

simap.ch expansion, spring 2014

Bidder profiles will be upgraded and standardized forms introduced in the pending expansion of simap.ch

Overview simap.ch Expansion



The following new functions will be available after the expansion:

- Bidder profile
 - Link to UID Register for importing company-specific data
 - Maximum one bidder profile per UID / foreign ID
 - User management tool (contact persons) for bidder administrators
 - Changes to bidder and user profiles logged
 - Public directory of bidders
- Standard form
 - Standardized bidder data in bidder profile
 - Standards can be adjusted by contracting authorities for each individual call for tenders
 - Standard bidder data form can be filled in online or offline

New Bidder Profiles

- Objective
 - Reliable bidder data
 - Precondition for future introduction of elec. bid submission
- Solution
 - Link to UID Register for importing company-specific data
 - Maximum one bidder profile per UID / foreign ID
 - User management tool (contact persons) for bidder administrators
 - Changes to bidder and user profiles logged
 - Public directory of bidders

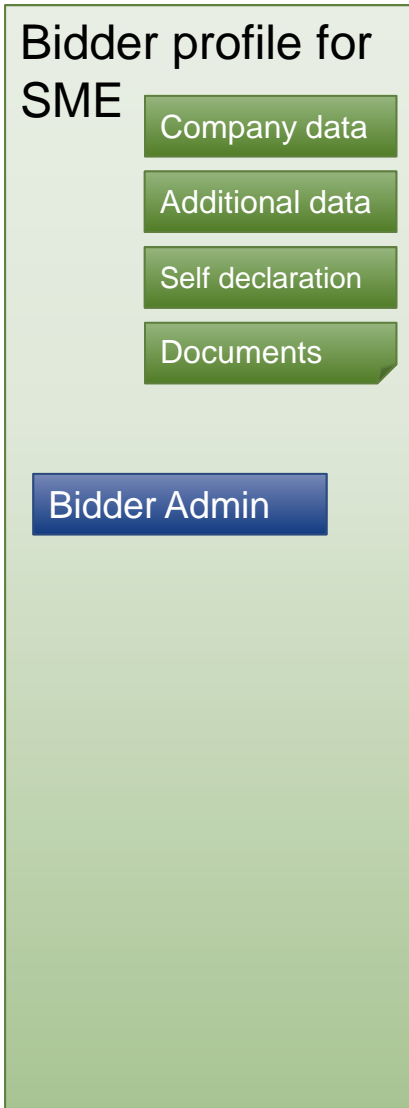
Parallel Bidder Profiles for 2 Months



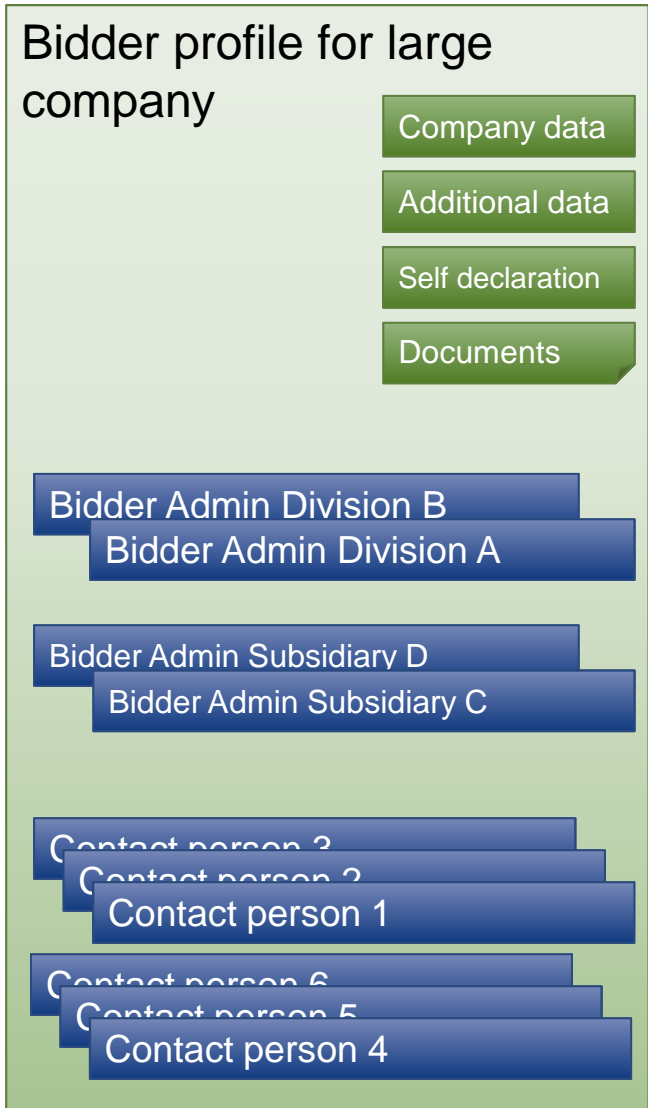
The old and new bidder profiles will exist side by side during a two-month transition period, which gives the bidders sufficient time to register a new profile.

