



APPROVED BY
General Director
JSC «Unified electronic
trading platform»

_____ A. A. Emelyanov

**Electronic trading platform
for conducting procurement procedures of
the State Atomic Energy Corporation «Rosatom» and its
subordinate organizations**

**User manual
Participation in procedures**

Moscow 2020

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1. APPLICATION

Automated system for conducting procurement procedures in electronic form for the needs of the State Atomic Energy Corporation «Rosatom» (hereinafter referred to as the System, electronic trading platform, or ETP) is designed to provide a unified procedure for conducting various procurement procedures in electronic form.

This document is intended for users of the procedure participants and contains a description of actions performed on the ETP when participating in the procedures in electronic form.

The system is an electronic trading platform (ETP) which meets the requirements of the following legal acts:

- Federal Law No. 223-FZ of 18.07.2011 «on procurement of goods, works and services by certain types of legal entities»;
- Federal Law No. 63-FZ of 06.04.2011 «on electronic signatures»;
- Resolution of the Government of the Russian Federation of 17 March 2008 № 179 «About the statement of Regulations about the use of sites in the Internet on which carrying out open auctions in the electronic form, and the requirements to technological, software, linguistic, legal and organizational means of ensuring of use by the specified sites, as well as to systems providing carrying out of open auctions in electronic form».
- Unified industry standard for procurement (procurement regulations) of the state atomic energy corporation «Rosatom» (hereinafter referred to as the UIPS, Standard).

2. VIEWING A NOTIFICATION

- 1) To view the notification, open the page with the list of current procedures and find the procedure and click the button in the list of actions .
- 2) As a result, a notification viewing form is displayed (figure 1), containing:
 - General information about the procedure;
 - Information about the organizer;
 - Dates of the procedure;
 - NMC agreement and security requirements;
 - Requirements for participants;
 - Customers;
 - List of goods supplied, works and services rendered;
 - Documentation for the notification.

Procedure notification	
Procedure Details	
Notice number:	ATOM03112000021
Purchase name:	Open tender with qualifying selection in electronic form for UI test - The right to conclude an agreement for the Roseltorg Competition
Purchase method:	Qualifying competition
The possibility of carrying out the rebidding procedure:	Yes
Multi-stage form:	no
Date of publication:	03.11.2020 15:34 [GMT +3]
Procedure documentation:	
Documentation of the main step of the procedure	
a1s2 [32].txt , size 17 b, added on 03.11.2020 15:34 [GMT +3], downloaded: 0	
Organizer details	
Organizer name:	sanez
Organizer type:	Customer
INN:	5603569866
Legal address:	123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432
Mailing address:	123456, Russian Federation (RF, Russia), Moscow, Moscow, Moscow 32, Moscow 432
Contact number:	7-777-77777
E-mail address:	qwe@qwe.qwe
FULL NAME. contact person:	Artemiev Alexander Vladislavich

List of lots	
Lot 1	
Dates of the procedure by lot (time is displayed according to your local time zone: GMT +03: 00)	
Date and time of the deadline for submitting qualification applications of participants	03.11.2020 16:14 [GMT +3]
Date and time of opening of envelopes with qualification applications	03.11.2020 16:14 [GMT +3]
Date of summing up the results of the qualifying selection	11/05/2020
Date and time of the deadline for accepting applications:	03.11.2020 16:24 [GMT +3]
Date and time of the expiration of the publication of the protocol for opening access to applications	03.11.2020 16:24 [GMT +3]
Expiration date for the consideration of applications:	03.11.2020
End date of the summarizing period:	11/05/2020
Date of conclusion of the contract	07.09.2017
Information about the contract and requirements for collateral	
Subject of the contract:	The right to conclude an agreement for the Roseltorg-1 Competition
Starting price with VAT:	10,099,999.00
Starting price excluding VAT:	not indicated
Currency:	Russian ruble
Alternative suggestions:	Not accepted
Securing the application:	Required collateral for the application in the amount of 504,999.95 rubles (possible options for providing collateral: cash, irrevocable bank guarantee)
Application security currency:	Russian ruble
Enforcement of the contract:	Required security for the execution of the contract in the amount of 5.00% The term for providing security before the conclusion of the contract (possible options for providing collateral: cash, irrevocable bank guarantee, surety)
Securing the return of the advance:	Established provision for the return of the advance (possible options for the return of the advance: cash, irrevocable bank guarantee)
Provision of warranty obligations:	not indicated
Established preferences for individual participants	
List of preferences:	Availability of preferences
Application evaluation criteria	
Criteria for evaluating applications for participation:	1. Price of the contract; 2. Functional characteristics (consumer properties) or quality characteristics of the product.
Requirements for participants	
Change history	

Figure 1

Note 1. When publishing the procedure, the Customer may require filling in the manufacturer's questionnaire or the contractor's / service company's questionnaire in order to conduct a data integrity audit. In this case, the notification of the procedure in the section «List of supplied goods, performed works, rendered services» will indicate the signs «Mission Critical Products» and «Tax deduction» for each purchase item (figure 2). For more detailed information about filling out the forms, see section paragraph 18.1 of this document.

List of supplied goods, performed works, rendered services	
Mango	
Product / service name:	Mango
Number, scope of work performed, services provided:	1.000
Unit of measurement:	PC
Unit price per item with VAT:	120.12
Unit price per item without VAT:	100.10
Product / service requirement:	not specified
Mission Critical Products:	No
Tax deduction:	Yes
Opellins	
Product / service name:	Opellins
Number, scope of work performed, services provided:	1.000
Unit of measurement:	PC
Unit price per item with VAT:	180.18
Unit price per item without VAT:	150.15
Product / service requirement:	not specified
Mission Critical Products:	No
Tax deduction:	Yes

Figure 2

3. CLARIFICATION OF DOCUMENTATION

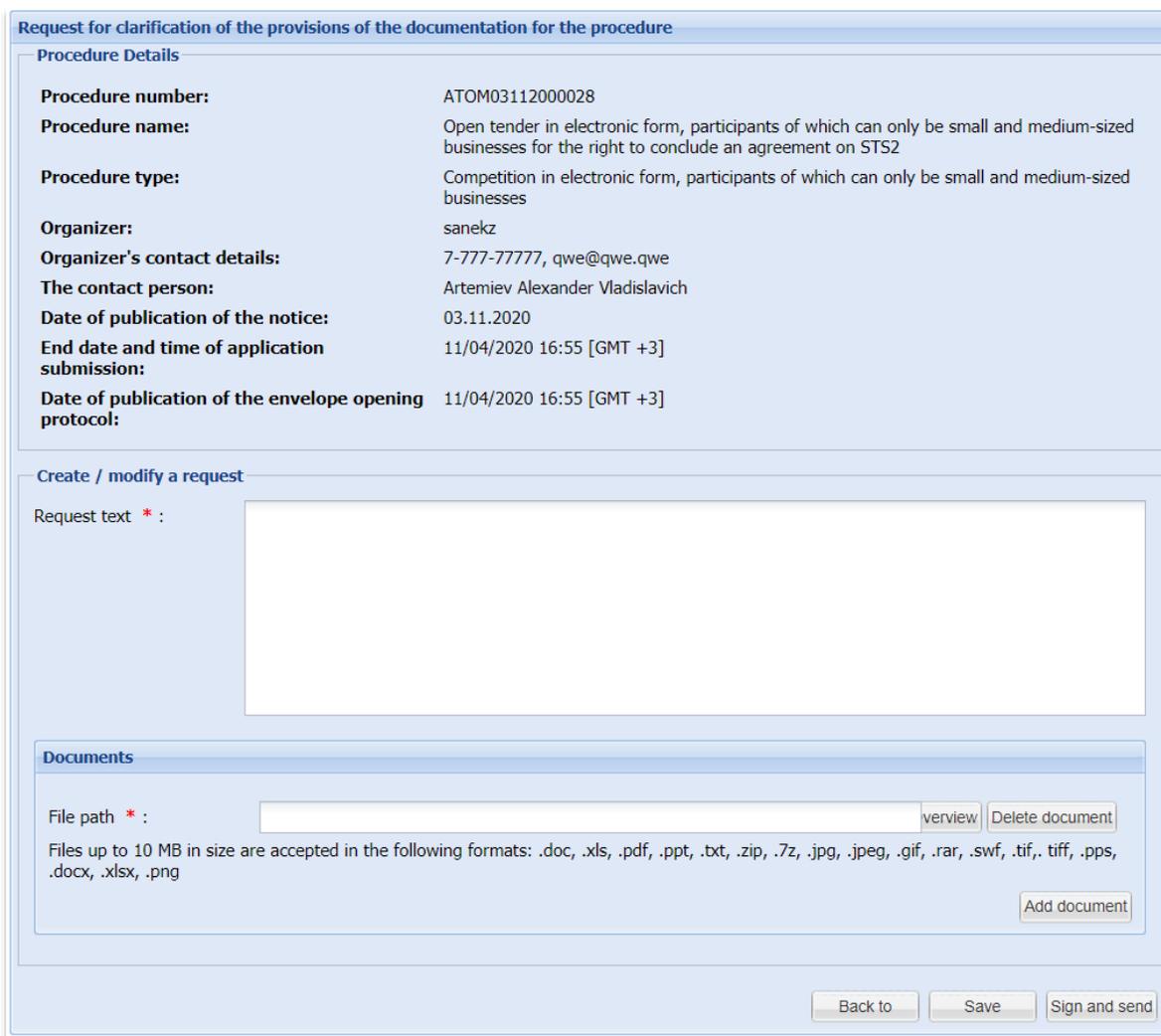
- 1) Any interested person has the right to send a request to the organizer for clarification of the documentation on the procedure no more than 3 times.
- 2) To request clarification of the documentation, open the page with the list of current procedures, find the procedure, and in the list of actions, click the button  (figure 3).



Registry No.	A ...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM031120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	sane kz sane kz		04.11.2020 17:37 20 hours left	RUB 2,400.00	Acceptance of competitive applications	
ATOM031120000...		sanya	Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement on STS2	SC "Rosatom"		04.11.2020 16:55 19 hours left	6 000,00 RUB	Acceptance of competitive applications	

Figure 3

- 3) On the form of the request (figure 4) enter the request text and attach the necessary documents.



Request for clarification of the provisions of the documentation for the procedure

Procedure Details

Procedure number: ATOM03112000028

Procedure name: Open tender in electronic form, participants of which can only be small and medium-sized businesses for the right to conclude an agreement on STS2

Procedure type: Competition in electronic form, participants of which can only be small and medium-sized businesses

Organizer: sane kz

Organizer's contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Artemiev Alexander Vladislavich

Date of publication of the notice: 03.11.2020

End date and time of application submission: 11/04/2020 16:55 [GMT +3]

Date of publication of the envelope opening protocol: 11/04/2020 16:55 [GMT +3]

Create / modify a request

Request text * :

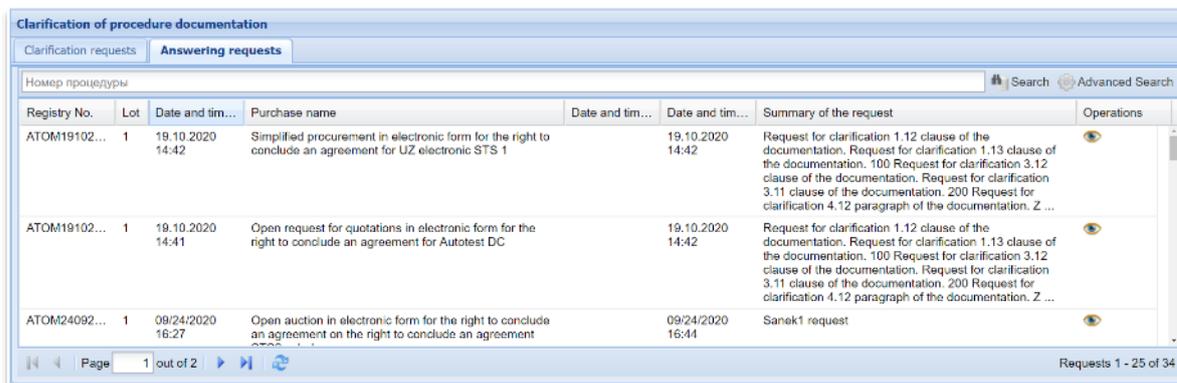
Documents

File path * :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Figure 4

- 4) After filling out the form, click on the «Sign and send» button, select the registered item instance certificate, and click on the «OK» button. As a result, the request will be sent to the procedure organizer.
- 5) You can view the response to the request in the section «Procedures – Clarification of procedure documentation» on the «Answering requests» tab (figure5).



Registry No.	Lot	Date and tim...	Purchase name	Date and tim...	Date and tim...	Summary of the request	Operations
ATOM19102...	1	19.10.2020 14:42	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic STS 1	19.10.2020 14:42		Request for clarification 1.12 clause of the documentation. Request for clarification 1.13 clause of the documentation. 100 Request for clarification 3.12 clause of the documentation. Request for clarification 3.11 clause of the documentation. 200 Request for clarification 4.12 paragraph of the documentation. Z ...	
ATOM19102...	1	19.10.2020 14:41	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	19.10.2020 14:42		Request for clarification 1.12 clause of the documentation. Request for clarification 1.13 clause of the documentation. 100 Request for clarification 3.12 clause of the documentation. Request for clarification 3.11 clause of the documentation. 200 Request for clarification 4.12 paragraph of the documentation. Z ...	
ATOM24092...	1	09/24/2020 16:27	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement	09/24/2020 16:44		Sanek1 request	

Figure5

- 6) On the «Answering requests» tab, click the button  in the «Operations» column, and then a form for viewing the response to the request and attached documents will open (figure 6).



Request for clarification of procedure documentation

Procedure Details

Procedure number: ATOM03092000015

Procedure name: Open tender in electronic form for the right to conclude an agreement for testing stability tests

Procedure type: Contest

Organizer: sanekz

Organizer's contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Kerrigan Sanyok

Date of publication of the notice: 03.09.2020

End date and time of application submission: 09/03/2020 21:35 [GMT +3]

Date of publication of the envelope opening protocol: 09/03/2020 21:35 [GMT +3]

Request text

Request text: Request for clarification of clause 1.2 of the documentation

Documents attached to the request: 1) [a1s2.txt](#)

Figure 6

4. CLARIFICATION OF THE REQUEST

- 1) When conducting the procedure, the procurement Commission in accordance with the UIPS and 223-FZ may decide to send the participant a clarifying request for clarification of the provisions of the application.
- 2) A clarifying request is provided in a tender, auction, or request for proposals at the stages «Consideration of the first parts of applications» and «Consideration of the second parts of applications», and in a request for quotations at the stage of consideration of applications.
- 3) The decision to specify the first parts of bids (in a tender, auction, and request for proposals) or to specify one part of bids (for requesting quotations) for participation in a procurement is reflected in the Protocol for requesting clarifications on bids. The decision to specify the second parts of bids (in a tender, auction, and request for proposals) for participation in a procurement is reflected in the request for clarification act on bids.
- 4) To view the requests themselves, go to the section «Applications for participation – Clarification of the provisions of applications for participation» (figure 7), after which the registry of all requests opens (figure 8).



Figure 7

Clarification of the provisions of applications for participation										
Clarification requests										
Answering requests										
Номер процедуры										
Registry No.	Lot	Par...	Date and tim...	Purchase name	Date and tim...	Summary of the request	A type	Rejection stage	application id	Operations
ATOM021120...	1		02.11.2020 10:41	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement...	02.11.2020 10:51	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59777	
ATOM021120...	1		02.11.2020 10:33	Open electronic reduction for the right to conclude an agreement	02.11.2020 10:43	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59774	
ATOM021120...	1		02.11.2020 10:33	Open electronic reduction for the right to conclude an agreement	02.11.2020 10:43	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification required gender ...	Main	consideration of applications	59773	

Figure 8

- 5) To view the request, select an icon , and then the form opens (figure 9).

