

# Manual for KRC iTender e-Auction Participants

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# Manual for KRC iTender

## **REVERSE e-Auction - Procurement Process**

### **Participants**

#### **1. TERMS**

The words and phrases below shall have the following meanings unless it is contrary to the context in which they are used

- **e-Auction**, or also **Business Case**: competition for the best bid for a declared subject
- **Competition Screen**: user interface in which the e-Auction takes place
- **Buyer**: user who is interested in buying goods/services and for this purpose organises the e-Auction
- **Supplier**: user who is interested in selling goods/services and for this purpose takes part in the e-Auction – makes bids and attaches attachments
- **Subject of e-Auction**: the goods or services requested by the Buyer in the Business Case
- **Assignment Conditions**: requirements of the Buyer that must be met by the Supplier's bid. They are included in the assignment documentation that the Supplier receives along with the invitation to the Business Case.
- **Opening Phase**: this phase is used by Suppliers to submit bids
- **Checking Phase**: this phase is used to check the bids received by the Buyer
- **Competition Phase**: the actual implementation of the e-Auction

#### **2. BUSINESS CASE PROCEDURE**

The Buyer is interested in the supply of goods or services from a Seller under the best possible conditions and undertakes the procurement process with this aim in view.

By logging in to the e-Auction, the Supplier confirms interest in supplying the demanded goods or services under the required conditions. The Supplier logs in to the e-Auction with the user name (own email) and password chosen during registration.

The Buyer is entitled to exclude a Supplier from the competition based on the following rules:

- The Supplier's conduct is contrary to morality or this Manual
- The Supplier submits a bid that does not meet the Assignment Conditions
- The Supplier bid a price that is not realistic and is clearly below the cost of the goods or services bid, or bid the item of subject of e-Auction for free and included its price in the price of another item
- The Supplier repeatedly ignores the requirements and instructions of the Buyer

An excluded Supplier will be notified by a text message on the Competition Screen.

#### **3. E-AUCTION COMPLETION AND EVALUATION**

An e-Auction is finished upon the lapse of the specified time frame. As a rule, this competition time is automatically extended before the scheduled end in the case of bid improvements within the defined time until the end of the Competition Phase.

The Supplier can see the real-time rating of their bid in relation to its competitors throughout the entire Competition Phase and may respond to it by adjusting the bid.

# Manual for KRC iTender

## SALES e-Auction - Auction Sale

### Participants

#### 1. TERMS

The words and phrases below shall have the following meanings unless it is contrary to the context in which they are used

- **e-Auction**, or also **Business Case**: competition for the best bid for a declared subject
- **Competition Screen**: user interface in which the e-Auction takes place
- **Auctioneer**: user who is interested in selling its goods/services and for this purpose organises the e-Auction
- **Bidder**: user who is interested in buying goods/services at auction and for this purpose takes part in the e-Auction – makes bids and additions
- **Subject of e-Auction**: the goods or services bid by the Auctioneer in the Business Case
- **Assignment Conditions**: requirements of the Auctioneer that must be met by the Bidder's bid. They are included in the assignment documentation that the Bidder receives along with the invitation to the Business Case.
- **Opening Phase**: this phase is used by Bidders to make bids
- **Checking Phase**: this phase is used to check the bids received by the Auctioneer
- **Competition Phase**: the actual implementation of the e-Auction

#### 2. BUSINESS CASE PROCEDURE

The Auctioneer is interested in selling goods or services under the best possible conditions and conducts the auction sale with this aim in view.

By logging in to the e-Auction, the Bidder confirms interest in buying the bid goods or services under the required conditions. The Bidder logs in to the e-Auction with the user name (own email) and password chosen during registration.

The Auctioneer is entitled to exclude a Bidder from the competition based on the following rules:

- The Bidder's conduct is contrary to morality or this Manual
- The Bidder makes a bid that does not meet the Assignment Conditions
- The Bidder bids a price that is clearly not realistic
- The Bidder repeatedly ignores the requirements and instructions of the Auctioneer

An excluded Bidder will be notified by a text message on the Competition Screen.

#### 3. E-AUCTION COMPLETION AND EVALUATION

An e-Auction is finished upon the lapse of the specified time frame. As a rule, this competition time is automatically extended before the scheduled end in the case of bid improvements within the defined time until the end of the Competition Phase.

The Bidder can see the real-time rating of their bid in relation to its competitors throughout the entire Competition Phase and may respond to it by adjusting the bid.