- Two months parallel operation of old addresses and new directory
- After this 2-month period bids can no longer be submitted for new projects using the old profiles. However, the old profiles will still be available to ensure access to previously submitted bids.

New Structure Bidder Profile



- Company has max. 1 bidder profile per UID / CR number
- Company has a published contact person (e.g. in Sales, PR...)
- Company has a published bidder administrator
- Company can have additional published or bidder administrators
- Company can have several contact persons



New User Roles for Bidders

- Bidder administrators can use and manage profiles
- Contact persons can use bidder profiles

| Functions | Roles | Bidder administrator | Contact person |
|--|-------|----------------------|----------------|
| 1. Registering a company as a bidder | | ✓ | |
| 2. Managing bidder profile and user profiles | | ✓ | |
| 3. Tracking profile changes in change log | | ✓ | |
| 4. Applying for tenders | | ✓ | ✓ |
| 5. Asking questions in Q&A forum | | ✓ | ✓ |
| 6. Using bidder profile to fill in standard bidder data form | | ✓ | ✓ |
| 7. Setting up/Managing personal tender search subscriptions | | ✓ | ✓ |
| 8. Actions taken on behalf other users of the same bidder (e.g. in the event of absence) | | ✓ | |

Secure Access to Bidder Profiles



- Bidder administrators determine
 - Login options
 - Simple authentication (user name + password)
 - 2-factor authentication by SMS (user name + password + one-time code)
 - 2-factor authentication by email (user name + password + one-time code)
 - Registration process for other users of their company
 - Only possible through bidder administrator
 - Self-registration with subsequent activation by bidder administrator

A screenshot of a web application interface titled 'Configurations'. The breadcrumb trail at the top reads 'You are here: Home > Bidder > Configurations'. In the top right corner, there is a 'you are logged in' status and a 'Logout' button. The main content area is titled 'Configurations' and contains a 'User:' section. A note states: 'With * marked fields are mandatory indications.' There are two configuration questions, each with three radio button options. The first question is 'How should the contact person or other administrators for your bidder log in?*' with options: 'Simple authentication (user name/password)', '2-factor authentication (SMS)' (selected), and '2-factor authentication (mail)'. The second question is 'How do contact persons or other bidder administrators register?*' with options: 'Contact persons or other administrators can log in themselves.' (selected) and 'Contact persons or other bidder administrators can only be registered by a bidder administrator.' A 'Save' button is located at the bottom right of the configuration area.

Public Directory Of Bidders



- The following information is published in the public directory of bidders
 - Bidder data (company information retrieved from UID Register)
 - A contact person for the bidder (e.g. in Customer Service, Sales...)
 - At least one bidder administrator
 - The public directory can be searched by key words such as
 - business purpose
 - CPV code
 - BKB code (Baukostenplannummer)
- Useful when calling for tenders!

A screenshot of a web form titled "Bidder directory". The form has a light beige background and a dark border. It contains several search criteria with input fields: "UID or commercial register number/DUNS number for foreign bidders:", "Bidder name:" (with "Restaurant" entered), "Postal code, Town:", "Canton:" (with "Please select" in a dropdown), "Country:" (with "Switzerland" in a dropdown), "Business purpose:", "Common procurement vocabulary (CPV):", and "Building cost classification code (BCC):". At the bottom, there are radio buttons for "Display in hit list if it contains" with options "all search" (selected) and "a search on". The right edge of the screenshot is jagged, suggesting it was taken from a document.

