


# SuisseOffer



Supplier Invitation  
SuisseOffer Tool Suite


# Wizard guided and Responsive ...

 Status: In progress

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In progress	since 04.04.2024
Opened	since 04.04.2024
Received	since 02.04.2024

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 Your tasks

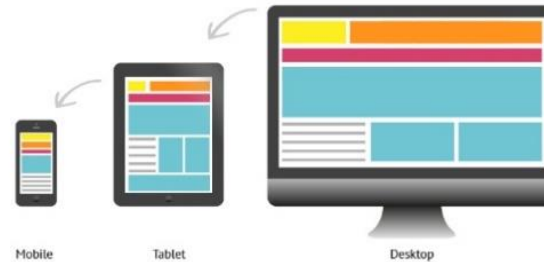
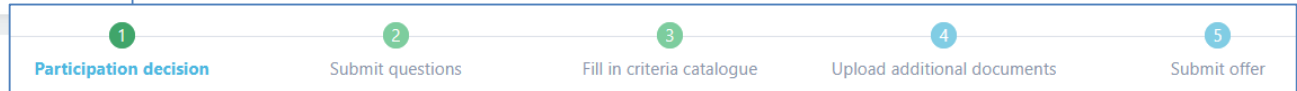
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**Invitation procedure**

Participation decision	✓
Submit questions	bis 05.04.2024 23:59 ✓
Fill in criteria catalogue	✓

**Upload additional documents**

<b>Submit offer</b>	<b>bis 12.04.2024 23:59</b>
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# Supported methods

Mini-Tender

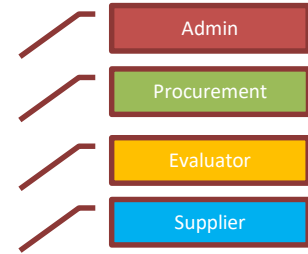
RFQ

RFI

WTO

Invitation Procedure

# Roles within the system



- *Object-oriented user management*
- *2-factor authentication via mobile number or e-mail*

<b>Rollen</b>	<b>Funktionen</b>
Client Administrator (Purchasing)	Set up criteria catalog templates; create and check providers; set up users, enter organization
Client Project Manager (Division)	Carry out procurement procedures and assign users (deputies and evaluators)
Client User (e.g. evaluator)	Is added by PM for tenders and given rights, e.g. role of deputy or evaluator
Supplier	Access via token to the respective procedures; except for WTO > via LINK in simap to the respective tenders

# WTO call for tenders

The WTO tender is provided as SaaS (Software as a Service).



Displaying WTO tenders:

- [www.suisseoffer.ch](http://www.suisseoffer.ch)   

# Role of supplier at WTO

- Simap > Public link to the tender > SuisseOffer

Öffentlicher Link auf der SuisseOffer-Plattform	<a href="https://suioftest.begasoft.ch/suite/pages/public/wtoPublikation.jsf?id=44715bf1-659a-427d-a2c7-53aa603aa1f3">https://suioftest.begasoft.ch/suite/pages/public/wtoPublikation.jsf?id=44715bf1-659a-427d-a2c7-53aa603aa1f3</a>
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- View WTO tender on SuisseOffer
- Register / Log-In
- Confirm participation > Company name
- Q&A forum
- Create offer > Criteria catalog
- Submit offer

Are you interested in our WTO tenders?



Show WTO Tenders


LOGIN



***- Pay attention to the documents of the tendering party -***

# View WTO: Documents / Criteria catalog

Kunde	Boom III	455666	Dienstleistung	10.03.2022	30.03.2022 16:00	
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Tender department	HR - Human Ressources	Published on	12.03.2024
Procurement titles, project no.	Aufbau IT Service Center	Submit offer until	27.03.2024 23:59
Project-Id	10423-035	Submit questions by	19.03.2024 23:59
Order type	Service	Questions answered by	22.03.2024 23:59
General documents 	<a href="#">Download general documents in a ZIP archive</a> <a href="#">↓ Rahmenvertraege</a>		

- Documents for the entire tender
- Documents at lot level
- Criteria catalog at lot level

Number	Criterion	Requirement	Max. Points
> 1	Eignungskriterien		10'000
> ☆ 2	Zuschlagkriterien		6'000
> \$ 3	Preiskriterien		4'000

→] Participation

→] Participate in the call for tenders

# Login / Registration

## One-time registration at [www.suisseoffer.ch](http://www.suisseoffer.ch)

LOGIN



Are you a supplier and don't have a user account yet?



Registration as a supplier

Are you interested in our WTO tenders?



