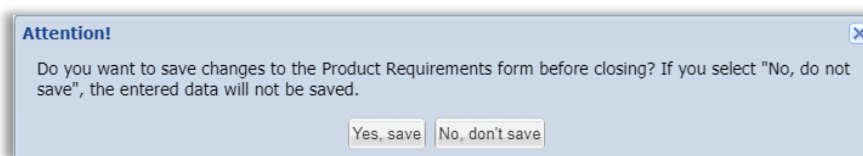


figure 321

- 8) To fill in the declarative part of the application, the participant clicks on the «Fill in value» button (figure 315). In the confirmation window that opens, select the option to save the form before closing (figure 322). There is a transition to the application form for further filling in the declarative part. More details on filling out the declarative part of the application are presented in paragraph 18 of this document. After filling in the value in the table opposite the filled request, the value «Yes» is displayed (figure 323).

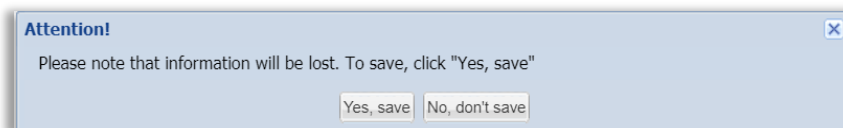


figure 322

<p>In the case of the supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products as part of the supplied goods, the requirements of NP-071 must be met.</p>	<p>confirmation completed by the procurement participant in Form 1 "Application for participation in the procurement": - in the case of the supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products as part of the supplied goods - on the fulfillment of the requirements of NP-071. - if there is no supply of imported goods and / or the use of imported equipment, products, components, materials and semi-finished products - about the absence of imported equipment, products, materials and components in the supplied products.</p>	<p><b>To confirm the request, you must fill out the form:</b></p> <p>Application for participation in the purchase <span style="float: right;">Fill in the form</span></p> <p><b>To confirm the requirement, you must fill out the declarative part of the application:</b></p> <p>we offer equipment, components, materials and semi-finished products of imported production in a co ... <span style="float: right;">Fill in value</span></p> <p>compliance with the requirements of NP-071 ... <span style="float: right;">yes</span> <span style="float: right;">Fill in value</span></p>
<span>Back to application</span> <span>Save</span>		

figure 323

- 9) After filling in the data in the table, click on the «Save» button (figure 323). To return to the application, click on the «Back to application» button. In the window that opens, select the option to save information by clicking on the appropriate button (figure 324). You will go to the application form.

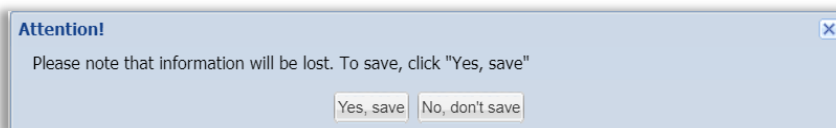


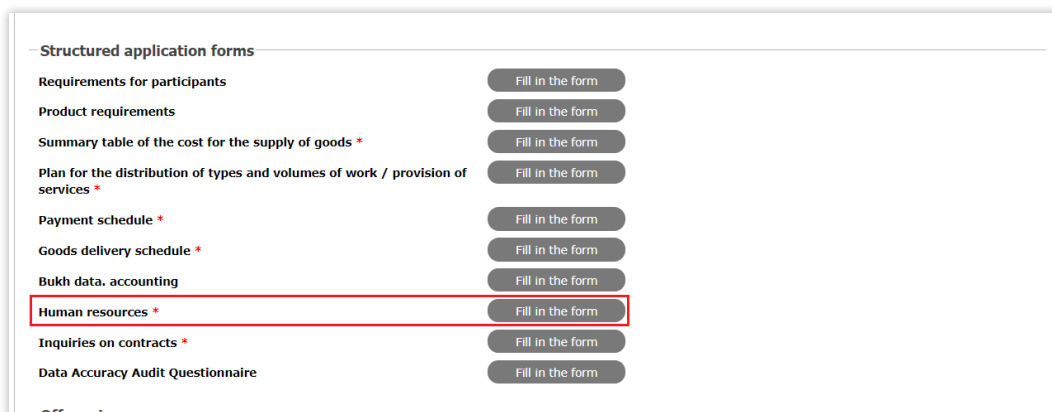
figure 324

## 19.12. Human Resources Reference

- 1) A certificate of human resources is of 4 types: a certificate of human resources for the performance of research, design and development work, design work, the provision of services with information on the total staffing, a certificate of human resources for the performance of research, design and development work, the provision of services without information about the total number of staff, Certificate of human resources for the performance of contract work with information on the total staff number, Certificate of human resources for the performance of contract work without information on the total number of staff.

### 19.12.1. Certificate of human resources for the implementation of research, design and development work, design work, provision of services with information on the total number of staff

- 1) To fill out a certificate on human resources for the implementation of research, design and development work, design work, provision of services on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Human resources» field, click on the «Fill in the form» button (figure 325).



Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Summary table of the cost for the supply of goods *	Fill in the form
Plan for the distribution of types and volumes of work / provision of services *	Fill in the form
Payment schedule *	Fill in the form
Goods delivery schedule *	Fill in the form
Bukh data. accounting	Fill in the form
<b>Human resources *</b>	<b>Fill in the form</b>
Inquiries on contracts *	Fill in the form
Data Accuracy Audit Questionnaire	Fill in the form

figure 325

- 2) A form will open, which displays a table for the managers and personnel involved, and a table of the total staffing can also be displayed. The participant fills out the table on the managers and personnel involved, to add an entry to the table, clicks on the «Add to» button (figure 326).