Benefits Of Bidder Profile



- Reliable bidder data → important precondition for electronic bid submission (RE2)
- Bidders have control over their own user profiles
- Bidder administrators can access the project manager of other users registered with their company and take action if necessary
- Possibility of disclosing business purpose and activities in the bidder profile (CPV, BKP)

New Standard Form Bidder Data

- Objective
 - Make it easier to enter bidder data
 - Make it easier to confirm that tender eligibility requirements have been met
- Solutions
 - Standardized bidder data in bidder profile
 - Standards can be adjusted by contracting authorities for each individual call for tenders
 - Standard bidder data form can be filled in online or offline

Adjustments To Standard Form By Authority Of Procurement

The procurement authority

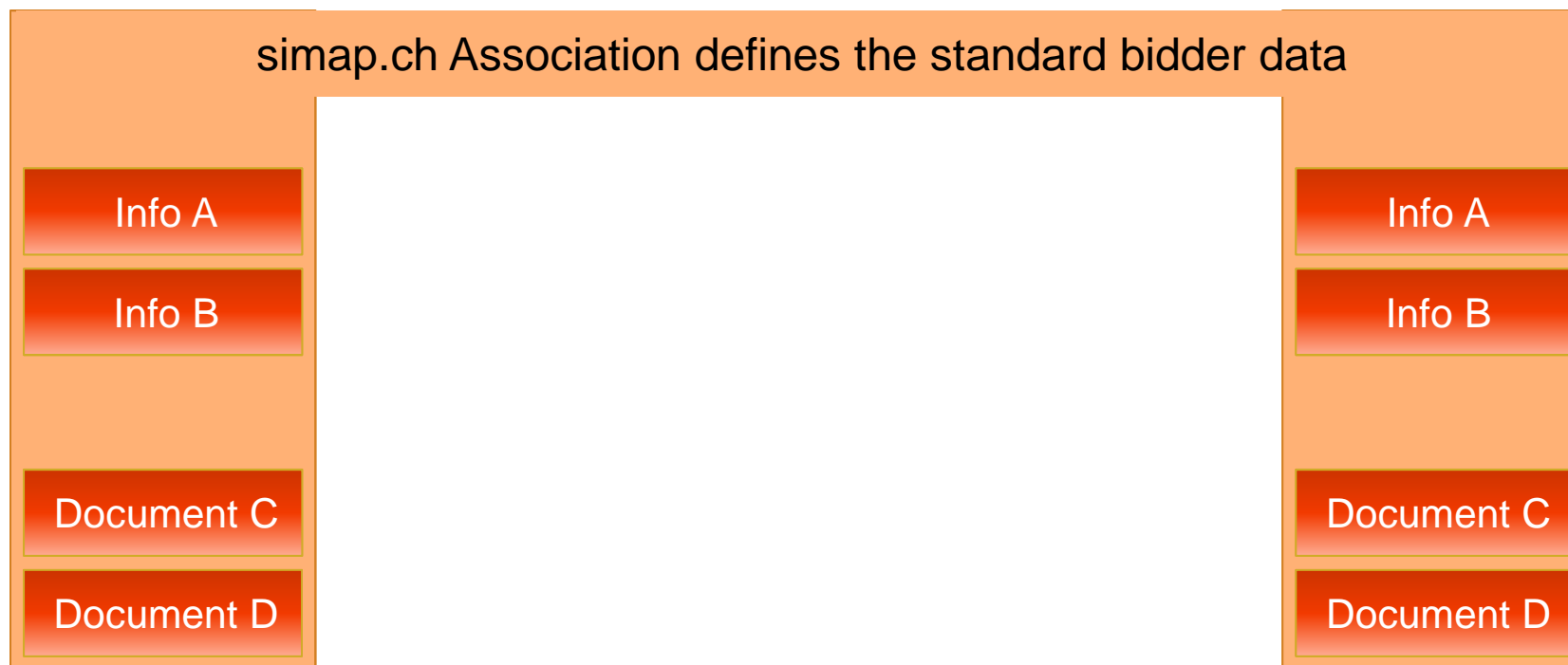
- decides whether the standard form will be used
- selects the data and documents that must be provided
- can request that additional data/documents be submitted
- can export the document in project manager as an online form, an Excel file or as a PDF file

