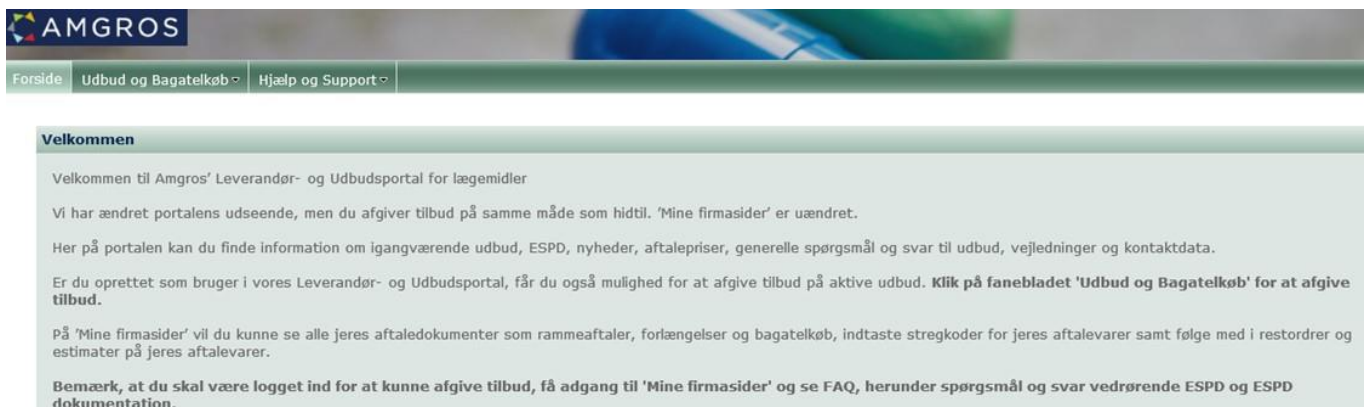


## User Manual – Tender Submission

### Amgros I/S tendering page



The screenshot shows the top navigation bar of the Amgros I/S tendering portal. It includes the Amgros logo and a menu with items: 'Forside', 'Udbud og Bagatelkøb', and 'Hjælp og Support'. Below the navigation bar is a 'Velkommen' (Welcome) section with the following text:

**Velkommen**

Velkommen til Amgros' Leverandør- og Udbudsportal for lægemidler

Ví har ændret portalens udseende, men du afgiver tilbud på samme måde som hidtil. 'Mine firmasider' er uændret.

Her på portalen kan du finde information om igangværende udbud, ESPD, nyheder, aftalepriser, generelle spørgsmål og svar til udbud, vejledninger og kontaktdata.

Er du oprettet som bruger i vores Leverandør- og Udbudsportal, får du også mulighed for at afgive tilbud på aktive udbud. **Klik på fanebladet 'Udbud og Bagatelkøb' for at afgive tilbud.**

På 'Mine firmasider' vil du kunne se alle jeres aftaledokumenter som rammeaftaler, forlængelser og bagatelkøb, indtaste stregkoder for jeres aftalevarer samt følge med i restordre og estimer på jeres aftalevarer.

**Bemærk, at du skal være logget ind for at kunne afgive tilbud, få adgang til 'Mine firmasider' og se FAQ, herunder spørgsmål og svar vedrørende ESPD og ESPD dokumentation.**

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## 1. Introduction

Welcome to Amgros I/S tendering page.

Amgros I/S tendering page is an online system that is to be used by companies that wish to submit tenders under pharmaceutical procurements, which is announced by Amgros I/S through the tendering page.

At [udbud.amgros.dk](http://udbud.amgros.dk) or at [www.amgros.dk](http://www.amgros.dk) underneath the top menu UDBUDS-LEVPORTAL, you can find Amgros' tendering page for pharmaceuticals. In this page you can also log-on as a user and get an overview of Contract notices, get access to tender material and other relevant information about a tender as well as submit tenders on different tenders.

This Manual contains a guide on how to submit a tender.

### General prerequisites

Microsoft Internet Explorer 8.0 or a newer version must be installed. The latest version can be downloaded at [www.microsoft.com](http://www.microsoft.com).

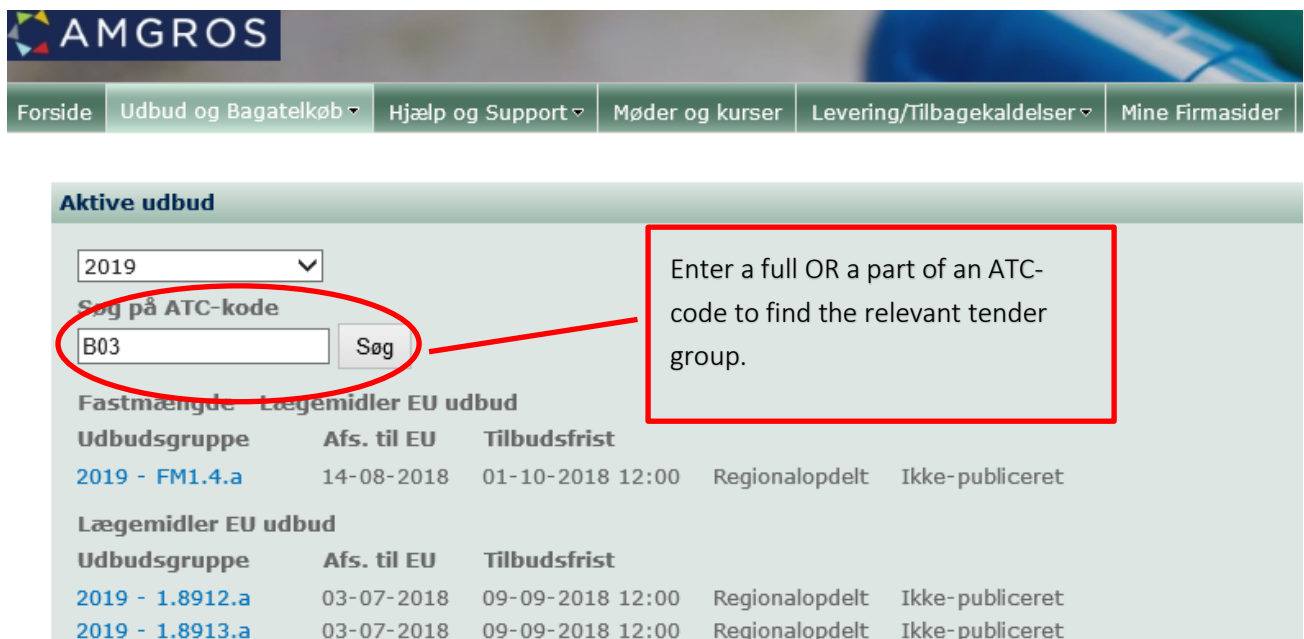
## 2. Tender submission

### 2.1 Tender material

In this section it is explained how;

- to see further information about a tender group,
- to ask questions, and
- to submit a tender, including editing and sending a tender.

To see further information about a tender group, including tender material etc. and submitting tenders, pick the desired tender group by clicking the tab ("Udbud og Bagateløb"):



**Aktive udbud**

2019

Søg på ATC-kode

B03 Søg

Fastmængde Lægemidler EU udbud

Udbudsgruppe	Afs. til EU	Tilbudsfrist		
2019 - FM1.4.a	14-08-2018	01-10-2018 12:00	Regionalopdelt	Ikke-publiceret

Lægemidler EU udbud

Udbudsgruppe	Afs. til EU	Tilbudsfrist		
2019 - 1.8912.a	03-07-2018	09-09-2018 12:00	Regionalopdelt	Ikke-publiceret
2019 - 1.8913.a	03-07-2018	09-09-2018 12:00	Regionalopdelt	Ikke-publiceret

A pharmaceutical in one ATC-code can be tendered by different tender groups (e.g. in different dispensing forms). In this case all tender group is shown.

