

Signing and submitting an application/offer from an association/consortium without registration in the Centralized Automated Information System Electronic Public Procurement (CAIS EPP)- updated on 12/16/2021.

The submission of applications/offers through CAIS EPP is carried out by users registered in the system. When associations that do not have independent registration participate, the application/offer is submitted either by one of the participants in the association or by a person expressly authorized by the partners.

In these cases, the submission of an application/offer is carried out from the profile in the CAIS EPP of the relevant person, by sequentially performing the following actions:

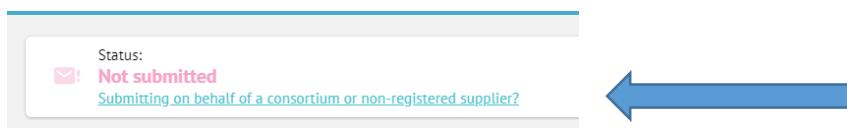
1. In the workspace of the application/order, access the relevant section for submitting applications/offers. By default, the system displays the name of the economic operator/individual from whose profile the application/offer is submitted.

The screenshot shows the CAIS EPP dashboard for a specific application. The main header reads "00059-2022-0006 Доставка на нетна електрическа енергия ниско напрежение и избор на". The left sidebar includes links for Overview, Planning, Messages, Settings, and "Събиране на оферти" (Collection of Offers), which is currently selected and highlighted in blue. A red arrow points to the "Offers" tab under "Събиране на оферти", which is labeled "NOT SUBMITTED". The main content area shows the status as "Not submitted" and the deadline as "11d, 14h, 32m". Below this, there is an "Encrypted working space" section for "economic operator 1". A large blue arrow points to the "economic operator 1" label. The "Encrypted working space" section contains three items: "Изисквания за лично състояние и критерии за подбор" (1. IN PROGRESS 0 / 3 ANSWERED), "Техническо предложение" (2. IN PROGRESS 0 / 2 ANSWERED), and "Ценово предложение" (3. IN PROGRESS 0 / 2 ANSWERED). Each item has an "OPEN" button to its right.

Important: The name of the economic operator 1 must be changed by entering the name of the consortium by selecting the “Edit” button.



2. Add the member of consortium by selecting “Edit” button. This is done by selecting a link “Submitting on behalf of consortium or not registered supplier?” in the “Status” field.



3. The system provides the field to enter the Unified State Register for Commercial Entities in Bulgaria(BULSTAT) of organization, then validation is required by selecting the “Verify” button.

The system performs an automatic check in the Commercial register. On successful validation, the “Identified organization” and “Name” fields are displayed.

In case the business entity - a member of the consortium does not have a BULSTAT, any text is filled in the field, e.g. "not available", and/or symbols. When validating using the "Check" button, the system displays "Un-identified organization" and allows manual entry of the name of the supplier in the "Name" field.

Participants, submitting offer

ADD ORGANIZATION **X**

Registry number 203776299	Name ЗВА ЕООД	
IDENTIFIED ORGANIZATION		
Registry number 99999999	Name organization 1	
UN-IDENTIFIED ORGANIZATION		
Registry number	Name organization 2	
UN-IDENTIFIED ORGANIZATION		

CANCEL **SAVE**

Repeat the above steps as many times as necessary until all participants in the consortium, including the one submitting the application/offer, have been entered. Save the changes by selecting “SAVE” button.

Note: If necessary the information already saved for the participants in the consortium can be edited from the “Status field”. The necessary changes shall be made by selecting the “Delete”

button respectively the “add organization” button to the necessary information. Changes are stored by selecting the “Save” button.

Status:
 Not submitted

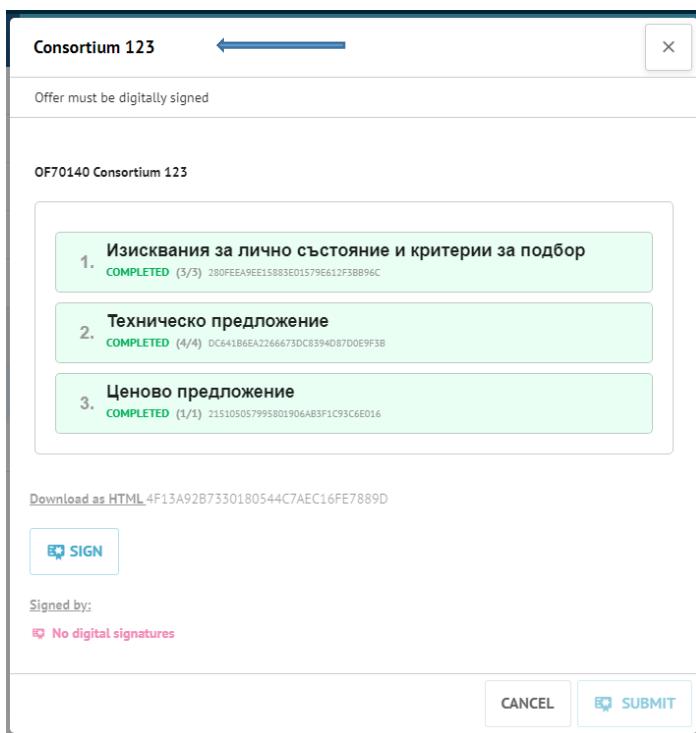
PROVIDE INFORMATION ABOUT THE PARTICIPANT/S organization 1, organization 2, org... [Edit](#)

Important: Editing of the participant information is possible before submission of the application/offer. In case such editing is necessary after the submission of application/offer, it is possible by withdrawing the application/offer but before the deadline for submission of application/offer.

4. Submission of the offer is proceeded by selecting “Submit” button visible in the bottom right corner of the screen on application/offer page.



5. Update – 16.12.2021 The system opens a modal card containing the name of the consortium.



6. After the required number of electronic signatures have been submitted, select the "Submit" button.

Note: Upon successful submission, the application/offer is changed by CAIS EPP to the status of "Submitted" and a confirmation email is sent to the applicant/participant.

Important: The steps described above also apply in cases where an authorized person submits an application/offer on behalf of non-registered (e.g. foreign) supplier.