Filling In The Standard Form Using The Online Form

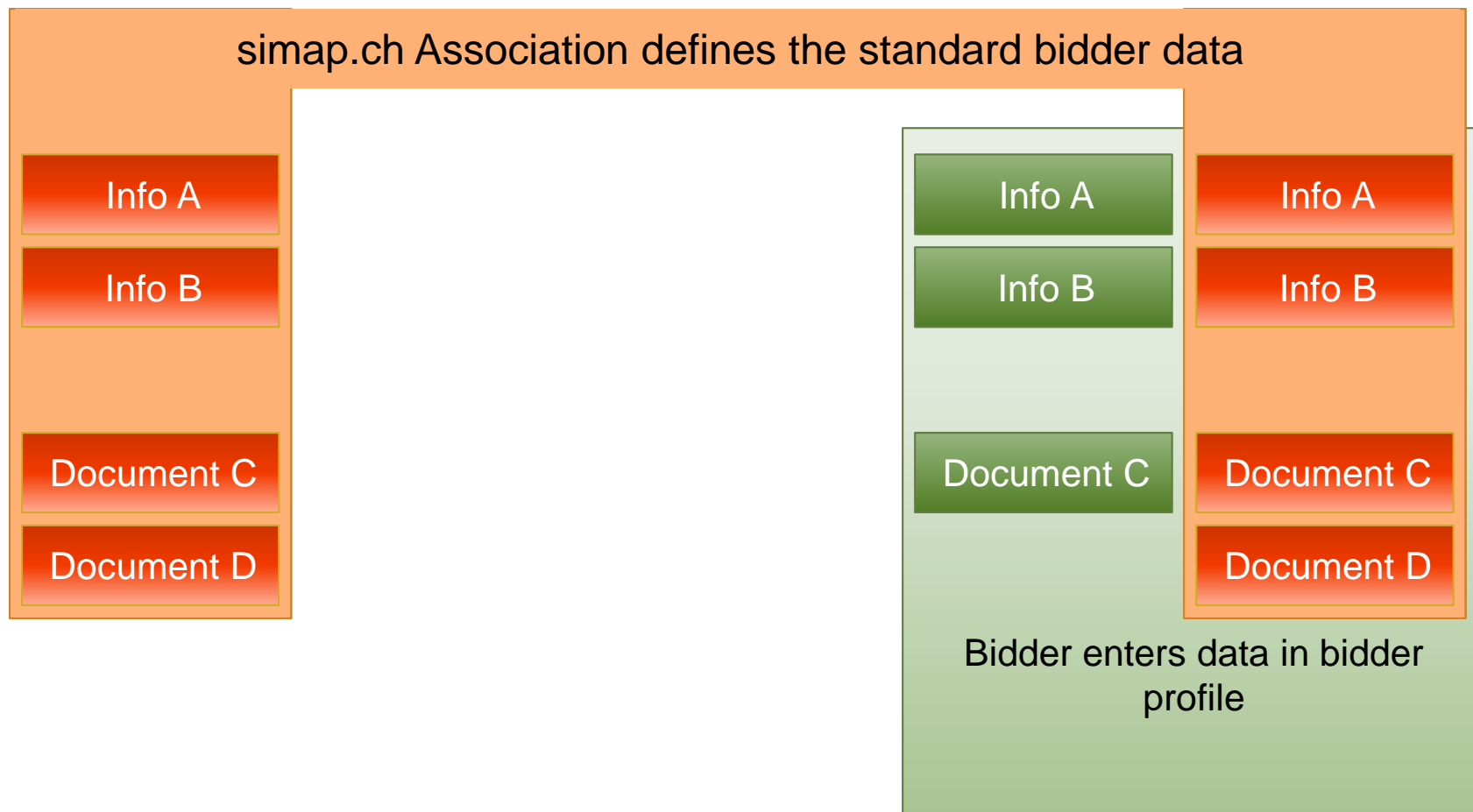
The bidder

- can fill in the standard form as an Excel file or use the online form
- the data and documents in the bidder profile will be exported to the online form
- data in the online form can be supplemented or changed
- the completed form is available as a ZIP file that can be downloaded, incl.
 - Standard form bidder profile as PDF,
 - Standard form bidder data as XLS,
 - other required documents

