

# TENDERING ON AMGROS' SUPPLIER AND TENDERING PORTAL USER GUIDE



**AMGROS**

Forside Udbud og Bagateløb ▾ Hjælp og Support ▾

**Velkommen**

Velkommen til Amgros' Leverandør- og Udbudsportal for lægemidler

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

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

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

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

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

## Table of Contents

1. Introduction .....	3
2. Tender submission .....	4
2.1 Tender material.....	4
2.2 Questions and answers .....	7
2.3 Create tender .....	8
2.4 Attach file .....	16
2.5 Save offer for later editing.....	21
2.6 Exportation of offer .....	24
2.7 Proceed .....	26
2.8 Declaration regarding Regulation (EU) No. 833/2014 .....	30
2.9 Declaration regarding the ESPD (The European Single Procurement Document) .	32
2.91 Cancellation of offer.....	40
3 Log Out .....	40
4 Fixed Quantity tenders.....	41
4.1 General information.....	41
4.2 Fixed quantity – Submission of offers .....	41
5 Parallel offers (multiple offers submitted under the same tender number) .....	44
6 Different offer prices for the same product .....	49
7 Trifle Purchase Agreement (BA/Bagatelkøb) .....	49

## **1. Introduction**

Welcome to Amgros' tendering site.

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

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

This user guide provides information on how to submit offers in Amgros' tendering system for pharmaceuticals.

The subjects of Fixed quantity tenders, Parallel tenders, Different tender prices for the same item, and Trifle purchase agreement are described at the end of the guide in section 4 – 7.

### **General prerequisites**

Chrome, Edge or Microsoft Internet Explorer 11.0 or a newer version must be installed. The latest version can be downloaded at [www.microsoft.com](http://www.microsoft.com). If you use other browsers, there may be functions that do not work.

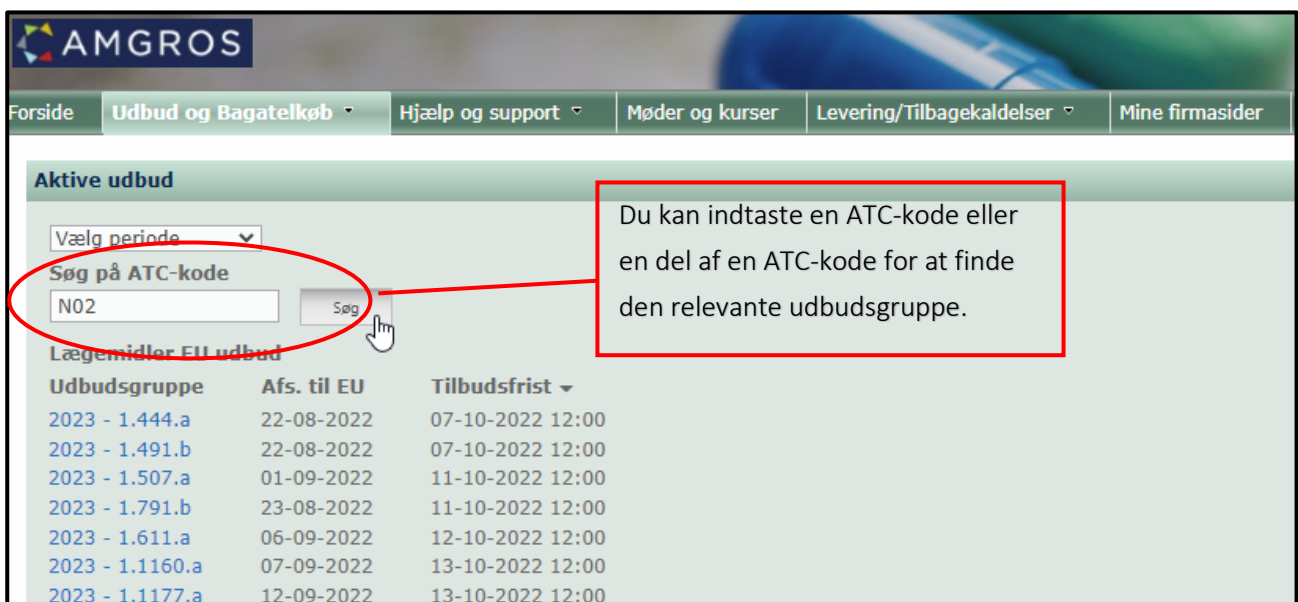
## 2. Tender submission

### 2.1 Tender material

In this section it is explained how to:

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

➤ To see further information about a tender group, including tender material etc. and submitting tenders, pick the desired tender group click the tab “Udbud og Bagateløb”:



Du kan indtaste en ATC-kode eller en del af en ATC-kode for at finde den relevante udbudsgruppe.

