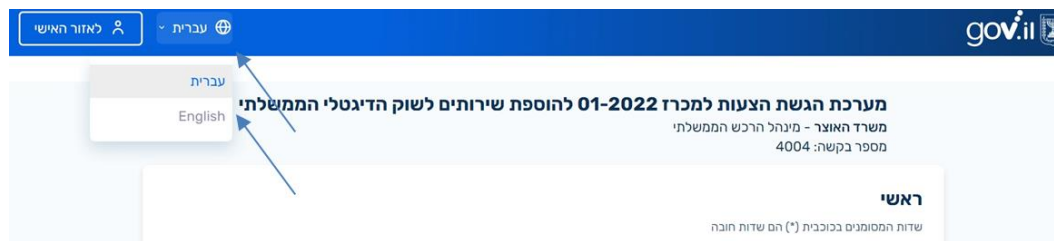


June 15, 2022

Central tender 01-2022 for the Addition of Services to the Government Cloud Marketplace ("the Tender")
Bids submission guide

1. Bids for the Tender are to be submitted through an online bidding system, using the following link: <https://govforms.gov.il/mw/forms/Bidding@mof.gov.il>.
2. The System interface is available in the **Hebrew** and **English** Languages. It is possible to choose the language as detailed below:



3. The following are instructions regarding how to submit bids:
 - ❖ The bid booklet (Chapter 2 of the Tender documents) and its appendices will be submitted in accordance with the guidelines detailed in the Tender documents.
 - ❖ Bids must be submitted by the Closing date as stated in the Tender documents. **Bids submitted after the closing date, will not be accepted for evaluation.**
 - ❖ The bidder shall have the sole responsibility to submit the bid before the closing date. The bidder must take into account that near the closing date, there may be an increased traffic volume on the submission system or other technical difficulties that will prevent the bidder from submitting his bid. The bidder must prepare for this, and submit his bid in advance. It is recommended to submit the bids at least 24 hours before the closing date. The bidder will have no claim towards the Tender Administrator regarding a malfunction discovered in the bidding system near closing date, even if as a result he was unable to submit his bid.

- ❖ It shall be clarified, that to the extent that several bids are submitted by the same bidder (in respect to the same service), the bid submitted **last** will be the only one reviewed.
- ❖ The permitted file types that can be uploaded to the system are Excel, Word, PDF and SIGNED. Note that macros, links, etc. within the file will not be saved.
- ❖ The **total** size of the files together should not exceed 55MB. Make sure that the files you upload to the system do not exceed the set size limit (it is recommended to reduce the file size as much as possible before uploading the files).
- ❖ Technical assistance is available Sunday-Thursday between the hours: 8:00-19:00 (Israel Standard Time). You can contact the technical assistance center by phone: 1299 (telephone number for international calls: +972-86863100) or by email: 1299@mail.gov.il.

General guidelines regarding bids submission

1. **Choosing the tender** – when entering the system, you must make sure you are on the correct tender page – The tender name is: Central Tender 01-2022 for the Addition of Services to the Government Cloud Marketplace.

The screenshot shows the gov.il website interface. At the top, there is a blue header with the gov.il logo, a language selector set to 'ENGLISH', and a 'MyGov' user profile icon. Below the header, there is a 'Help and Information' link. The main content area is titled 'Bidding System For Tender 01-2022 Government's Digital Market Added Services'. Underneath, it says 'Ministry of Finance - Government Procurement Administration' and 'Application number: 4004'. A white box with a blue border contains the heading 'Main' and the text 'Fields marked with an asterisk are required'. Below this, there is a description of the tender: 'Tender 01-2022 for the Addition of Services to the Government's Cloud Marketplace.' and a paragraph explaining that the tender is part of Project Nimbus. At the bottom of the white box, there is a blue button labeled 'Login to the service'.

2. **Filling in the Details** – be sure to fill in all the required details in the "Bidder Details" panel, as detailed below:

The screenshot shows the 'Submission of bid' form on the gov.il website. The header is the same as in the previous screenshot. The main content area is titled 'Bidding System For Tender 01-2022 Government's Digital Market Added Services'. Below the header, there are links for 'Save', 'My attachments', and 'Help and Information'. The form is titled 'Submission of bid' and includes the text 'Fields marked with an asterisk are required'. The tender name is 'Tender 01-2022 for the Addition of Services to the Government's Cloud Marketplace.'. The form contains several input fields: 'Bidder ID number in the country of registration *', 'Name of Bidder *', 'First Name *', 'Last Name *', 'Phone Number *', 'Job Title *', and 'E-mail *'. There is also a dropdown menu for 'Phone Number' with a plus sign icon.