Request for clarification of the provisions of the application for participation

Procedure Details

Procedure number:	ATOM02112000014
Procedure name:	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2
Procedure type:	Auction
Organizer:	sanez
Organizer's contact details:	7-777-77777, qwe@qwe.qwe
The contact person:	Artemiev Alexander Vladislavich
Date of publication of the notice:	02.11.2020
End date and time of application submission:	02.11.2020 10:40 [GMT +3]
Date of publication of the envelope opening protocol:	02.11.2020 10:40 [GMT +3]

Request text

Request text:	The participant was asked to clarify the provisions of the application. Required to provide missing documents. Documents presented in an unreadable form. Clarification of the provisions of the application is required.
Deadline for submitting a response to an additional request:	11/02/2020 10:51 [GMT +3]
Documents attached to the request:	1) request1 [5].txt

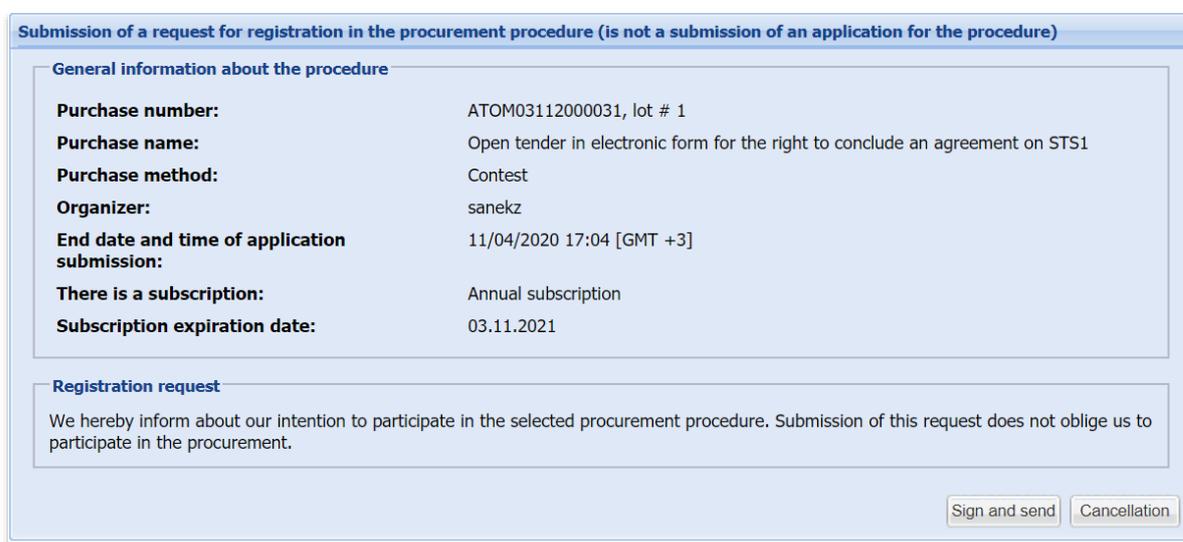
Figure 9

- 6) When receiving a request, the participant must respond to it within the specified time limit. After the specified time limit expires, you can no longer respond to the request.
- 7) Responses to requests are available for viewing on the ETP in the Section «Applications for participation – Clarification of the provisions of applications for participation» in the «Answering requests» tab.

5. STAGES OF THE AUCTION/ REVERSE AUCTION

5.1. Submission of application

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions under the procedure, click on the button  and on the request form (figure10) click the «Sign and send» button and use the item instance certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM03112000031, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanekz
End date and time of application submission:	11/04/2020 17:04 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Figure10

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) On the application submission page, you must fill in the following information:
 - First part of the application;
 - The second part of the application.
- 6) The organizer assigns the list of forms that are included in each part of the application at the stage of publication of the notification.
 - a. The first part of the application may contain the following forms:
 - Participant's application (1 part) - provided as a freely downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Schedule of delivery of goods/performance of works/rendering of services-provided in the form of a completed form attached to the application (included

- in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
- Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
 - Technical offer – this form is uploaded to the application as a file attached to the application;
 - Product requirements set by the Organizer are uploaded as a file.
- b. The second part of the application may include the following forms:
- The participant's application (part 2) is provided as a freely downloadable file;
 - The participant's application form is included in the application in accordance with the requirements [of order No. 1-691](#). Manufacturer company / company – contractor / service company fills out the questionnaire if it is necessary to conduct an audit of the accuracy of data by the Organizer. For more information about the application form на, please refer to paragraphs 18.1 of this document;
 - Volume distribution plan (delivery of goods / performance of works / provision of services) between auction participants and (suppliers / subcontractors / co-executors) – if necessary for the customer to obtain information about suppliers / subcontractors / co-executors;
 - Information about material and technical resources;
 - Information about human resources;
 - Optional fields:
 - Accounting data – contains data on the balance sheet and profit and loss Statement; reference on material and technical resources;
 - Confirmation of delivery rights (filled in for all types of equipment offered), uploaded as a file;
 - Certificate of participation in court proceedings;
 - Requirements to the participant confirming that the participant is not in the process of liquidation, etc;
 - Participant's application forms;
 - Information about the second part of the application.

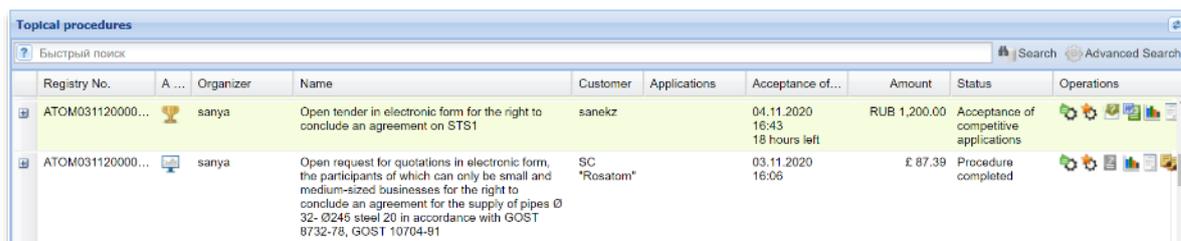
5.2. Consideration of the first parts of applications

- 1) The stage «Consideration of the first parts of applications» is held after the deadline for submitting applications in the auction / reverse auction procedures.
- 2) At this stage, the organizer considers the first parts of applications and, if necessary, may decide to further refine the first part of the application (see paragraph 6.2) by sending clarifying requests to participants.
- 3) The decision to send requests for clarifications on applications is reflected in the interim Protocol for reviewing the first parts of applications (see paragraph 4).
- 4) Based on the results of consideration of the first parts of applications and the decisions taken on applications (on the admission of Applicants to participate in the further stage

of the procedure, or the decision to refuse admission), the organizer publishes the final Protocol on the consideration of the first parts of applications.

Note 2. If the only submitted application is being considered, the organizer for review can immediately make a decision on all parts of the application and form a Protocol for the consideration of the first and second parts of applications (summing up Protocol).

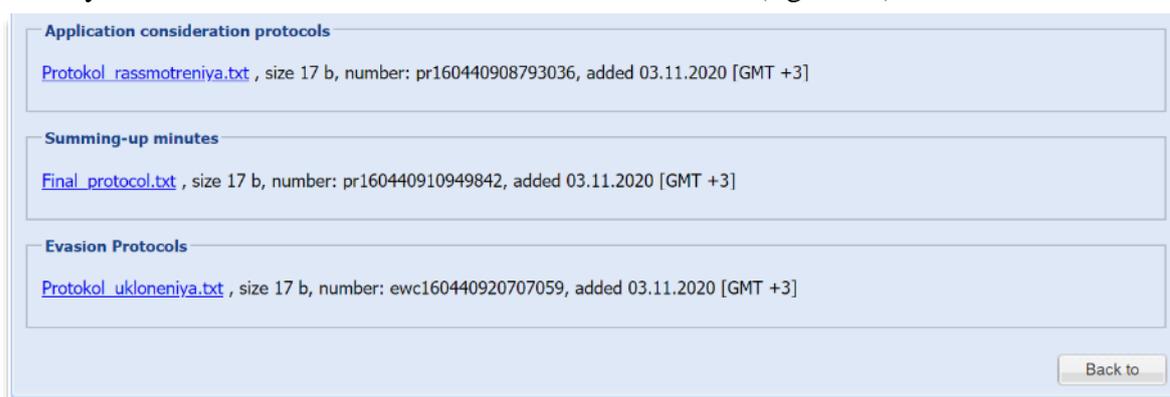
- 5) To view the published Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 11).



Registry No.	A ...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM031120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	sanez		04.11.2020 16:43 18 hours left	RUB 1,200.00	Acceptance of competitive applications	
ATOM031120000...		sanya	Open request for quotations in electronic form, the participants of which can only be small and medium-sized businesses for the right to conclude an agreement for the supply of pipes Ø 32- Ø245 steel 20 in accordance with GOST 8732-78, GOST 10704-81	SC "Rosatom"		03.11.2020 16:06	£ 87.39	Procedure completed	

Figure 11

- 6) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the Protocol (figure 12).



Application consideration protocols

[Protokol_rassmotreniya.txt](#), size 17 b, number: pr160440908793036, added 03.11.2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#), size 17 b, number: pr160440910949842, added 03.11.2020 [GMT +3]

Evasion Protocols

[Protokol_ukloneniya.txt](#), size 17 b, number: ewc160440920707059, added 03.11.2020 [GMT +3]

[Back to](#)

Figure 12

5.3. Bidding

- 1) The stage begins after the publication in the auction / reverse auction of the protocol for consideration of the first parts of applications.

Note 3. If at the stage of consideration of the first parts of applications 1 application was admitted, then the stage is not held, and the procedure goes to the consideration of the second parts and summing up the results.

- 2) The start time of the auction is set can be viewed on the notification form (figure 13). The time is displayed according to your local time zone installed on your computer.

List of lots	
Lot 1	
Dates of the procedure by lot (time is displayed according to your local time zone: GMT +03: 00)	
Date and time of the deadline for submission of applications, proposals ⚠	11/03/2020 11:15 AM [GMT +3]
Date and time of expiration of the period for publication of the protocol of opening envelopes	11/03/2020 11:15 AM [GMT +3]
Expiration date for the consideration of applications:	03.11.2020
Date and time of the event:	11/03/2020 11:22 AM [GMT +3]
End date of the summarizing period:	04.11.2020
Date of conclusion of the contract	11/12/2020

Figure 13

- 3) At the appointed date and time, the bidding stage begins. Bids are served by reducing the initial maximum price of the contract (lot price), specified in notification about conducting of auction.
- 4) The time for accepting bids for the contract price is 30 (thirty) minutes from the start of bidding, as well as 30 (thirty) minutes after the last offer for the contract price is received.
- 5) When bidding, click on the button in the «Operations» column .
- 6) If the start time of trading has not yet reached us, a message will be displayed (figure14) indicating the time before the start of the stage.

Trading has not started yet, please wait for trading to start
 Start of trading: **04.11.2020 17:44 [GMT +3]**
 Trading will start in: **3 minutes 1 second**

Figure14

- 7) When the trading time expires on the page, the trading progress page displays an informational message about the end of trading (figure15).

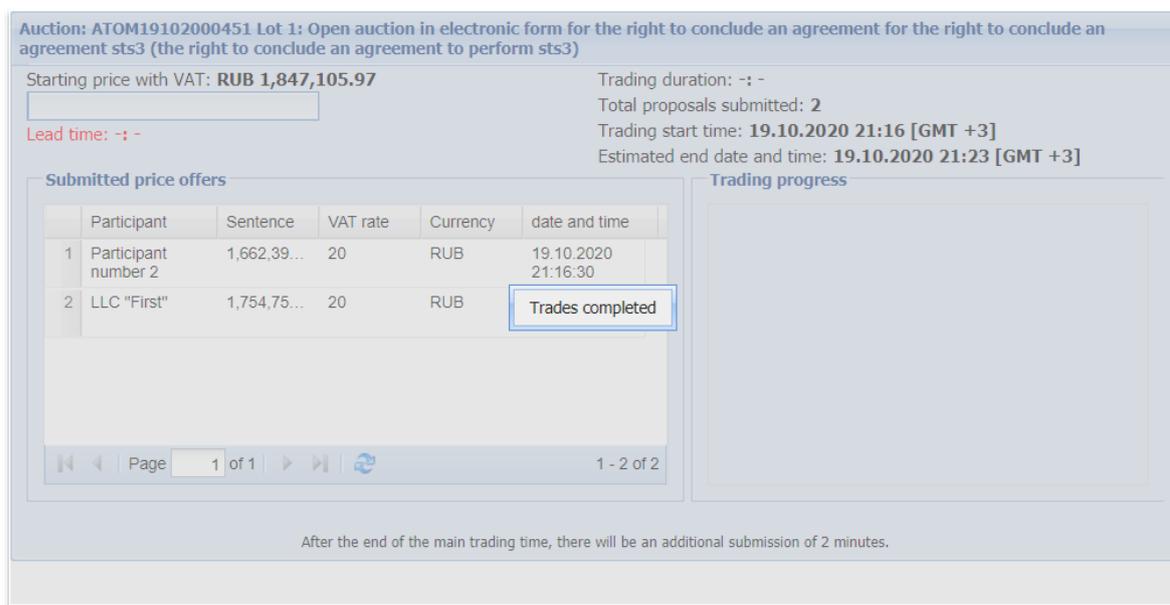


Figure15

5.4. Consideration of the second parts of applications and summarizing

- 1) Consideration of the second parts of applications and summing up the results is carried out after the auction stage.
- 2) At this stage, the Commission considers the second part of applications for compliance with the auction documentation requirements.
- 3) At this stage, the Commission can decide to clarify bids for participation in the auction / reverse auction of the second parts by sending clarifying requests to participants. The decision to send requests for clarifications on applications is reflected in the interim Protocol for reviewing the second parts of applications (see paragraph 4).
- 4) Following consideration of the second parts of applications for participation in the auction, the Commission at its meeting in respect of each auction participant, the second part of the application, which were addressed, decides on the conformity of such participant and its applications in General the documentation or the rejection of his application.
- 5) By results of consideration of the second parts of the bids, the Commission assigns to participants, which was found to comply with the terms of the auction, place, starting with the first; while the first place is assigned to the participant who has offered the lowest contract price and recognized the winner of the auction participant, including the sole member, corresponding to the requirements of commentaries, the application for participation in the auction which has the first place, except if required to audit the reliability of the data after ranking of bidders before selecting a winner.
- 6) If it is necessary to conduct a data reliability audit after ranking the participants applications, the data reliability audit is conducted before selecting the winner in accordance with The Corporation's regulatory document. The winner of the purchase is the participant who has offered the best conditions for the performance of the contract, manufacturers/ contractors/ service companies specified in the application, who has successfully passed the data reliability audit and has taken a higher place in the ranking.