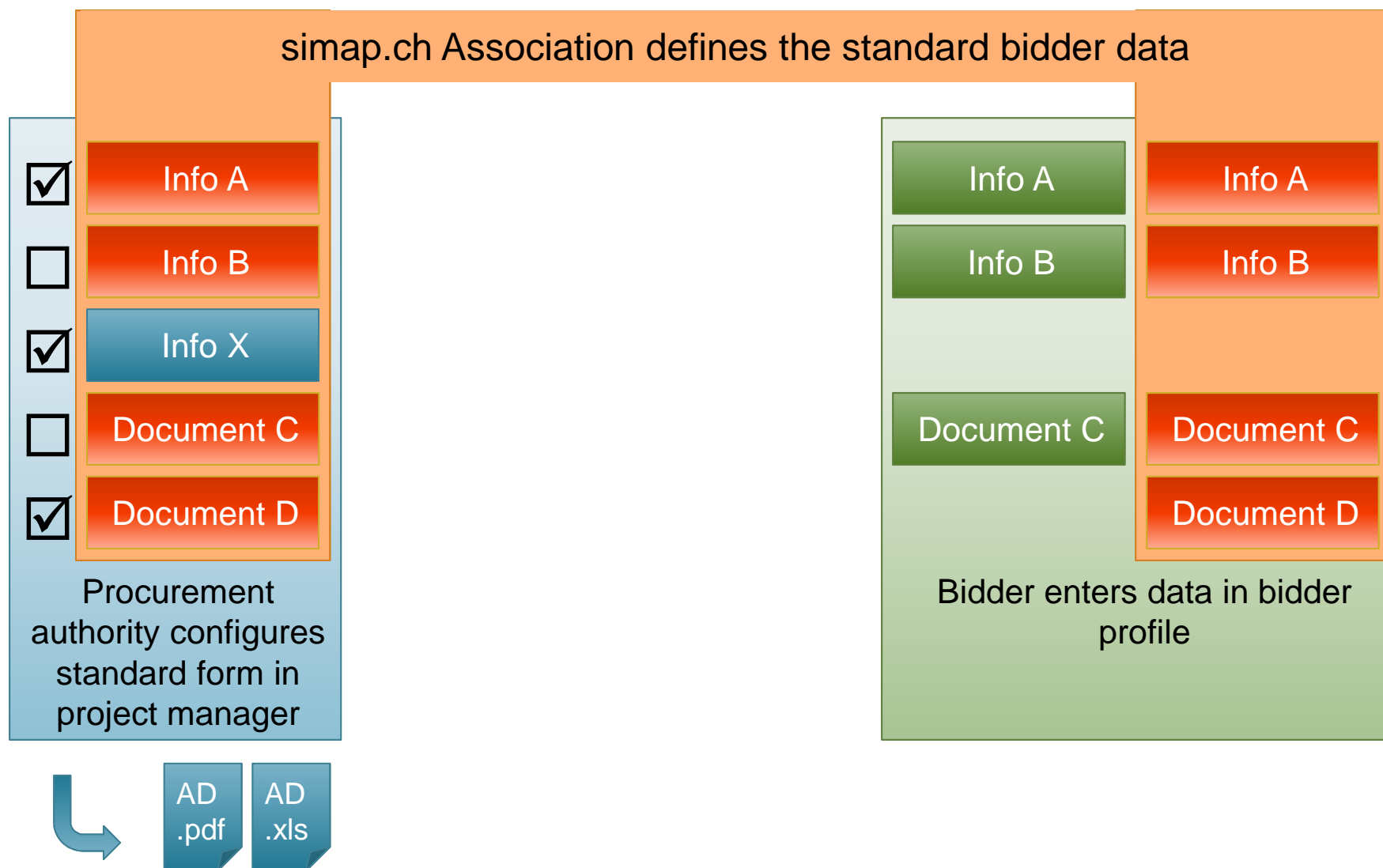
Overview On The Use Of Standard Form: simap.ch Defines The Standard Bidder Data