3. **File upload** – after completing filling in all the details, the files must be uploaded to the system. Please note the instructions given above regarding the maximum file size (the total size of all the files included in your proposal) and regarding the types of files that can be submitted:

Instruction for attaching files

to attach a file please click on "Attach A File" in the suitable field

Only a file in PDF, Excel, Doc, Docx, can be attached

To replace or delete the attachment, click on the paper clip mark with the left mouse button

The total number of files uploaded should not exceed 55Mb. For file reduction, you can read the file reduction guide.

Do not upload password protected files.

Attach bid files

Response to the proposal booklet for all its appendices - PDF *

Attach A File



Response to the proposal booklet for all its appendices - word *

Attach A File



4. **Signature** – after finishing uploading all the files, the submitter's statement including signature is required:

Bidder's statement

by Submitting this offer I declare and confirm that:

a.I have read all the provisions of the tender. I understand and accept all the clauses of the tender and I will act in accordance to them, and the bidder will be prevented and silenced from raising any claims against the terms and conditions of the tender from the moment of submission of this bid
b.The details that appear in this bid and its appendices are correct and the bidder is able and intend to keep and fulfill every detail of his bid and all the terms and conditions of the tender.

Last Name - Bid Submitter*

First Name - Bid Submitter*

Please note that you are submitting a bid for Tender 01-2022 for the Addition of Services to the Government's Cloud Marketplace. Before confirming and submitting the bid, make sure that you submit a bid for the right procedure

Signature

You can sign in one of the following ways:

1. In the signature field using a mouse, graphic pen, or touch screen on mobile devices.
2. Sign on a piece of paper, scan or photo it and upload it.

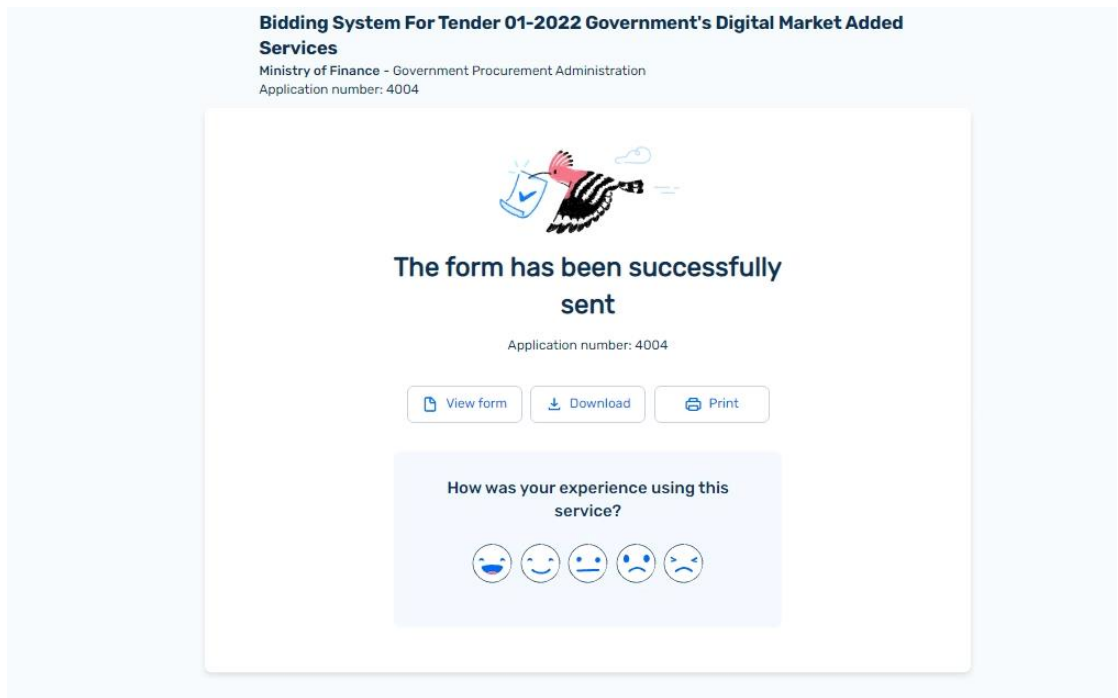
Signature

Sign by hand Scanned signature

Manual signature field* Delete

5. **Form submission** – after clicking the "submit" button, do not refresh the browser and do not exit the page. Otherwise, the process will be canceled and you will have to redo the entire bidding process from the beginning.

6. **Submission confirmation** – Once the bidding process is complete, you will receive the following message (including a reference number):



** Please note that after submitting the bid in the system, a reference number will appear and a confirmation email will be sent to the bidder's email address (as filled by the bidder during the submission process). **If no reference number was received the bid was not submitted properly.**

** At any stage and even after submission, you can print or save a PDF of all the information submitted in the bid submission form.

** It will be clarified that the bid cannot be retrieved. If the bidder wishes to change or amend his bid, he must resubmit his bid and **that bid will replace the previous one.**

Good Luck!