#### ➤ **Next, you pick the desired tender**



When you click on **the link with the tender group**, the system observes it as when you manually request the tender material.

**Aktive udbud**

2019

Søg på ATC-kode

B03 Søg

Fastmængde - Lægemidler EU ud

Udbudsgruppe	Afs. til EU
2019 - FM1.4.a	14-08-2018
<b>2019 - 1.8912.a</b>	03-07-2018
2019 - 1.8913.a	03-07-2018

➤ Click on the link (blue text see red circulated example)

The picture shows all information about the chosen tender group.

**Udbudsgruppe**

2019 - 1.8927.a

**Særlige oplysninger**

Særlige oplysninger vedrørende udbud 2019 - 1.8927.a  
Der er ingen særlige oplysninger vedrørende dette udbud.

**Materiale**

Udbudsmateriale

- 2019 - 1.8927.a HTML udbudsbekendtgørelse til EU
- 2019 - 1.8927.a Vareliste DOC
- 2019 - 1.8927.a Udkast til rammeaftale

**Øvrige dokumenter og information**

Øvrige dokumenter og information  
Ingen øvrige dokumenter fundet.

**Afgiv tilbud**

Dine tilbud under udarbejdelse  
Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.

Kan redigeres af Gemt af Gemt

Abn Opret ny

**Begivenheder for udbudsgruppen**

Dato	Begivenhed
03-09-2018	2019 - 1.8927.a Frist for gyldig markedføringstilladelse
03-09-2018	2019 - 1.8927.a Frist for spørgsmål
03-09-2018	2019 - 1.8927.a Lægemidlet skal være optaget i specialitetstakst
03-09-2018	2019 - 1.8927.a Tilbudsfrist kl. 12.00
03-09-2018	2019 - 1.8927.a Vedståelse af tilbud

**Spørgsmål og svar**

Frist for spørgsmål: 03-09-2018  
Ingen spørgsmål fundet

Se alle spørgsmål

Stil nyt spørgsmål

**Informationer**

Her er det muligt at se informationer, herunder udbudsmateriale, om det valgte udbud.

Inden afgivelse af tilbud skal udbudsmateriale og øvrige dokumenter læses. Der kan løbende blive offentliggjort yderligere oplysninger om udbuddet (indtil 6 dage før tilbudsfristens udløb).

Krav vedrørende strekkodemærkning kan ses her.

- Tender material and documents with other information can be downloaded or shown in pdf-format.

Special Information regarding the tender group

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**Særlige oplysninger**

**Særlige oplysninger vedrørende udbud 2018 - 1.160.a**  
 Frist for gyldig markedsføringstilladelse og tilbudsfrist er ændret til 5. januar 2018.

Tender material

**Materiale**


**Udbudsmateriale**

-  2018 - 1.160.a HTML udbudsbekendtgørelse til EU
-  2018 - 1.160.a 20170606 Bilag 2 til udbudsbetingelser - Vejledning til ESPD.pdf
-  2018 - 1.160.a Udbudsbetingelser
-  2018 - 1.160.a Vareliste DOC
-  2018 - 1.160.a Udkast til rammeaftale
-  2018 - 1.160.a 20160418 Bilag 1 til udbudsbetingelser - Det fælles europæiske udbudsdokument (ESPD).docx

Other documents and information

**Øvrige dokumenter og information**

**Øvrige dokumenter og information**

-  2018 - 1.160.a Bilag 3 Krav om stregkoder for 2017 og 2018.pdf



It is essential that the tenderer reads the tender material and all other information regarding the chosen tender group before submitting a tender. There can continually be published further information about the tender on the tendering page, and it is the suppliers' own responsibility to be updated, as the advisory/notification function only applies when a new tender is published.

Why the supplier is **not** notified on publishing further information, including questions and answers regarding the specific tender.

- You can read all Questions and answers published on the page and ask new questions.
- A new tender can be added on the chosen tender by clicking on "Opret ny" (create new). (For more information see section 2.3).

At the top right, user login is shown and the official time on Amgros' server. In other words; it is that time which is valid when submitting a tender before the deadline.

## 2.2 Questions and answers

If one has chosen to be shown questions or answers for a tender, a list of the asked questions as well as the answers is shown.

**Spørgsmål og svar**

Frist for spørgsmål: 22-09-2017  
Ingen spørgsmål fundet

Se alle spørgsmål

Stil nyt spørgsmål

Questions received before this date will be answered cf. the remark below

Click here to ask or see all questions

Furthermore, you can ask a new question which will be answered by Amgros. Click on “Stil nyt spørgsmål” (ask a new question) to type the question, on the window as shown below. Notice, to be able to send a question, a tender number (“Udbudsnummer”) (dropdown list) must be noted. The tender number can be seen in the item list amongst other things.

(Attention: the tender number is not the same as tender group.)

**Stil spørgsmål**

Frist for spørgsmål: 28-11-2017

Udbudsnummer:

Emne:

Spørgsmål:

Afsend spørgsmål

Ask question

Tender number

Subject

Question

Submit question



All questions will be published in anonymized manner. This means that other companies and users interested in the same tender group will not be able to see who asked the question.

The question, that is asked after the stated deadline will also be answered unless the character of the question makes it excessively difficult to answer no later than 6 days before the end of the deadline.

Questions and answers are published continually on the tender system. And it is the supplier's responsibility to be updated.

Questions that is received later than 6 days before the end of the deadline will not be answered.

## 2.3 Create tender

To submit a tender, you have to:

- Click on "Opret ny" (create new):

**Tilbud**

Dine tilbud under udarbejdelse  
Her kan du vælge at redigere et tilbud der er gemt eller gemme et nyt.

Kan redigeres af      Gemt af

Åben      Opret ny

Click here to submit a new tender

Udb.gruppe: 2018-1.6016.b      Ordregiver: Amgros

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udbudsbetingelserne for den ovenfor nævnte udbudsgruppe.

Tilbud: (Alle)

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/> 1	National	N02AA01	Morfin	Depottabletter	5mg		DW	0,1 g	100.000
<input type="radio"/> 2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000
<input type="radio"/> 2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk. blater	DW	3 g	5.000.000
<input type="radio"/> 3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000
<input type="radio"/> 3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000
<input checked="" type="radio"/> 4	National	N02AC04	Dextropropoxyphen	Tabletter	65mg			0,3 g	10

Udbudsnr.	Tilbud	Varenr.	Fovv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning

Leverandørkontrol      Distributører og kontaktpersoner      Opret      Redigér      Fjern

Vedhæftet fil

Fil Navn      Fjern      Gem som

Tilbudsansvarlig  
Vælg eller indtast...

Gennemse...      Vedhæft

Eksportér      Gem tilbud til senere redigering      Videre til ESPD



## The tender window

The tender window consists of the following elements:

**Basic informations regarding the tender**

**List with tendered drugs**

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/>	1	National	N02AA01	Morfin	Depottabletter	5mg		DW	0,1 g	100.000
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk blister	DW	3 g	5.000.000
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000
<input type="radio"/>	4	National	N02AC04	Dextropropoxyphen	Tabletter	65mg			0,3 g	10

**Click to validate the tender**

**Click here to edit distributors and contacts**

**Specify who is mainly responsible for the tender and thereby Amgro's primary source of contact regarding the tender**

**Click to save the tender as a .csv file**

**Use if the tender isn't fully edited.**

To choose a tender line from the top list, click on it once. It will turn blue and a dot is shown.