figure 326

- 168

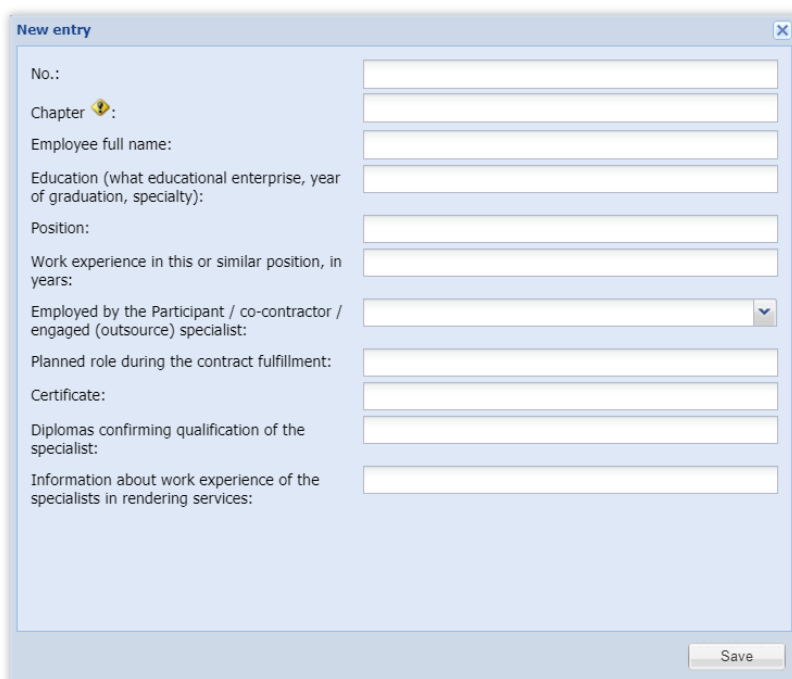


figure 327

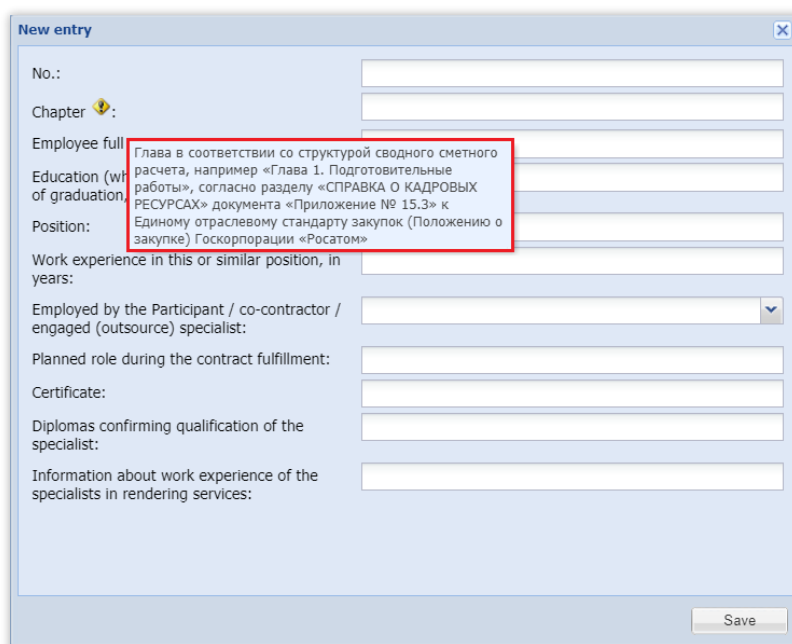




figure 328

- 4) In the field «Employed by the the Participant / co-contrator / engaged (outsourcing) specialist», the participant selects one of the values in the drop-down list: «Member of the staff» or «Third Party Specialist». After filling in the data, the participant clicks on the «Save» button (figure 328).
- 5) A row with filled data appears in the table (figure 329). To delete, you need to click on the button . To edit a line, the participant clicks on the button , in the editing form that opens, he edits the required fields, clicks on the «Save» button (figure 330).

**Application for participation in the procedure**

**Managers and personnel involved in the implementation of the contract**

Employee full name	Education (what educational enterprise, year of graduation, specialty)	Position	Work experience in this or similar position, in years	Employed by the Participant / co-contractor / engaged (outsourced) specialist	Planned role during the contract fulfillment	Certificate	Diplomas confirming qualification of the specialist	Information about work experience of the specialists in rendering services	Operations
Petrov	Research institutes	the leader	s	Member of the staff	the leader	34543545345	345345345	344545	

**Total staffing**

Chapter	Group of employees	Total number of employees	Operations
---------	--------------------	---------------------------	------------

figure 329

**Edit entry**

No.: 34545

Chapter : 34545

Employee full name: Petrov

Education (what educational enterprise, year of graduation, specialty): НИИ

Position: руководитель

Work experience in this or similar position, in years: s

Employed by the Participant / co-contractor / engaged (outsourced) specialist: Состоит в штате

Planned role during the contract fulfillment: руководитель

Certificate: 34543545345

Diplomas confirming qualification of the specialist: 345345345

Information about work experience of the: 344545

figure 330

- 6) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (figure 329).
- 7) To clear the table for the managers and personnel involved, click on the «Clear table» button (figure 329). In the form that opens, click «Yes» (figure 331). The information in the table will be deleted.

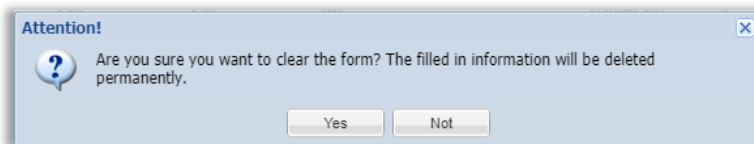



figure 331

- 8) If there is a table of total staffing, the participant fills in the table, to add an entry to the table, he clicks on the «Add to» button (figure 326).
- 9) In the window that opens, the participant fills in the fields (figure 332). In the field «Chapter» indicates the chapter in accordance with the structure of the summary estimate calculation, when you hover over the icon , a tooltip appears (figure 333). After filling in the data, the participant clicks on the «Save» button.

