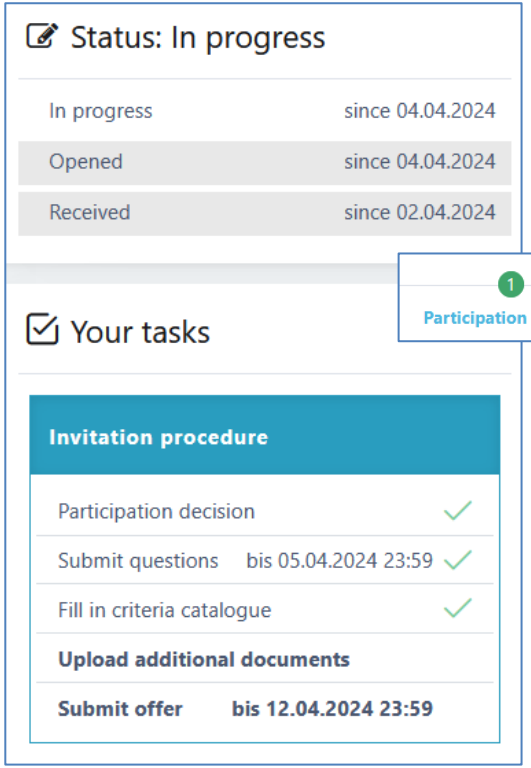
SuisseOffer

Supplier Information
SuisseOffer Tool Suite

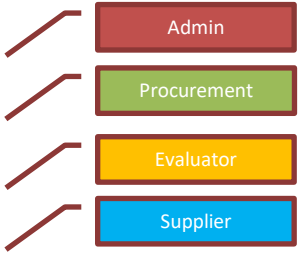
Wizard guided and Responsive ...



Supported methods

- Mini-Tender
- RFQ
- RFI
- Open Procedure
- Invitation Procedure

Roles within the system



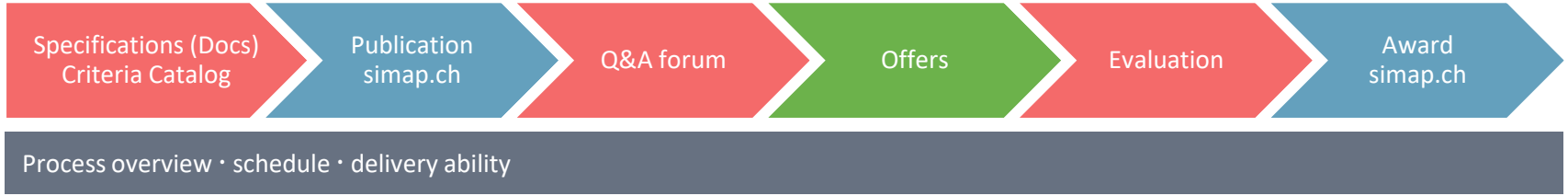
- *Object-oriented user management*
- *2-factor authentication via mobile number or e-mail*

Rollen	Funktionen
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 open procedure > via LINK in simap to the respective tenders

WTO

Open Procedure - call for tenders

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



Displaying tenders:

www.suisseoffer.ch

WTO

Role of supplier in an open procedure

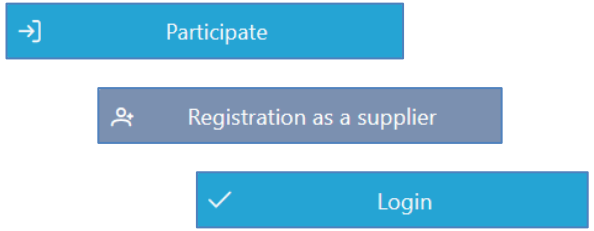
- Simap > Public link to the tender > SuisseOffer

Source for obtaining tender documentation

Website

suite.suisseoffer.ch/suite/pages/public/wto.jsf?id=d812b199-adce-451d-bc81-ade90b21ef51

- View tender on SuisseOffer
- Register / Log-In
- Confirm participation > Company name
- Q&A forum
- Create offer > Criteria catalog
- Submit offer



- Pay attention to the documents of the tendering party -

View tender: Documents / Criteria catalog

WTO

Kunde	Boom III	455666	Dienstleistung	10.03.2022	30.03.2022 16:00

Tender department	Switch - Switch	Published on	09.09.2025
Procurement titles, project no.	Storage für die Switch Cloud	Submit offer until	21.10.2025 23:59
		Submit questions by	30.09.2025 23:59
Publication number	#23073-01	Questions answered by	07.10.2025 23:59
Description	Switch möchte über die nächsten 5 Jahre bis zu 42 PB für die Switch Cloud beziehen.		
Order type	Delivery		
Contract period	01.01.2026 - 31.12.2030		
Documents	*Access to documents upon participation*		

Documents — Download documents in a ZIP archive

Interest/Participation

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

Lots

Lot 1 | Lot 2

Lot 1 - Projektleiter IT Service

Documents

Criteria

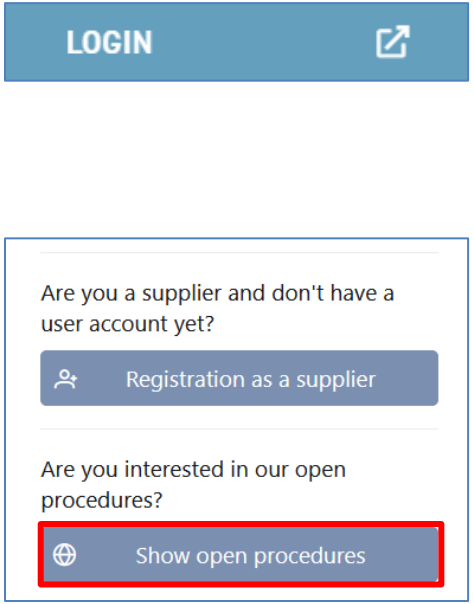
Number	Criterion	Requirement	Max. Points 10'000
1	Eignungskriterien		
2	Zuschlagkriterien		6'000
3	Preiskriterien		4'000