Udbudsgruppe: 2018 - 1.6016.b Ordregiver: Amgro

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udbudsbetingelserne for den ovenfor nævnte udbudsgruppe.

Tilbud: (Alle)

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
1	National	N02AA01	Morphin	Depottabletter	5mg		DW	0,1 g	100.000
2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000
2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk blister	DW	3 g	5.000.000
3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000
3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000
4	National	N02ACD4	Dextropropoxyfen	Tabletter	65mg			0,3 g	10

Udbudsnr. Tilbud Varenr. Forv. varenr. Varenavn Dispenseringsform Styrke Pakningsstørrelse Enhed pr. pakning Pris pr. enhed Pris pr. pakning

Leverandørkontrol Distributører og kontaktpersoner

Vedhæftet fil

Føj Navn Fjern Gem som

Gennemse... Vedhæft

Tilbudsansvarlig

Vælg eller indtast...

Opret Redigér Fjern

Eksportér Gem tilbud til senere redigering Videre til ESPD

In the tender window the tendered drugs are numbered with a tender number. Every tender number is considered as an independent tender of the stated pharmaceutical and is tendered regardless of the other tender numbers. A supplier can therefore choose to submit a tender on one or more tender numbers and conclusion of framework agreement will happen separately for every tender number. (The screenshot above shows a tender with 3 tender numbers.



Amgro's tendering page is designed so that submission of a tender will be submitted as a collective tender on all relevant tender numbers in the specific tender group. Therefore the tenders on **all** tender numbers in the specific tender group must be filled and send together. This means that it is only possible to submit a tender for one tender group, otherwise all previous submitted tenders will be deleted.

If a tender number consists of multiple lines (as it is the case for tender number 2 above) it is a requirement, that the supplier submits a tender on at least one item pr. line under the respective tender number. For the respective tender group, the tender conditions are referred to.

**To create a tender on the chosen tender number, click on "Opret" (create). This will open the tender window:**

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: g	Styrke: 500 mg
Mængde i enhed: 100.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: <b>Indtast...</b> Nulstil	Tilbud: Tilbud 1
Forv. varenr. (ikke i taksten):	
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:
Styrke (tal/ enhed): Vælg eller indtast...	Pris pr. Enhed:
Pakningsstørrelse:	
Spørgsmål	
Ok Annullér	

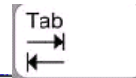
For more information regarding the stated “Enhed” (Unit) and the expected “Mængde i enhed” (Quantity in Unit) the tender conditions are referred to.

- *If the item exists in Lægemiddelstyrelsens electronic list Medicinpriser.dk (herein after referred to as “taksten”).*

*Type in the assigned item number in the item number field.*

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 500.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: <b>006121</b> Nulstil	Tilbud: Tilbud 1
Forv. varenr. (ikke i taksten):	
Varenavn: Panodil Zapp	Pris pr. pakning:
Dispenseringsform: Filmovertrukne tabl.	Enhed pr. pakning: 10
Styrke (tal/ enhed): 500 mg	Pris pr. Enhed:
Pakningsstørrelse: 60 stk. (blister)	
Spørgsmål	
Ok Annullér	

When the item number is typed, press the Tab-button



Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 500.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: 006121	Nulstil
Forv. varenr. (ikke i taksten):	Tilbud: Tilbud 1
Varenavn: Panodil Zapp	Pris pr. pakning:
Dispenseringsform: Filmovertrukne tabl.	Enhed pr. pakning: 10
Styrke (tal/ enhed): 500 mg	Pris pr. Enhed:
Pakningsstørrelse: 60 stk. (blister)	
Spørgsmål	
Ok Annullér	

- When the item is shown and fit with the mentioned ATC code for the tender number the empty fields on the page will automatically be filled out:

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 500.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: 006121	Nulstil
Forv. varenr. (ikke i taksten):	Tilbud: Tilbud 1
Varenavn: Panodil Zapp	Pris pr. pakning:
Dispenseringsform: Filmovertrukne tabl.	Enhed pr. pakning: 10
Styrke (tal/ enhed): 500 mg	Pris pr. Enhed:
Pakningsstørrelse: 60 stk. (blister)	
Spørgsmål	
Ok Annullér	

- Next, insert "pris pr. pakning" (price per package) and press Tab. If "Enhed pr. pakning" (unit per package) is known from "taksten" the system will calculate "Pris pr. enhed" (price per unit) automatically.



If information in "taksten" is not given "Enhed pr. pakning" (unit per package), the supplier must type in "Enhed pr. pakning" (unit per package) on the basis of the "Enhed" (unit), that is given in the tender line and the stated packing size.

- If the information is not correct one can press "Nulstil" (reset) to start again.
- When all data are gone, click "OK" to save the tender on the item.

### Item not in "taksten"

If "the item does not exist in "taksten", "Varenummer" (item number) will state "Varenummer ej i taksten/ATC-gr" (item number does not exist in "taksten" / ATC-group)

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 500.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: Varenummer ej i taksten/ATC-gr	Nulstil
Forv. varenr. (ikke i taksten):	Tilbud: Tilbud 1
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:
Styrke (tal/ enhed): Vælg eller indtast...	Pris pr. Enhed:
Pakningsstørrelse:	
Spørgsmål	
Ok Annullér	

If the above pops-up, please check:

- 1) If the item number is correct or the item number does not belong to the specific ATC-code. If it is the case you can press the reset button and then enter the real item number, which belongs to the ATC-code in the field "Varenummer" (item number), and the remaining fields will be filled out automatically with data from "taksten" (cf. the description above).
- 2) In case the item does not exist in "taksten" you can specify the item number which you expect to come in "taksten" in the field "Forv. Varenr. (ikke i taksten)" (expected item number (does not exist in "taksten")), (cf. the description below).



Remember that there must be a marketing authorization for the items tendered within the time limit specified in the tender conditions for the respective tender group.

If the system has not registered the item number in the “taksten” (and it is stated "Does not exist in “taksten” / ATC gr."), it is the supplier’s responsibility to ensure that Amgros receives documentation of a valid marketing authorization on time.

A copy of the marketing authorization may be attached to the final tender together with the other documents prior to dispatch to Amgros (See section 2.4 Attach file) or sent to Amgros by E-mail to [udbud@amgros.dk](mailto:udbud@amgros.dk), thus Amgros receives a copy of the authorization before expiry of the period for the marketing authorization specified in the tender conditions.