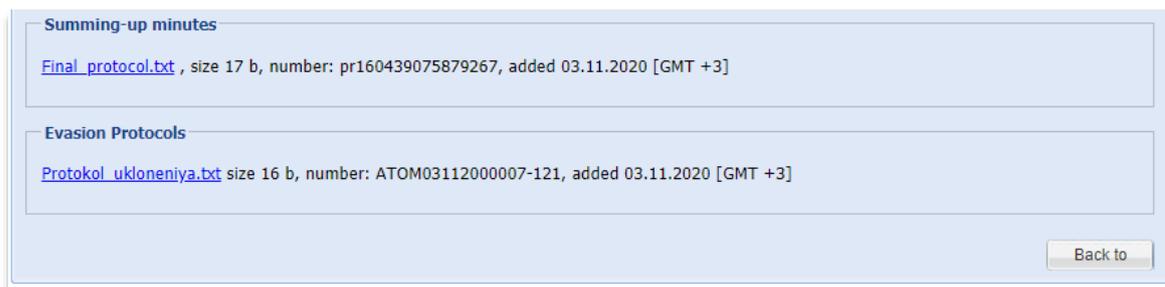
- 7) The results of consideration of the second parts of applications and summing up are reflected in the protocol second parts review and summing up report. When conducting a data reliability audit, the result of ranking participants applications can be reflected in an interim protocol, and the determination of the Winner in a separate final protocol.
- 8) To view the published Protocol, go to the procedures registry section in your Personal dashboard and select the one you need in the list, then select «Protocols» in the list of actions (figure 16).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		03.11.2020 11:15	£ 1 847	Consideration of applications	  
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		02.11.2020 10:40	£ 1 847	Consideration of applications	  
ATOM02112000...		sanya	Open auction in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	sanez		02.11.2020 10:08	£ 1 847	Consideration of applications	  

Figure 16

- 9) On the Protocol form that opens, in the «Summing-up minutes» section, you will be able to view and download the Protocol (figure 17).



Summing-up minutes

[Final_protocol.txt](#) , size 17 b, number: pr160439075879267, added 03.11.2020 [GMT +3]

Evasion Protocols

[Protokol_ukloneniya.txt](#) size 16 b, number: ATOM03112000007-121, added 03.11.2020 [GMT +3]

Figure 17

Note 4. When the Protocol is published, notifications will be sent to your email address.

6. STAGES OF THE CONTEST

6.1. Submission of application

- 7) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 8) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.

To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM03112000026, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanekz
End date and time of application submission:	11/04/2020 16:43 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Sign and send Cancellation

- 9) figure18) click on the «Sign and send» button and use the item instance certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM03112000026, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanekz
End date and time of application submission:	11/04/2020 16:43 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Sign and send Cancellation

Figure18

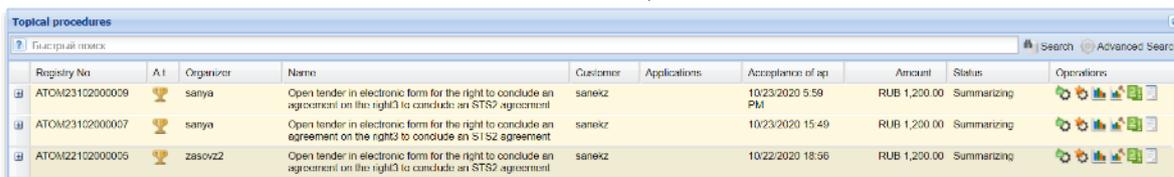
- 10) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 11) The list of forms that are included in the application is assigned by the organizer at the stage of publication of the notification.
 - a. The first part of the application may contain the following forms:
 - Participant's application – provided as a freely downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Schedule of delivery of goods / performance of works/rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
 - Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
 - Technical offer – this form is uploaded to the application as a file attached to the application;
 - Product requirements set by the Organizer are uploaded as a file.
 - The participant's application form is included in the application in accordance with the requirements of order [No.1-691](#).Manufacturer/ company – contractor / service company fills out the questionnaire if it is necessary to conduct an audit of the accuracy of data by the Organizer. Read more about questionnaire written in paragraphs 18.1 of this document;
 - Volume distribution plan (delivery of goods / performance of works / provision of services) between auction participants and (suppliers / subcontractors / co-executors) – if necessary for the customer to obtain information about suppliers / subcontractors / co-executors;
 - Information about material and technical resources;
 - Information about human resources;
 - Optional fields:
 - Accounting data – contains data on the balance sheet and profit and loss Statement; reference on material and technical resources;
 - Confirmation of delivery rights (filled in for all types of equipment offered), uploaded as a file;
 - Certificate of participation in court proceedings;
 - Requirements to the participant confirming that the participant is not in the process of liquidation, etc;
 - Participant's profile;
 - Information about the second part of the application.

6.2. Consideration of applications (selection stage)

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.
- 3) During the selection stage the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission may decide to clarify applications for participation in the competition during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim protocol (see paragraph 4).
- 5) Based on the results of consideration of applications and decisions made on applications (on the admission of applicants to participate in the next stage of the procedure, or the decision to refuse admission), the organizer publishes the final protocol on the consideration of applications at the qualifying stage.

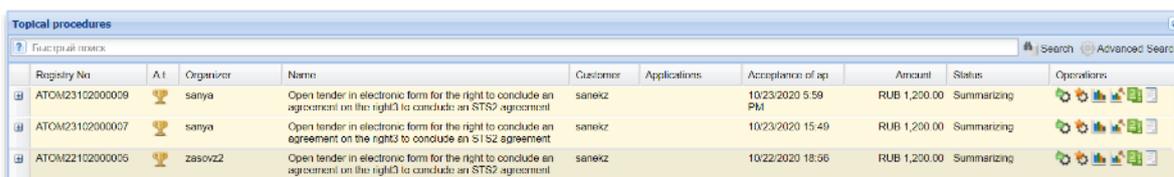
Note 5. At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications (evaluation and selection stages), which will be the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

To view the published Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (



Registry No	AI	Organizer	Name	Customer	Applications	Acceptance of app	Amount	Status	Operations
ATOM2310200009	🏆	sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/23/2020 5:59 PM	RUB 1,200.00	Summarizing	🔄 📄 📁 📧
ATOM2310200007	🏆	sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/23/2020 15:49	RUB 1,200.00	Summarizing	🔄 📄 📁 📧
ATOM2210200005	🏆	zasov22	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/22/2020 18:56	RUB 1,200.00	Summarizing	🔄 📄 📁 📧

6) figure 19).



Registry No	AI	Organizer	Name	Customer	Applications	Acceptance of app	Amount	Status	Operations
ATOM2310200009	🏆	sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/23/2020 5:59 PM	RUB 1,200.00	Summarizing	🔄 📄 📁 📧
ATOM2310200007	🏆	sanya	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/23/2020 15:49	RUB 1,200.00	Summarizing	🔄 📄 📁 📧
ATOM2210200005	🏆	zasov22	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement	sanez		10/22/2020 18:56	RUB 1,200.00	Summarizing	🔄 📄 📁 📧

Figure 19

- 7) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 20).

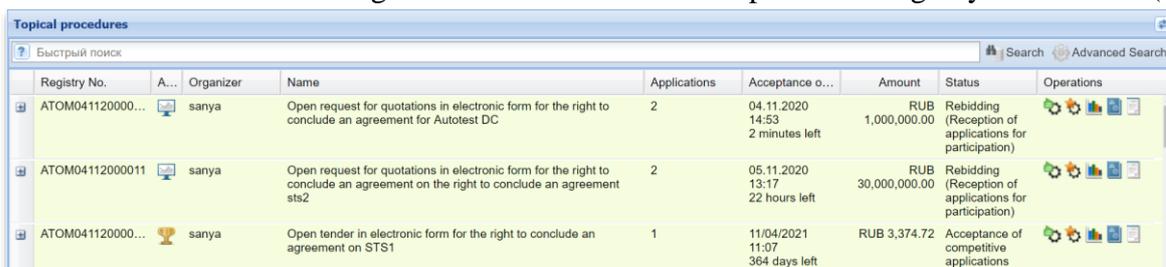


Figure 20

6.3. Rebidding

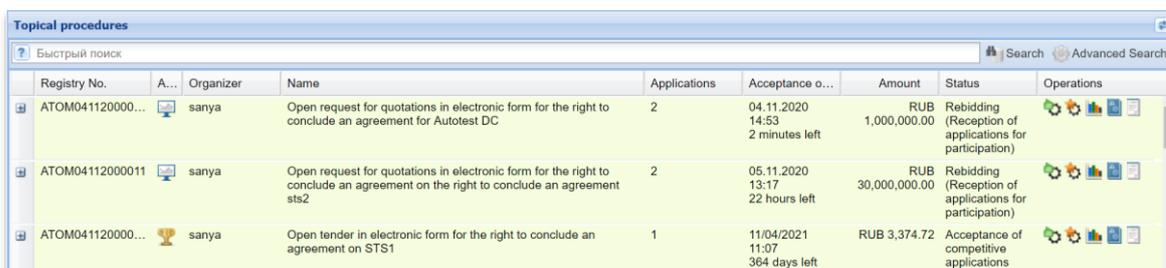
- 1) Rebidding is an optional stage and is carried out if the notification of the purchase provides for the possibility of conducting a rebidding procedure.
- 2) During this stage, participants can improve their price offers.
- 3) The decision to conduct a rebidding is made at the evaluation stage or before it begins.
- 4) The number of rebidding not limited.
- 5) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

The start time and rebidding status can be viewed in the procedure registry on the form (



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

- 6) figure 21). The time is displayed according to your local time zone installed on your computer.



Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

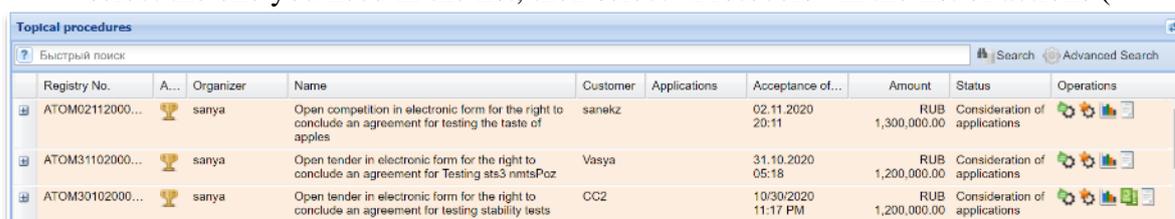
Figure 21

- 7) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

6.4. Consideration of applications (evaluation stage) and summarizing

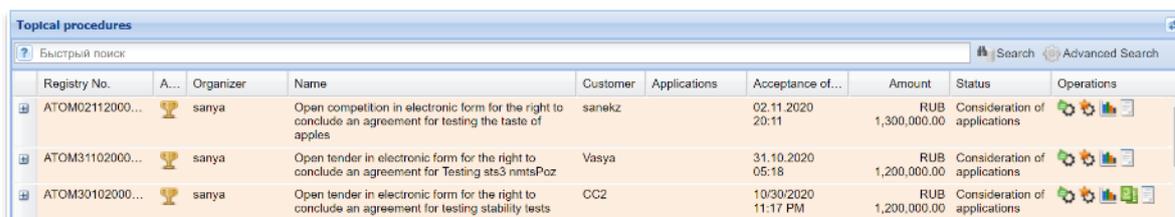
- 1) Consideration of applications (evaluation stage) and summing up of results was carried out after consideration of applications (selection stage) or after a rebidding. If there is a rebidding, it can be repeated.
- 2) At the evaluation stage, the Commission evaluates and compares the bids of eligible bidders, taking into account rebidding proposals, in accordance with the evaluation criteria and evaluation procedure provided for in the documentation, and ranks all eligible bidders, starting with the first place. If the participants scored the same number of points, they can be assigned the same place in the ranking.
- 3) At this stage, the Organizer is given the opportunity to create an interim protocol, conduct a repeated rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of the evaluation of applications and summing up are recorded in the minutes of the review of applications at the evaluation stage and summing up.

To view the Protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

7) figure 22).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

Figure 22

- 8) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 23).



Figure 23

- 9) the final summing-up protocol is published to determine the winner.

Note 6. When publishing each protocol for reviewing applications at the evaluation stage or a single protocol for reviewing applications at the evaluation and selection stages, the participants specified in the protocol receive a notification by email.

7. STAGES OF THE REQUEST FOR PROPOSALS

7.1. Submission of application

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (figure24) click the «Sign and send» button and use the item instance certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM03112000036, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on STS1
Purchase method:	Contest
Organizer:	sanekz
End date and time of application submission:	11/04/2020 17:37 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Sign and send Cancellation

Figure24

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The list of forms that are included in the application is assigned by the organizer at the stage of publication of the notification:
 - b. The first part of the application may contain the following forms:
 - Participant's application – provided as a freely downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Schedule of delivery of goods / performance of works / rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
 - Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application

(included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);

- Technical offer – this form is uploaded to the application as a file attached to the application;
- Product requirements set by the Organizer are uploaded as a file.
- The participant's application form is included in the application in accordance with the requirements of order [No.1-691](#). Manufacturer company/ company – contractor / service company fills out the questionnaire if it is necessary to conduct an audit of the accuracy of data by the Organizer. Read more about questionnaire written in paragraphs 18.1 of this document;
- Volume distribution plan (delivery of goods / performance of works / provision of services) between auction participants and (suppliers / subcontractors / co-executors) – if necessary for the customer to obtain information about suppliers / subcontractors / co-executors;
- Information about material and technical resources;
- Information about human resources;
- Optional fields:
 - Accounting data – contains data on the balance sheet and profit and loss Statement; reference on material and technical resources;
 - Confirmation of delivery rights (filled in for all types of equipment offered), uploaded as a file;
 - Certificate of participation in court proceedings;
 - Requirements to the participant confirming that the participant is not in the process of liquidation, etc;
 - Participant's profile;
 - Information about the second part of the application.

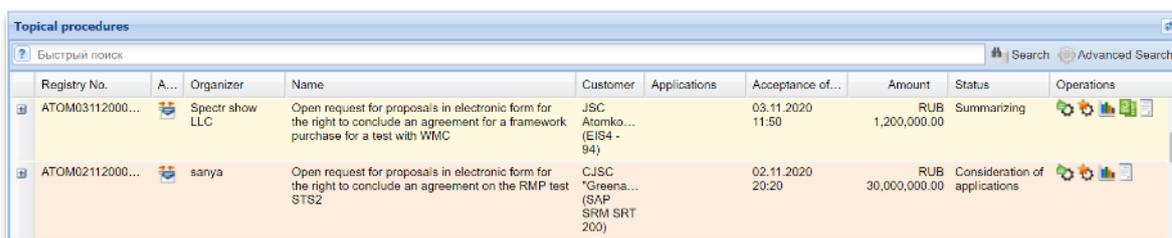
7.2. Consideration of applications (selection stage)

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.
- 3) During the selection stage, the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission can decide to clarify requests for participation in the request for proposals during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim protocol (see paragraph 4).
- 5) Based on the results of consideration of applications and decisions made on applications (on the admission of applicants to participate in the further stage of the procedure, or

the decision to refuse admission), the organizer publishes the final protocol on the consideration of applications at the qualifying stage.

Note 7. At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications at the selection and evaluation stages, which will serve as the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

- 6) To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 25).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a test with WMC	JSC Atomko... (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	
ATOM02112000...		sanya	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test STS2	CJSC "Greena... (SAP SRM SRT 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	

Figure 25

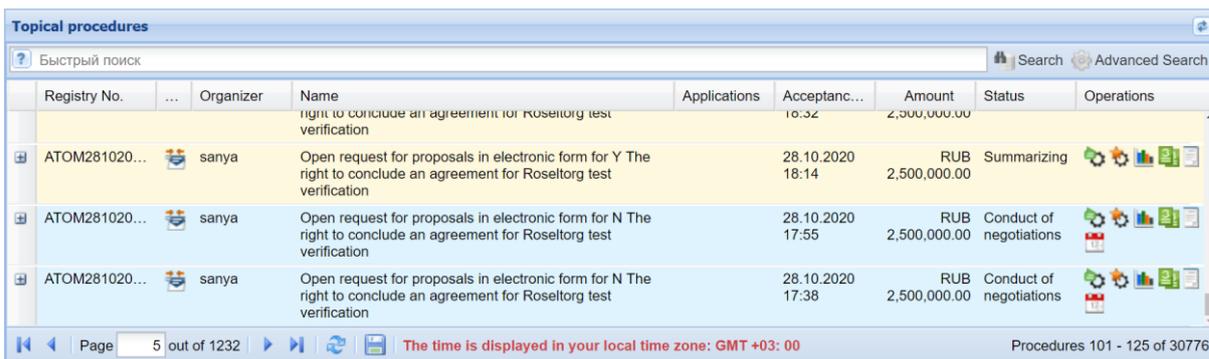
- 7) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 26).