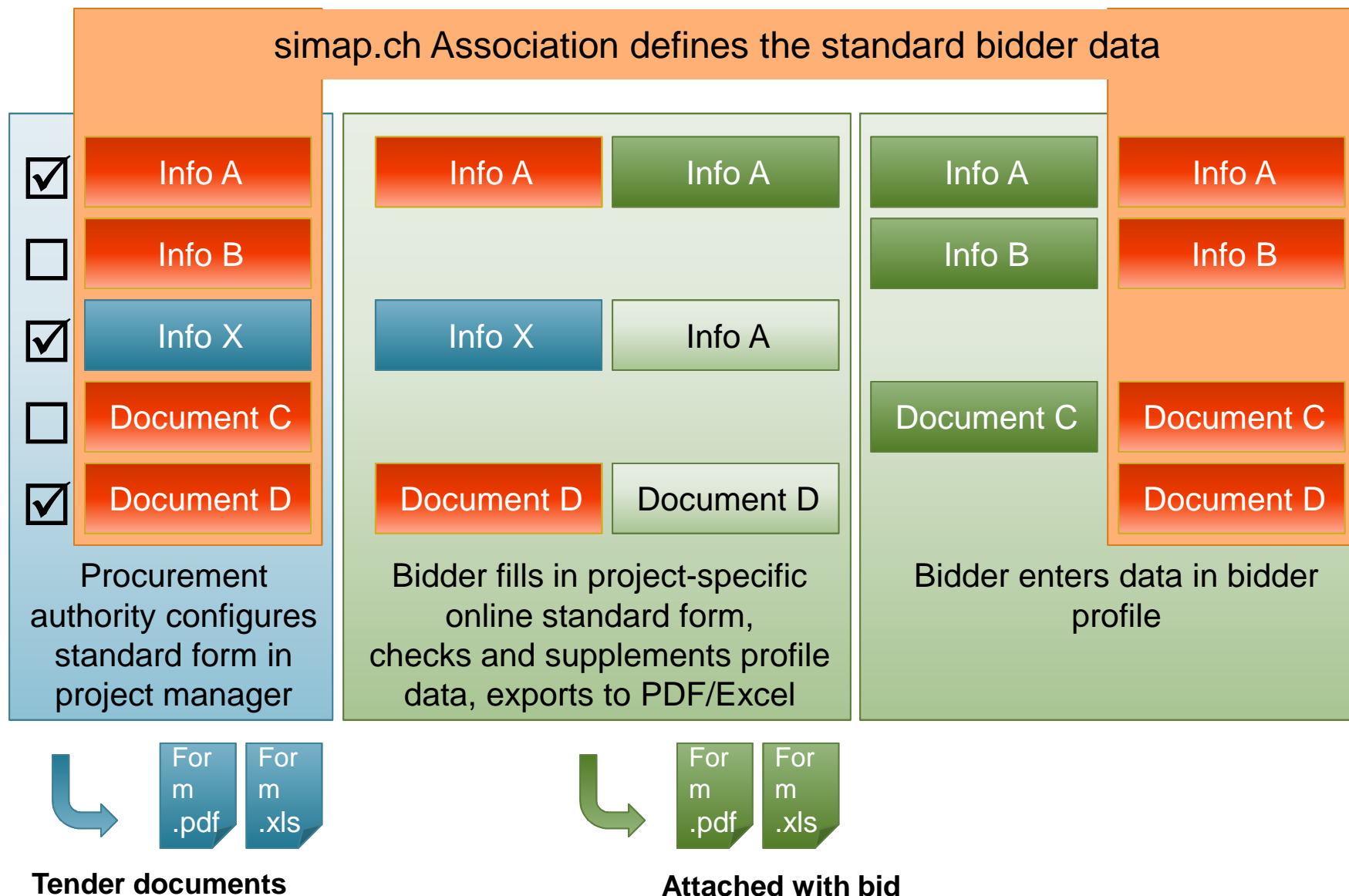
Overview On The Use Of Standard Form: Entering Bidder Data In Profile



Overview On The Use Of Standard Form: Procurement Authority Configures Standard Form



