

Electronisation Requirements

Instructions for the Use of the JOSEPHINE System

Under Article 20 Act No 315/2015 on public procurement and amending certain acts as amended, the competitive dialogue entitled “SNP Square and Kamenné Square, Bratislava, Competitive Dialogue 2019/2020” is organised fully electronically by means of the JOSEPHINE system.

JOSEPHINE is a web application accessible through the domain

<https://josephine.proebiz.com/en/>.

In order to experience a flawless usage of the JOSEPHINE system, it is necessary to use one of the supported Internet browsers:

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

The Technical Requirements document of the JOSEPHINE system can be downloaded https://store.proebiz.com/docs/josephine/en/Participants_manual.pdf.

Registration

Each economic entity has the opportunity to register into the JOSEPHINE system using a password or an ID with an electronic chip and a security personal code (eID).

The submission of requests to participate and tenders is only accessible to authenticated participants. The authentication can be performed by these means:

- a) In the JOSEPHINE system by means of registration and logging in using an ID with an electronic chip and a security personal code (eID). The system contains the authenticated company, which is registered by the statutory representative of the company. The authentication is performed by the provider of the JOSEPHINE system during working days between 8:00 and 16:00.
- b) By uploading the qualified electronic signature (e.g. the eID signature) of the statutory representative of the company to the user tab after the registration and logging into the JOSEPHINE system. The authentication shall be performed by the provider of the JOSEPHINE system during working days between 8:00 and 16:00.
- c) By entering a power of attorney to the user tab after the registration, which is signed by the electronic signature of the statutory representative as well as the authorised person or underwent a guaranteed conversion. The authentication shall be performed by the provider of the JOSEPHINE system during working days between 8:00 and 16:00.
- d) By waiting for the authentication code, which shall be sent to the address of the seat into the hands of the statutory representative of the candidate in paper form by registered mail. The duration of this action is usually 3 working days and it is necessary to take this period into account when submitting a tender.

After logging into the JOSEPHINE system, in the overview – list of procurements, the authenticated participant shall choose the public procurement in question and enter their request to participate or tender into the specified form for the receipt of requests to participate or tenders, which can be found on the “Tenders and requests” bookmark which is situated on the procurement tab.

A Participants manual https://store.proebiz.com/docs/josephine/en/Participants_manual.pdf shall quickly guide you through the registration process in the system for the electronisation of public procurement JOSEPHINE. For a better overview, you will also find the description of basic screens of the system here.

Communication

Communication and the provision of explanations between the Contracting Authority and candidates/participants shall be performed in the Slovak (alternatively Czech) or English language exclusively through the JOSEPHINE information system.

Rules of delivery – a consignment is deemed to be delivered to the candidate, if the addressee has an objective possibility to familiarise themselves with its content, i.e. as soon as the consignment becomes available at their disposal within their sphere. The moment of delivery within the JOSEPHINE systems is deemed to be the moment of submission in the JOSEPHINE system in accordance with the functionality of the system.

If the sender of the consignment is the Contracting Authority, an information shall be immediately sent to the email/emails specified by the candidate concerning the fact that there is a new consignment/message related to the public procurement in question. The candidate shall log into the system and the communication interface of the contract will feature the displayed content of the communication – consignment/message. The candidate can display the entire history of his communication with the Contracting Authority within the communication interface.

If the sender of the consignment is the candidate, then after logging into the system and to the public procurement in question, they can send messages and necessary annexes to the Contracting Authority by means of the communication interface. Such a consignment is deemed to be delivered to the Contracting Authority at the moment of its submission in the JOSEPHINE system in accordance with the functionality of the system.

A Short Manual https://store.proebiz.com/docs/josephine/en/Participants_manual.pdf shall quickly guide you through the process of logging in, sending messages and submitting requests to participate or tenders within the system for the electronisation of public procurement JOSEPHINE. For a better overview you will also find the description of basic screens of the system here.

Submission of a request to participate

The candidate shall submit their request to participate **electronically** using the JOSEPHINE system within the period for the submission of requests to participate (according to the information specified in the information document). The request to participate must contain all the documents specified in section B “Stages of the Competitive Dialogue”, in point 1.2 “Contents of the request to participate and manner of submission” of the informative document.

Submission of a tender

Annex to the information document

Competitive dialogue “SNP Square and Kamenné Square, Bratislava, Competitive Dialogue 2019/2020”

The candidate shall submit their tender and/or respective outputs within the competitive dialogue (hereinafter referred to as “tender”) **electronically** using the JOSEPHINE system within the period for the submission of tenders. The candidate’s tender must include the requirements and documents specified in the information document or in the invitation to participate in the competitive dialogue or in the call for tenders.