Figure 26

7.3. Conversation

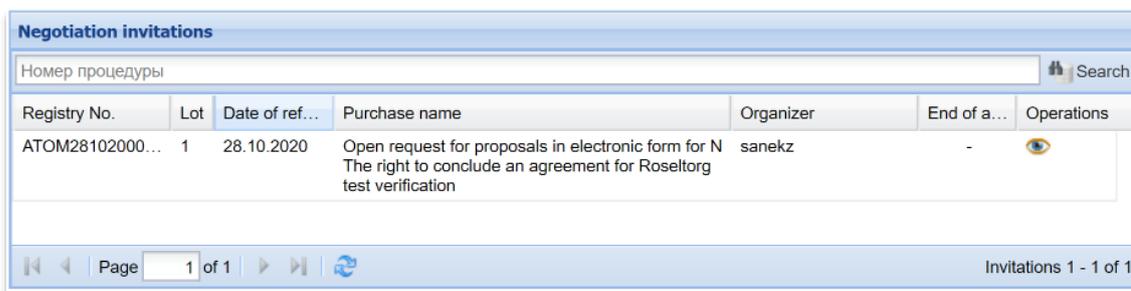
- 1) During the request for proposals procedure, it is possible to conduct negotiations with participants.
- 2) Negotiations are held after the publication of the protocol on consideration of applications at the selection stage (protocol of summing up the results) and before the rebidding process. The decision to hold negotiations is made outside the ETP.
- 3) When initiating negotiations, the procedure switches to the «Conduct of negotiation» status (figure27).



Registry No.	Organizer	Name	Applications	Acceptanc...	Amount	Status	Operations
ATOM281020...	sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roselorg test verification		28.10.2020 18:32	RUB 2,500,000.00	Summarizing	
ATOM281020...	sanya	Open request for proposals in electronic form for N The right to conclude an agreement for Roselorg test verification		28.10.2020 17:55	RUB 2,500,000.00	Conduct of negotiations	
ATOM281020...	sanya	Open request for proposals in electronic form for N The right to conclude an agreement for Roselorg test verification		28.10.2020 17:38	RUB 2,500,000.00	Conduct of negotiations	

Figure27

- 4) When conducting negotiations, the organizer can invite participants to negotiations by sending out notifications.
- 5) To view the invitation to negotiations open the page with the list of current procedures and find the request for proposals procedure in the status «Conducting auctions», then in the «Operations» column, click on the button , and the «Negotiation invitations» page will appear (figure 28).



Registry No.	Lot	Date of ref...	Purchase name	Organizer	End of a...	Operations
ATOM28102000...	1	28.10.2020	Open request for proposals in electronic form for N The right to conclude an agreement for Roselorg test verification	sanez	-	

Figure 28

- 6) To upload document or protocol files, click on the appropriate link. In the standard upload tools, select «Open» or «Save» («Show in folder»).
- 7) During the negotiation stage, participants can update their bid (except for the price offer) by editing the previously saved bid.
- 8) The results of negotiations with each of the participants are drawn up outside the ETP in separate protocols, which are then published on the ETP.
- 9) To view the minutes of negotiations, open the page with a list of current procedures and find the request for proposals procedure in the status «Conducting auctions» and click on the button , as a result, the page «Negotiation invitations» will appear (figure 29).

Serial num...	Procurement participant	End of application...	Request	Location	the date of...	Invitation docum...	Negotiation proto...
2	Alexander 937	-	-	place 2	28.10.2020 18:02	ats2 [3].txt	-
1	LLC "First"	-	-	place 1	28.10.2020 18:02	ats2 [2].txt	-

Figure29

10) The protocol is automatically published on the «Protocols» pages in the section «Protocols of the negotiations».

7.4. Rebidding

- 1) Rebidding is an optional stage and is carried out by the decision of the Commission, if the notice of procurement provides for the possibility of conducting a rebidding procedure.
- 2) During this stage, participants can improve their price offers.
- 3) The decision to conduct a rebidding is made at the evaluation stage or before it begins.
- 4) The number of rebidding not limited.
- 5) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

The start time and rebidding status can be viewed in the procedure registry on the form (

Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

figure 30). The time is displayed according to your local time zone installed on your computer.

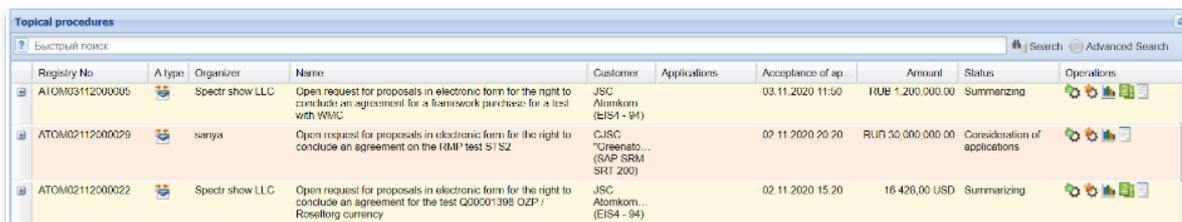
Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

Figure 30

- 6) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

7.5. Evaluation stage and summarizing

- 1) The stage is held after consideration of applications (the selection stage) and can be repeated if there is a rebidding.
- 2) At this stage, the Commission evaluates and compares applications from eligible bidders based on rebidding proposals and ranks all eligible bidders by criteria, starting with the first place, which is assigned to the winner. If the participants scored the same number of points, they can be assigned the same place in the ranking.
- 3) At this stage, the Organizer is given the opportunity to create an interim Protocol for reviewing applications at the evaluation stage, conduct a rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders' bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of evaluation of applications and summing up are reflected in the protocol for reviewing applications at the evaluation stage and summing up.
- 10) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 31).



Registry No	A type	Organizer	Name	Customer	Applications	Acceptance of ap	Amount	Status	Operations
AIOM03112000005		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a test with WAC	JSC Atomikom (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	
ATOM02112000029		saarya	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test STSZ	CJSC "Greenato... (SAP SRM) SRT 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	
ATOM02112000022		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for the test Q00001398 QZP / Resellorg currency	JSC Atomikom... (EIS4 - 94)		02.11.2020 15:20	16 428,00 USD	Summarizing	

Figure 31

- 11) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 232).



Figure 32

Note 8. When publishing each protocol for reviewing applications at the evaluation stage, the participants specified in the protocol receive a notification by email.

8. STAGES OF THE REQUEST FOR QUOTATIONS

8.1. Submission of application

- 1) The participant submits an application for each lot of the procedure separately, and it is possible to participate in any number of lots included in the procedure.
- 2) Before submitting an application, you must submit a request for registration in the procedure. The request is submitted once, after which you can submit a request.
- 3) To submit a registration request in the list of actions for the procedure, click on the button  and on the request form (figure33) click on the «Sign and send» button and use the item instance certificate to sign the request.

Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM02112000021, lot # 1
Purchase name:	Open tender in electronic form for the right to conclude an agreement on the right to conclude an STS2 agreement
Purchase method:	Contest
Organizer:	sanez
End date and time of application submission:	11/05/2020 15:42 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Figure33

- 4) After registering to apply for participation in the procedure, click on the button in the list of actions for the procedure . As a result, the application form opens.
- 5) The organizer assigns the list of forms that are included in the application at the stage of publication of the notification.
 - a. The first part of the application may contain the following forms:
 - Participant's application – provided as a freely downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Schedule of delivery of goods/performance of works/rendering of services-provided in the form of a completed form attached to the application (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
 - Payment schedule for the goods delivered / works performed / services rendered – provided in the form of a completed form attached to the application

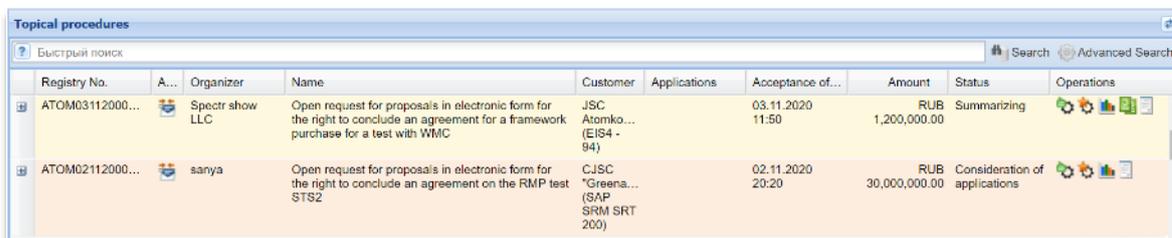
- (included in the application at the request of the Organizer, mandatory for filling in, if the Organizer included it in the application);
- Technical offer – this form is uploaded to the application as a file attached to the application;
 - Product requirements set by the Organizer are uploaded as a file.
 - Volume distribution plan (delivery of goods / performance of works / provision of services) between auction participants and (suppliers / subcontractors / co-executors) – if necessary for the customer to obtain information about suppliers / subcontractors / co-executors;
 - Information about material and technical resources;
 - Information about human resources;
 - Optional fields:
 - Accounting data – contains data on the balance sheet and profit and loss Statement; reference on material and technical resources;
 - Confirmation of delivery rights (filled in for all types of equipment offered), uploaded as a file;
 - Certificate of participation in court proceedings;
 - Requirements to the participant confirming that the participant is not in the process of liquidation, etc;
 - The participant's application form is included in the application in accordance with the requirements of order [No.1-691](#). The manufacturer / contractor / service company fills out the questionnaire if it is necessary to conduct an audit of the accuracy of data by the Organizer. Read more about questionnaire written in paragraphs 18.1 of this document;
 - Information about the second part of the application.

8.2. Consideration of applications (selection stage)

- 1) The «Consideration of applications» stage is held after the deadline for submitting applications in the procedure.
- 2) All information about participants (names of organizations, their applications and price offers) becomes available to the organizer.
- 3) During the selection stage, the Commission reviews applications for compliance with the requirements set out in the documentation and the compliance of procurement participants with the established requirements. The purpose of the selection stage is to allow for further participation in the procurement of applications that meet the requirements of documentation submitted by participants that meet the requirements of documentation, and reject the rest.
- 4) At this stage, the Commission may decide to clarify requests for participation in the quotation request during the selection stage by sending clarifying requests to participants. The decision to send requests for callouts is reflected in the interim Protocol (see paragraph 4).
- 5) At this stage, the organizer reviews the submitted applications and, if necessary может принять, may decide to further refine the application.
- 6) Based on the results of consideration of applications and decisions made on applications (on admission of Applicants to participate in the further stage of the procedure, or the

decision to refuse admission), the organizer publishes the final Protocol on the consideration of applications at the qualifying stage.

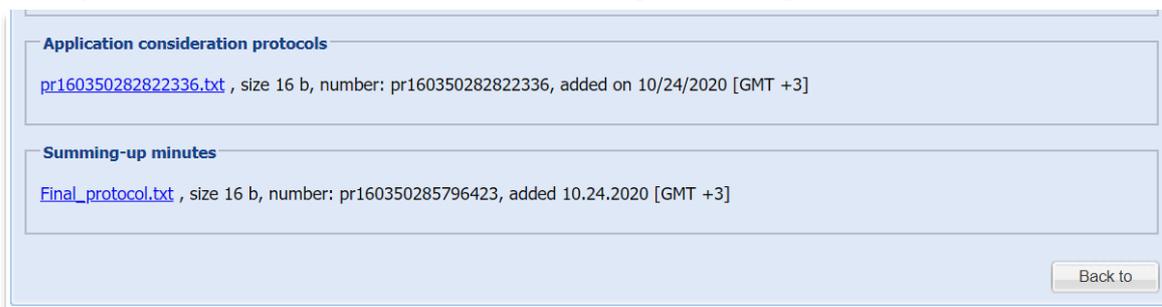
- 7) To view the published protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 34).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM03112000...		Spectr show LLC	Open request for proposals in electronic form for the right to conclude an agreement for a framework purchase for a test with WMC	JSC Atomko... (EIS4 - 94)		03.11.2020 11:50	RUB 1,200,000.00	Summarizing	
ATOM02112000...		sanya	Open request for proposals in electronic form for the right to conclude an agreement on the RMP test STS2	CJSC "Greena... (SAP SRM SRT 200)		02.11.2020 20:20	RUB 30,000,000.00	Consideration of applications	

Figure 34

- 8) On the Protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (figure 35).



Application consideration protocols

[pr160350282822336.txt](#) , size 16 b, number: pr160350282822336, added on 10/24/2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#) , size 16 b, number: pr160350285796423, added 10.24.2020 [GMT +3]

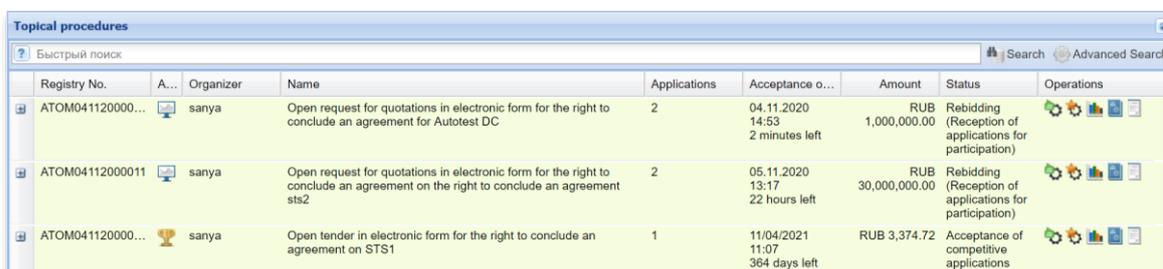
Figure 35

Note 9. At the same stage, instead of publishing the protocol for reviewing applications at the selection stage, the organizer can publish a single protocol for reviewing applications at the selection and evaluation stages, which will serve as the final protocol for the procedure. This protocol simultaneously indicates the decision to allow applications to participate and the final decision on the lot. After the protocol is published on the ETP, the procedure will be completed.

8.3. Rebidding

- 7) Rebidding is an optional stage and is carried out by the decision of the Commission, if the notice of procurement provides for the possibility of conducting a rebidding procedure.
- 8) During this stage, participants can improve their price offers.
- 9) The decision to conduct a rebidding is made at the evaluation stage or before it begins.
- 10) The number of rebidding not limited.
- 11) The decision to conduct a rebidding is made by the organizer, who sets the terms of the rebidding, the duration of the rebidding, and the parameters for which the rebidding will be conducted.

- 12) The start time and rebidding status can be viewed in the procedure registry on the form (Figure 36). The time is displayed according to your local time zone installed on your computer.



