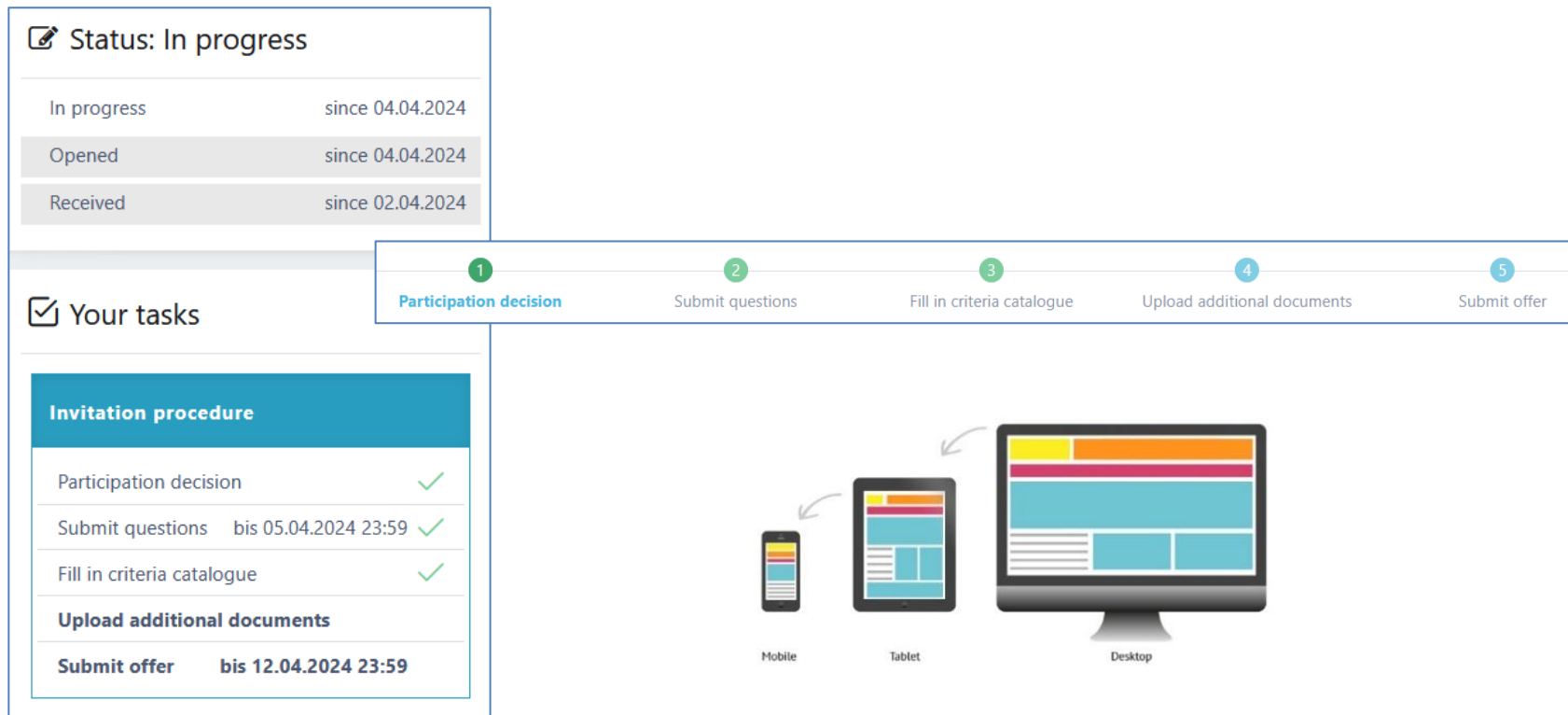


SuisseOffer



Supplier Information
SuisseOffer Tool Suite

Wizard guided and Responsive ...



Supported methods

Mini-Tender

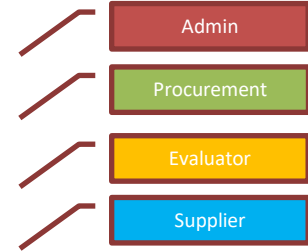
RFQ

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

Open Procedure - call for tenders

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



Displaying tenders:



Role of supplier in an open procedure

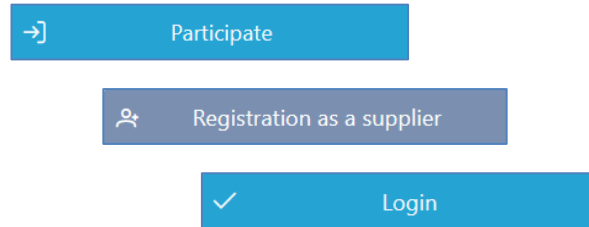
- Simap > Public link to the tender > SuisseOffer