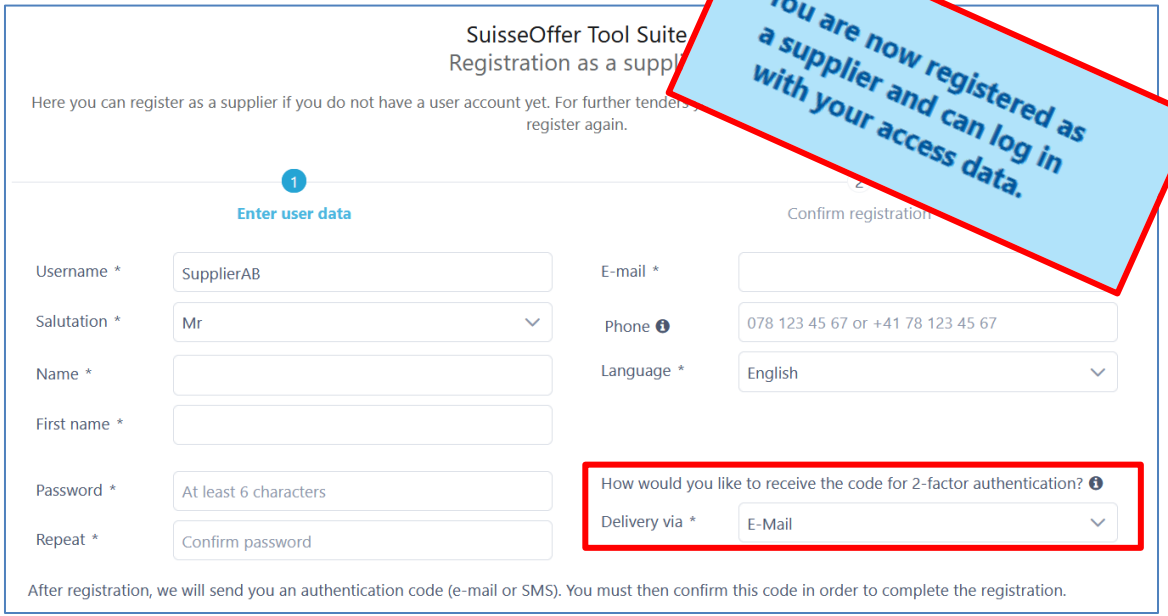
Participate

WTO

Login / Registration

One-time registration at **www.suisseoffer.ch**

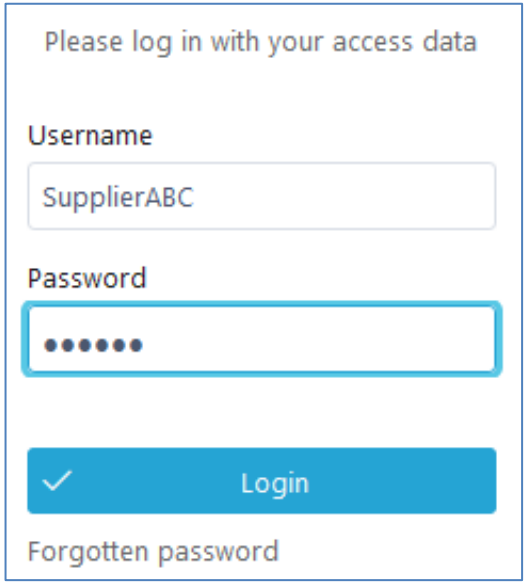


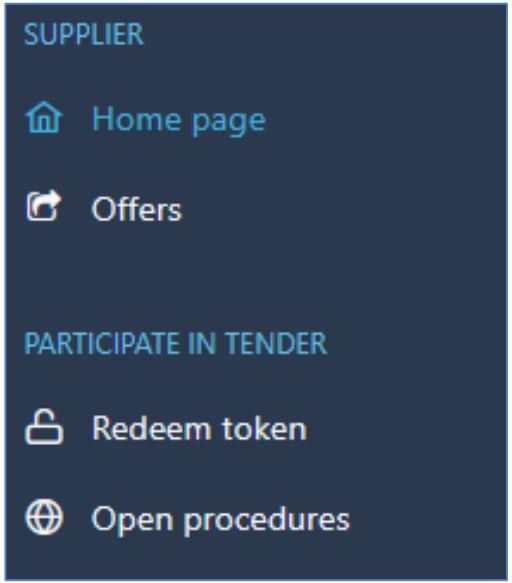


You are now registered as a supplier and can log in with your access data.

Log-in as supplier

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





Participation > Provide company details

WTO

- Contact details

Participate in the call for tenders

Participation

Select an existing supplier or enter a new one if required

Select supplier *: Enter new provider

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

WTO

Lots: Overview / Participation

Beschaffung ICT Workplace

Show call for tenders

Data open procedure

Tender department	IT - Informatik
Procurement titles, project no.	Beschaffung ICT Workplace
Description	Beschaffung ICT Workplace Los 1: Dienstleistungen Workplace Los 2: Dienstleistungen Wartung & Suport Software / Hardware
Order type	Service
Contract period	01.01.2026 - 31.12.2030

General documents

Pflichtenheft

Published questions

No questions/answers have been published yet

Lots

Lots without participation

Number	Project title	Description	Documents
1	Los 1: Dienstleistungen Workplace	Dienstleistungen rund um den Workplace	All documents Preise Los 1
2	Los 2: Wartung & Suport	Dienstleistungen Wartung & Suport Software / Hardware	All documents Preise Los 2