Udbudsgruppe	Afs. til EU	Tilbudsfrist
2023 - 1.444.a	22-08-2022	07-10-2022 12:00
2023 - 1.491.b	22-08-2022	07-10-2022 12:00
2023 - 1.507.a	01-09-2022	11-10-2022 12:00
2023 - 1.791.b	23-08-2022	11-10-2022 12:00
2023 - 1.611.a	06-09-2022	12-10-2022 12:00
2023 - 1.1160.a	07-09-2022	13-10-2022 12:00
2023 - 1.1177.a	12-09-2022	13-10-2022 12:00

A pharmaceutical in one ATC-code may be tendered under different tender groups (e.g., in different dispensing forms). In that case, all these tender groups are displayed in the search.

➤ Next, you select the desired tender group.



Udbudsgruppe	Afs. til EU	Tilbudsfrist
2023 - 1.444.a	22-08-2022	07-10-2022 12:00
2023 - 1.491.b	22-08-2022	07-10-2022 12:00
2023 - 1.1301.a	06-09-2022	19-10-2022 12:00



When you press **the link with the tender group**, it will be registered in the system in the same way as when you manually request tender material.

**AMGROS**

Forside Udbud og Bagateløb H

**Aktive udbud**

2023

Søg på ATC-kode

N02 Søg

**Lægemidler EU udbud**

Udbudsgruppe	Afs. til EU
<a href="#">2023 - 1.444.a</a>	22-08-2022
<a href="#">2023 - 1.491.b</a>	22-08-2022
<a href="#">2023 - 1.1301.a</a>	06-09-2022

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

The picture shows all information about the chosen tender group.

**Tender**

**Special Information**

**Tender material**

**Other documents and information**

**Submit offer**

**Time schedule for the tender**

**Q&A**

**Information**

**Udbudsgruppe**  
2019 - 1.8927.a

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

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

**Øvrige dokumenter og information**  
Øvrige dokumenter og information  
Ingen øvrige dokumenter fundet.

**Afgiv tilbud**  
Dine tilbud under udarbejdelse  
Her kan du vælge at redigere et tilbud der i forvejen arbejdes på, eller opret et nyt.  
Kan redigeres af Gemt af Gemt  
Afs Opret nyt

**Begivenheder for udbudsgruppen**  
Begivenheder for udbudsgruppen

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

**Spørgsmål og svar**  
Frist for spørgsmål: 03-09-2018  
Ingen spørgsmål fundet  
Se alle spørgsmål  
Stil nyt spørgsmål

**Informationer**  
Her er det muligt at se informationer, herunder udbudsmateriale, om det valgte udbud.  
Inden afgivelse af tilbud skal udbudsmateriale og øvrige dokumenter læses. Der kan løbende blive offentliggjort yderligere oplysninger om udbuddet (indtil 6 dage før tilbudsfristens udløb).  
Krav vedrørende stregkodemærkning kan ses her.

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

**Udbudsgruppe**

2023 - 1.444.a

**Særlige oplysninger**

Særlige oplysninger vedrørende udbud 2023 - 1.444.a  
Der er ingen særlige oplysninger vedrørende dette udbud.

**Materiale**

**Udbudsmateriale**

- 2023 - 1.444.a HTML udbudsbekendtgørelse
- 2023 - 1.444.a Generelt om udbuddet 1.444.a 2023
- 2023 - 1.444.a Bilag B til udbudsbetingelser - vejledning til ESPD
- 2023 - 1.444.a Udbudsbetingelser
- 2023 - 1.444.a Bilag A - Vareliste
- 2023 - 1.444.a Udkast til rammeaftale

**Øvrige dokumenter og information**

Øvrige dokumenter og information  
Ingen øvrige dokumenter fundet.



It is essential that the tenderer reads the tender material and all other information regarding the tender group in question before submitting an offer. There can continually be published further information about the tender on the tendering site, and it is the suppliers' own responsibility to keep abreast of new information.