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

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
Publication number	#23073-01	Submit questions by	30.09.2025 23:59
Description	Switch möchte über die nächsten 5 Jahre bis zu 42 PB für die Switch Cloud beziehen.	Questions answered by	07.10.2025 23:59
Order type	Delivery		
Contract period	01.01.2026 - 31.12.2030		

[Documents](#)

[Access to documents upon participation](#)

[Documents](#)

[Download documents in a ZIP archive](#)

Lots

[Lot 1](#)
[Lot 2](#)

Lot 1 - Projektleiter IT Service

[Documents](#)

Criteria > <

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

[→\] Participate](#)

→] Interest/Participation

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

Login / Registration

One-time registration at 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 open procedures?



Show open procedures

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, you will have to register again.

1

Enter user data

Username *

SupplierAB

Salutation *

Mr

Name *

First name *

Password *

At least 6 characters

Repeat *

Confirm password

E-mail *

Phone ⓘ

Language *

078 123 45 67 or +41 78 123 45 67

English

How would you like to receive the code for 2-factor authentication? ⓘ

Delivery via *

E-Mail

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

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.

Log-in as supplier

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

Please log in with your access data

Username

Password

 Login

[Forgotten password](#)

SUPPLIER

 [Home page](#)

 [Offers](#)

PARTICIPATE IN TENDER

 [Redeem token](#)

 [Open procedures](#)

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 *
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

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

LOGIN 

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

 Registration as a supplier

Participate in the invitation procedure

- Open invitation with token and confirm participation

SuisseOffer
digital procurement

×

SUPPLIER

- Home page
- Offers

PARTICIPATE IN TENDER

- Redeem token**
- Open procedures

Redeem token

Token *

Please enter the token that you received by e-mail

✓ Save

✕ Abort

1 Participation decision

2 Submit questions

3 Fill in criteria catalogue

✓ Participate

✕ Do not participate

Overview of the process > Your tasks

- Documents, criteria catalog > Perform your tasks:

04.25.1: 17072026 - Projet RH - HR Project

Data Minitender

Framework agreement

04.25 - Rahmenvertrag 04/25

Lot

1 - Testlos 04.2025

Tender department

HR - Human Ressources

Reference

17072026

Procurement titles, project no.

Projet RH - HR Project

Contract period

01.10.2026 - 31.12.2026

Number of people

2

Number of hours

400

Documents

00 Caiher des charges

01 Prix - Pricing

Published questions

[2 Show published questions/answers](#)

Invitations

☐ New Invitation (Assessment)

Criteria catalogue

Number of questions/criteria

6

☐ Not completed

6

Status: In progress

In progress

since 17.07.2026

Opened

since 17.07.2026

Received

since 17.07.2026

Your tasks

Mini-tender Competitive procedure

Decision to participate

Submit questions

to 22.07.2026 23:59

Fill in criteria catalogue

Upload additional documents

Submit offer

to 06.08.2026 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**

Invitation procedure

Participation decision 

Submit questions **bis 05.04.2024 23:59**

Fill in criteria catalogue

Upload additional documents

Submit offer **bis 12.04.2024 23:59**

 **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   

Do you have to have a special skillset?

 Save  **Submit question**  Abort



Your tasks

Invitation procedure

Participation decision



Submit questions

bis 05.04.2024 23:59

Fill in criteria catalogue

Upload additional documents

Submit offer

bis 12.04.2024 23:59

For open procedure:
Questions at lot level

Q&A forum - Published questions/answers

- Published questions/answers

 Nouveau Projet - Gestion des donnés Show call for tenders

Data WTO

Tender department

HR - Human Ressources

Procurement titles,
project no.

Nouveau Projet - Gestion des donnés

Description

Projet de nettoyage et de mise à jour des
données clients.

Order type

Service

Contract period

01.01.2025 - 30.06.2025

Documents 

 Caiher des charges

Published questions

2 Show published questions/answers

Q&A forum - Published answers

- Option to choose between own and published questions/answers

1

Participation decision

2

Submit questions

3

Fill in criteria catalogue

4

Upload additional documents

5

Submit a quote

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

1 New, not yet submitted questions

☐

Question $\updownarrow$

Created $\downarrow$

☐ Do you have to have a special skillset?

19.11.2024

2 Submitted questions

Question $\updownarrow$

Answer $\updownarrow$

Status $\updownarrow$

- All -

Created $\updownarrow$

Submitted $\downarrow$

Published $\updownarrow$

Un certificat Prince est-il évalué de la même

Submitted

19.11.2024

19.11.2024

Avez-vous des spécialistes ?