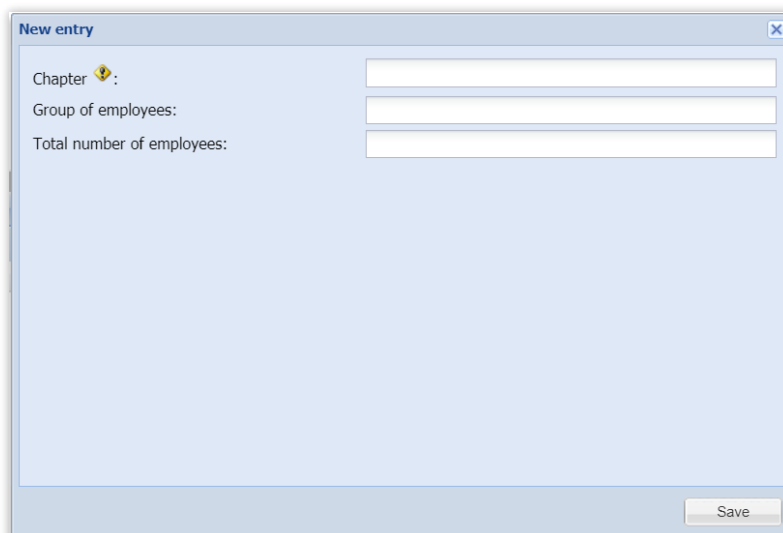


figure 332

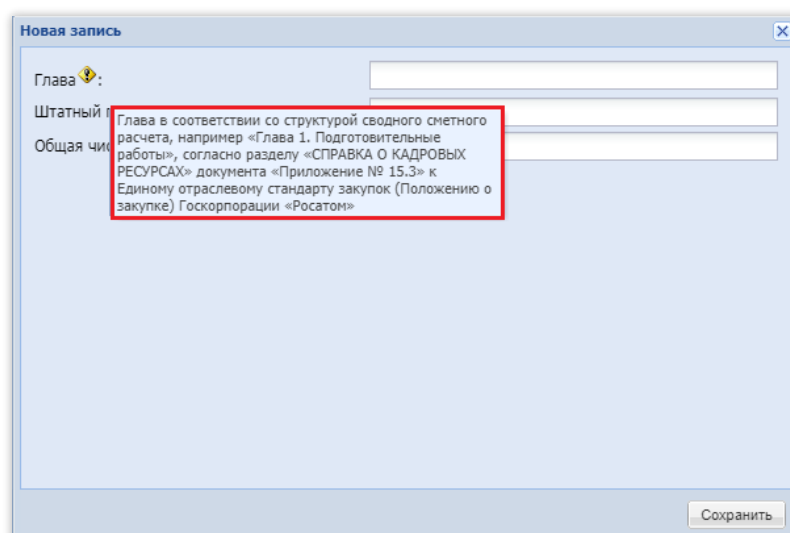







figure 333

- 10) A row with filled data appears in the table (figure 334). To delete, you need to click on the button . To edit a line, the participant clicks on the button , in the editing form that opens, he edits the required fields, clicks on the «Save» button (figure 335).




Application for participation in the procedure



Managers and personnel involved in the implementation of the contract

 Add to  Download  Clear table

No.	Chapter	Employee full name	Education (what educational enterprise, year of graduation, specialty)	Position	Work experience in this or similar position, in years	Employed by the Participant / co-contractor / engaged (outsourced) specialist	Planned role during the contract fulfillment	Certificate	Diplomas confirming qualification of the specialist

Total staffing

 Add to  Download  Clear table


Chapter	Group of employees	Total number of employees	Operations
345345	staff	334	 

Load from template Save as template

Back to application Save

figure 334

Edit entry

Chapter : 345345

Group of employees: персонал

Total number of employees: 334

Save

figure 335

- 11) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (figure 334).
- 12) To clear the table by the total number of staff, click on the «Clear table» button (figure 334). In the form that opens, click «Yes» (figure 336). The information in the table will be deleted.

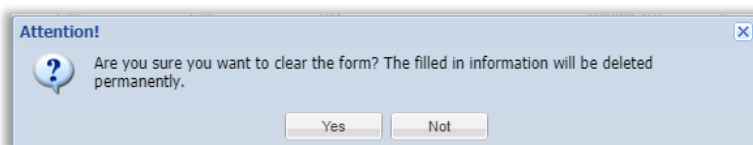


figure 336

### 19.12.2. Certificate of human resources for the performance of contract work

- 1) To fill out a certificate of human resources for the performance of contract work on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Human resources» field, click on the «Fill in the form» button (figure 337).

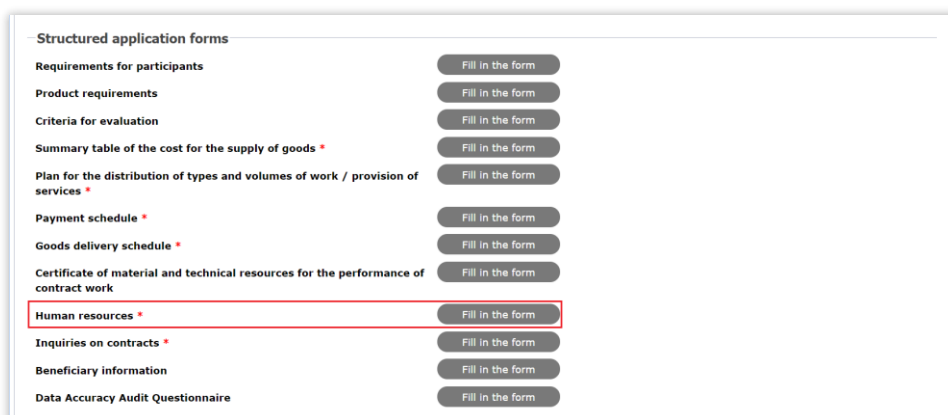


figure 337

- 2) A form will open, which displays a table on the main personnel involved in working specialties, and a table of the total staffing can also be displayed. The participant fills out the table on the main personnel involved in working specialties, to add an entry to the table, clicks on the «Add to» button (figure 338).

figure 338

- 174






figure 339



figure 340

- 4) In the field «Attribution category of the staff (contractor, subcontractor)», the participant selects one of the values from the drop-down list: «Contractor» or «Subcontractor». After filling in the data, the participant clicks on the «Save» button (figure 340).
- 5) A row with filled data appears in the table (figure 341). To delete, you need to click on the button . To edit a line, the participant clicks on the button , in the editing form that opens, he edits the required fields, clicks on the «Save» button (figure 342).