Overview On The Use Of Standard Form: Filling In Project-Specific Online Form



Contents Of Standard Form – Bidder Information

- Address changes are retrieved from UID Register on a daily basis
- Contact information can be supplemented or changed

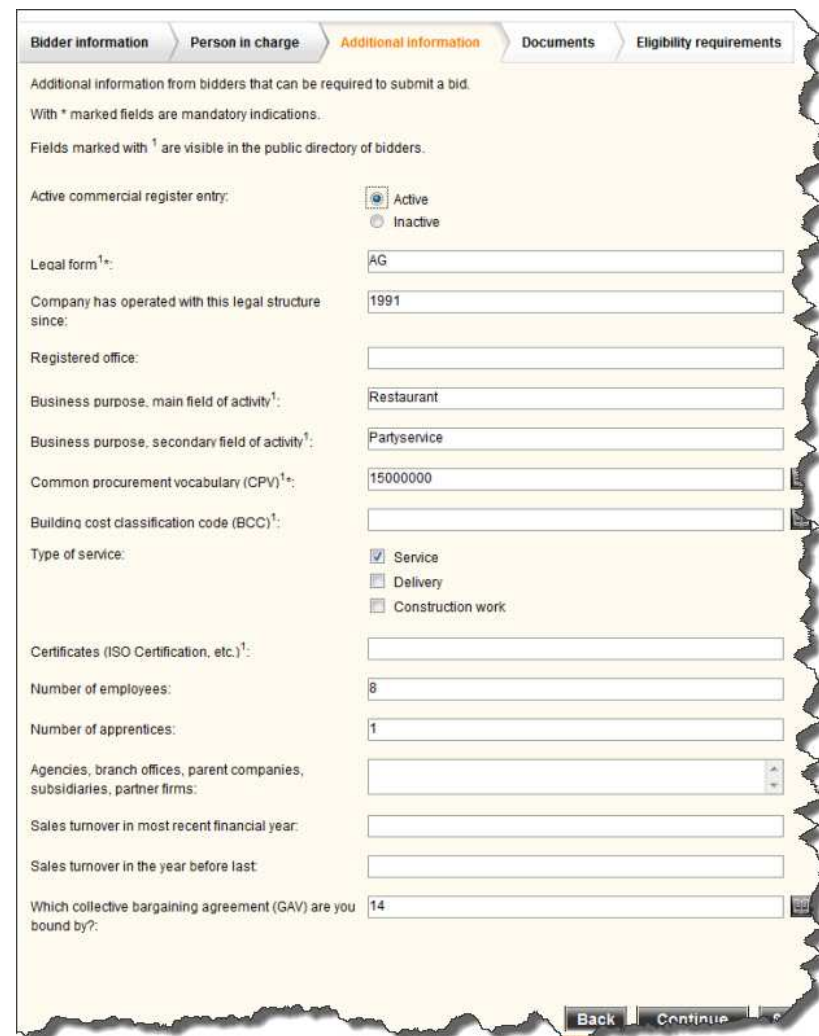
Bidder information Person in charge Additional information Documents Eligibility requirements

With * marked fields are mandatory indications.

| | |
|-------------------------|--------------------------------------|
| UID: | CHE-115.742.401 |
| Bidder name: | China Town Asia GmbH |
| Additional name: | |
| c/o: | |
| Street: | Weidgasse 19 |
| Postal code/Town: | 5304 Endingen |
| Canton: | Aargau |
| Country: | Switzerland |
| Telephone*: | <input type="text" value="125"/> |
| Fax: | <input type="text" value="9912567"/> |
| UID of parent company : | <input type="text"/> |
| Email bidder: | <input type="text"/> |
| URL: | <input type="text"/> |

Contents Of Standard Form – Additional Information

- Additional information gives a general picture of the bidder, e.g.
 - Legal form, since ...
 - Number of employees
 - Sales turnover
 - Collective bargaining agreement



The screenshot shows a web-based form titled 'Additional information' with a navigation bar at the top containing 'Bidder information', 'Person in charge', 'Additional information' (highlighted), 'Documents', and 'Eligibility requirements'. Below the navigation bar, there is a heading 'Additional information from bidders that can be required to submit a bid.' followed by two explanatory lines: 'With * marked fields are mandatory indications.' and 'Fields marked with ¹ are visible in the public directory of bidders.'