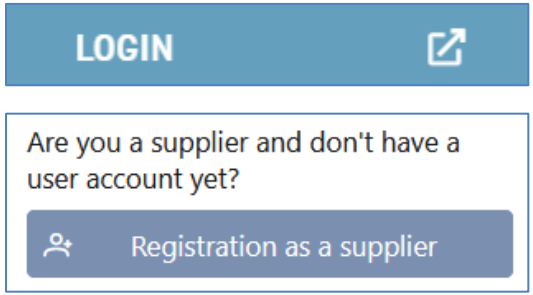
- Back to tender

Show call for tenders

- Participation in the lots

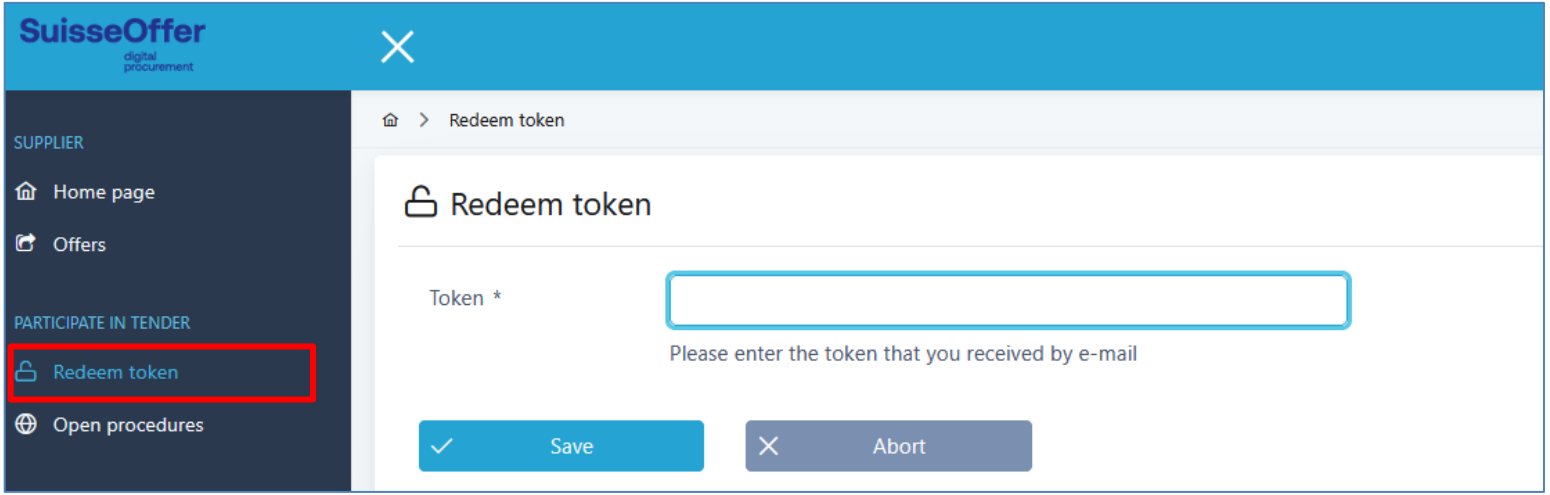
Invitation procedure; Mini Tender Invitation > Token

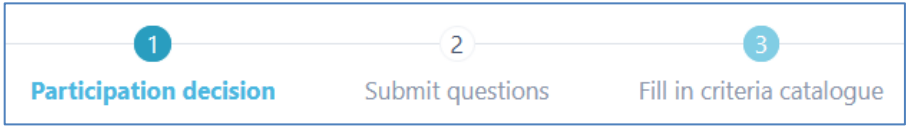
- Request (e-mail with token)
- Overview of tender (possibly set up additional users)
- Confirm participation
- Q&A forum (ask questions)
- Create offer
  - (answer criteria catalog)
- Submit offer



Participate in the invitation procedure

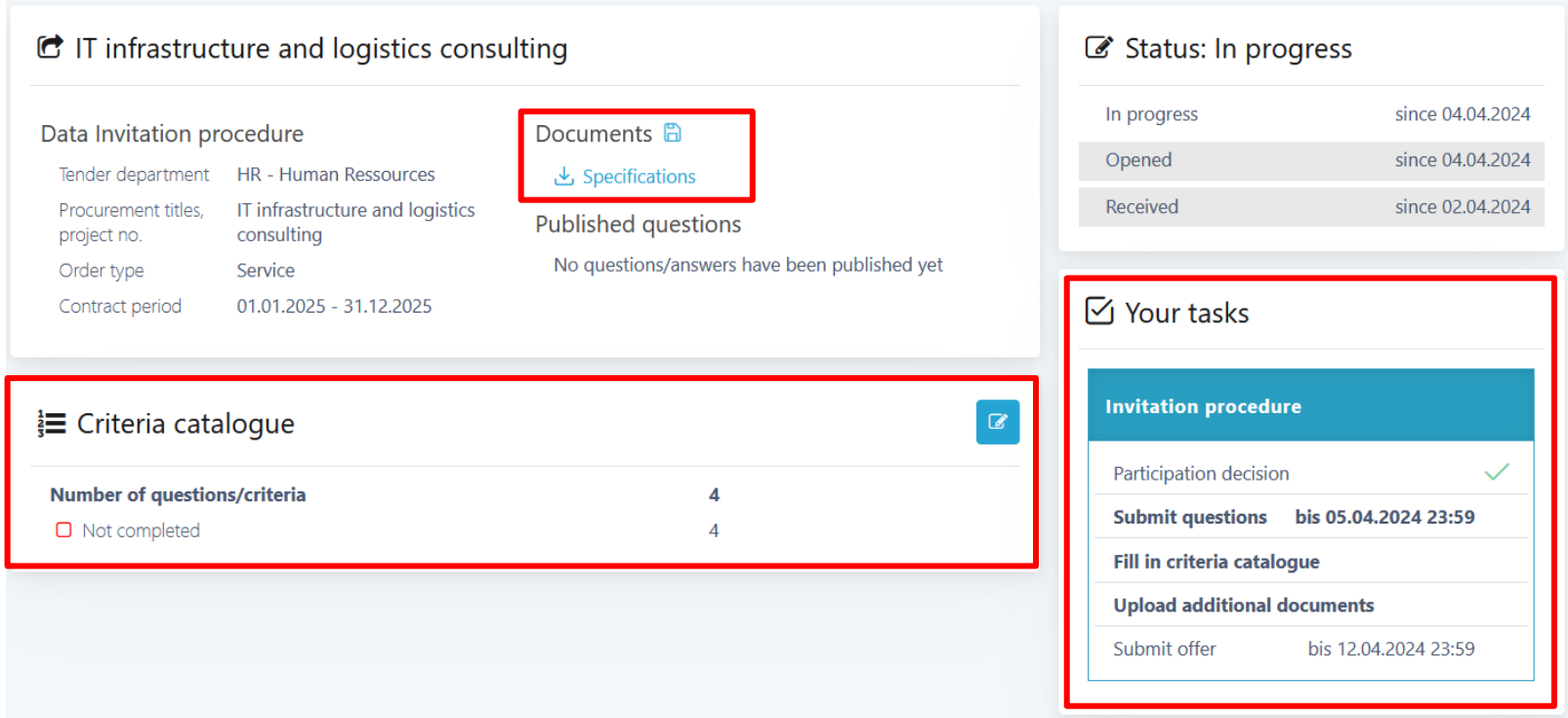
- Open invitation with token and confirm participation