Show WTO Tenders

SuisseOffer Tool Suite  
Registration as a supplier

Here you can register as a supplier if you do not have a user account yet. For further tenders, register again.

1  
Enter user data

Confirm registration

Username *	<input type="text" value="SupplierAB"/>	E-mail *	<input type="text"/>
Salutation *	<input type="text" value="Mr"/> ▼	Phone ⓘ	<input type="text" value="078 123 45 67 or +41 78 123 45 67"/>
Name *	<input type="text"/>	Language *	<input type="text" value="English"/> ▼
First name *	<input type="text"/>		
Password *	<input type="text" value="At least 6 characters"/>	How would you like to receive the code for 2-factor authentication? ⓘ	
Repeat *	<input type="text" value="Confirm password"/>	Delivery via *	<input type="text" value="E-Mail"/> ▼

After registration, we will send you an authentication code (e-mail or SMS). You must then confirm this code in order to complete the registration.

You are now registered as a supplier and can log in with your access data.



# Log-in as supplier

- Log-in
  - Username
  - Password
  - 2-Factor

The image shows a user interface for logging in as a supplier. On the left is a white login form with a blue border. It contains the text "Please log in with your access data" at the top. Below this are two input fields: "Username" with the value "SupplierABC" and "Password" with six dots. A blue "Login" button with a checkmark icon is positioned below the password field. At the bottom of the form is a link for "Forgotten password". On the right is a dark blue navigation sidebar with white text and icons. It lists "SUPPLIER" at the top, followed by "Home page" (with a house icon), "Offers" (with a document icon), "PARTICIPATE IN TENDER" (in all caps), "Redeem token" (with a lock icon), and "WTO Tenders" (with a globe icon).

*Link to English Login: [HERE](#)*

# Participation > Provide company details

- Contact details

→] Participate in the call for tenders

→] Participation

Select an existing supplier or enter a new one if required

Select supplier \*  ▼

Company name \*

E-Mail \*

Address

Enter the contact information relevant to this tender participation here

Contact name



Contact e-mail \*

Contact phone

✓ Confirm participation

✕ Abort

# Lots (WTO): Overview / Participation

 inno test
 Show call for tenders

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**Data WTO**

Tender department: AIT - Amt für Informatik

Procurement titles, project no.: inno test

Order type: Service

Contract period: 16.10.2024


**General documents** 

[↓ Pflichtenheft](#)





**Published questions**


No questions/answers have been published yet

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 Lots

**Lots without participation**

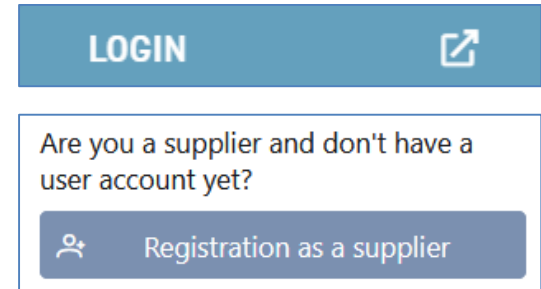
Number ↑	Project title ↓	Description ↑↓	Documents	
1	IT-lösung		 All documents	
2	betrieb		 All documents	

- Back to tender
-  Show call for tenders
- Participation in the lots



# Invitation procedure; Mini Tender Invitation > Token

- Request (e-mail with token)
- Overview of tender (possibly set up additional users)
- Confirm participation
- Q&A forum (ask questions)
- Create offer
  - (answer criteria catalog)
- Submit offer



# Participate in the invitation procedure

- Open invitation with token and confirm participation

SuisseOffer digital procurement

SUPPLIER

Home page

Offers

PARTICIPATE IN TENDER

Redeem token

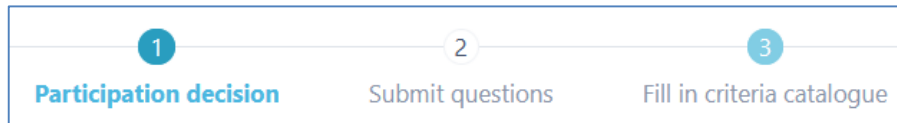
WTO Tenders

Redeem token

Token \*

Please enter the token that you received by e-mail

Save Abort



Participate

Do not participate

# Overview of the process > Your tasks


- Documents, criteria catalog > Perform your tasks:

## IT infrastructure and logistics consulting

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**Data Invitation procedure**

Tender department	HR - Human Ressources
Procurement titles, project no.	IT infrastructure and logistics consulting
Order type	Service
Contract period	01.01.2025 - 31.12.2025

