

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 application workspace. The top header includes a 'BACK TO Dashboard' button, the application ID '00059-2022-0006' with the title 'Доставка на нетна електрическа енергия ниско напрежение и избор на', and a 'STATUS AND TASKS' dropdown menu set to 'Подаване на оферти'. The left sidebar contains navigation links: Overview, Planning, Messages, Settings, and 'Събиране на оферти' (highlighted). Under 'Събиране на оферти', there is a 'Оферти' section with a 'NOT SUBMITTED' status and a blue arrow pointing to it. The main content area shows the 'Status: Not submitted' with a link 'Submitting on behalf of a consortium or non-registered supplier?'. A 'Deadline' of '11d,14h,32m' is also shown. Below this is an 'Encrypted working space' section with a blue arrow pointing to 'economic operator 1'. The workspace contains three tasks: 1. 'Изисквания за лично състояние и критерии за подбор' (IN PROGRESS 0 / 3 ANSWERED), 2. 'Техническо предложение' (IN PROGRESS 0 / 2 ANSWERED), and 3. 'Ценово предложение' (IN PROGRESS 0 / 2 ANSWERED). Each task has an 'OPEN' button.

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

This close-up shows the 'economic operator 1' section with a blue arrow pointing to the 'Edit' button. To the right, the text 'Consortium 123' is displayed with a pencil icon next to it, indicating it can be edited.

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.

The screenshot shows a web application interface. On the left is a sidebar with navigation items: Overview, Planning, Messages, Settings, and a section titled 'Събиране на оферти' (Offer Collection) containing 'Оферти' (Offers) with a 'NOT SUBMITTED' status and 'Contracts'. The main content area has a top section with 'Status: Not submitted' and a link 'Submitting on behalf of a consortium or non-registered supplier?' highlighted with a blue arrow. To the right is a 'Deadline' of '11d,13h,47m'. Below this is an 'Encrypted working space' section. Further down is a 'Consortium 123' section containing three items: 1. 'Изисквания за лично състояние и критерии за подбор' (IN PROGRESS 0 / 3 ANSWERED) with an 'OPEN' button; 2. 'Техническо предложение' (IN PROGRESS 0 / 2 ANSWERED) with an 'OPEN' button; 3. 'Ценово предложение' (IN PROGRESS 0 / 2 ANSWERED) with an 'OPEN' button.

A close-up of the 'Status' field. It displays 'Status: Not submitted' and the link 'Submitting on behalf of a consortium or non-registered supplier?'. A large blue arrow points from the right towards the link.

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 screenshot shows a form for BULSTAT verification. It has a label 'Registry number' above a text input field. To the right of the input field is a button with a magnifying glass icon and the text 'VERIFY'. There is also a small trash icon button to the right of 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

Registry number: 203776299, Name: ЗБА 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.

Consortium 123 






1. Изисквания за лично състояние и критерии за подбор
COMPLETED (3 / 3 ANSWERED) OPEN
2. Техническо предложение
COMPLETED (4 / 4 ANSWERED) OPEN
3. Ценово предложение
COMPLETED (1 / 1 ANSWERED) OPEN

 SUBMIT

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


Consortium 123 

Offer must be digitally signed


OF70140 Consortium 123


1. Изисквания за лично състояние и критерии за подбор
COMPLETED (3/3) 280FEEA9EE15883E01579E612F3BB96C
2. Техническо предложение
COMPLETED (4/4) DC641B6EA2266673DC8394D87D0E9F3B
3. Ценово предложение
COMPLETED (1/1) 215105057995801906AB3F1C93C6E016

Download as HTML 4F13A92B7330180544C7AEC16FE7889D

 SIGN

Signed by:

 No digital signatures

CANCEL  SUBMIT

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.