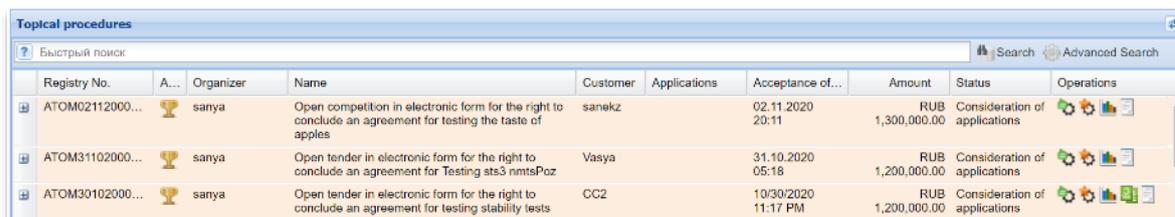
Registry No.	A...	Organizer	Name	Applications	Acceptance o...	Amount	Status	Operations
ATOM041120000...		sanya	Open request for quotations in electronic form for the right to conclude an agreement for Autotest DC	2	04.11.2020 14:53 2 minutes left	RUB 1,000,000.00	Rebidding (Reception of applications for participation)	
ATOM04112000011		sanya	Open request for quotations in electronic form for the right to conclude an agreement on the right to conclude an agreement sts2	2	05.11.2020 13:17 22 hours left	RUB 30,000,000.00	Rebidding (Reception of applications for participation)	
ATOM041120000...		sanya	Open tender in electronic form for the right to conclude an agreement on STS1	1	11/04/2021 11:07 364 days left	RUB 3,374.72	Acceptance of competitive applications	

Figure 36

- 13) When conducting a rebidding, the Organizer does not see the submitted proposals of participants and the names of organizations that took part in the rebidding. At the rebidding stage, the participant does not see the price offers of other participants.

8.4. Summarizing

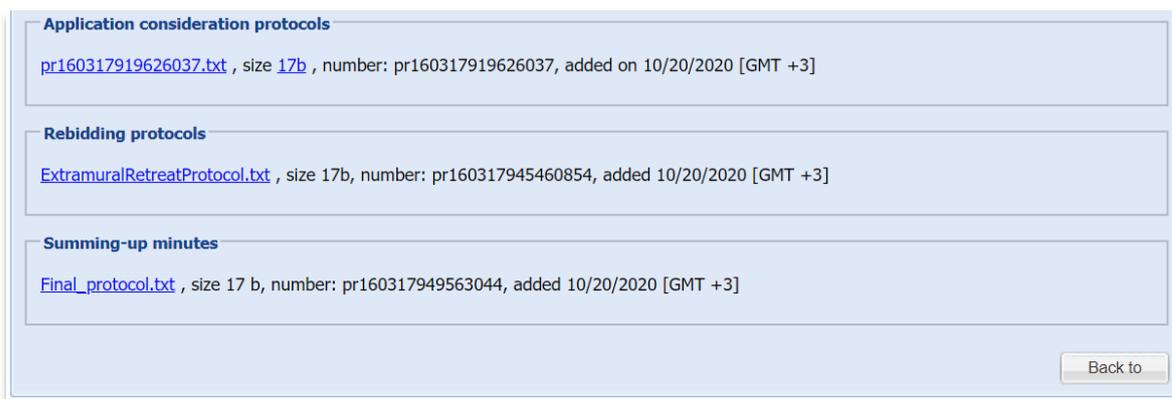
- 1) The stage is held after consideration of applications (the selection stage) and can be repeated if there is a rebidding.
- 2) At this stage, the Commission evaluates and compares applications from eligible bidders based on rebidding proposals and ranks all eligible bidders by criteria, starting with the first place, which is assigned to the winner. If the participants scored the same number of points, they can be assigned the same place in the ranking.
- 3) At this stage, the Organizer is given the opportunity to create an interim protocol for reviewing applications at the evaluation stage, conduct a rebidding.
- 4) Winner of the purchase, if the data validity audit is not required after ranking applications of participants, the bidders' bids, the bidder who offered the best terms for executing the contract (i.e., whose bid was evaluated with the highest number of points) and whose bid was awarded the first place is recognized as the winner of the purchase.
- 5) If you need an audit of reliability of data after ranking of bidders, audit of reliability of data is conducted to select the winner in accordance with the regulatory document of the Corporation. At the same time, the procurement participant who offered the best conditions for performing the contract, manufacturers/ contractors/ service companies specified in the application, which successfully passed the data reliability audit, and took a higher place in the ranking is recognized as the winner of the purchase.
- 6) The results of evaluation of applications and summing up are reflected in the protocol for reviewing applications at the evaluation stage and summing up.
- 7) Based on the results of evaluating applications and ranking, the organizer publishes no a summary report.
- 8) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select «Protocols» in the list of actions (figure 37).



Registry No.	A...	Organizer	Name	Customer	Applications	Acceptance of...	Amount	Status	Operations
ATOM02112000...		sanya	Open competition in electronic form for the right to conclude an agreement for testing the taste of apples	sanekz		02.11.2020 20:11	RUB 1,300,000.00	Consideration of applications	
ATOM31102000...		sanya	Open tender in electronic form for the right to conclude an agreement for Testing sts3 nmtsPoz	Vasya		31.10.2020 05:18	RUB 1,200,000.00	Consideration of applications	
ATOM30102000...		sanya	Open tender in electronic form for the right to conclude an agreement for testing stability tests	CC2		10/30/2020 11:17 PM	RUB 1,200,000.00	Consideration of applications	

Figure 37

9) On the protocol form that opens, in the «Application consideration protocols» section, you will be able to view and download the protocol (Figure 2338).



Application consideration protocols
pr160317919626037.txt , size 17b , number: pr160317919626037, added on 10/20/2020 [GMT +3]
Rebidding protocols
ExtramuralRetreatProtocol.txt , size 17b, number: pr160317945460854, added 10/20/2020 [GMT +3]
Summing-up minutes
Final_protocol.txt , size 17 b, number: pr160317949563044, added 10/20/2020 [GMT +3]

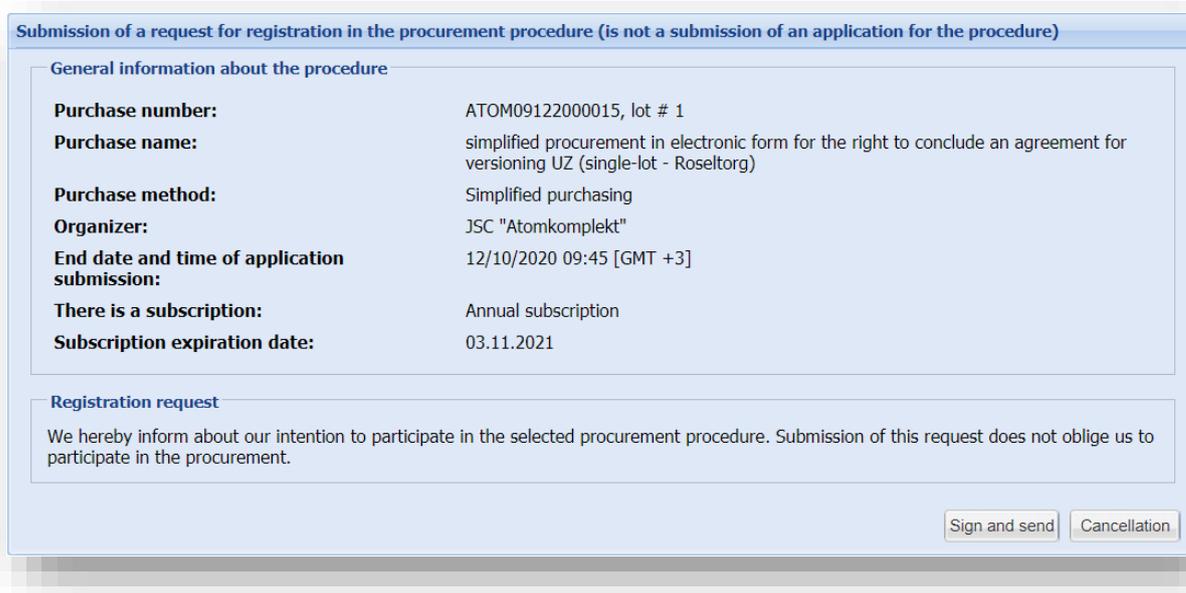
Figure 38

Note 10. When publishing each protocol for reviewing applications at the evaluation stage or a single protocol for reviewing applications at the selection and evaluation stages, the participants specified in the protocol receive a notification by email.

9. SIMPLIFIED PURCHASING STEPS

9.1. Submission of application

- 1) The participant submits an application for each lot of the procedure separately, while participation in any number of lots included in the procedure is possible.
- 2) Before starting the application, it is necessary to submit a request for registration in the procedure. The request is submitted once, after which it becomes possible to submit an application.
- 3) To submit a registration request, in the list of steps for the procedure, click on the button and on the request submission form (figure 39) click on the «Sign and send» button and use the ES certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM09122000015, lot # 1
Purchase name:	simplified procurement in electronic form for the right to conclude an agreement for versioning UZ (single-lot - Roseltorg)
Purchase method:	Simplified purchasing
Organizer:	JSC "Atomkomplekt"
End date and time of application submission:	12/10/2020 09:45 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Figure 39

- 4) After registration, to apply for participation in the procedure, click on the button  in the list of steps for the procedure. This will open the application form.
- 5) The list of forms that are part of the application is assigned by the organizer at the stage of publication of the notice.
 - a. The first part of the application may include the following forms:
 - Participant's application - submitted as a free downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Product requirements set by the Organizer are uploaded as a file;
 - Information about material and technical resources;
 - Optional:
 - Accounting data - contains data from the balance sheet and the Profit and Loss Statement; certificate of material and technical resources;
 - Certificate of participation in court proceedings;
 - Requirements for the participant, confirming that the participant is not in the process of liquidation, etc;

- Participant's questionnaire - the form is part of the application in accordance with the requirements of order [No. 1-691](#). The manufacturer / company - contractor / service company fills out a questionnaire if it is necessary to audit the reliability of the data by the Organizer. More details about the questionnaire are written in p. 18.1 of this document.

9.2. Consideration of applications (selection stage). Completing the procedure

- 1) After the end of the application stage, the Organizer, analyzing the number of applications submitted, decides whether to extend the application stage or start the envelope opening stage.
- 2) If the deadline for accepting applications is extended, Participants who have submitted applications for the ETP will be notified accordingly.
- 3) At the stage of reviewing applications, the Organizer becomes available to all information about participants (names of organizations, their applications and price offers).
- 4) During the selection stage, the Commission considers applications for compliance with the requirements set out in the documentation and compliance of procurement participants with the established requirements.
- 5) At this stage, the Commission may decide to clarify applications for participation in the simplified procurement within the selection stage by sending clarifying requests for clarification of the provisions of applications for participation to Participants. The decision to send requests for clarification on applications is reflected in the Protocol before requests to participants.
- 6) Based on the results of consideration of applications and decisions made on applications, the Organizer attaches the file of the analytical note to the notification of the procedure in the «Procedure documentation» (figure 40).

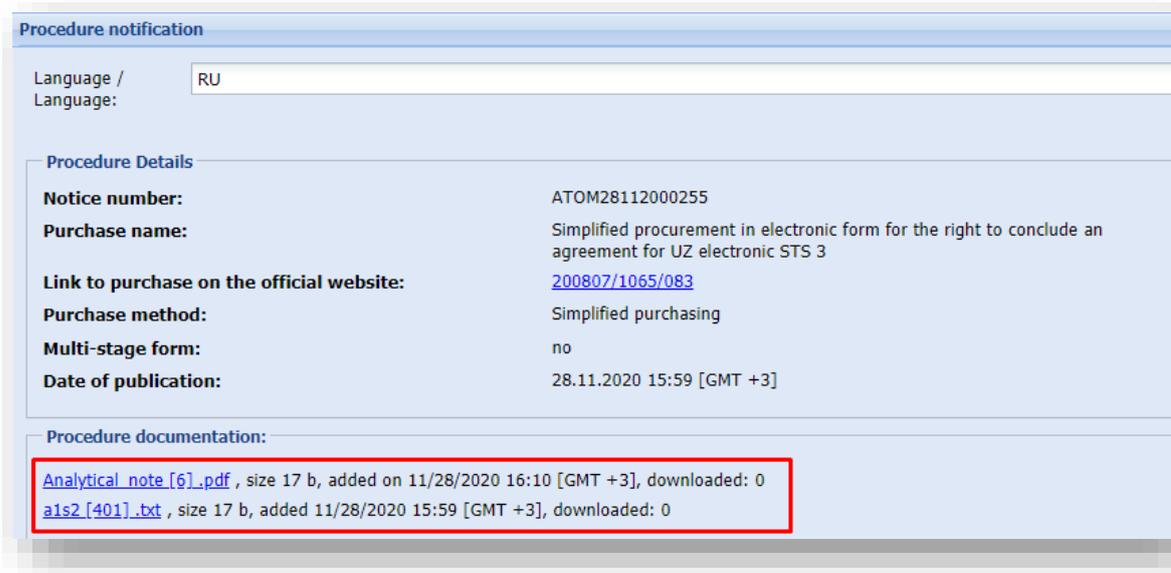
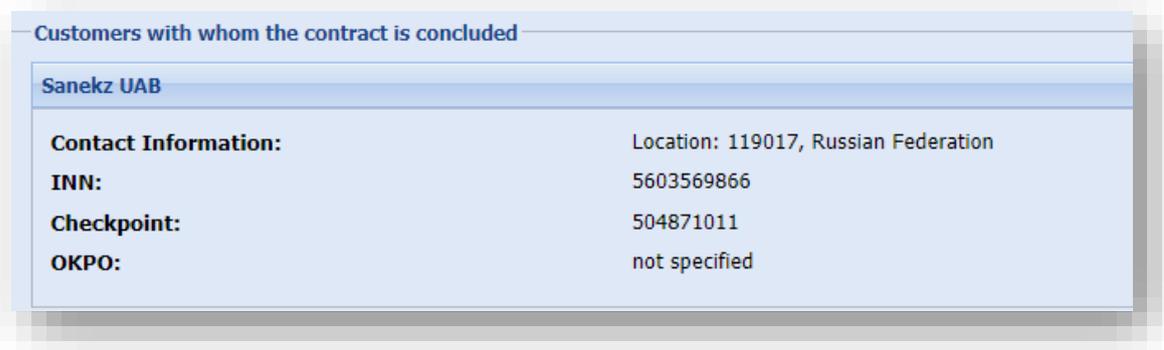


Figure 40

- 7) The Customers with whom the contract is concluded are indicated in the same block on the form «Procedure notification» (figure 41).



The screenshot shows a software interface with a light blue header and a white content area. The header contains the text "Customers with whom the contract is concluded". Below the header, the name "Sanekz UAB" is displayed. Underneath, there is a table with two columns: labels on the left and values on the right.

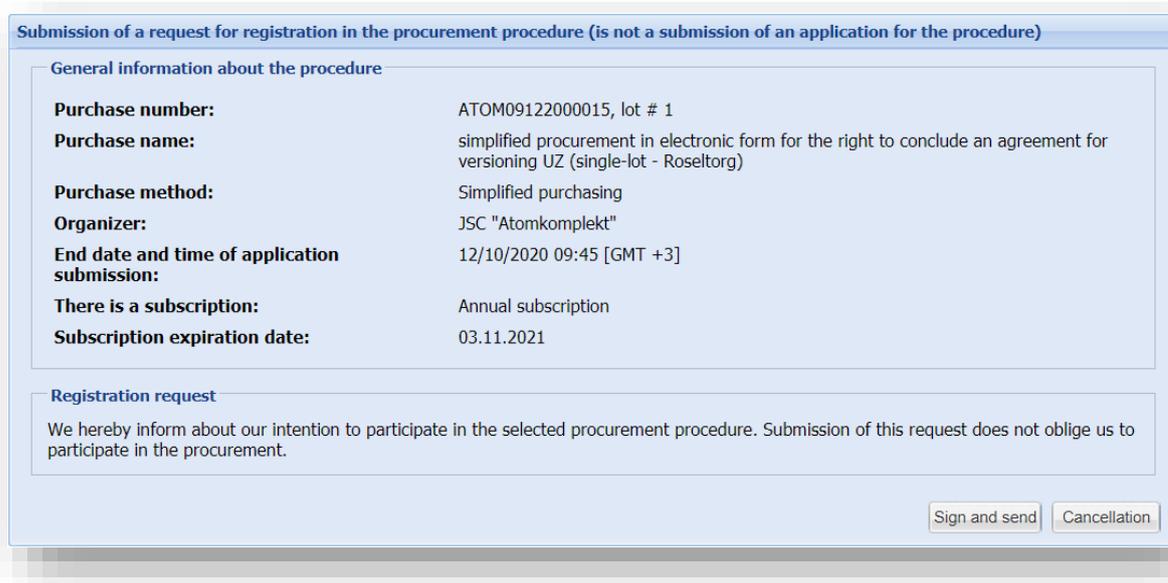
Customers with whom the contract is concluded	
Sanekz UAB	
Contact Information:	Location: 119017, Russian Federation
INN:	5603569866
Checkpoint:	504871011
OKPO:	not specified

Figure 41

10. STAGES OF PURCHASING IN PERFORMANCE OF INCOME CONTRACTS

10.1. Submission of application

- 1) The participant submits an application for each lot of the procedure separately, while participation in any number of lots included in the procedure is possible.
- 2) Before starting the application, it is necessary to submit a request for registration in the procedure. The request is submitted once, after which it becomes possible to submit an application.
- 3) To submit a registration request, in the list of steps for the procedure, click on the button and on the request submission form (figure 42) click on the «Sign and send» button and use the ES certificate to sign the request.