Application for participation in the procedure

The main personnel of working specialties, involved in the performance of work under the contract, by type of work performed

Staff (full name, specialty, category)	Number of persons	Attribution category of the staff (contractor, subcontractor)	Education (what educational enterprise, year of graduation, specialty)	Work experience in this or similar position, in years	Certificate	Diplomas confirming qualification of the specialist	Notes (engagement of one and the same staff to perform various works subject to the performance schedule etc.)	Operations
Ivanov I.P.	44	Subcontractor	higher	four	34342	2343		<input type="button" value="Edit"/> <input type="button" value="Delete"/>


Total staffing

Staff	Operations
-------	------------

figure 341

Edit entry

No.: 3545

Chapter : 3454

Works: работы

Staff (full name, specialty, category): Иванов И.П.

Number of persons: 44

Attribution category of the staff (contractor, subcontractor): Субподрядчик

Education (what educational enterprise, year of graduation, specialty): высшее

Work experience in this or similar position, in years: 4

Certificate: 34342

Diplomas confirming qualification of the specialist: 2343

Notes (engagement of one and the same staff to perform various works subject to the performance schedule etc.):

Save

figure 342

- 6) The participant can download the table in excel format, where all the fields of the table will be displayed, by clicking on the «Download» button (figure 341).

- 7) To clear the table for the involved main personnel of working specialties, click on the «Clear table» button (figure 341). In the form that opens, click «Yes» (figure 343). The information in the table will be deleted.

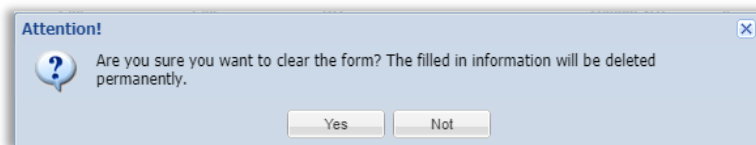


figure 343

- 8) If there is a table of total staffing levels, the participant fills in the table, to add an entry to the table, he clicks on the «Add to» button (figure 341).
- 9) In the window that opens, the participant fills in the data (figure 344). The «Staff members» field is required. To add a contractor, the participant clicks on the «Add contractor» button (figure 344), in the block that opens, he fills in the data (figure 345). In the field «Contractor name» the participant selects from the drop-down list one of the contractors indicated on the application form in the block «Declaration of Conformity». In the «Subcontractor Type» field, select one of the values: «Contractor» or «Subcontractor». If it is necessary to delete data about a contractor, click on the «Remove contractor» button (figure 345). After filling in the data, click on the «Save» button.