**Documents** 

[↓ Specifications](#)

**Published questions**

No questions/answers have been published yet

**Status: In progress**

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In progress	since 04.04.2024
Opened	since 04.04.2024
Received	since 02.04.2024

## Criteria catalogue

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<b>Number of questions/criteria</b>	<b>4</b>
<input type="checkbox"/> Not completed	4

## Your tasks

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**Invitation procedure**

Participation decision	✓
<b>Submit questions</b>	<b>bis 05.04.2024 23:59</b>
<b>Fill in criteria catalogue</b>	
<b>Upload additional documents</b>	
Submit offer	bis 12.04.2024 23:59

# Add user

- Additional users can be invited below the list of the tasks; the new users must first register:

### Add new user

Enter mail address: \*

**i** There is no supplier user with the specified mail address. The new user must first register as **supplier**. Then you can assign him.

Add user



### Your tasks

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#### Invitation procedure

Participation decision	<input checked="" type="checkbox"/>
<b>Submit questions</b>	<b>bis 05.04.2024 23:59</b>
<b>Fill in criteria catalogue</b>	
<b>Upload additional documents</b>	
Submit offer	bis 12.04.2024 23:59

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#### Users

Sunn Yvonne  Edit offer




# Submit questions

- Enter individual questions
- Submitting the questions means publishing
- View detail



Enter new question

Question \*

**B I U A** Normal   

Does the candidate have to speak french?

Save  **? Submit question**  Abort

Your tasks

**Invitation procedure**

Participation decision	✓
<b>Submit questions</b>	bis 05.04.2024 23:59
<b>Fill in criteria catalogue</b>	
<b>Upload additional documents</b>	
Submit offer	bis 12.04.2024 23:59

For WTO: Questions at lot level



# Q&A forum - Published answers

- Published questions/answers
  - Answer questions
- View detail



IT infrastructure and logistics consulting

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Data Invitation procedure Documents

Tender department: HR - Human Ressources [↓ Specifications](#)

Procurement titles, project no.: IT infrastructure and logistics consulting

Order type: Service

Contract period: 01.01.2025 - 31.12.2025

**Published questions**

[1 Show published questions/answers](#)

1  
Participation decision

2  
**Submit questions**

3  
Fill in criteria catalogue

4  
Upload additional documents

5  
Submit offer

Own questions [Show published questions/answers](#)

**1 Own questions**

<input type="checkbox"/>	Question ↑↓	Answer ↑↓	Status ↑↓	Created ↓≡	Submitted ↑↓	Published ↑↓	
<input type="checkbox"/>	Does the candidate have to	Yes, french level B2 is a	Answered and published	04.04.2024	04.04.2024	04.04.2024	

# Edit offer

- Answer criteria catalog
- Upload additional documents

## Criteria catalogue

<b>Number of questions/criteria</b>	4
<input type="checkbox"/> Not completed	4



### Your tasks

#### Invitation procedure

Participation decision	✓
Submit questions	bis 05.04.2024 23:59 ✓
<b>Fill in criteria catalogue</b>	
<b>Upload additional documents</b>	
Submit offer	bis 12.04.2024 23:59

- Back to overview

[Home](#) > [Offers](#) > [IT infrastructure and logistics consulting](#) > [Fill in criteria catalogue](#)

# Edit criteria catalog

Lot 1 Lot 2

1 Participation decision 2 Submit questions 3 **Fill in criteria catalogue** 4 Upload additional documents 5 Submit offer

Fill in criteria catalogue

Criteria > Expand all


Number	Criteria	Reply	Max. Points
> 1	<input type="checkbox"/> Mandatory Requirements		10'000
> 2	<input type="checkbox"/> Optional Criteria		5'000
> 3	<input type="checkbox"/> Pricing		5'000

Mark all completed answers as completed


Mark all completed answers as not completed

Save Abort Back Next

➤ Editing answers (lot level)

Edit answer 

# Answer individual criteria

- Submit answers
- Upload documents
- Check box Completed
- Continue to the next question 

## 👍 1.1 - Project Manager Certification

Requirement: At least one recognized project management certification.