Submission of a request for registration in the procurement procedure (is not a submission of an application for the procedure)

General information about the procedure

Purchase number:	ATOM09122000015, lot # 1
Purchase name:	simplified procurement in electronic form for the right to conclude an agreement for versioning UZ (single-lot - Roseltorg)
Purchase method:	Simplified purchasing
Organizer:	JSC "Atomkomplekt"
End date and time of application submission:	12/10/2020 09:45 [GMT +3]
There is a subscription:	Annual subscription
Subscription expiration date:	03.11.2021

Registration request

We hereby inform about our intention to participate in the selected procurement procedure. Submission of this request does not oblige us to participate in the procurement.

Figure 42

- 4) After registration, to apply for participation in the procedure, click on the button in the list of steps for the procedure. This will open the application form.
- 5) The list of forms that are part of the application is assigned by the organizer at the stage of publication of the notice.
 - a. The first part of the application may include the following forms:
 - Participant's application - submitted as a free downloadable file without fail;
 - A summary table of the cost is provided in the form of a completed form attached to the application;
 - Technical proposal - this form is uploaded to the application as a file attached to the application;
 - Requirements for products set by the Organizer are uploaded as a file;
 - Information about material and technical resources;
 - Optional:
 - Accounting data - contains data from the balance sheet and the Profit and Loss Statement; certificate of material and technical resources;

- Certificate of participation in court proceedings;
- Requirements for the participant, confirming that the participant is not in the process of liquidation, etc;
- Participant's questionnaire - the form is part of the application in accordance with the requirements of order [No. 1-691](#). The manufacturer / company - contractor / service company fills out a questionnaire if it is necessary to audit the reliability of the data by the Organizer. More details about the questionnaire are written in p. 18.1 of this document.

10.2. Consideration of applications (selection stage). Completing the procedure

- 1) After the end of the application stage, the Organizer, analyzing the number of applications submitted, decides whether to extend the application stage or start the envelope opening stage.
- 2) If the deadline for accepting applications is extended, Participants who have submitted applications for the ETP will be notified accordingly.
- 3) At the stage of reviewing applications, the Organizer becomes available to all information about participants (names of organizations, their applications and price offers).
- 4) During the selection stage, the Commission considers applications for compliance with the requirements set out in the documentation and compliance of procurement participants with the established requirements.
- 5) At this stage, the Commission may decide to clarify bids for participation in the procurement of revenue contracts in the qualifying stage by sending clarifying requests for clarification of the provisions of bids for participation to Participants. The decision to send requests for clarification on applications is reflected in the Protocol before requests to participants.
- 6) Based on the results of consideration of applications and decisions made on applications, the Organizer attaches the file of the analytical note to the notification of the procedure in the «Procedure documentation» (figure 43).

Procedure notification

Language / Language:

Procedure Details

Notice number: ATOM0812200009

Purchase name: procurement in pursuance of income contracts in electronic form for the right to conclude an agreement for ZVIDD

Link to purchase on the official website: 201123/0638/460

Purchase method: Purchase pursuant to income contracts

Multi-stage form: no

Date of publication: 12/08/2020 14:27 [GMT +3]

Procedure documentation:

[Notice k ZvIDD \[1\].docx](#) , size 16 b, added on 12/08/2020 15:01 [GMT +3], downloaded: 0

[Notice k ZvIDD.docx](#) , size 16 b, added on 12/08/2020 14:49 [GMT +3], downloaded: 0

[Notice k UZ \[1\].docx](#) , size 16 b, added on 12/08/2020 14:19 [GMT +3], downloaded: 0

Figure 43

- 7) The Customers with whom the contract is concluded are indicated in the same block on the form «Procedure notification» (figure 44).

Customers with whom the contract is concluded

sanez

Contact Information: Location: Russian Federation

INN: 5603569866

Checkpoint: 504871011

OKPO: not specified

Figure 44

11. PRICE MONITORING

- 1) Price monitoring is an open procedure for suppliers to submit their commercial proposals, with the possibility of attaching documents signed with an electronic signature. As a result, of this procedure, no documents are issued.
- 2) When you select a list of vendors who should be notified about the monitoring of prices, the organizer of the procedure has the ability to perform one or both of the following:
 - to specify a specific list of providers who should be notified about the monitoring of prices;
 - specify that notifications should be sent to all vendors who subscribe to the newsletter using the OKDP2 codes.
- 3) These actions are performed outside of the ETP.

12. PRELIMINARY SELECTION

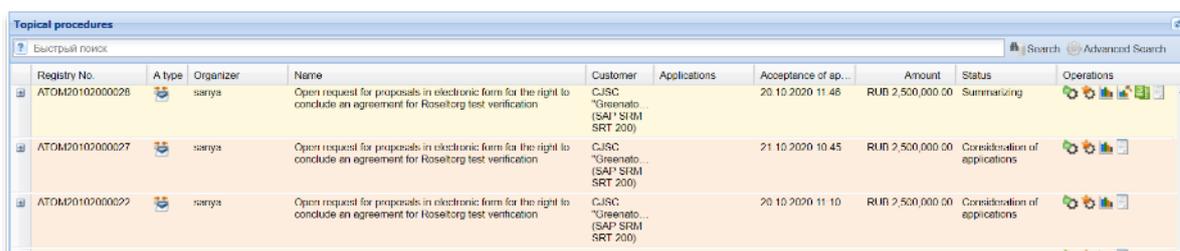
- 1) Preliminary selection is an open procedure for identifying potential bidders for a series of purchases. During the pre-selection process, qualified and unqualified suppliers are identified.
- 2) The pre-selection process is similar to qualifying selection (see paragraph 13), but it is separated into a separate procedure.
- 3) The results of the pre-selection process can be used in further closed procurement procedures.
- 4) The period for which the pre-selection results are valid is indicated in the notification and documentation on pre-selection. In this case, the specified period cannot exceed three years.
- 5) Pre-selection consists of the following stages: accepting applications, opening envelopes, reviewing applications, and summing up the results. The final report is generated only for one lot.
- 6) After a preliminary selection, other suppliers can be included in the list of qualified ones.
- 7) Pre-selection is considered invalid if, at the end of the deadline for submitting applications, the number of applications submitted for the lot is less than two.

13. QUALIFYING SELECTION

- 1) A tender, auction, reduction, and request for proposals may have a qualifying selection – an additional stage that precedes the main procurement procedure.
- 2) The qualification process consists of the following stages: acceptance of qualification applications, opening of envelopes, consideration of applications and summing up the results.
- 3) After summarizing the results of the qualification selection, the organizer publishes a notice of the main procurement procedure. At the same time, only qualified participants can apply for participation in the main procurement procedure.
- 4) At any time after summarizing the results of the qualification selection and to summarize the subsequent stages of the procurement procedures, the organizer has the option to exclude any party from the list of past qualification.
- 5) The qualification selection is recognized as invalid in one of the following cases:
 - At the end of the qualification application deadline, the number of applications submitted is less than two;
 - Based on the results of consideration of qualification applications, the number of participants who have passed the selection process is less than two.

14. PRE-CONTRACTUAL NEGOTIATIONS

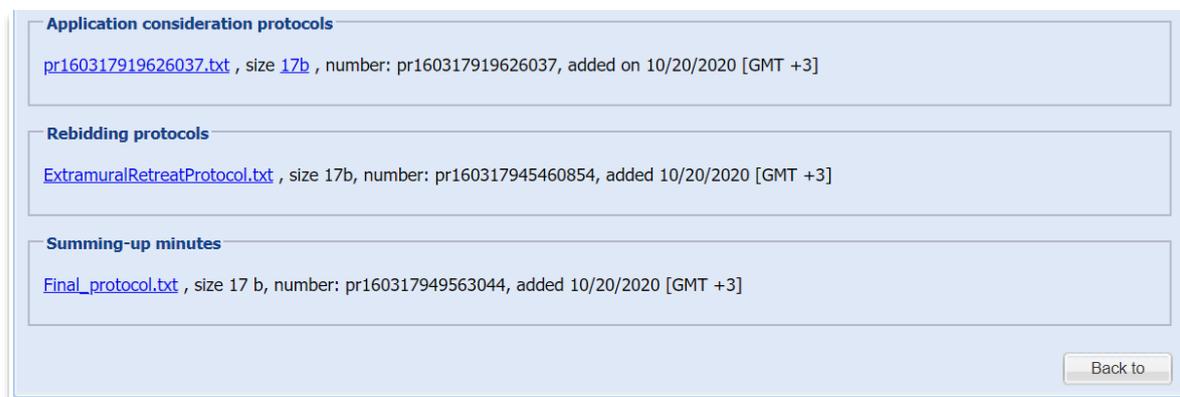
- 1) After the publication of the protocol of summing up the procedure, but before the conclusion of the contract, the Organizer can conduct pre-contractual negotiations with the participants.
- 2) Pre-contractual negotiations are conducted outside the ETP.
- 3) Based on the results of negotiations, the organizer publishes the protocol of pre-contractual negotiations.
- 4) To view the protocol, go to the procedures registry section in your Personal account and select the one you need in the list, then select "Protocols" in the list of actions (figure 45).



Registry No.	A type	Organizer	Name	Customer	Applications	Acceptance of ap...	Amount	Status	Operations
ATOM2010200028		sarys	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP S/4H SRT 200)		20.10.2020 11:46	RUB 2,500,000.00	Summarizing	
ATOM2010200027		sarys	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP S/4H SRT 200)		21.10.2020 10:45	RUB 2,500,000.00	Consideration of applications	
ATOM2010200022		sarys	Open request for proposals in electronic form for the right to conclude an agreement for Rosetorg test verification	CJSC "Greenato... (SAP S/4H SRT 200)		20.10.2020 11:10	RUB 2,500,000.00	Consideration of applications	

Figure 45

- 5) On the Protocol form that opens, in the «Pre-contractual negotiation Protocols» section, you will be able to view and download the protocol (figure 46).



Application consideration protocols

[pr160317919626037.txt](#) , size 17b , number: pr160317919626037, added on 10/20/2020 [GMT +3]

Rebidding protocols

[ExtramuralRetreatProtocol.txt](#) , size 17b, number: pr160317945460854, added 10/20/2020 [GMT +3]

Summing-up minutes

[Final_protocol.txt](#) , size 17 b, number: pr160317949563044, added 10/20/2020 [GMT +3]

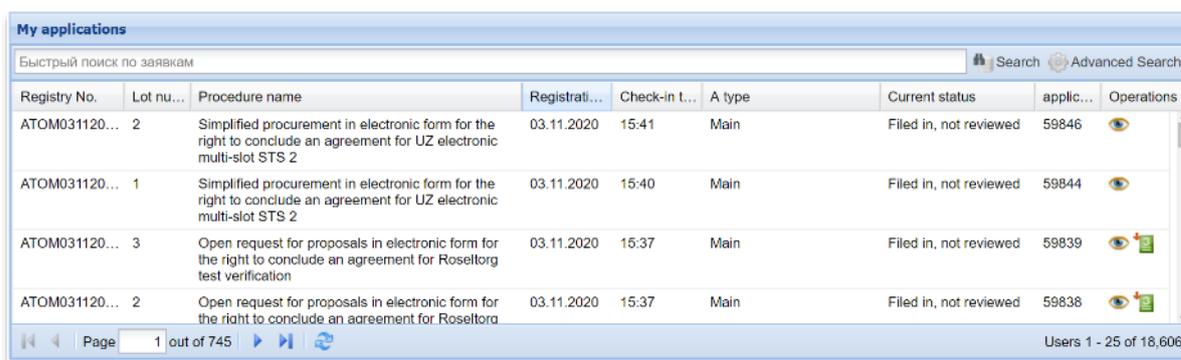
Figure 46

15. REFUSAL TO PERFORM THE PROCEDURE

- 1) The customer has the right to refuse to conduct the procedure before the deadline for accepting applications.

16. EDITING AND REVOKING A REQUEST

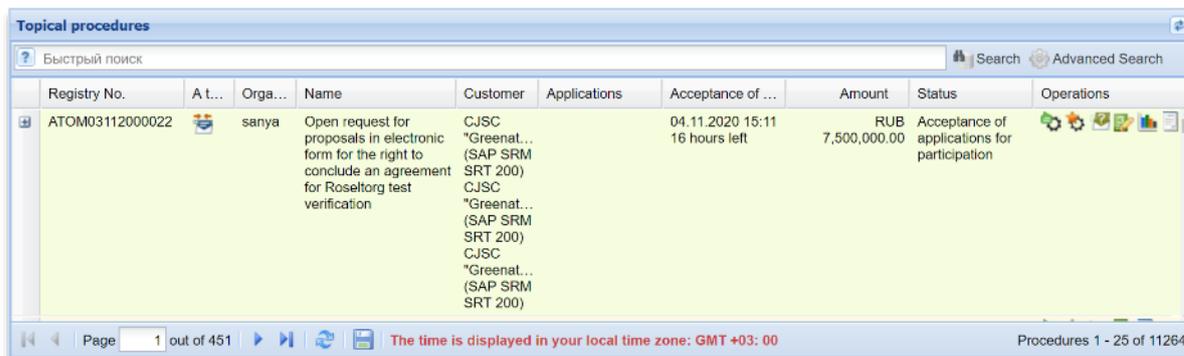
- 1) When conducting the procurement procedure, the organizer may make changes to the notification and documentation on the procedure before the deadline for accepting applications.
- 2) In this case, or for other reasons, the participant may adjust the previously submitted application, or refuse to participate.
- 3) To edit an application or cancel participation, you need to find the procedure and perform the withdrawal of the application in the list of actions.
- 4) After the request is revoked, it will go to the «Filed in, not reviewed» status and you will be able to correct the request (figure 47).



Registry No.	Lot nu...	Procedure name	Registrati...	Check-in t...	A type	Current status	applic...	Operations
ATOM031120...	2	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:41	Main	Filed in, not reviewed	59846	
ATOM031120...	1	Simplified procurement in electronic form for the right to conclude an agreement for UZ electronic multi-slot STS 2	03.11.2020	15:40	Main	Filed in, not reviewed	59844	
ATOM031120...	3	Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification	03.11.2020	15:37	Main	Filed in, not reviewed	59839	
ATOM031120...	2	Open request for proposals in electronic form for the right to conclude an agreement for Roseltora	03.11.2020	15:37	Main	Filed in, not reviewed	59838	

Figure 47

- 5) To make changes in the application, you should select the action «Change request» (figure 48).