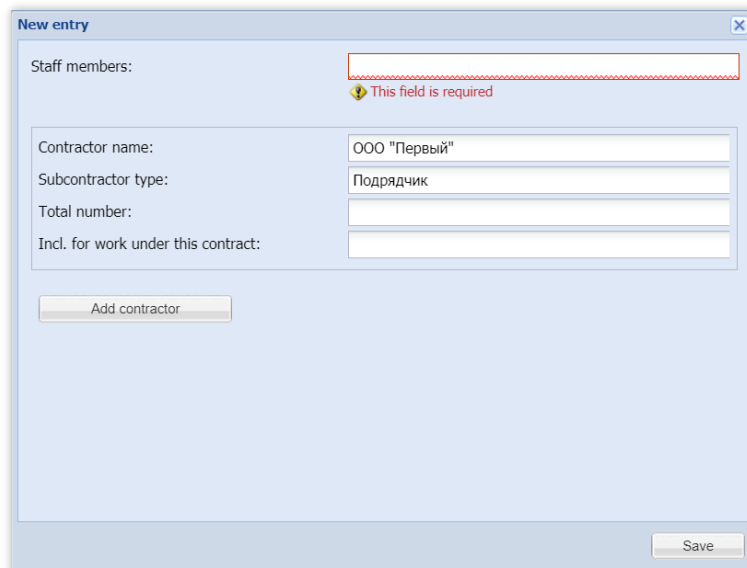


figure 344

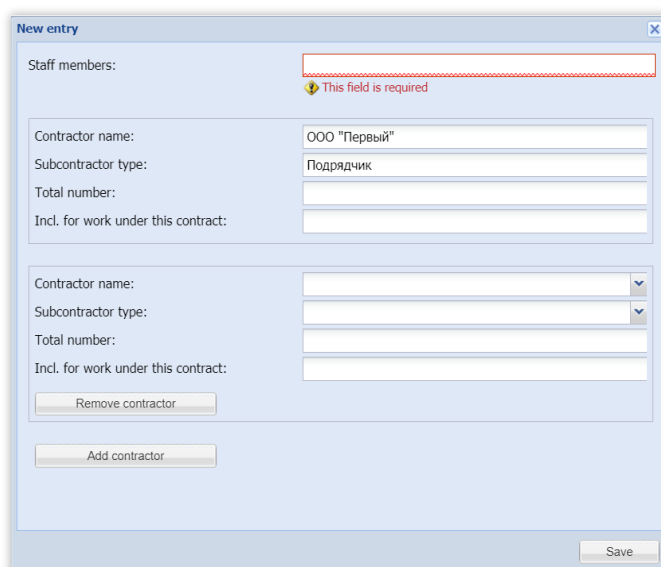


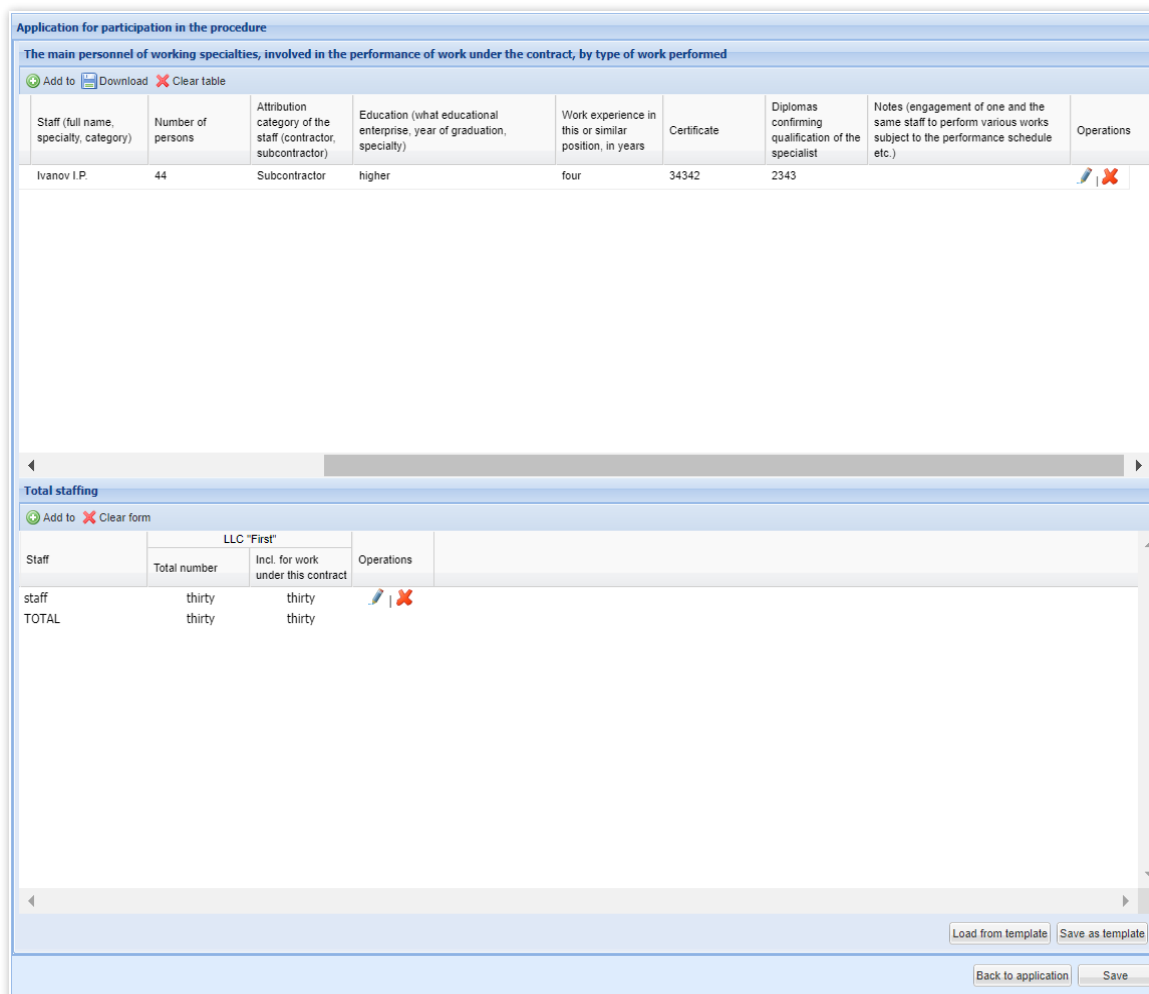




figure 345

10) A row with filled data appears in the table (figure 346). To delete, you need to click on the button . To edit a line, the participant clicks on the button , in the editing form that opens, he edits the required fields, clicks on the «Save» button (figure 347).



Staff (full name, specialty, category)	Number of persons	Attribution category of the staff (contractor, subcontractor)	Education (what educational enterprise, year of graduation, specialty)	Work experience in this or similar position, in years	Certificate	Diplomas confirming qualification of the specialist	Notes (engagement of one and the same staff to perform various works subject to the performance schedule etc.)	Operations
Ivanov I.P.	44	Subcontractor	higher	four	34342	2343		 



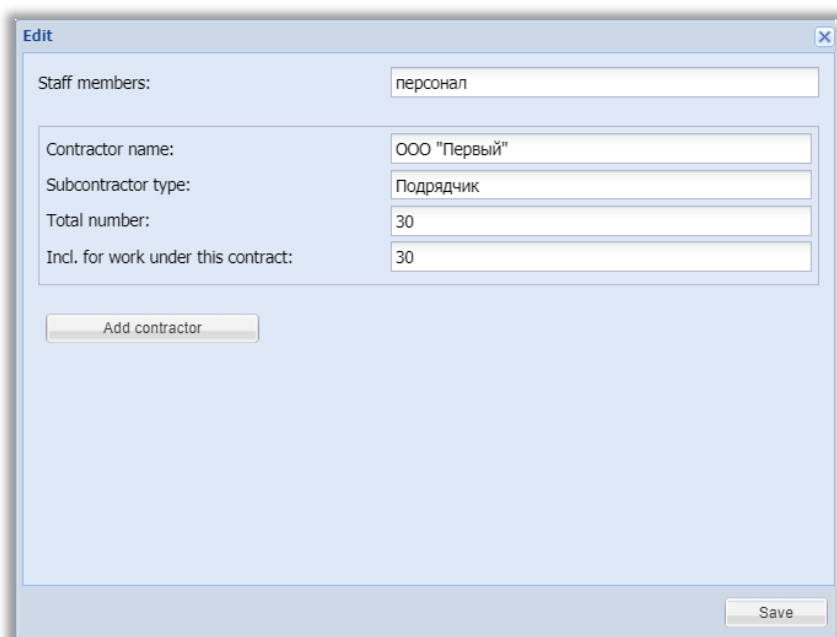
Total staffing			
Staff	Total number	Incl. for work under this contract	Operations
staff	thirty	thirty	 
TOTAL	thirty	thirty	

figure 346



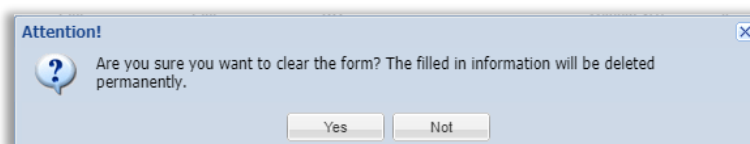
The 'Edit' window contains the following fields:

- Staff members: персонал
- Contractor name: ООО "Первый"
- Subcontractor type: Подрядчик
- Total number: 30
- Incl. for work under this contract: 30

Buttons: Add contractor, Save

figure 347

- 11) To clear the table by the total number of staff, click on the «Clear form» button (figure 346). In the form that opens, click «Yes» (figure 348). The information in the table will be deleted.