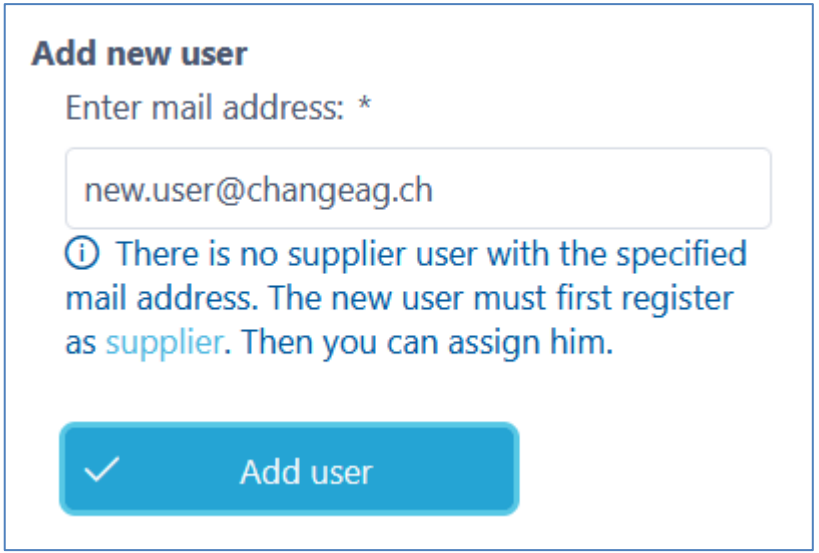
Overview of the process > Your tasks

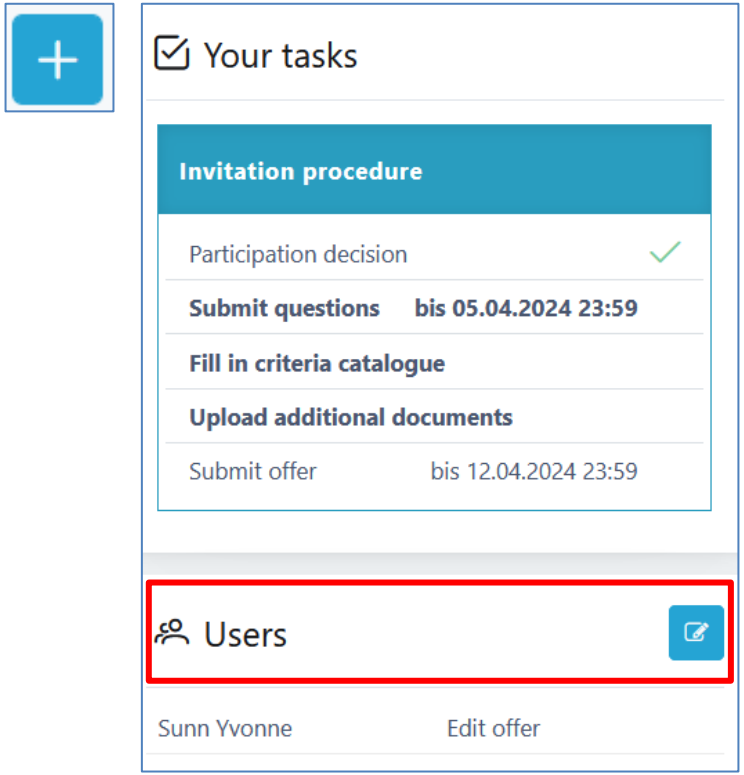
- Documents, criteria catalog > Perform your tasks:



Add user

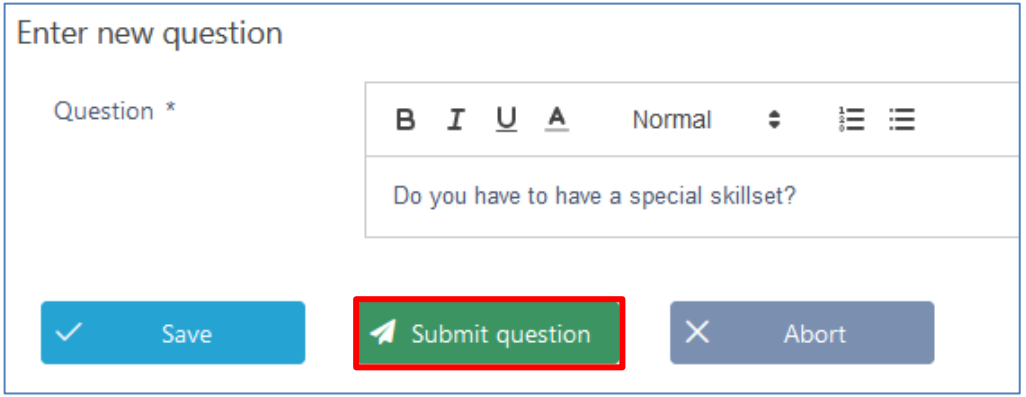
- Additional users can be invited below the list of the tasks; the new users must first register:

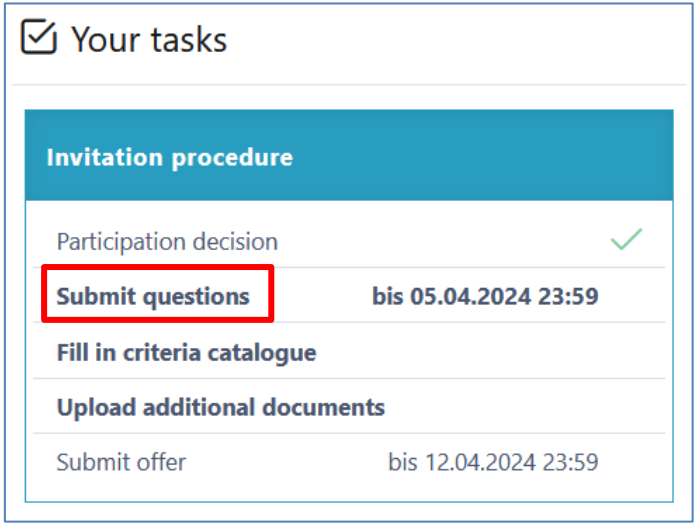




Submit questions

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

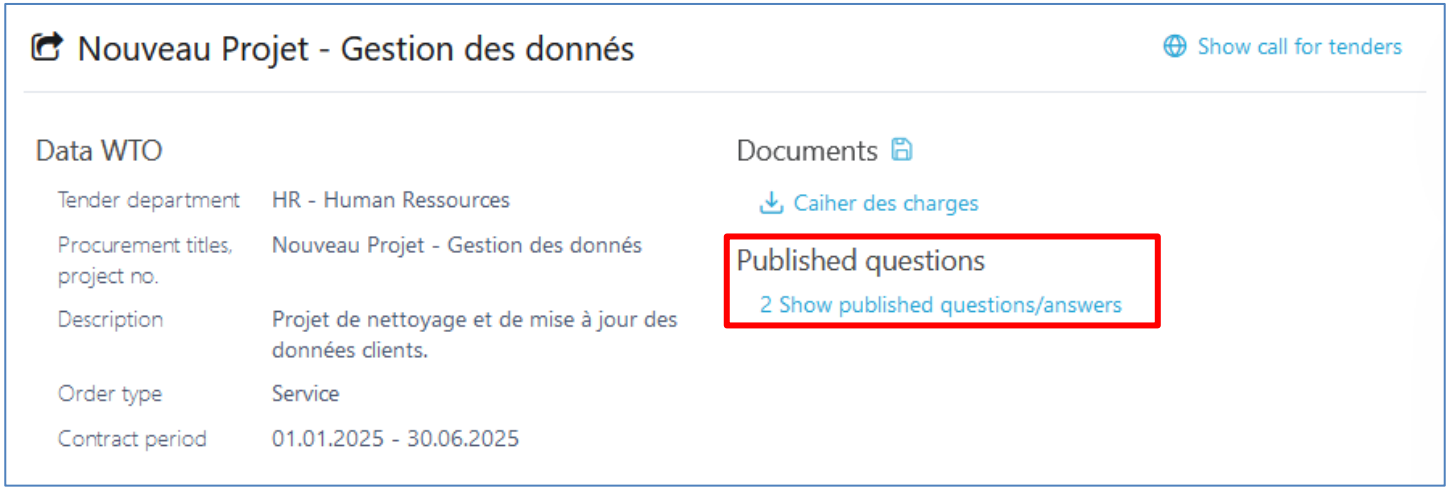




For open procedure:
Questions at lot level

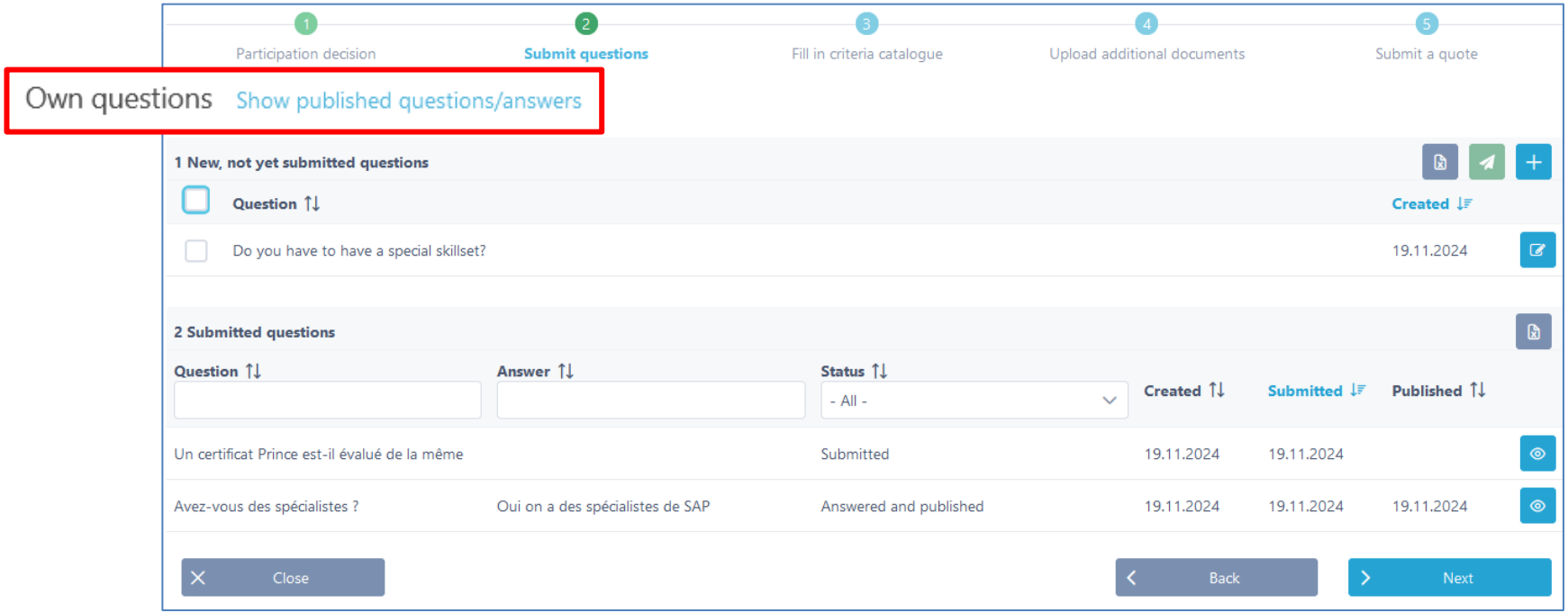
Q&A forum - Published questions/answers

- Published questions/answers



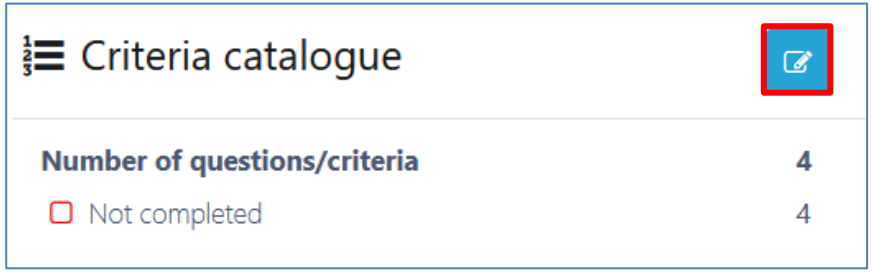
Q&A forum - Published answers

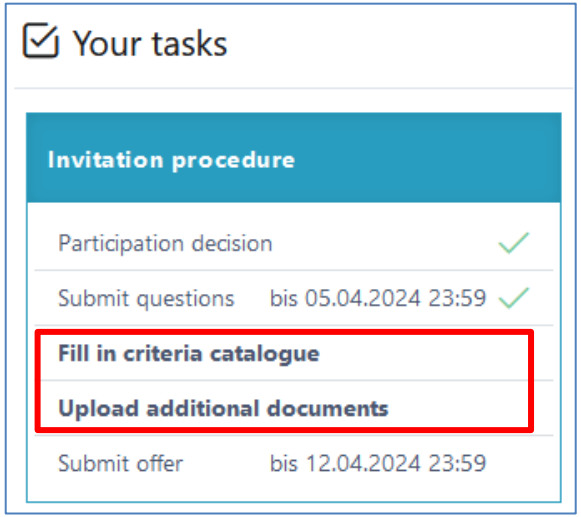
- Option to choose between own and published questions/answers