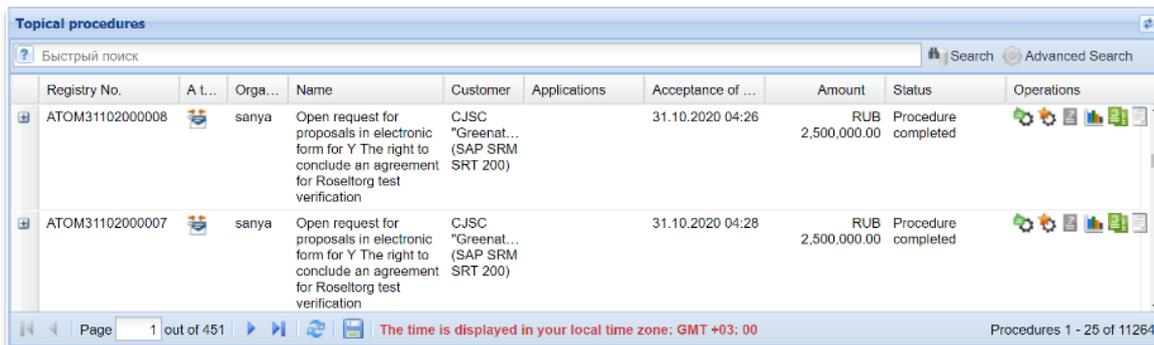
Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM03112000022		sanya	Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)	CJSC "Greenat... (SAP SRM SRT 200)	04.11.2020 15:11 16 hours left	RUB 7,500,000.00	Acceptance of applications for participation	

Figure 48

17. OTHER REQUESTS

17.1. Explanation of the reasons for refusal of admission

- 1) Any participant has the right to send a request to the organizer for an explanation of the reasons for refusing admission to participate in the subsequent stages of the procedure.
- 2) To submit a request, find the procedures and in the list of actions, select «Submit a request for clarification of the reasons for denial of admission» (figure 49).

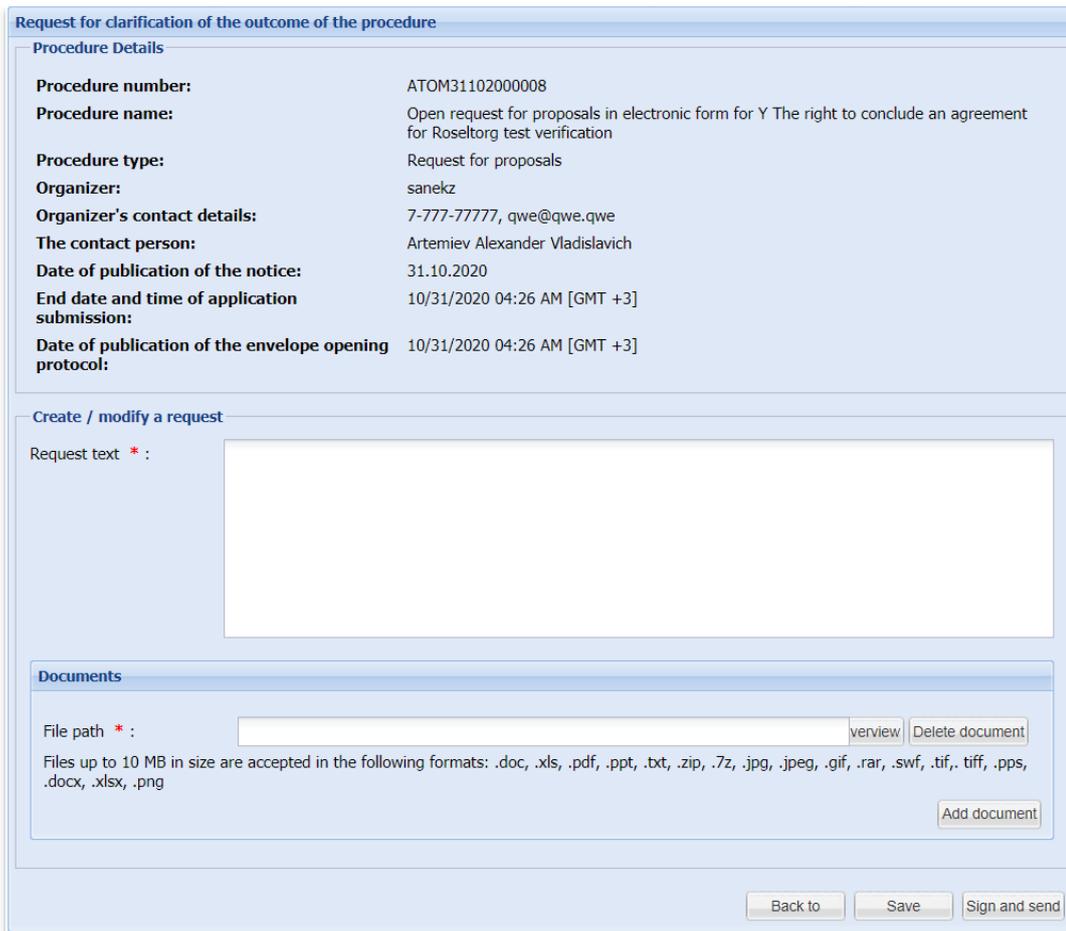


Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM31102000008		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:26	RUB 2,500,000.00	Procedure completed	
ATOM31102000007		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:28	RUB 2,500,000.00	Procedure completed	

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Figure 49

- 3) Fill out the request form and attach the necessary documents (figure 50).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number: ATOM31102000008
Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification
Procedure type: Request for proposals
Organizer: sanekz
Organizer's contact details: 7-777-77777, qwe@qwe.qwe
The contact person: Artemiev Alexander Vladislavich
Date of publication of the notice: 31.10.2020
End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]
Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

Create / modify a request

Request text * :

Documents

File path * :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Figure 50

- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (figure 51) read the information carefully contained in the text field.

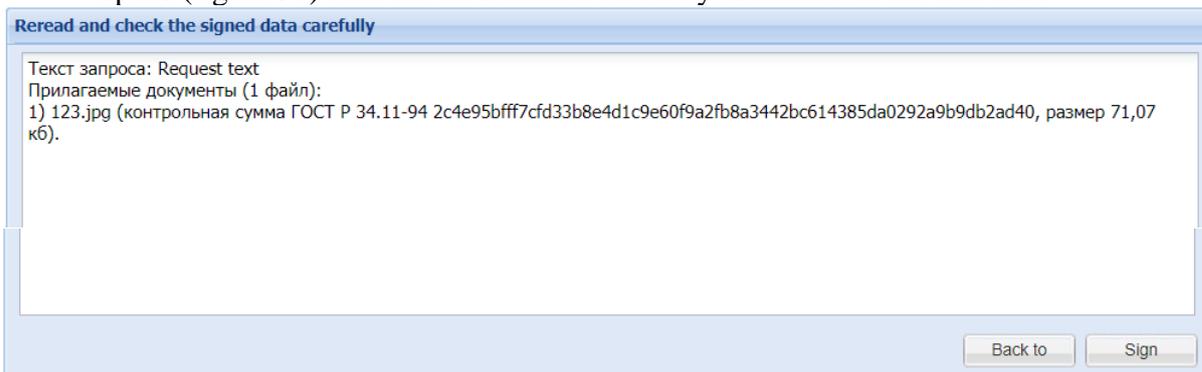
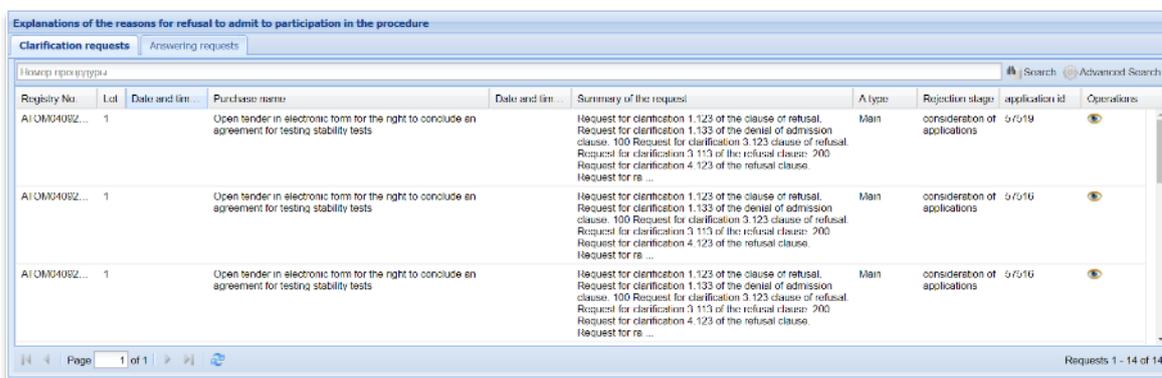


Figure 51

- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the Protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view the request to do this, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» in the main menu. As a result, the page «Explanations of the reasons for refusal to admit to participation in the procedure» (figure 52), consisting of sections:
- Clarification requests – displays a list of all requests;
 - Answering requests – displays a list of all responses to queries.



Registry No.	Lot	Date and time	Purchase name	Date and time	Summary of the request	A type	Rejection stage	application id	Operations
AI 0M04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause: 200. Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	5/5/19	
AI 0M04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause: 200. Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	5/5/16	
AI 0M04062...	1		Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.123 of the clause of refusal. Request for clarification 1.133 of the denial of admission clause. 100 Request for clarification 3.123 clause of refusal. Request for clarification 3.113 of the refusal clause: 200. Request for clarification 4.123 of the refusal clause. Request for re...	Main	consideration of applications	5/5/16	

Figure 52

- 7) By clicking the button  in the «Operations» column a request viewing form opens (figure 53).

Request for clarification of the reasons for refusal to admit to participation in the procedure

Procedure Details

Procedure number: ATOM21012000006
Procedure name: Open request for proposals in electronic form for the right to conclude an agreement for Roseltorg test verification
Procedure type: Request for proposals
Organizer: sanekz
Organizer's contact details: 7-777-77777, qwe@qwe.qwe
The contact person: Zeratul Sanyok
Date of publication of the notice: 01/21/2020
End date and time of application submission: 01/21/2020 00:00 [GMT +3]
Date of publication of the envelope opening protocol: 01/21/2020 00:00 [GMT +3]

Request text

Request text: What's wrong?
Documents attached to the request: 1) [fox.JPG](#)

Figure 53

- 8) To view the response to the request in the main menu, select the item «Applications for participation – Requests for clarification of reasons for denial of admission» - the «Answering requests» tab.

17.2.Explanation of the procedure results

- 1) Any participant has the right to send a request to the organizer for clarification of the results of the procedure.
- 2) To submit a request, find the procedures and select «Submit a request for clarification of the results of the procedure» in the list of actions (figure 54).

Topical procedures

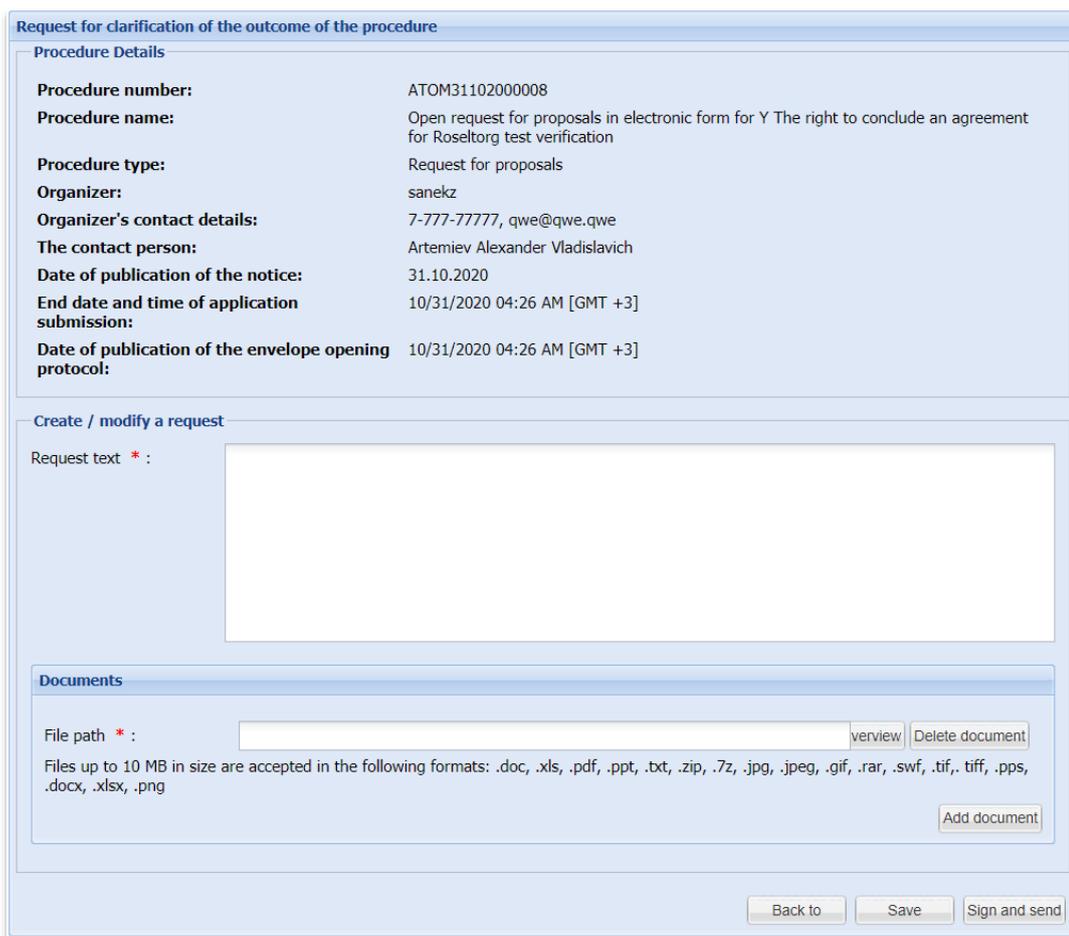
Быстрый поиск Search

Registry No.	A t...	Orga...	Name	Customer	Applications	Acceptance of ...	Amount	Status	Operations
ATOM31102000008		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:26	RUB 2,500,000.00	Procedure completed	
ATOM31102000007		sanya	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification	CJSC "Greenat... (SAP SRM SRT 200)		31.10.2020 04:28	RUB 2,500,000.00	Procedure completed	

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Figure 54

- 3) Fill out the request form and attach the necessary documents (figure 55).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number: ATOM31102000008
Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification
Procedure type: Request for proposals
Organizer: sanez
Organizer's contact details: 7-777-77777, qwe@qwe.qwe
The contact person: Artemiev Alexander Vladislavich
Date of publication of the notice: 31.10.2020
End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]
Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

Create / modify a request

Request text * :

Documents

File path * :

Files up to 10 MB in size are accepted in the following formats: .doc, .xls, .pdf, .ppt, .txt, .zip, .7z, .jpg, .jpeg, .gif, .rar, .swf, .tif, .tiff, .pps, .docx, .xlsx, .png

Figure 55

- 4) To send a request, select the «Sign and send» and in the data confirmation form that opens (figure 51) read the information carefully contained in the text field.