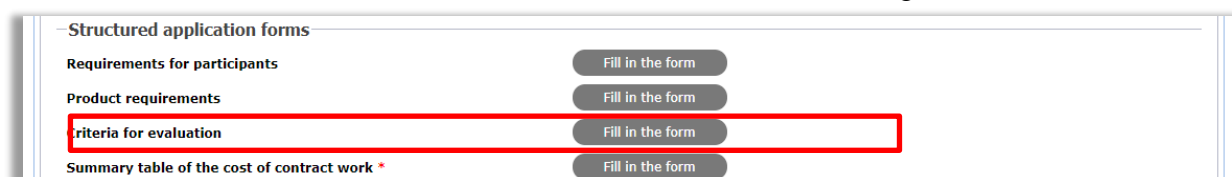
**Attention!**  
Are you sure you want to clear the form? The filled in information will be deleted permanently.

Buttons: Yes, Not

figure 348

### 19.13. Criteria for evaluation


- 1) To fill in the evaluation criteria on the form «Application for participation in the procedure», in the «Structured application forms» block, select the line with the name «Evaluation criteria» and click the «Fill in the form» button (figure 349).



Structured application forms	
Requirements for participants	Fill in the form
Product requirements	Fill in the form
Criteria for evaluation	Fill in the form
Summary table of the cost of contract work *	Fill in the form

figure 349

- 2) After clicking the button on the «Application for participation in the procedure» form, the nested form «Evaluation criteria» will be displayed. The form is a table where the name of the evaluation criteria is indicated in the left column, and the data source for confirming the criterion in the right column. An example of the form is shown in the figure 350.

Application for participation in the procedure	
Assessment criterion name	Data source for criterion validation
Availability, degree of implementation of the current quality management system (management, assurance and control)	Upload file  <a href="#">select a file</a>
Experience of a participant in the procurement procedure	<b>To confirm the criterion, you can fill out the form:</b> Certificate of experience in the implementation of contracts: <a href="#">Fill in the form</a>
Provision of human resources	<b>To confirm the criterion, you can fill out the form:</b> Human Resources Reference: <a href="#">Fill in the form</a>
Provision with material and technical resources	<b>To confirm the criterion, you can fill out the form:</b> Help on material and technical resources: <a href="#">Fill in the form</a>
Participant qualifications	<b>To confirm the criterion, you can fill out the form:</b> Technical Proposal: <a href="#">Fill in the form</a>
Contract price	Subject to the final proposal for the bid price

[Back to application](#)
[Save](#)

figure 350

- 3) The content of the form varies depending on the Organizer's requirements for the procedure.
- 4) Displayed form fields and data source types are integrated from Rosatom Procurement System (RPS).
- 5) Data sources for confirming the criterion on the "Evaluation Criteria" form are indicated using:
  - A link to a document confirming compliance with the requirement for a participant (subcontractor / co-contractor) (for example, for the criterion «Availability, degree of implementation of the current quality management system (management, assurance and control)», figure 351). The document can be uploaded via the file upload form manually from a PC or attached from documents saved in the personal account (User's Profile) (figure 352)


Upload file  [select a file](#)

figure 351

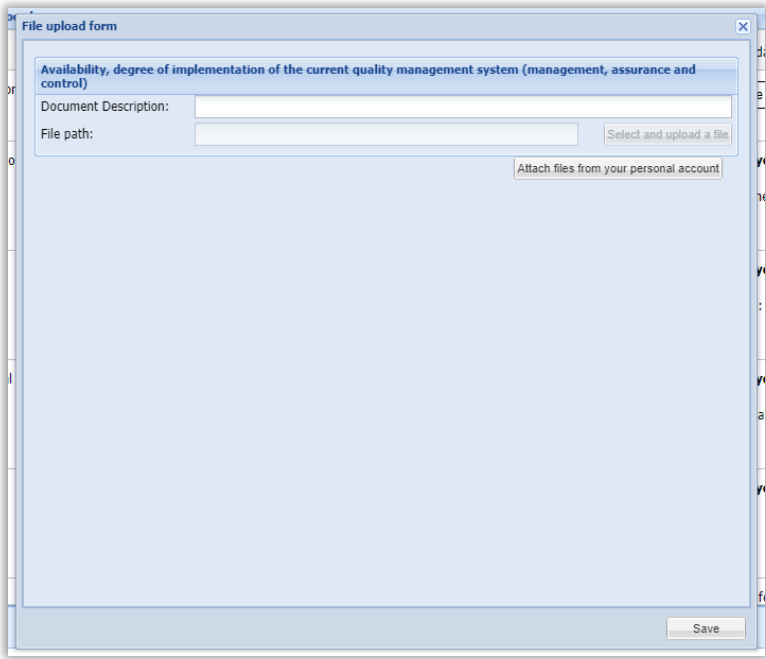


figure 352

- A link to the filling form through the button «Fill in the form» (for example, for the criterion «Experience of a participant in the procurement procedure», figure 353, figure 354). In turn, filling forms can contain separate forms for indicating links to documents downloaded manually from a PC or attached from the personal account (User's Profile) (for example, for the «Technical Proposal» filling form (figure 355);