- **Enter the item number in the field “Forv. Varenr. (ikke i taksten)” (expected item number (does not exist in “taksten”)) and fill out the remaining fields with the items information.**

Udbudsnummer	
Udbudsnummer: <input type="text" value="1"/>	Regionsbeskrivelse: <input type="text"/>
Regionskode: <input type="text" value="National"/>	<input type="text"/>
Udbudslinie	
ATC-kode: <input type="text" value="N02AA01"/>	Generisk navn: <input type="text" value="Morphin"/>
EnhedsKode: <input type="text" value="DW"/>	Dispenseringsform: <input type="text" value="Depottabletter"/>
Enhed: <input type="text" value="0,1 g"/>	Styrke: <input type="text" value="5 mg"/>
Mængde i enhed: <input type="text" value="100.000"/>	Pakning: <input type="text"/>
Tilbudslinie	
Varenummer: <input type="text" value="Varenummer ej i taksten/ATC-gr"/>	<input type="button" value="Nulstil"/>
Forv. varenr. (ikke i taksten): <input type="text" value="362535"/>	Tilbud: <input type="text" value="Tilbud 1"/>
Varenavn: <input type="text" value="nyt varenavn"/>	Pris pr. pakning: <input type="text" value="100,00"/>
Dispenseringsform: <input type="text" value="Tabletter"/>	Enhed pr. pakning: <input type="text" value="10"/>
Styrke (tal/ enhed): <input type="text" value="500 mg"/>	Pris pr. Enhed: <input type="text" value="10,00"/>
Pakningsstørrelse: <input type="text" value="28 stk blister"/>	
Spørgsmål	
<input type="text"/>	
<input type="button" value="Ok"/> <input type="button" value="Anullér"/>	

Click “OK”, **when everything is entered**



Notice that the system automatically calculates a “Pris pr. Enhed” (price per unit) on basis of supplier’s information on “Enhed pr. Pakning” (unit per package) and “Pris pr. Pakning” (price per package).

Notice that not all fields can be filled. Information in one field can result in an automatic calculation in another field, like fields related to “Enhed” (unit).

➤ *Questions to be answered at tender submission*

In some tenders there can occur questions, which must be answered at the tender submission. Answering the questions might be mandatory

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	

Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 1.000.000	Pakning: 100 stk

Tilbudslinie	
Varenummer: Indtast. x	Nulstil
Forv. varenr. (ikke i taksten):	Tilbud: Tilbud 1
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:
Styrke (tal/ enhed): Vælg eller indtast...	Pris pr. Enhed:
Pakningsstørrelse:	

Spørgsmål	
Spørgsmål	Svar
1 Test spørgsmål 1	- Vælg -
2 Test spørgsmål 2	- Vælg -
3 Indtast teksten	

*Translation*  
Question

Spørgsmål	
Spørgsmål	Svar
1 Test spørgsmål 1	- Vælg - Ja Nej
2 Test spørgsmål 2	
3 Indtast teksten	

*Translation*  
Answer  
Ja= Yes  
Nej= No

Ok Annullér

If the mandatory questions are not answered when the tender is saved, there will be a notification regarding the missing answers to the respective questions.

If the tender does not have questions, the screenshot below will be shown:

Tender lines in the tender window.

- **When one has created a tender on a tender line, it will be spread in the tender window in the bottom part.**

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	Enkde	Enhed	Mængde i enhed
1	National	N02AA01	Morphin	Despottabletter	5mg		DW	0,1 g	100.000
2	National	N02BA01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000
3	National	N02BA01	Paracetamol	Tabletter	500mg	20 stk. blister	DW	3 g	5.000.000
3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000
4	National	N02BA01	Paracetamol	Tabletter	600mg		DW	1,2 g	3.000.000
4	National	N02BA01	Paracetamol	Tabletter	65mg		DW	0,3 g	10

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
1	Tilbud 1	Varenummer og i taksten/VATC-gr	362535	nyt varenavn	Tabletter	500 mg	28 stk blister	10,000	10,00	100,00

Spørgsmål	Svar
1 Test spørgsmål 1	Ja
2 Test spørgsmål 2	- Vælg - Ja Nej
3 Indtast teksten	

You can create multiple tender lines per tender line, if this is relevant according to the specification of the tendered pharmaceutical cf. the tender conditions. Already existing tender lines can be edited or deleted as required.





It is recommended, that one activates the button “**Leverandørkontrol**” (supplier check) regularly when you terminate a tender number to be sure that the tender is saved or submitted. A tender with an error cannot be saved. (For more information regarding “Leverandørkontrol” (supplier check) please see section 2.7).

## 2.4 Attach file

For some tender groups, the supplier must, as part of a tender, send different documents as specified in the tender announcement and / or the tender conditions for the respective tender group. These documents should be attached as files sent to Amgros as part of the tender.

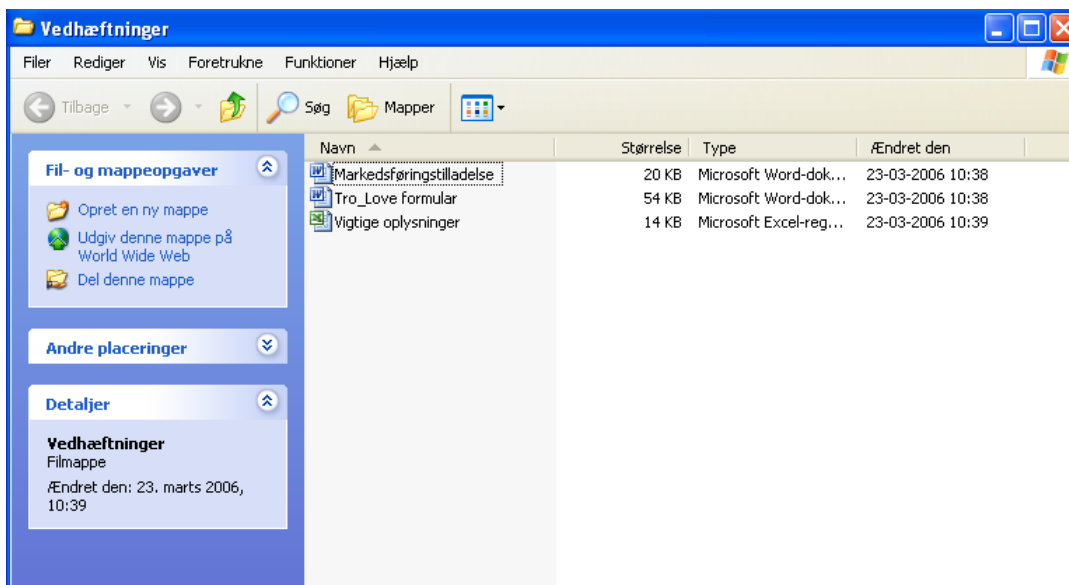
All documents can be attached as PDF-files or scanned JPG-files. The system allows attachment of up to 5 files. If there are more than 5 files, they should be downloaded as a ZIP-file, as you can only attach 5 files per tender (regardless of how many tender numbers the tender includes). Below is explained how one can create a ZIP-file.



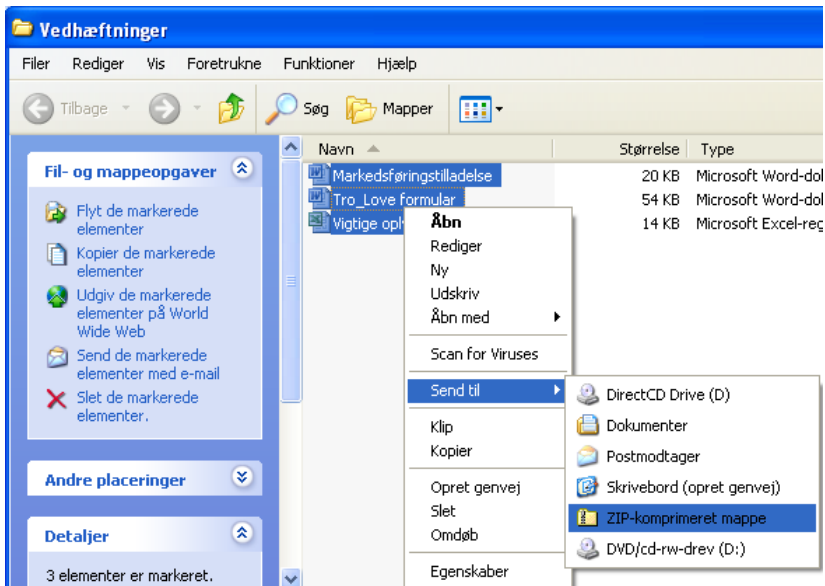
To create a ZIP-file varies depending on which system is used. The guide below is how to create a ZIP-file using Danish Windows.