The supplier is notified of the publication of additional information, including questions and answers regarding the tender in question

- You can read all questions and answers published on the page and ask new questions.
- An offer can be created for the selected tender by clicking "Opret ny" (create new). (For more information, see section 2.3).

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

## 2.2 Questions and answers

If you have chosen to display questions or answers for a tender, a list of the questions asked, and corresponding answers will be displayed:

**Spørgsmål og svar**

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

Se alle spørgsmål

Stil nyt spørgsmål

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

Click here to ask or see all questions

Furthermore, you can ask a new question which will be answered by Amgros. Press “Stil nyt spørgsmål” (Ask a new question) to enter the question, the below window will be shown. Note that a tender number (“Udbudsnummer”) (scroll list) must be provided in order to send the question. The tender number can be seen in the product list

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

**Stil spørgsmål**

Frist for spørgsmål: 28-11-2017

Udbudsnummer: 1, 2, 3

Emne:

Spørgsmål:

Afsend spørgsmål

Ask question.

Tender number

Subject

Question

Submit question



All questions are published in anonymized form. This means that other companies and users who work with the same tender group will not be able to see who has asked questions.

Questions that are asked after the stated deadline will also be answered no later than 6 days before the end of the offer deadline, unless the nature of the question makes it disproportionately burdensome to communicate the answer.

Questions and answers are regularly published on the tender system. It is the supplier's responsibility to keep up to date with this.

Questions received later than 6 days before the end of the offer deadline will not be answered, unless the offer deadline for tender is also extended, cf. §93, subsection of the Public Procurement Act. 4, No. 1.

## 2.3 Create tender

To submit a tender, you must:

- Click "Opret ny" (create new):

**Tilbud**

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

Kan redigeres af Gemt af Gemt af

Åben Opret ny

Click here to create a new offer.

Udb.gruppe: 2024 - 1.500.a Ordregiver: Amgros

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

Tilbud: (Alle)

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	0,4		DDA	0,7 mg	9.999
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	0,56mg		DDA	0,7 mg	9.999
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	1,2mg		DDA	0,7 mg	9.999

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

Leverandørkontrol Distributører og kontaktpersoner Opret Redigér Fjern

Tilbudsvarelig  
Udbudskordinator Birgit Rasmussen, Bruger Leverandørportal

Vedhæftet fil  
Fil Navn Fjern Gem som

Gennemse Vedhæft

EU eForms  
CVR: 14479880  
Website: http:// www.amgros.dk  
NUTS-kode: DK011: Byen København

Eksportér Gem tilbud til senere redigering Gå videre



For guidance on creating parallel offers, see section 5 Parallel offers



The tender window

Basic information regarding the tender

List with tendered pharmaceuticals

Udb.gruppe:  Ordregiver:

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

Tilbud: (Alle) ▾

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	0,4		DDA	0,7 mg	9.999
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	0,56mg		DDA	0,7 mg	9.999
<input type="radio"/>	1	National	M05BX07	Vosoritid	Injektionsvæske	1,2mg		DDA	0,7 mg	9.999

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

Click here to edit distributors and contacts

Click to validate your bid

Specify who is primarily responsible for the offer and Amgros' primary contact regarding the tender.

Leverandørkontrol | Distributører og kontaktpersoner

Tilbudsansvarlig:

Vedhæftet fil

EU eForms

CVR:  Enter VAT/Company registration No.

Website:  Enter company website.

NUTS-kode:  Enter NUTS-code from dropdown menu

Gennemse | Vedhæft

Eksporér | Gem tilbud til senere redigering

Gå videre

Save bid for later editing.

- You select a tender line from the top list by clicking it once, after which it will turn blue, and a dot will appear.

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed	Pris pr. pakning
1	National	N02AA01	Morphin	Desoptabletter	5mg		DW	0,1 g	100.000	
2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000	
3	National	N01AE01	Ibuprofen	Tabletter	400mg	20 stk. blister	DW	1,2 g	20.000.000	
3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000	
4	National	N02ACD4	Electrolyseopløsning	Tabletter	65mg			0,3 g	10	

In the tender window, the tendered pharmaceuticals are consecutively numbered with a tender number. Each tender number is considered an independent tender of the listed pharmaceutical and is tendered independently of the other tender numbers. A supplier can thus choose to submit an offer for one or more tender numbers, and the framework agreement will be entered into separately for each tender number. (The above screenshot shows a tender with 3 tender numbers).