The form contains several input fields and checkboxes:

- Active commercial register entry:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Legal form¹:** Text input field containing 'AG'.
- Company has operated with this legal structure since:** Text input field containing '1991'.
- Registered office:** Empty text input field.
- Business purpose, main field of activity¹:** Text input field containing 'Restaurant'.
- Business purpose, secondary field of activity¹:** Text input field containing 'Partyservice'.
- Common procurement vocabulary (CPV)¹:** Text input field containing '15000000'.
- Building cost classification code (BCC)¹:** Empty text input field.
- Type of service:** Checkboxes for 'Service' (checked), 'Delivery', and 'Construction work'.
- Certificates (ISO Certification, etc.)¹:** Empty text input field.
- Number of employees:** Text input field containing '8'.
- Number of apprentices:** Text input field containing '1'.
- Agencies, branch offices, parent companies, subsidiaries, partner firms:** Text input field with a dropdown arrow on the right.
- Sales turnover in most recent financial year:** Empty text input field.
- Sales turnover in the year before last:** Empty text input field.
- Which collective bargaining agreement (GAV) are you bound by?:** Text input field containing '14'.

At the bottom right of the form, there are 'Back' and 'Continue' buttons.

Contents Of Standard Form – Documents

- Documents that generally need to be submitted can be stored
 - Current extract from debt enforcement office
 - Confirmation of tax compliance, CBA, social insurance contributions

| Bidder information | | Person in charge | | Additional information | | Documents | | Eligibility requirements | |
|--|--|---|---|------------------------|--|-----------|--|--------------------------|--|
| Language | | Deutsch Français Italiano English | | | | | | | |
| Preparation of documents that can be required to submit a bid. | | | | | | | | | |
| Type of document | Document name | from | Functions | | | | | | |
| Betreibungsregisterauszug | tgs_chinatown_btreibreg_auszug_DE.pdf | 09.09.13 18:03 |    | | | | | | |
| Bestätigung der Steuerbehörden über die Bezahlung der fälligen Steuern | | |  | | | | | | |
| Bestätigung der paritätischen Kommission über die Einhaltung der massgeblichen Gesamtarbeitsverträge | tgs_chinatown_bestaet_steuern_alle.pdf | 07.10.13 12:11 |    | | | | | | |
| Bestätigung der Ausgleichskasse über die Bezahlung der fälligen Sozialversicherungsbeiträge | | |  | | | | | | |
| Previous Continue | | | | | | | | | |

Contents Of Standard Form – Eligibility Requirements

- Confirmation that eligibility requirements for public sector tenders are met

| Bidder information | Person in charge | Additional information | Documents | Eligibility requirements |
|---|------------------|------------------------|-----------|--|
| Requirement: | | | | |
| Have you paid all cantonal, local and direct federal taxes due (incl. back taxes, etc.) in full?: | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Have you paid all value-added taxes due in full?: | | | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Have you paid all mandatory social security contributions (AHV, IV, EO, FAK, ALV, BVG and UVG) in full, including the employee share deducted from employee wages?: | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Are you compliant with the applicable occupational health and safety laws and the provisions on employee pay and working conditions contained in collective bargaining agreements and standard employment contracts or, if no such agreements or contracts are applicable, with the typical terms and conditions of employment for your region and profession?: | | | | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| If the services offered are performed in part or whole in a foreign country: Do you represent and warrant that your company and/or the subcontractors/suppliers engaged by it are compliant with the provisions of the core conventions of the International Labour Organisation?: | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Do you adhere to the principle of equal pay for men and women (equal pay for work of equal value)?: | | | | <input type="radio"/> Yes <input type="radio"/> No |
| Have you reached any anti-competitive agreements or taken other measures harmful to fair and open competition?: | | | | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Are you willing to request the required certifications and confirmations below from any subcontractors you engage and verify them prior to signing a contract?: | | | | <input type="radio"/> Yes <input type="radio"/> No |

Benefits of Standard Forms

- Uniform bidder data
- Procurement authorities can easily specify the required data bidders must submit
- Simple transfer of bidder data
- PDF and Excel files automatically created based on standard form