Oui on a des spécialistes de SAP

Answered and published

19.11.2024

19.11.2024

19.11.2024

Close

Back

Next

Edit offer

- Answer criteria catalog
- Upload additional documents

 Criteria catalogue 	
Number of questions/criteria	4
☐ Not completed	4



 Your tasks	
Invitation procedure	
Participation decision	✓
Submit questions	bis 05.04.2024 23:59 ✓
Fill in criteria catalogue	
Upload additional documents	
Submit offer	bis 12.04.2024 23:59

- Back to overview

	>	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

Download

✓ Save

✗ Abort

☐ Criterion

☒ Mark all completed answers as completed

☐ Mark all completed answers as not completed

< Back

> Next

➤ Editing answers (lot level)

Edit answer



Answer individual criteria & save

- 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

 Take over

 Abort

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 5000

Reply *

250'000

Additional document

i

+ Add document

Status

☐ In progress

☒ Completed

✓ Take over

×

Abort

◀

▶

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

1

Participation decision

2

Submit questions

3

Fill in criteria catalogue

4

Upload additional documents

5

Submit offer

The offer can be submitted

☒

Participation decision

☒

Submit questions

☒

Fill in criteria catalogue

☐

Upload additional documents *Is not mandatory*

☒ Submit

☐ Abort



☒ Your tasks

Open procedure

Participation decision

✓

Submit questions

to 06.09.2025 22:00

✓

Fill in criteria catalogue

✓

Upload additional documents

✓

Submit a quote

to 16.09.2025 13:30

✓

 Edit offer again

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
- Open procedures

Offers					
2 / 11 Offers					
Tender department ↑↓	Procurement titles, project no. ↑↓	Type ↑↓	Supplier ↑↓	Status ↑↓	Decision/award ↑↓
		- All -		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	

Edit/Deselect Existing Lots (open procedures)

SUPPLIER

Home page

Offers

PARTICIPATE IN TENDER

Redeem token

Open procedures

🔄 22.05.2025 Projekt 3.0 [Show call for tenders](#)

Data open procedure

Tender department IT - Informatikdienste

Procurement titles, project no. 22.05.2025 Projekt 3.0

Order type Service

Contract period 02.06.2025 - 31.10.2025

Documents [Pflichtenheft](#)

Published questions

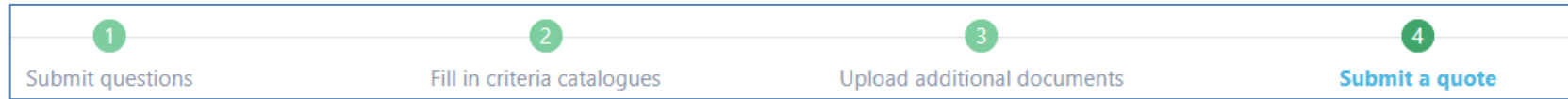
No questions/answers have been published yet

☰ Lots

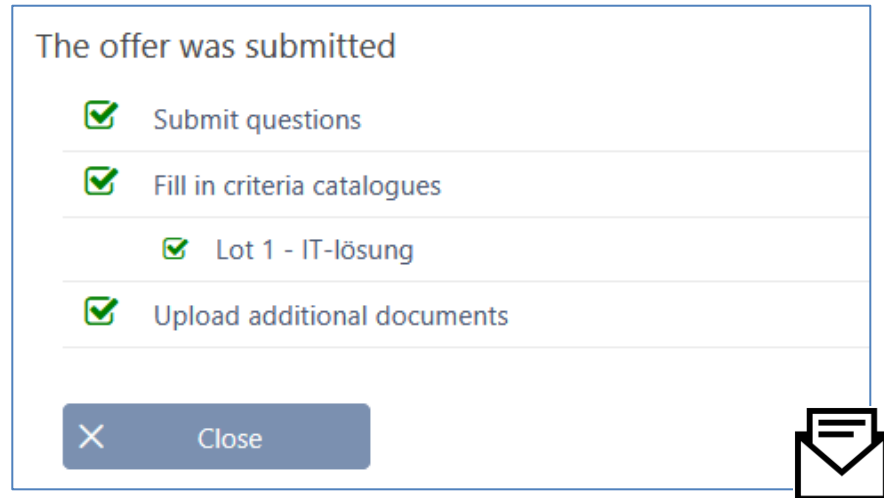
Lots with participation

Number ↑↓	Project title ↑↓	Description ↑↓	Documents	Status ↑↓	
1	Los1		All documents	☐ Not completed	⋮ ✕ No longer want to participate in the tender for this lot
2	Los 2		All documents	☒ In progress	✎
3	Los 3		All documents	☒ Completed	✎

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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