### Opret ZIP-fil

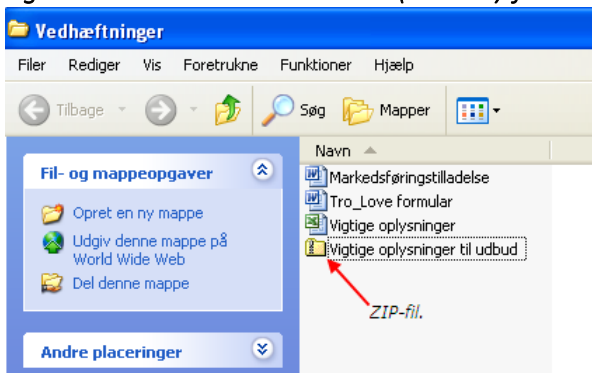
➤ *Find the documents in your Windows pathfinder (explorer):*



➤ *Highlight the relevant documents:*



➤ *Right click and choose "Send til" (send to) followed by clicking on the option "Zip-komprimeret mappe":*



The ZIP-file must not take up more space than 12 MB.

The ZIP-file is now created and can be attached to the tender. It is done as so:

➤ Click on "Gennemse" (check):

Udb.gruppe: 2018 - 1.6016.b

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udbudsbetingelserne for den ovenfor nævnte gruppe.

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pak
<input type="radio"/>	1	National	N02AA01	Morphin	Depottabletter	5mg	
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	100
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	20
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	400mg	
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	600mg	
<input checked="" type="radio"/>	4	National	N02AC04	Dextropropoxyphen	Tabletter	65mg	

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse

Leverandørkontrol    Distributører og kontaktpersoner

Vedhæftet fil

Fil Navn	Fjern	Gem som

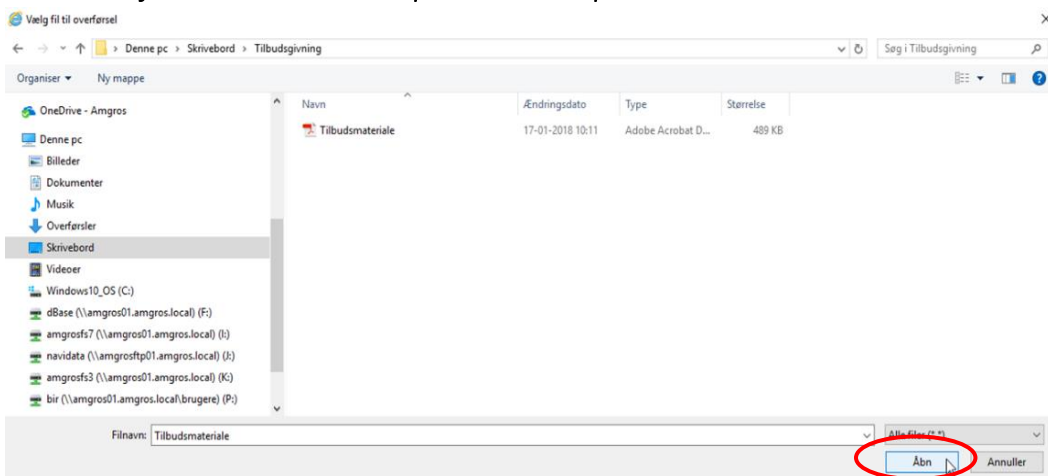
Tilbudsansvarlig  
Vælg eller indtast...

**Gennemse...**    Vedhæft

Eksporér    Gem tilbud til senere redigering

*Translation Check*

➤ Find the file on the network and press "Åbn or Open"



➤ Press "Vedhæft" (attach):

Udb.gruppe:

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udk

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform
<input type="radio"/>	1	National	N02AA01	Morphin	Depottabletter
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter
<input checked="" type="radio"/>	4	National	N02AC04	Dextropropoxyphen	Tabletter

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke

Leverandørkontrol    Distributører og kontaktpersoner

Vedhæftet fil

Fil Navn	Fjern	Gem som

C:\Users\bir\Desktop\Tilb Gennemse... **Vedhæft**

Eksportér    Gem tilbud til senere redigering

*Translation*  
*Attach*

The file is now shown in the file overview on the tender.

Vedhæftet fil

Fil Navn	Fjern	Gem som
Tilbudsmateriale.pdf	<a href="#">Fjern</a>	<a href="#">Gem som</a>

Gennemse...    Vedhæft

Eksportér    Gem tilbud til senere redigering

Now the system will link the file to the tender, when submitted.

If the supplier submits a tender under multiple tender groups, then some of the required documents could be the same for these tender groups. Because of Amgros' process of tenders it is a requirement that all required documents under a tender group is send with the tender submitted under the respective tender group. If the above is not fulfilled for each tender the tender will be seen as non-compliant cf. the tender conditions point 8.

All documents must be sent electronically.



The size of the attached file or the total size of all the files can be no more than 12 MB. The system will give a warning if this limit has passed.

## 2.5 Save tenders for later editing

If you would like to stop working on the tender during your submission, you can save the tender for later editing.



It is important to know that "leverandørkontrol" (supplier check) is activated automatically. If there is a mistake in the tender it cannot be saved until the mistake is corrected.

The tender is saved for later editing by either you or another person, who is also created as a user in the tendering page, please see below:

Press on "Gem tilbud til senere redigering" (save tender for later editing).

Udb.gruppe:  Ordregiver:

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udbudsbetingelserne for den ovenfor nævnte udbudsgruppe.

Tilbud:

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/>	1	National	N02AA01	Morphin	Depottabletter	5mg		DW	0,1 g	100.000
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000
<input type="radio"/>	2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk blister	DW	3 g	5.000.000
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000
<input checked="" type="radio"/>	4	National	N02AC04	Dextropropoxyphen	Tabletter	65mg			0,3 g	10

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning

Leverandørkontrol  Distributører og kontaktpersoner  Opret Redigér Fjern

Vedhæftet fil

Fil Navn	Fjern	Gem som


Tilbudsansvarlig

- Next press "Ok" when the message regarding who the tender is saved for is read

	Ibuprofen	Tabletter	
	Eribulin	Injektionsvæske	

*Translation*

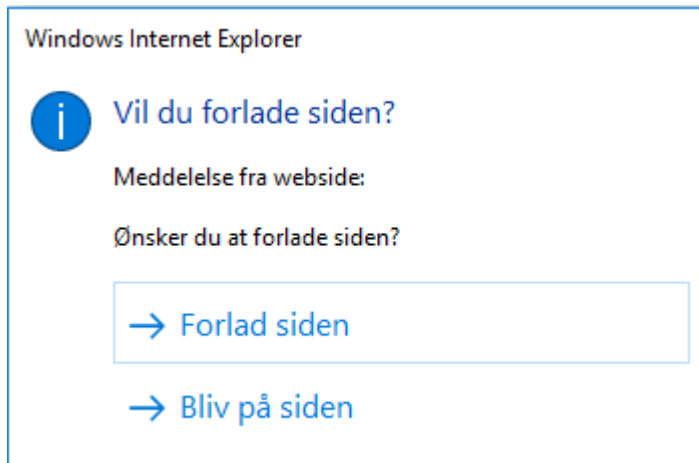
The tender is now saved for later editing by "your name", company, user tendering page. Press "Ok" to end the program.

