

**Supplement** to the conditions of design competition

„**Košice–Hornád – the New City Centre**”

## **I1 – Instructions for use of the system JOSEPHINE**

All languages available manuals at: <https://josephine.proebiz.com/en/support>

Realisation of the design competition titled: „Košice-Hornád – New City Centre” is taking place pursuant to § 20 act n. 343/2015 coll. on public procurement as amended by later regulations fully electronically via the system JOSEPHINE.

JOSEPHINE is a web application on the domain <https://josephine.proebiz.com>.

All languages available helpdesk is located at: <https://josephine.proebiz.com/en/support>

For flawless use of JOSEPHINE system, it is necessary to use one of the supported interned browsers:

- Microsoft Internet Explorer version 11.0 and higher
- Mozilla Firefox version 13.0 and higher, or
- Google Chrome
- Microsoft Edge.

The independent document technical demands of the system JOSEPHINE can be downloaded [HERE](#).

### ***Registration***

Any economic subject has an option to register in the system JOSEPHINE via a password or with ID with electronic chip and security personal code (eID).

Presenting competition designs is available only to authenticated participants. Authentication can be done as follows:

- a) in JOSEPHINE system via registration and log in via ID card with electronic chip and security personal code (eID). In the system a company is authenticated, which via eID is registered by the statutory of that company. The authentication is done by the

provider of JOSEPHINE system in workdays from 8.00 a.m. to 4.00 p.m. He will be informed of completed authentication by e-mail.

- b) by recording a qualified electronic signature (e.g., eID signature) of the statutory of that company to the user's card after registration and logging in the JOSEPHINE system in workdays from 8.00 a.m. to 4.00 p.m. He will be informed of completed authentication by e-mail.
- c) By inserting the document proving the person of the statutory on the user's card after registration, which is signed by the electronic signature of the statutory, or has gone through guaranteed conversion. The authentication is done by the provider of JOSEPHINE system in workdays from 8.00 a.m. to 4.00 p.m. He will be informed of completed authentication by e-mail.
- d) By inserting a power of attorney on the user's card after registration, which has been signed by an electronic signature of the statutory and the attorney. or has gone through the guaranteed conversion. Authentication is done by the provider of JOSEPHINE system in workdays from 8.00 a.m. to 4.00 p.m. He will be informed of completed authentication by e-mail.
- e) waiting for the authentication code, which will be sent to the residential address of the company to the hands of the statutory as a registered letter. The period for this act is usually 3 workdays and it is necessary to count n that time at insertion of the offer.

The Authenticated participant after logging in the system JOSEPHINE in the outline - the list of procurements will select the tender of designs in subject and he will insert his design to the determined form for receiving proposals, which can be found in the insertion "Offers and applications".

Abbreviated registration instructions will take you quickly and simply through the registration process in the system for electronation of public procurement JOSEPHINE. For better outline you can find here also description of the basic pictures of the system.

### **Communication**

Communication and providing explanations between the declarant and the participants will take place in Slovak (eventually Czech) language exclusively via information system JOSEPHINE.

Delivery rules – the consignment is considered delivered to the party interested/participant if the addressee has objective option to know the contents thereof, i.e., as soon as the consignment gets to the sphere of his disposal. The moment of delivery in the JOSEPHINE system is considered the moment of sending thereof in the system JOSEPHINE in accordance with the functionality of the system.

If the sender of the consignment is the public procurer, the party interested, resp. the participant will receive to his e-mail immediately the information, that regarding the competition in subject there is a new consignment /message. The party will log in the system and in communication interface he will have depicted content of the communication -consignments, messages. The party can visualise the whole history in the communication interface regarding his communications with the public procurer.

If the sender of the consignment is the party interested, resp. participant, after logging in the system and to the competition of designs in subject, can via communication interface

send messages and necessary attachments to the public procurer. Such consignment is considered received by the public procurer in the moment of sending thereof in the system JOSEPHINE in accordance with the functionality of the system.

An abbreviated manual will take you through the log in process quickly and simply, also sending messages and presenting proposals in the system for electronation of public procurement JOSEPHINE. For better outline you can find here also description of basic screens of the system.

### ***Presenting competition design***

The party will deliver the competition design in two parts electronically via JSOPHINE system in the period for presenting proposals (as per information stated in the competition conditions)

The party can complete, adjust or withdraw the proposal presented, until expiration date of the period for presenting thereof.

The party can present several independent designs with all the required appurtenances.