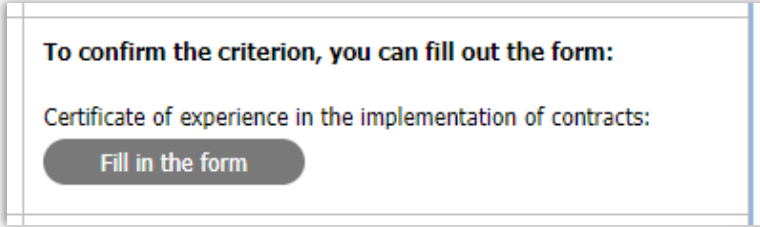
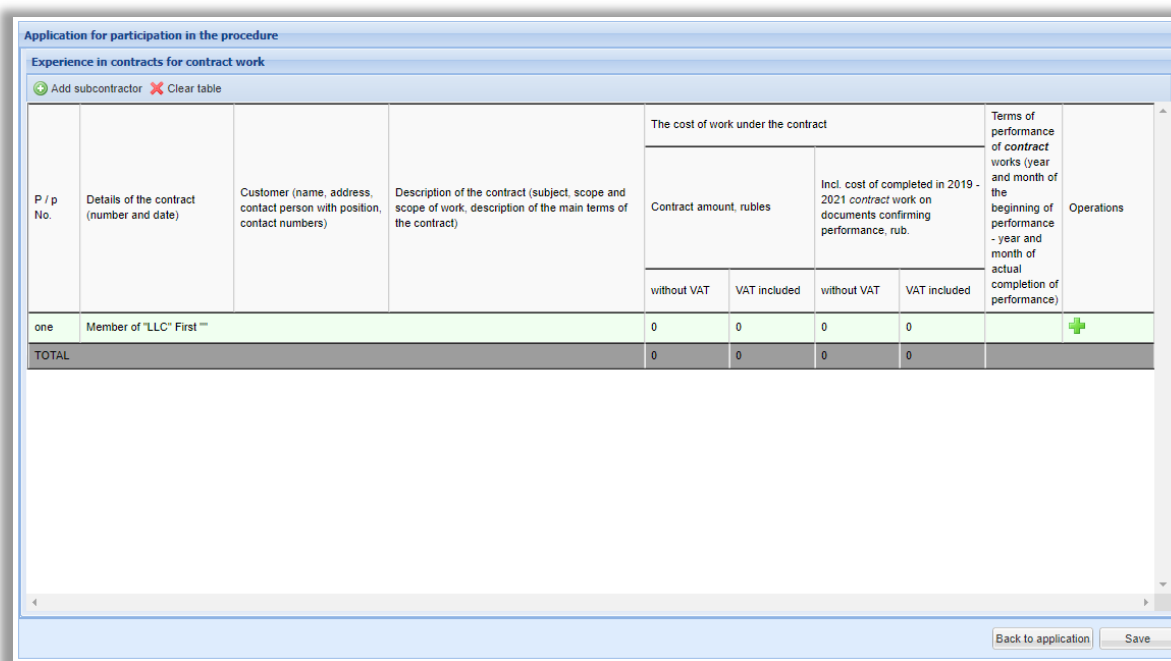


figure 353



P / p No.	Details of the contract (number and date)	Customer (name, address, contact person with position, contact numbers)	Description of the contract (subject, scope and scope of work, description of the main terms of the contract)	The cost of work under the contract				Terms of performance of contract works (year and month of the beginning of performance - year and month of actual completion of performance)	Operations
				Contract amount, rubles		Incl. cost of completed in 2019 - 2021 contract work on documents confirming performance, rub.			
				without VAT	VAT included	without VAT	VAT included		
one		Member of "LLC" First		0	0	0	0		
TOTAL				0	0	0	0		

figure 354

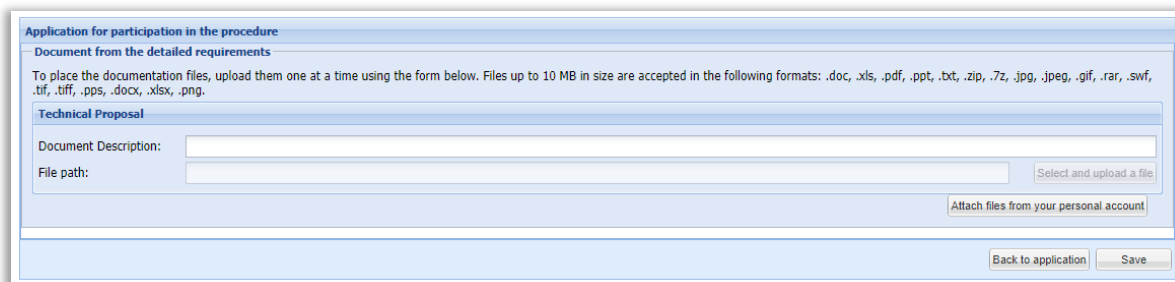


figure 355

- Static test (for example, for the criterion «Experience of a participant in the procurement procedure,» figure 356).

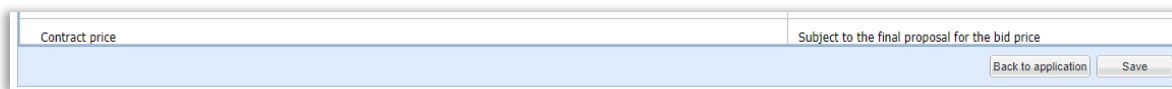


figure 356

- When you click on the «Fill in the form» button, the message «Do you want to save your changes to the Evaluation Criteria form before you close? If you select the option «No, do not save», the entered data will not be saved. » If data was entered on the «Evaluation Criteria» form, then you must click the «Yes, save» button.
- After entering all the information in the fill-in form, click the «Save» button. If the downloaded or attached documents and the specified information are saved successfully, the corresponding message is displayed (figure 357);

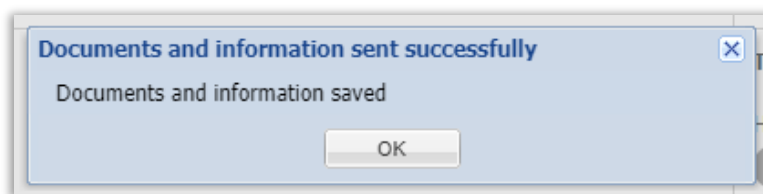


figure 357

- 8) After filling out the «Evaluation Criteria» form, click «Save». If the save is successful, the corresponding message will appear (figure 357).
- 9) To return to the «Application for participation in the procedure» form, click the «Return to application» button and confirm the saving of the entered data or refuse to save it in the message that appears.