 Tilbuddet er nu blevet gemt på serveren til senere redigering af Kursusdeltager Kursus1 Kursus, Bruger Leverandørportal. Klik ok for at afslutte programmet.

Forv.	3625				
gr					
				28 stk blister	
				100 stk.	

Tilbudsansvarlig

➤ Close the windows by clicking on "Forlad siden" (leave the page)



In the picture for the tender, you can see the submitted tender, as well as who has saved the tender.

**Udbudsgruppe**

**2019 - 1.1019.b**

**Særlige oplysninger**

Særlige oplysninger vedrørende udbud 2019 - 1.1019.b  
Der er ingen særlige oplysninger vedrørende dette udbud.

**Materiale**

**Udbudsmateriale**

- 2019 - 1.1019.b HTML udbudsbekendtgørelse til EU
- 2019 - 1.1019.b Udbudsbetingelser
- 2019 - 1.1019.b Vareliste DOC
- 2019 - 1.1019.b Udkast til rammeaftale

**Øvrige dokumenter og information**

Øvrige dokumenter og information  
Ingen øvrige dokumenter fundet.

**Afgiv tilbud**

**Dine tilbud under udarbejdelse**  
Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.  
**Der er tidligere afsendt et tilbud vedr. udbudsgruppen! Afsendelse af et nyt tilbud vil overskrive det allerede afsendte.**

Kan redigeres af	Gemt af	Gemt
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	20-03-2018 13:45:17
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	20-03-2018 13:32:04 <b>Afsendt</b>
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	20-03-2018 11:55:47 <b>Afsendt / overskrevet</b>

Åbn Opret ny

**Submit tender**

**Submit tender**



The tender can be opened to continue working on it. This is done by highlighting the saved tender and pres “**Åbn**” (open).

Please notice that other users will be able to create brand new tender and thereby overwrite/replace the existing.

In case of the responsible person is absent other users at the same tender will still be able to work on the tender.



Upon submission of a tender to Amgros the submitted tender is saved automatically.



## 2.6 Export tender

When nearly completed with submitting a tender or you wish to save and review already submitted tenders, it is possible to export the tender to your own computer.

➤ *This is done by clicking the button "Eksporter" (export):*

Udb.gruppe: 2018 - 1.381.a

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, e:

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispe
<input checked="" type="radio"/>	1	National	N01BB02	Lidocain	Kutan
<input type="radio"/>	2	National	N01BB52	Lidocain, kombinationer	Injek
<input type="radio"/>	3	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhal
<input type="radio"/>	4	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhal
<input type="radio"/>	5				
<input type="radio"/>	5				
<input type="radio"/>	6				

### Eksportér tilbud

Format

- Navn
- Eksport til PDF
- Eksport til XML
- Eksport til CSV (normal)
- Eksport til CSV (alle udbudsdetalier)

Luk

Leverandarkon

Vedhæftet fil

Fil Navn Fjern Gem som

Gennemse... Vedhæft

**Eksporter** Gem tilbud til senere redigering

➤ *Next, choose where the file is saved*

➤ *It is possible to choose between two different formats (files of type):*

1) *CSV (normal): Here it is possible to export all the created tender details*

2) *CSV (all tender details): Here it is possible to export the entire tender group with all the tender details, and if there is created tender details they will be exported as well.*

3) *PDF: A formatted report*

4) *XML: Special format that is only usable internally for submission*

The format that is saved is called .csv. This format is viewed best with Microsoft Excel:

By downloading the tender to your own computer, you will be able to get an overview of the entire tender.



There is no link between the csv.file or PDF-file and the tendering page This means, that you have to make all corrections/changes directly in the tendering page.

When the tender is fully edited in the tendering page, it is ready for submission.

## 2.7 On to ESPD

When the tender data is completed, the tender is ready to be send to Amgros. Next click on “Videre til ESPD” (next to ESPD), where you are asked to confirm the distributors and contact persons. You will then be directed to answer ESPD questions, if you agree in the prefilled answers,

Click “Næste” (next) in the first picture and “Accept” in the next.

The tender will be saved automatically to the user that is logged in and has pressed submit when the tender is submitted. (Note that other users who are registered in Amgros’ Supplier and Tender Portal (Amgros’ Leverandør- og Udbudsportal) under the particular tender will also have access to open and edit the tender). If you wish to make a correction after submission you can open the submitted tender and make corrections and resend the tender. **Tenders can be edited until the tender expirations date.**

When the tender is submitted it will automatically be checked up in the system. It is possible to make a checkup during the tender submission. This is done by clicking on

“Leverandørkontrol”(supplier check).


	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispe
<input type="radio"/>	1	National	N02BE01	Paracetamol	Table
<input checked="" type="radio"/>	1	National	N02BE01	Paracetamol	Table
<input type="radio"/>	2	National	M01AE01	Ibuprofen	Table
<input type="radio"/>	2	National	M01AE01	Ibuprofen	Table
<input checked="" type="radio"/>	3	National	L01XX41	Eribulin	Injekt

Udbudsnr.	Tilbud	Varenr.	Forv.
<input type="radio"/>	1	Varenummer ej i taksten/ATC-gr	3625
<input checked="" type="radio"/>	1	038252	

*Translation*

The tender is verified. NOTE the system can partly control that the item meets the requirements under the specific tender number. Please see the Manual for tendering page. It is the suppliers' responsibility that all requirements are met and that the tender is conditional

 Tilbuddet blev verificeret. Bemærk at systemet kun til dels kan kontrollere, at den eller de tilbudte varer opfylder kravene under det pågældende udbudsnummer. Der henvises til vejledningen for afgivelse af tilbud. Det er leverandørens ansvar, at kravene er opfyldt og at tilbudet er konditionsmæssigt.

Leverandørkontrol    Distributører og kontaktpersoner

Vedhæftet fil    Tilbudsansvarlig

As it appears on the picture, when the verification is completed you will be informed whether it is necessary to change information before submission.

It is recommended to continually click “Leverandørkontrol” (supplier check).



The following are checked:

- That there is tender submitted for all tender lines with the same tender number (always controlled)
- That “Pris pr. enhed” (price per unit) is identical for all pharmaceuticals regardless packaging size. For further information please check the specific tender specification.

**Notice**, the system can partly control that the pharmaceuticals meet the requirements under the specific tender number.

It is the supplier's responsibility that every requirement is fulfilled and that the tender is compliant.

Following a tender responsible is associated and the tender is saved:


- Associate a tender responsible who is Amgros' contact person. When the tender subsequently is processed/handled, and results of the tender is sent.
- Remember to attach relevant files.
- In the tender window click on " Videre til ESPD" (next to ESPD).

Udbudnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
4	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	60 doser	DDA	4 sup	150
5	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	120 doser	DDA	4 sup	43.410
5	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	360 doser	DDA	4 sup	10
6	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	60 doser	DDA	4 sup	58.170

**Videre til ESPD**

When clicking " Videre til ESPD" (next to ESPD) the tender is saved automatically to the user, that submits the tender. It is still possible to edit the submitted tender until the tender deadline.

- If there are no attached files to the tender, the reminder below will pop-up. If there are no files to be attached, press "Ja" (yes).



Det aktuelle tilbud har ingen vedhæftede filer.  
Er du sikker på, at du vil fortsætte afsendelsen af dette tilbud?