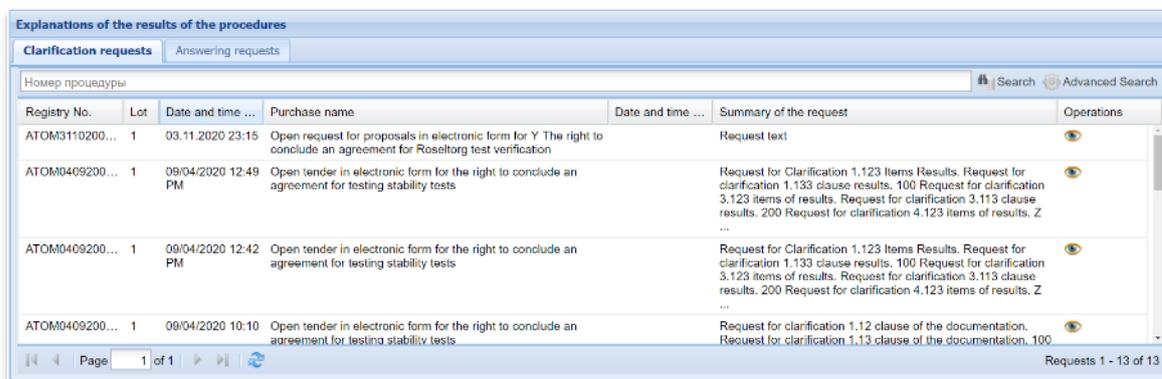
Reread and check the signed data carefully

Текст запроса: Request text
 Прилагаемые документы (1 файл):
 1) 123.jpg (контрольная сумма ГОСТ Р 34.11-94 2c4e95bfff7cfd33b8e4d1c9e60f9a2fb8a3442bc614385da0292a9b9db2ad40, размер 71,07 Кб).

Figure 56

- 5) If all the specified data is correct, click on the «Sign» button and click on the «Yes» button in the window that opens, next, select the registered electronic signature certificate, which was uploaded to your personal account and click on the «OK» button. You will see a message about the successful publication of the Protocol on the ETP.
- 6) Additionally, the ETP provides the ability to view a request for clarification of the procedure results to do this, select the item «Procedures – Explanations of the results of

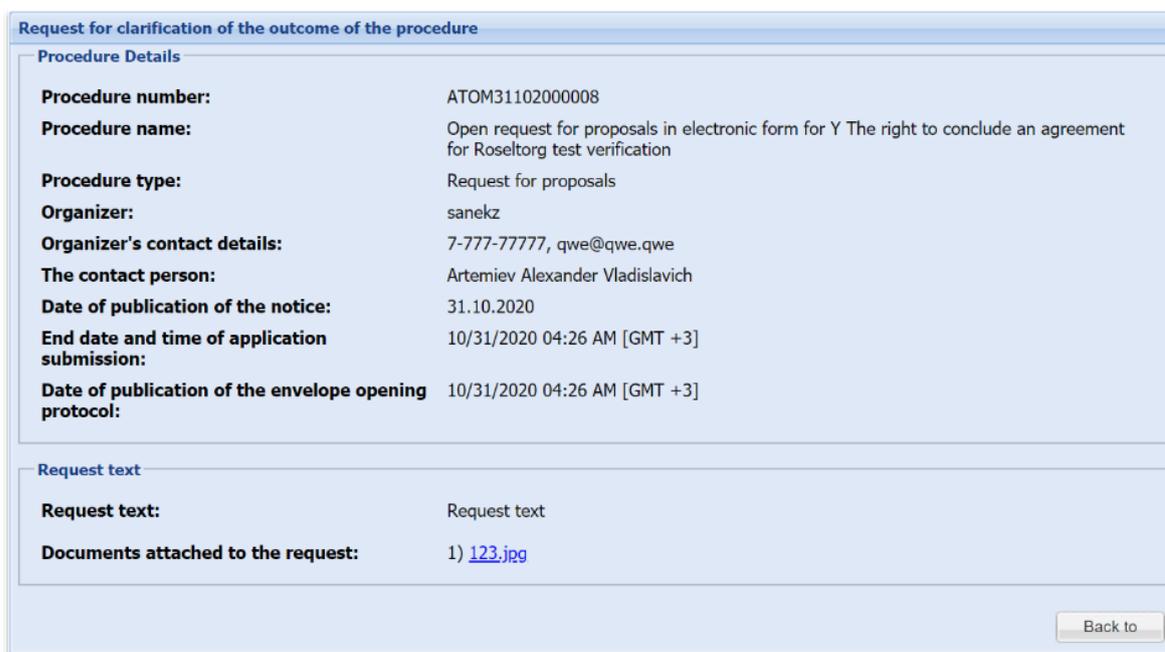
the procedures» in the main menu. As a result, the «explanations of the results of the procedure» page will be displayed «Clarification requests» tab (figure 57).



Registry No.	Lot	Date and time ...	Purchase name	Date and time ...	Summary of the request	Operations
ATOM3110200...	1	03.11.2020 23:15	Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification		Request text	
ATOM0409200...	1	09/04/2020 12:49 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM0409200...	1	09/04/2020 12:42 PM	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for Clarification 1.123 Items Results. Request for clarification 1.133 clause results. 100 Request for clarification 3.123 items of results. Request for clarification 3.113 clause results. 200 Request for clarification 4.123 items of results. Z ...	
ATOM0409200...	1	09/04/2020 10:10	Open tender in electronic form for the right to conclude an agreement for testing stability tests		Request for clarification 1.12 clause of the documentation. Request for clarification 1.13 clause of the documentation. 100	

Figure 57

7) Clicking the button  in the «Operations» column opens a request viewing form (figure 58).



Request for clarification of the outcome of the procedure

Procedure Details

Procedure number: ATOM31102000008

Procedure name: Open request for proposals in electronic form for Y The right to conclude an agreement for Roseltorg test verification

Procedure type: Request for proposals

Organizer: sanekz

Organizer's contact details: 7-777-77777, qwe@qwe.qwe

The contact person: Artemiev Alexander Vladislavich

Date of publication of the notice: 31.10.2020

End date and time of application submission: 10/31/2020 04:26 AM [GMT +3]

Date of publication of the envelope opening protocol: 10/31/2020 04:26 AM [GMT +3]

Request text

Request text: Request text

Documents attached to the request: 1) [123.jpg](#)

Figure 58

8) To view the response to a request in the main menu, select the item «Procedures – Explanations of the results of the procedures», the «Answering requests» tab.

18. APP 1. THE APPLICATION FORM

18.1. Profile of the manufacturer / the company-contractor / service companies

- 1) In the case of installed signs of «Mission Critical Products» and «Tax deduction» in the notification procedure, the Applicant by clicking on the button «Apply» receives notification and can complete the questionnaire producers / enterprises-contractor / service companies as part of the application, and clicks on «Fill in the questionnaire» (figure 59).

Note 11. The applicant does not have to fill out the form, but can apply without it.

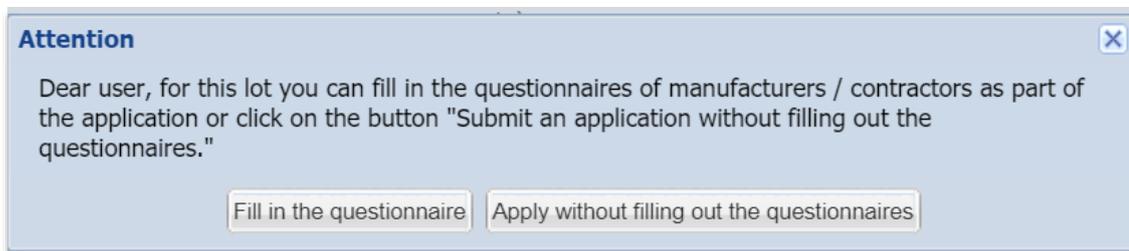


Figure 59

- 2) A window opens «Manufacturers / contractors / service organizations questionnaires». If the manufacturer is listed in several lot positions with different types of requested questionnaires, then both the manufacturer's questionnaire and the contractor's / service division's questionnaire must be filled in. When you click on the link, the Applicant gets to the form for filling out the questionnaire (Figure 60).



Figure 60

Note 12. If you are the manufacturer of the products of the purchase procedure, you must fill out a questionnaire for yourself.

- 3) The type of questionnaire to be filled in by the Applicant when accepting applications is determined by the value in the «Manufacturer of goods» column in the «Detailing offer» tab – «Summary table of the costs of supplies, works and services» (figure 61).

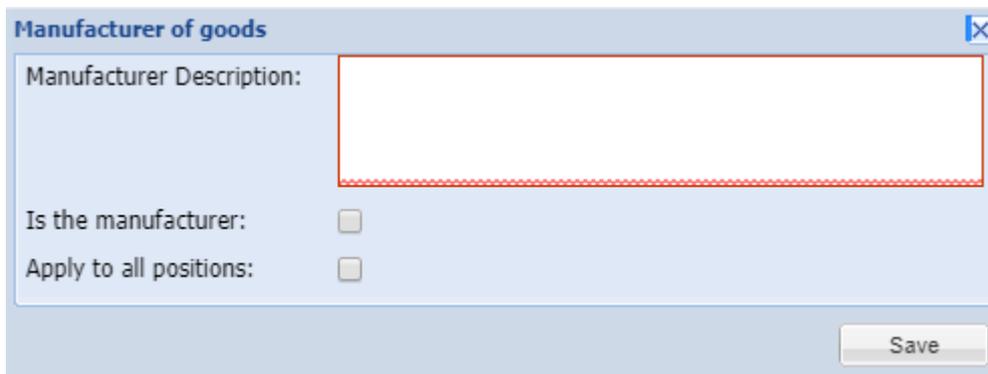


Figure 61

- 4) In the «Full name of the legal entity» field of the questionnaire, the name of the product manufacturer is indicated (Figure 62).

Application form

Specify information about the questionnaire in a formalized form:

Application name:

Full name of the legal entity:

Abbreviated name of the legal entity:

Partner typology:

TIN / Tax number (for non-resident):

Checkpoint:

Website on the Internet:

Rationale for not conducting an audit:

Product type:

Select items from the cost summary table for which the surveyed organization is a manufacturer (manufacturer).

Product type	Operations

Addresses (legal entity, main production, all branches and sites):

A type	Country	Region	City	Postcode	OKTMO code	Address (Street / House number / Office number)	Operations

Phone number: + ()

Fax number: + ()

E-mail:

Full name of the head of the organization:

Provide, if there is no need to conduct an audit of data reliability (in accordance with the exceptions established in the Unified Industry Methodological Guidelines of ROSATOM on data reliability audit), information about this, as well as (if any) documents confirming this information 

Document Description:

File path:

Indicate the types of offered works / services:

Provide the organizational structure of your organization:

Document Description:

File path:

Names and addresses of the largest construction projects in terms of participation and types of work / services carried out on them by the contractor / service enterprise

name of the property	Address	Types of work / services	Note	Operations

Subcontracting (list of subcontractors that you will involve):

Name	TIN / Tax number (for non-resident)	Checkpoint	Types of work / services	Organization type	Operations

Completed documents with a questionnaire:

Document Description:

File path:

Figure 62

- 5) The applicant must fill in General information about the organization (the fields are required). In the «Product type» section, select items from the summary cost table by clicking on the «Add to» button and selecting values in the «New entry» form that opens (Figure 63).

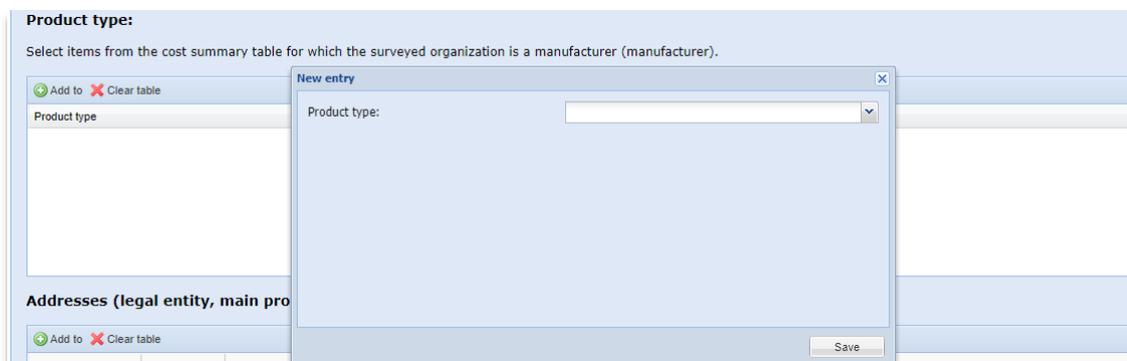


Figure 63

- 6) In the case the field «The reason for the absence of a production/work/service address» is not filled in, the Applicant fills in the «Addresses (legal entity, main production, all branches and sites)», by clicking on the «Add to» button and selecting the values in the «New entry» form that opens (Figure 64).

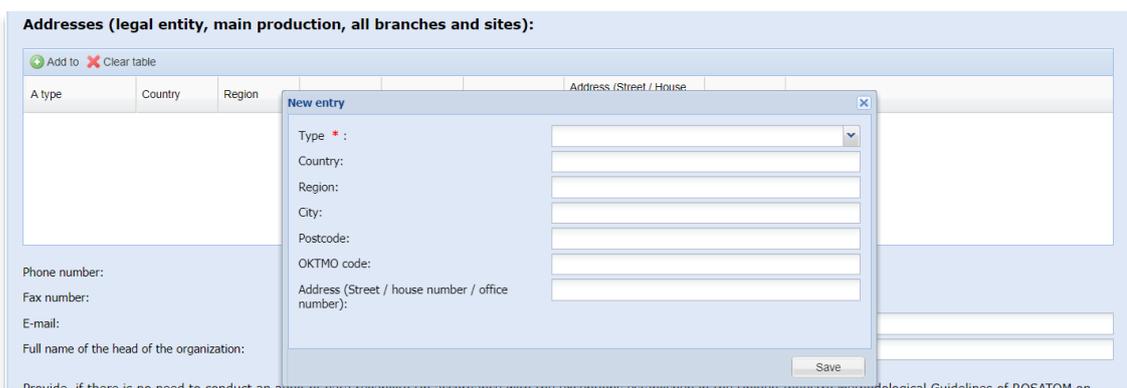


Figure 64

- 7) The applicant indicates the types of work/services offered (if it is a contractor / service company) or the work required to meet the requirements of the customer organization in the production of products (if it is a manufacturer) (Figure 65).

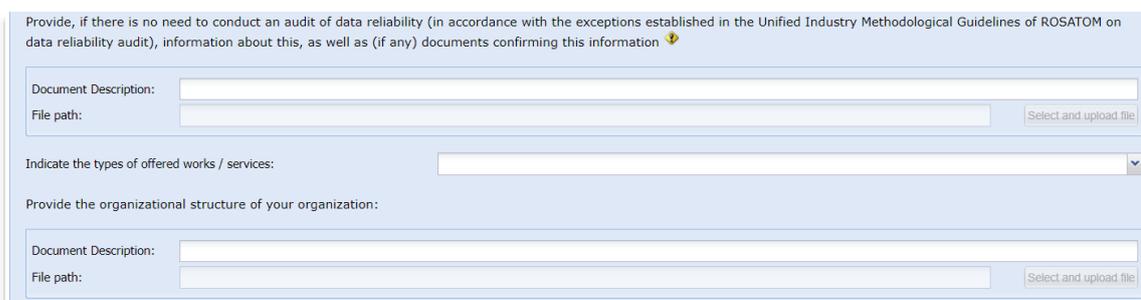


Figure 65

- 8) If a check-box is issued «Specify information about the questionnaire in a formalized form», the Applicant attaches the document to the «Completed documents with the questionnaire» block (Figure 66). In the meantime, fill in the remaining fields if necessary, click the «OK» button on the questionnaire form. The questionnaire was completed successfully.
If not all required fields were filled in, an error window opens with information about filling in the fields.



Figure 66

- 9) After filling out the application form, the Applicant clicks «Apply» on the form «Questionnaires for manufacturers/contractors/service organizations». The application was successfully submitted.