Edit offer

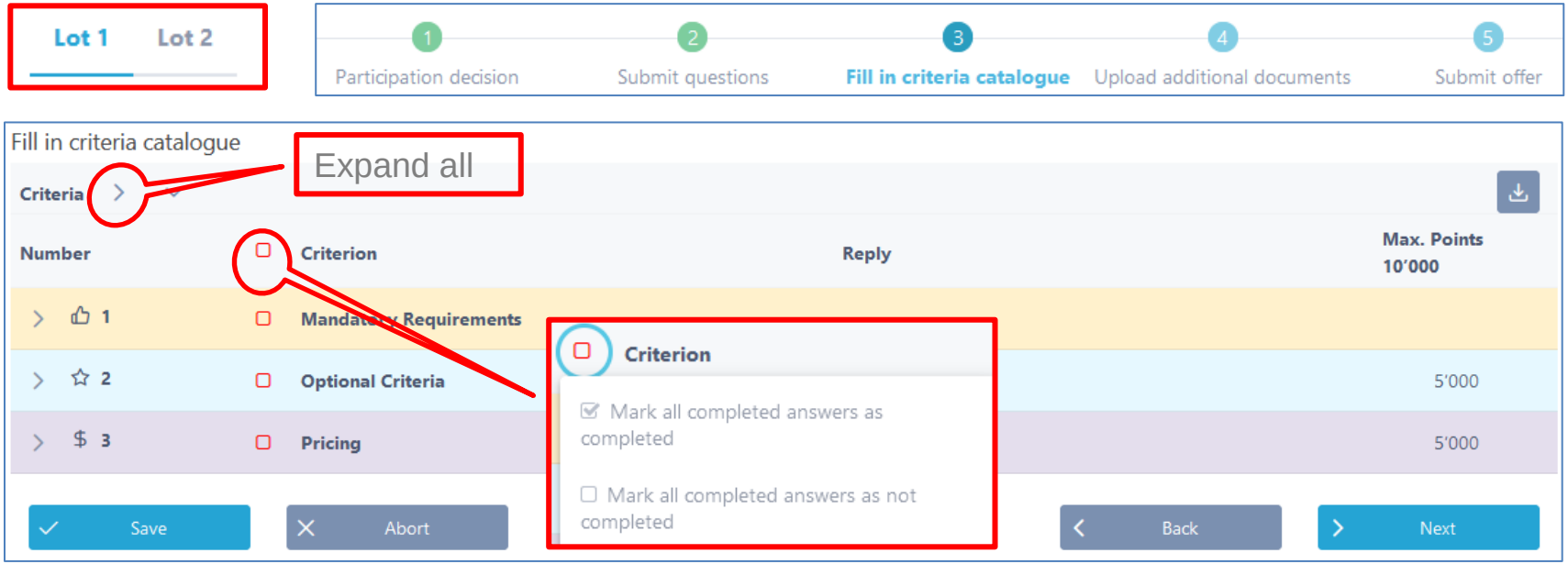
- Answer criteria catalog
- Upload additional documents



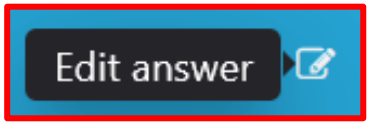


- Back to overview

Edit criteria catalog

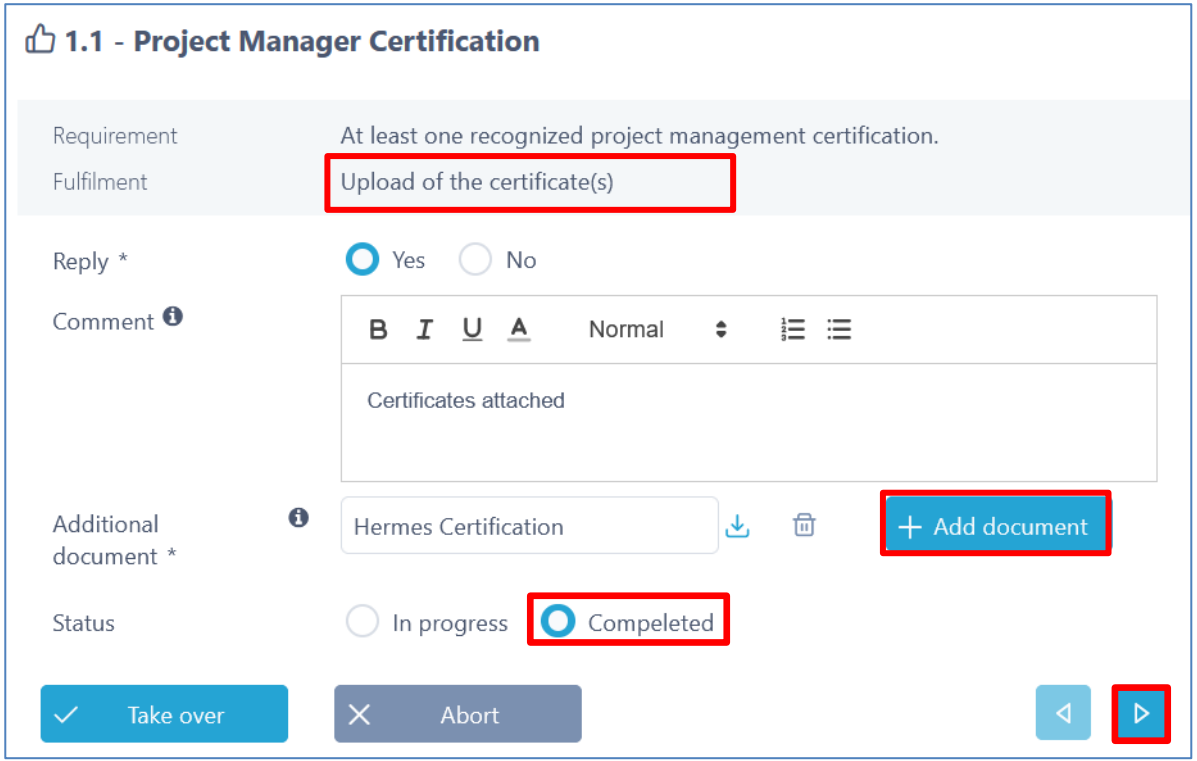


- Editing answers (lot level)