#### Translation

The actual tender has no files attached. Do you want to continue submission of the tender?

Ja = Yes

Nej = No

Next: you will be asked to confirm the distributors and contact persons (distributører og kontaktpersoner). This information will appear on the appendix to the Framework Agreement, if an agreement is made with the tenderer:

- *If the information is correct, click on "Bekræft" (confirm). If not change the information by highlighting/marking a line and click "Redigér" (edit):*

### Distributører og kontaktpersoner

**Distributører**

	Navn
<input type="radio"/>	distrib 1
<input type="radio"/>	distrib 2
<input type="radio"/>	distrib 3

**Kontaktpersoner**

	Fornavn	Efternavn	E-mail	Telefon
<input type="radio"/>	Testnavn	Testfirma1	dsc@amgros.dk	88713084
<input type="radio"/>	test2	testfirma2		
<input type="radio"/>	test4	testfirma4		



If distributor- or contacts information needs to be updated or edited permanently, it is done by clicking "Mine firmasider" (my company page) ⇒ "Firmastamdata" (company master data) ⇒ "Kontaktpersoner og distributører" (contact persons and distributors).


## 2.8 Declaration concerning ESPD


Next step is submission of ESPD. The tender cannot be submitted without submission of ESPD. Initially the ESPD information must be filled.



For further information regarding the points click on the 

### ESPD oplysninger

Er den økonomiske aktør en mikrovirksomhed, en lille eller en mellemstor virksomhed?   Ja

Deltager den økonomiske aktør i udbudsproceduren sammen med andre? Hvis ja, sikres det, at de andre berørte sender et særskilt ESPD.   Ja  Nej

*Translation*

#### ESPD information

Is the economic operator a Micro, a small or a Medium-Sized Enterprise?  
"Yes"

Is the economic operator participating in the procurement procedure together with others? If yes, please insure that the others concerned provide a separate ESPD form.  "Yes"  "No"

"Next" "Print"

➤ *Mark the relevant choices and click on "Næste" (next):*

If you click "Ja" (yes) as shown below, additional questions will appear as below which must be answered.

### ESPD oplysninger

Er den økonomiske aktør en mikrovirksomhed, en lille eller en mellemstor virksomhed?  Ja

Deltager den økonomiske aktør i udbudsprocedureen sammen med andre? Hvis ja, sikres det, at de andre berørte sender et særskilt ESPD.  Ja  Nej

Hvis ja:

a) Angiv den økonomiske aktørs rolle i gruppen (leder, ansvarlig for specifikke opgaver osv.):

b) Angiv de øvrige økonomiske aktører, der sammen deltager i udbudsproceduren:

c) Angiv i givet fald navnet på den deltagende gruppe:

Næste
Udskriv

*Translation*

**ESPD information**

Is the economic operator a Micro, a small or a Medium-Sized Enterprise?  "Yes"

Is the economic operator participating in the procurement procedure together with others? If yes, please insure that the others concerned provide a separate ESPD form.  "Yes"  "No"

If yes:

a) Please indicate the role of the economic operator in the group (leader, responsible for specific tasks ...):

b) Please identify the other economic operators participating in the procurement procedure:

c) Where applicable, name of the participating group:

"Next" "Print"

➤ *Answer the questions and click on "Næste" (next):*

Next: questions regarding mandatory grounds for exclusion must be answered.

In the example below, all the markings are set in "Nej" (no).

### Obligatoriske udelukkelsesgrunde

Er den økonomiske aktør selv eller en person, der tilhører den økonomiske aktørs administrations-, ledelses- eller tilsynsorgan eller har beføjelse til at repræsentere eller kontrollere eller til at træffe beslutninger heri, inden for de seneste fire år ved endelig dom dømt eller har vedtaget bødeforlæg for én eller flere af de i udbudslovens § 135, stk. 1 nævnte forhold?  Ja  Nej

Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til dokumentationen indsættes her:

Har den økonomiske aktør tilsidesat sine forpligtelser vedrørende betaling af skatter og afgifter eller bidrag til sociale sikringsordninger, som nævnt i udbudslovens § 135, stk. 3?  Ja  Nej

Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til dokumentationen indsættes her:

Er den økonomiske aktør opmærksom på en interessekonflikt i forhold til det pågældende udbud, en konkurrencefordrejning som følge af den forudgående inddragelse af de økonomiske aktører i forberedelsen af udbudsproceduren i forhold til det pågældende udbud, eller har denne i det pågældende udbud givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsende supplerende dokumenter, som nævnt i udbudslovens § 136?  Ja  Nej

*Translation*

#### Obligatory exclusion criteria

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for one of the reasons listed in Procurement law § 135, no. 1, by a conviction rendered at the most four years ago?

If the relevant ESPD documentation is available electronically, please insert links here:

*Translation*

Has the economic operator met all its obligations relating to the payment of taxes or social security contribution, as indicated in procurement law § 135, no. 3.  "Yes"  "No"

If the relevant ESPD documentation is available electronically, please insert links here:

*Translation*

Has the economic operator aware of any conflict of interest, as indicated in procurement law § 136 ( has the economic operator entered into agreements with other economic operators aimed at distorting competition, or has provided serious incorrect information, or withheld such information or has not been able to submit supporting documents), due to its participation in the procurement procedure

"Yes"  "No"

"Return" "Accept" "Print"




➤ *Mark the relevant choices and click on "Accept":*

*If the markings are set in "Ja" (yes) as shown below, some fields with additional questions will appear and must be answered.*

➤ *Answer the questions and click on "Accept":*

### Obligatoriske udelukkelsesgrunde

Er den økonomiske aktør selv eller en person, der tilhører den økonomiske aktørs administrations-, ledelses- eller tilsynsorgan eller har beføjelse til at repræsentere eller kontrollere eller til at træffe beslutninger heri, inden for de seneste fire år ved endelig dom dømt eller har vedtaget bødeforlæg for én eller flere af de i udbudslovens § 135, stk. 1 nævnte forhold?

  Ja  Nej

Hvis ja, angiv uddybende oplysninger om dommen og oplysninger om, hvorvidt der er truffet foranstaltninger til selvrehabilitering ("self-cleaning"):

Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til dokumentationen indsættes her:




Har den økonomiske aktør tilsidesat sine forpligtelser vedrørende betaling af skatter og afgifter eller bidrag til sociale sikringsordninger, som nævnt i udbudslovens § 135, stk. 3?

Ja  Nej

Hvis ja, angiv uddybende oplysninger om den manglende opfyldelse af forpligtelser, herunder landet hvori forpligtelserne ikke er overholdt og beløbets størrelse:

Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til dokumentationen indsættes her:




Er den økonomiske aktør opmærksom på en interessekonflikt i forhold til det pågældende udbud, en konkurrencefordrejning som følge af den forudgående inddragelse af de økonomiske aktører i forberedelsen af udbudsproceduren i forhold til det pågældende udbud, eller har denne i det pågældende udbud givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsende supplerende dokumenter, som nævnt i udbudslovens § 136?

  Ja  Nej

Hvis ja, angiv uddybende oplysninger om forholdet:

Tilbage

Accept

Udskriv

2/2

*Translation*

**Obligatory exclusion criteria**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for one of the reasons listed in Procurement law § 135, no. 1, by a conviction rendered at the most four years ago?

If yes, please indicate information of conviction and has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ("Self-Cleaning")

"Yes"  "No"

*Translation*

If the relevant ESPD documentation is available electronically, please insert links here:

Has the economic operator met all its obligations relating to the payment of taxes or social security contribution, as indicated in procurement law § 135, no. 3.