## 19.14. Specification

- 1) To fill in the specification on the «Application for participation in the procedure» form, in the «Structured application forms» block in the «Specification» field, click the «Fill in the form» button (figure 1)

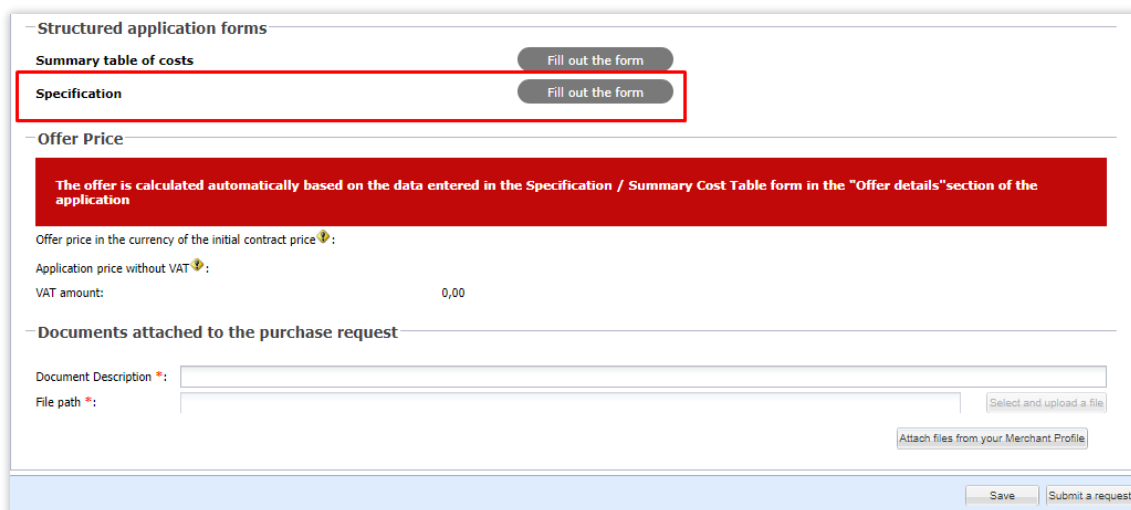
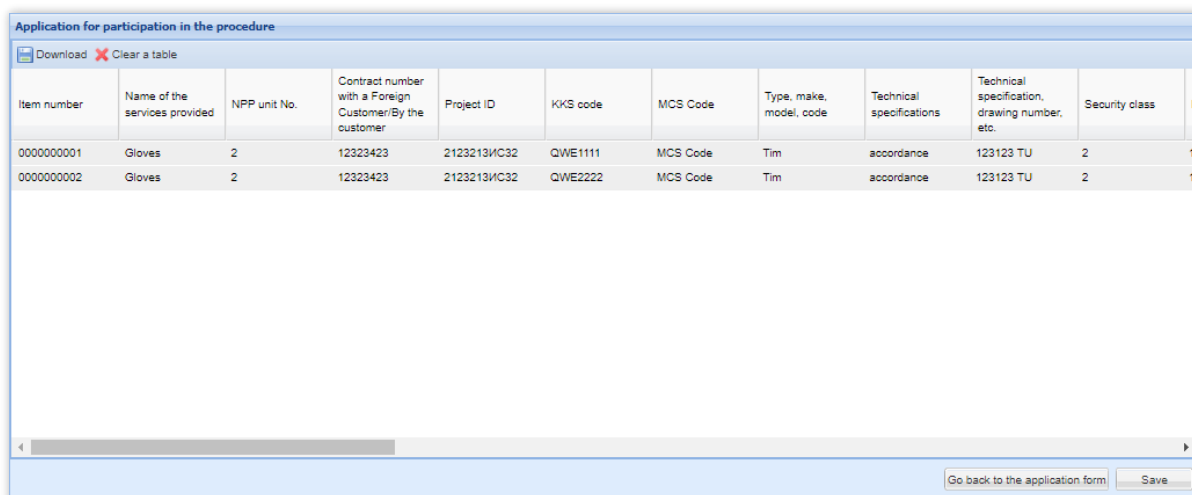


figure 1

- 2) A form will open that displays a table with the name and required fields. All required fields are filled in the table, after which the completed table must be saved and returned to the application by clicking the «Return to application» button (figure 2).

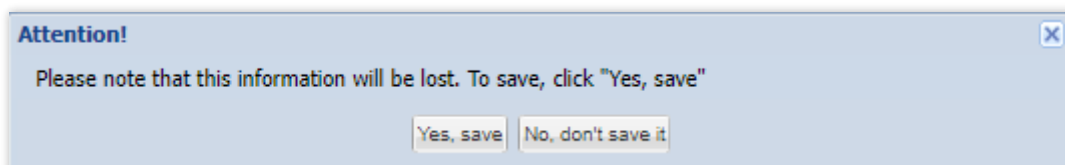
**Note 1.** Fields highlighted in gray are not editable.



Item number	Name of the services provided	NPP unit No.	Contract number with a Foreign Customer/By the customer	Project ID	KKS code	MCS Code	Type, make, model, code	Technical specifications	Technical specification, drawing number, etc.	Security class
0000000001	Gloves	2	12323423	2123213/IC32	QWE1111	MCS Code	Tim	accordance	123123 TU	2
0000000002	Gloves	2	12323423	2123213/IC32	QWE2222	MCS Code	Tim	accordance	123123 TU	2

figure 2

- 3) To return to the «Application for participation in the procedure» form, you must click the «Return to application» button and in the message that appears, confirm saving the entered data or refuse to save (figure 3).



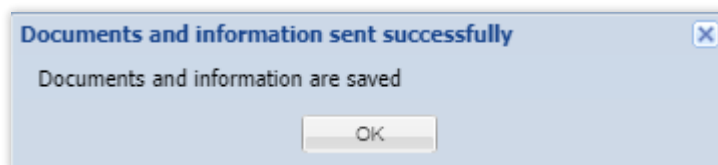
**Attention!**

Please note that this information will be lost. To save, click "Yes, save"

Yes, save No, don't save it

figure 3

- 4) After clicking the «Yes, save» button, a notification will be displayed that the document was successfully saved (figure 4).



**Documents and information sent successfully**

Documents and information are saved

OK

figure 4