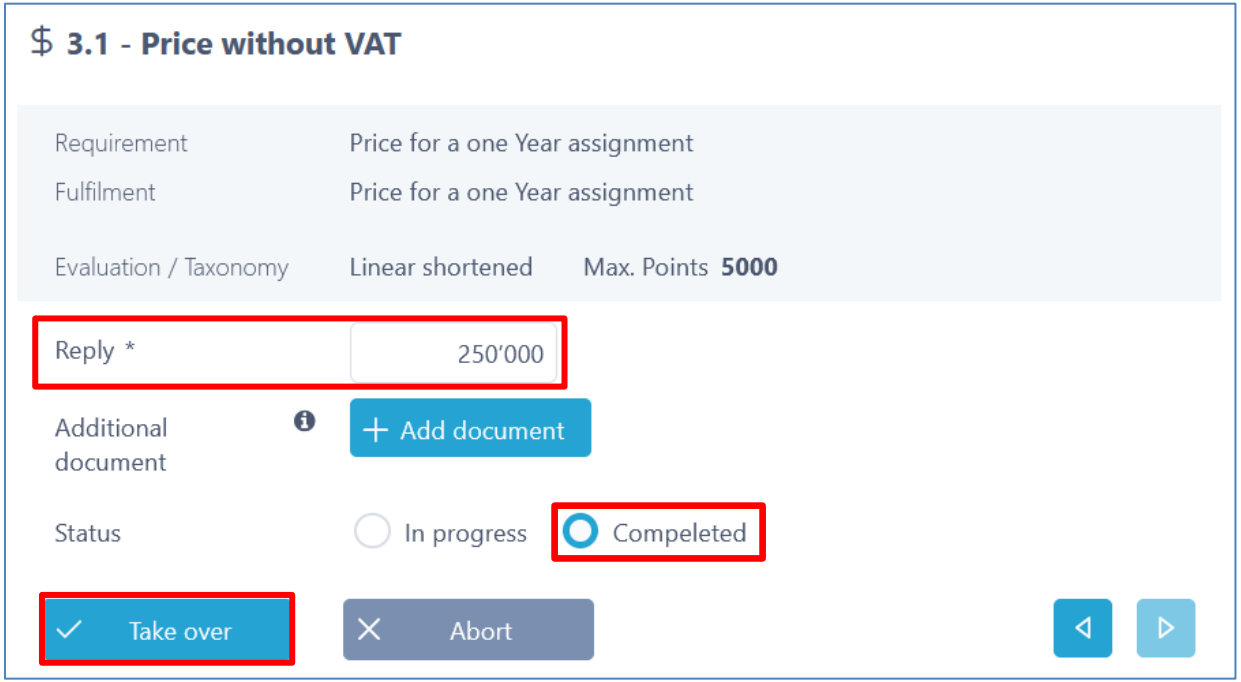
Answer individual criteria

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



Answer last question/criterion

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



End criteria catalog

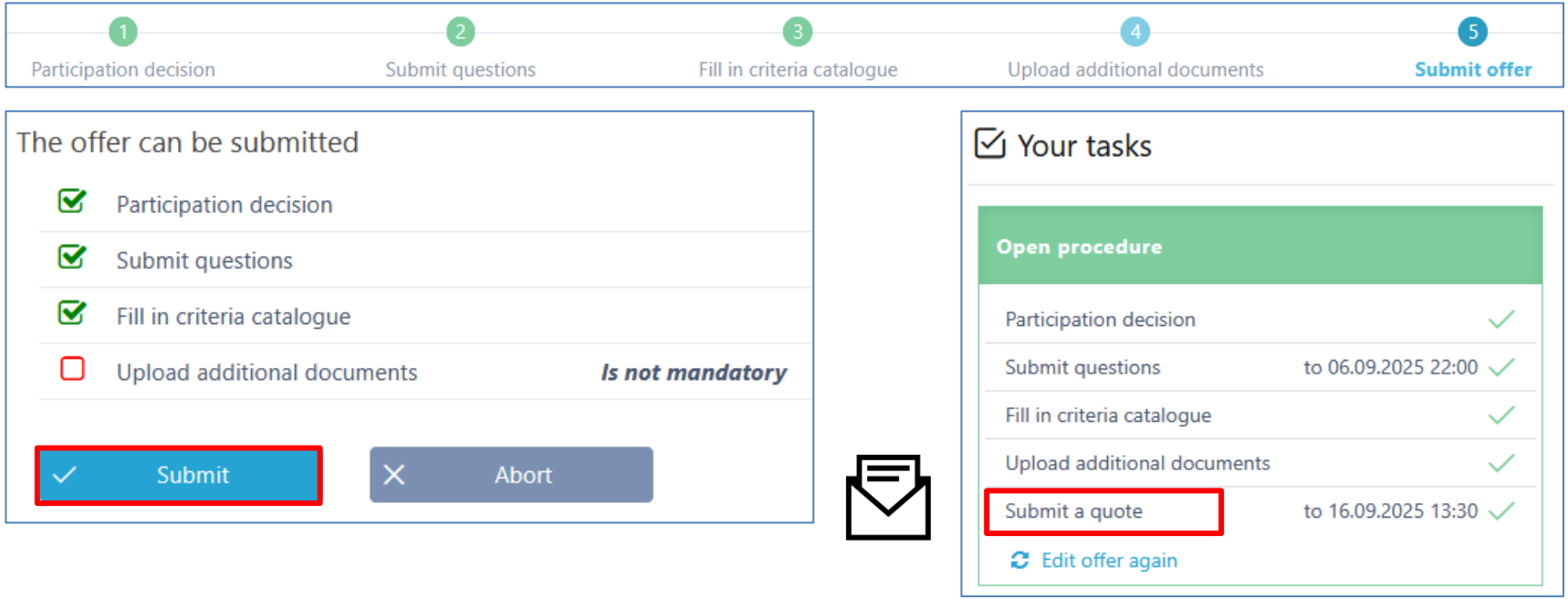
- All questions answered
  - Display of answers and uploaded documents
  - Export criteria catalog
  - Submit offer > Next (upload additional documents if necessary)

1		**Mandatory Requirements**		
1.1		Project Manager Certification	Yes	
2		**Optional Criteria**		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