If yes, please indicate information of which obligations was not met, herby Country or Member State concerned, and the amount concerned

"Yes"  "No"

*Translation*

If the relevant ESPD documentation is available electronically, please insert links here:

Has the economic operator aware of any conflict of interest, as indicated in procurement law § 136 ( has the economic operator entered into agreements with other economic operators aimed at distorting competition, or has provided serious incorrect information, or withheld such information or has not been able to submit supporting documents), due to its participation in the procurement procedure

"Yes"  "No"

If yes, please provide details:

"Return" "Accept" "Print"

Now a new window will open, a reminder for attaching one or more files to the tender.

Click "**Acceptér**", if there are no files to be attached to the tender.

In case of it is a requirement to a tender to attach documents and those are not attached then click "**Annullér**" (cancel) and attach the documents prior to submission.

Next: click on "**Acceptér og afsend**"(accept and submit) for final submission.

**Dokumenter til afsendelse**

I udbudsbekendtgørelsen og udbudsbetingelserne for denne udbudsgruppe vil det fremgå, om der er dokumenter, som skal vedhæftes dette tilbud.

Der henvises til vejledning for afgivelse af tilbud, hvor det er nærmere beskrevet, hvordan dokumenter vedhæftes tilbuddet.

**Det er tilbudsgiverens ansvar at sikre, at samtlige påkrævede dokumenter vedhæftes, og at eESPD er udfyldt korrekt i Amgros' udbudssystem. Det er tillige tilbudsgiverens ansvar, at tilbuddet er konditionsmæssigt.**

**Tryk på Acceptér og afsend knappen for endelig afsendelse af tilbuddet.**  
Tilbuddet har følgende fil(er) vedhæftet:

Print Acceptér og afsend Annullér

*Translation*

Documents for submission

In case of it is a requirement to a tender to attach documents and those are not attached then click "**Annullér**" (cancel) and attach the documents prior to submission.

**It is the supplier's responsibility that all requirement documents are attached, the ESPD questions are answered and the tender is compliant.**

Next: click on "**Acceptér og afsend**" (accept and submit) for final submission.

"Print" "Accept and submit" "Cancel"

When you accept, the tender will be checked up in the system as described earlier.

When the tender has been controlled by the system, it needs to be encrypted and approved for submission:

Next: the tender will be sent to Amgros and a receipt for "Dokumenter og afsendelse" (documents and submission) and a confirmation for "Tilbud sendt" (tender submitted) with a verification code will be shown on the screen (see screenshots below).

It is recommended to print both, as they are documentation for that the tender has been submitted with the attached files.

If there is only one attached file, the name of the file will be shown.

If there are multiple files, the names of these will be shown. If they are big files, the following picture is shown:



This means that the system is working on finishing and submitting.

Following a receipt for the submission is shown.

Tilbud sendt \_\_\_\_\_

*Translation*  
Tender submitted

**Udbudsgruppe 2014 - 1.9001.a**

Tilbuddet er modtaget 31-07-2013 13:09:16

Verifikationskode:  
ccf8 9e07 8f19 7d3d f73f e710 537e 2e4a b111

*Translation*  
**Tender group 2014 - 1.9001.a**  
The tender is received 31-07-2013 13:09:16  
Verification code:  
Ccf8 9e07 8f19 7d3d f73f e710 537e 2e4a b111

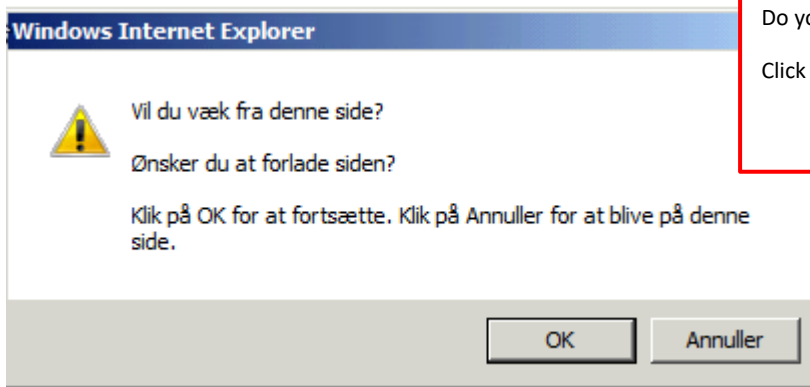
Print

Ok



The tender is now encrypted and saved on a secure server. It cannot be opened by Amgros before the tender deadline has passed. The receipt should be printed (Click on Print), as this is the tenderers prove for submission.

➤ *The tender window can now be closed by clicking on "ok"*



*Translation*

Do you want to leave this page?

Click OK to continue. Click cancel to stay in this page

"OK" "Cancel"

When you return to the tendering page and click on the tender that is submitted, the following screenshot will be shown:

**Dine tilbud under udarbejdelse**  
Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.  
**Der er tidligere afsendt et tilbud vedr. udbudsgruppen! Afsendelse af et nyt tilbud vil overskrive det allerede afsendte.**

Kan redigeres af	Gemt af	Gemt
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	30-11-2017 14:30:22 <b>Afsendt</b>
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	30-11-2017 14:26:36
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	30-11-2017 14:22:16
<input type="radio"/> Kursus1 Kursus	Kursus1 Kursus	24-11-2017 14:31:49 <b>Afsendt / overskrevet</b>
<input type="radio"/> Dan (med) Schütz	Dan (med) Schütz	30-10-2017 08:45:33 <b>Afsendt / overskrevet</b>

Åben Opret ny

When there has been submitted multiple tenders on one tender, “Afsendt / overskrevet” (submitted/overwritten) will appear on the previous submitted tenders. On the last submitted tender there will only appear “Afsendt” (submitted).

In this way you will be able to see which tender has been submitted. If you have saved a tender, you will still be able to edit the saved tender.



Until deadline of a tender it is possible to create a new or edit saved tenders. Notice that when you submit a tender and would like to edit the tender after the submission the tender will appear as overwritten.

## 2.9 Cancel a tender

If you wish to cancel an already submitted tender, you have to submit a new updated tender or a blank tender. This must be done before the tender deadline. A blank tender is created by:

- Get the tender shown by clicking on “Opret Ny” (create new)

**Meddelelse fra webside**

Der er tidligere afsendt et tilbud vedr. udbudsgruppen! Afsendelse af et nyt tilbud vil overskrive det allerede afsendte.

OK Annuller

### Translation

A previous tender has been submitted to this tender group! Submission of a new tender will overwrite the previously submitted tender.

- Click “OK”:

○	4	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	60 doser	DDA	4 aug	150
○	5	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	120 doser	DDA	4 aug	43.410
○	5	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	360 doser	DDA	4 aug	10
○	6	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	40 doser	DDA	7 okt	68.130

Udbudnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Paknings størrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning

Leverandørkontrol | Distributører og kontaktpersoner Opret | Redigér | Fjern

Vedhæftet fil

Fil Navn	Fjern	Gem som

Gennemse... | Vedhæft

Eksportér | Gem tilbud til senere redigering

Tilbudsansvarlig  
 (Udbudskoordinator Birgit Rasmussen, Koordinator)

**Videre til ESPD**

- *Pick Tilbudsansvarlig (tender accountable)*
- *Click "Afsend tilbud til Amgros" (submit tender to Amgros).*

### 3 Log Out

When you wish to leave the system, click on Log Out (the lock) in the upper right corner of the page.