Fulfilment: Upload of the certificate(s)

Reply \*  Yes  No





Comment ⓘ

**B I U A** Normal ⌵ ☰ ☰

Certificates attached

Additional document \* ⓘ Hermes Certification ⬇️ 🗑️ **+ Add document**

Status  In progress  **Completed**

# Answer last question/criterion

- Submit a reply
- Upload documents
- Check box Completed
- Then tap Take over

✓ Take over

**\$ 3.1 - Price without VAT**

Requirement	Price for a one Year assignment	
Fulfilment	Price for a one Year assignment	
Evaluation / Taxonomy	Linear shortened	Max. Points <b>5000</b>



Reply \*










Additional document ⓘ

Status  In progress  Completed

✓ Take over

# End criteria catalog

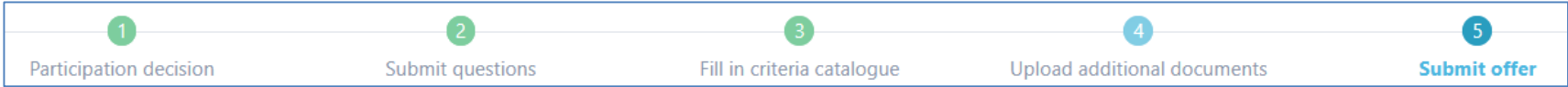
- All questions answered 
  - Display of answers and uploaded documents
  - Export criteria catalog 
  - Submit offer > Next (upload additional documents if necessary)

✓ 1	 <b>Mandatory Requirements</b>			
? 1.1	 Project Manager Certification	Yes 		
✓ 2	 <b>Optional Criteria</b>		5'000	
? 2.1	 Experience in projects of a similar scale	2015-2020, City of Berne, IT Infrastructure Project, 50	4'000	
? 2.2	 Availability for weekend assignments	Yes, 3 Weekends per month	1'000	

✓ Save

> Next

# Submit offer



The offer can be submitted

- Participation decision
- Submit questions
- Fill in criteria catalogue
- Upload additional documents *Is not mandatory*



Your tasks

Invitation procedure	
Participation decision	✓
Submit questions	bis 05.04.2024 23:59 ✓
Fill in criteria catalogue	✓

Upload additional documents	
<b>Submit offer</b>	bis 12.04.2024 23:59

Sign criteria catalog download or other documents if required and send them to the tendering party by the due date.

# Access / edit existing offers

SUPPLIER

- Home page
- Offers**

PARTICIPATE IN TENDER

- Redeem token
- WTO Tenders**

**Offers**

2 / 11 Offers

Tender department ↑↓	Procurement titles, project no. ↑↔	Type ↑↓	Supplier ↑↓	Status ↑↓	Decision/award ↑↓
<input type="text"/>	<input type="text"/>	- All -	<input type="text"/>	In progress	- All -
AIT - Amt für Informatik	inno test	WTO with lots	Change AG	In progress	
HR - Human Ressources	IT infrastructure and logistics consulting	Invitation procedure	BeTheChange AG	In progress	



# Accessing existing lots (WTO)

SUPPLIER

- Home page
- Offers**

PARTICIPATE IN TENDER

- Redeem token
- WTO Tenders**

inno test Show call for tenders

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Data WTO

Tender department: AIT - Amt für Informatik

Procurement titles, project no.: inno test

Order type: Service

Contract period: 16.10.2024

General documents

[Pflichtenheft](#)

Published questions

No questions/answers have been published yet

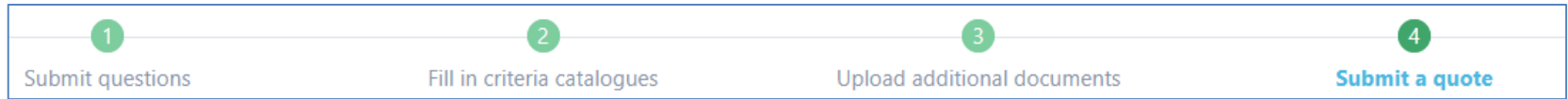
Lots

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**Lots with participation**

Number	Project title	Description	Documents	Status
<b>1</b>	IT-lösung		All documents	<input type="checkbox"/> Not completed

# Submit offer(s) for lots (WTO)




- Offers have been submitted:
- If required sign criteria catalog download or other documents if and send them to the tendering party by the due date.

The offer was submitted

- Submit questions
- Fill in criteria catalogues
- Lot 1 - IT-lösung
- Upload additional documents

Close



- Evaluation by the buyer
- Award / rejection

# SuisseOffer - Procurement procedure

- Visible, improved results with little effort
- Standardized and digitalized tendering processes
- Transparent inclusion of all participants (delivery capacity)
- SaaS model (Software as a Service) Operation, software development & support - swiss made - we are here for you!

*Your solution for public procurement!*

# SuisseOffer - Contact

**WE LOOK FORWARD TO  
HEARING FROM YOU!**



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