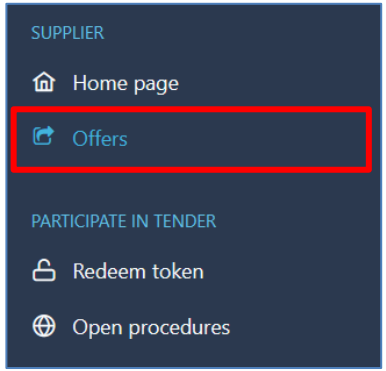
Next

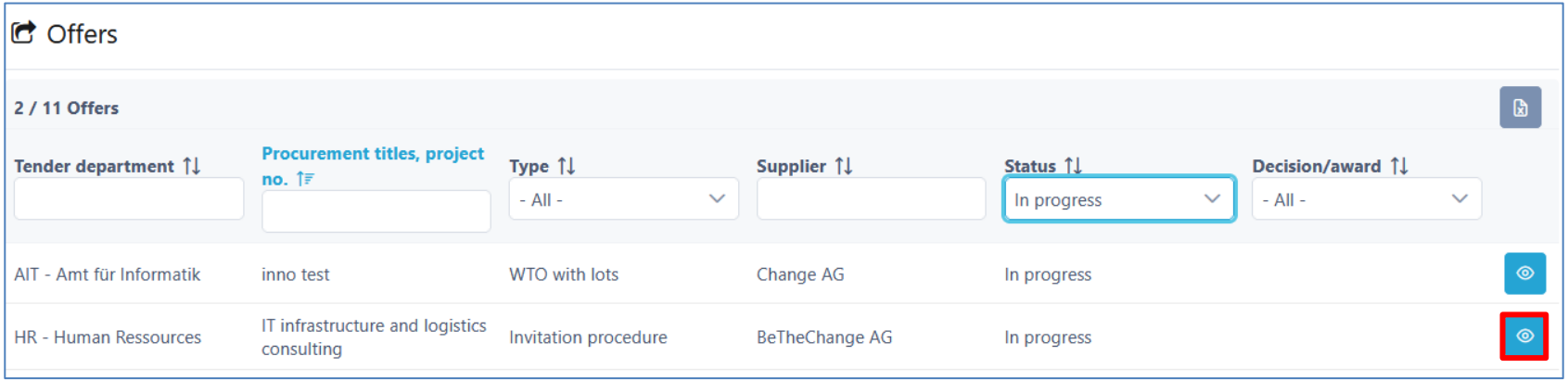
Submit offer



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

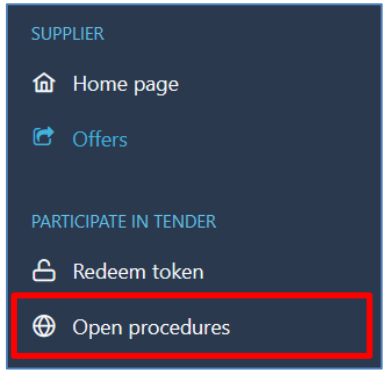
Access / edit existing offers

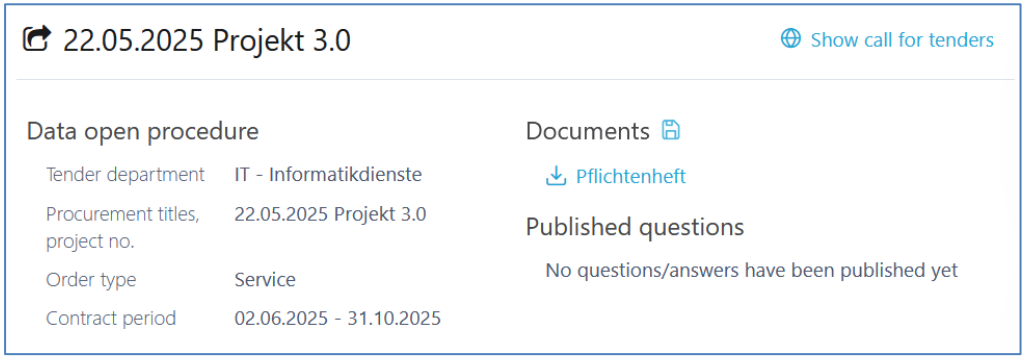


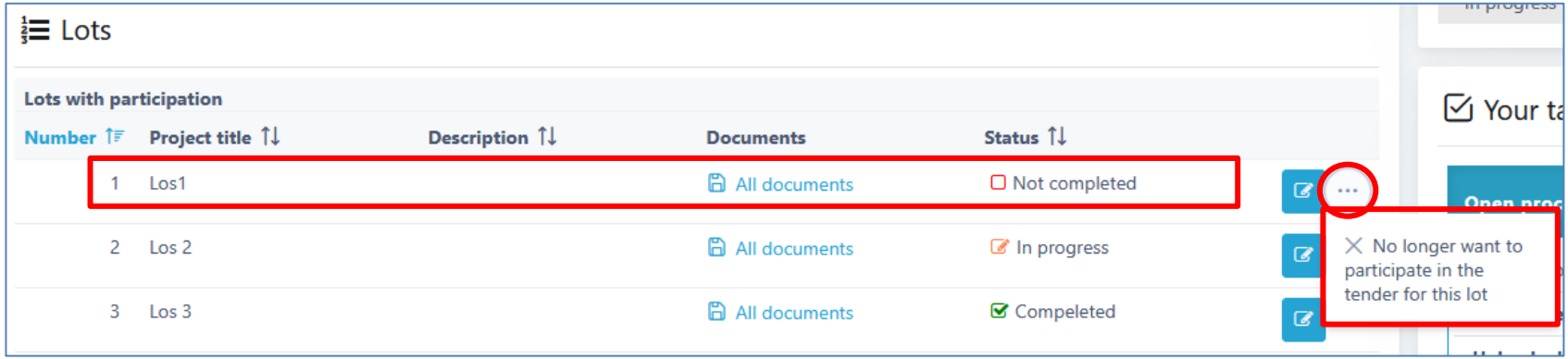


Edit/Deselect Existing Lots (open procedures)

WTO

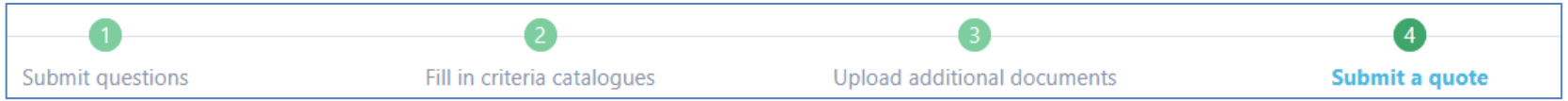




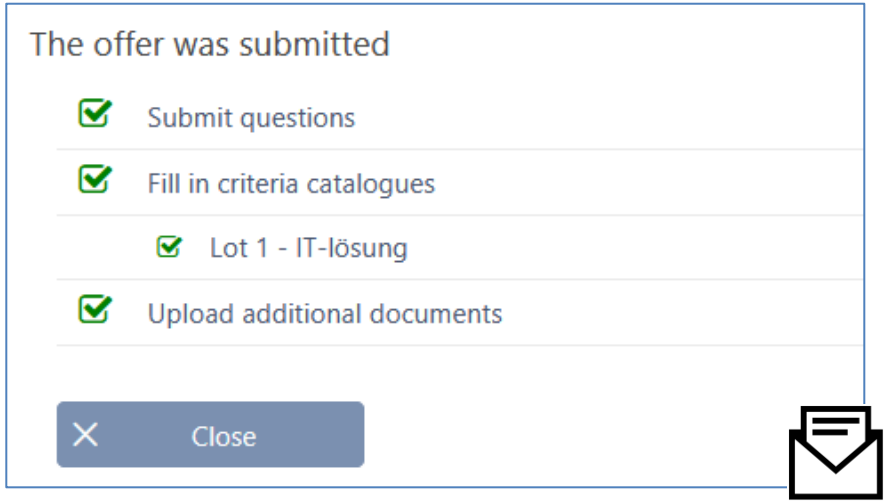


WTO

Submit offer(s) for lots



- 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.



- Evaluation by the buyer
- Award / rejection

SuisseOffer - Procurement procedure

- Visible, improved results with little effort
- Standardized and digitalized tendering processes
- Web-based SaaS solution operated in a highly secure Swiss TIER IV data centre
- Information security and data protection requirements in accordance with Swiss law
- 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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