Amgro's tender system is designed so that tenders must be submitted as a collective offer for all relevant tender numbers in the tender group. Therefore, the offer for **all** the relevant tender numbers in the tender group in question must be completed and submitted together. This means that it is not possible to submit an offer for one tender number in the tender group and subsequently submit an offer for another tender number in the tender group, as you thereby overwrite/ delete the first offer submitted.

If a tender number includes more than one line (such as tender number 2 above), it is a requirement that the supplier submits an offer for at least one item per line under the tender number in question. Reference is also made to the tender conditions for the tender group in question.

- To create a bid on the selected tender number, press “Opret” (create), and the tender window opens:

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tabletter
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 100.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: Indtast...	Nulstil
Forv. varenr. (ikke i taksten):	Tilbud: Tilbud 1
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:
Styrke (tal/ enhed): Vælg eller indtast...	Pris pr. Enhed:
Pakningsstørrelse:	
Spørgsmål	
Ok Annullér	

For more information on the stated “Enhed” (Unit) and expected “Mængde i enhed” (Quantity in Unit), reference is made to the tender conditions for the tender group.

- *If the item is on the Danish Medicines Agency’s (Lægemiddelstyrelsen) electronic list Medicinpriser.dk: Enter the assigned item number in the item number field (Varenummer).*



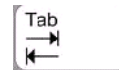
Enter the first two digits of the item number, then the item number(s) will appear in the dropdown- click on the relevant item number. The other fields will then be filled in automatically.

Udbudsnummer	
Udbudsnummer: 2	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol (med parabener)
EnhedsKode: DW	Dispenseringsform: Oral/rektal suspension
Enhed: 3 g	Styrke: 24 mg/ml
Mængde i enhed: 7.190	Pakning:
Tilbudslinie	
Varenummer: 04	Nulstil
Forv. varenr. (ikke i taksten): 048744	Tilbud: Tilbud 1
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:

- When the item is registered in Medicinpriser.dk and otherwise matches the specified ATC code for the tender number, the other fields for the item will be filled in automatically:

Udbudsnummer		Regionsbeskrivelse:	
Udbudsnummer:	2		
Regionskode:	National		
Udbudslinie			
ATC-kode:	N02BE01	Generisk navn:	Paracetamol (med parabener)
EnhedsKode:	DW	Dispenseringsform:	Oral/rektal suspension
Enhed:	3 g	Styrke:	24 mg/ml
Mængde i enhed:	7.190	Pakning:	
Tilbudslinie			
Varenummer:	048744	Nulstil	Tilbud: Tilbud 1 ▼
Forv. varenr. (ikke i taksten):			
Varenavn:	Panodil	Pris pr. pakning:	
Dispenseringsform:	Filmovertrukne tabletter	Enhed pr. pakning:	16,667
Styrke (tal/ enhed):	500 mg	Pris pr. Enhed:	
Pakningsstørrelse:	100 stk. (dåse)		
Spørgsmål			
Ok Annullér			

- Next, insert "pris pr. pakning" (price per package) and press TAB



If "Enhed pr. pakning" (Unit per package) is known from Medicinpriser.dk, the system will automatically calculate "Pris pr. enhed" (Price per unit).

Udbudsnummer		Regionsbeskrivelse:	
Udbudsnummer:	2		
Regionskode:	National		
Udbudslinie			
ATC-kode:	N02BE01	Generisk navn:	Paracetamol (med parabener)
EnhedsKode:	DW	Dispenseringsform:	Oral/rektal suspension
Enhed:	3 g	Styrke:	24 mg/ml
Mængde i enhed:	7.190	Pakning:	
Tilbudslinie			
Varenummer:	048744	Nulstil	Tilbud: Tilbud 1 ▼
Forv. varenr. (ikke i taksten):			
Varenavn:	Panodil	Pris pr. pakning:	15,00
Dispenseringsform:	Filmovertrukne tabletter	Enhed pr. pakning:	16,667
Styrke (tal/ enhed):	500 mg	Pris pr. Enhed:	0,90
Pakningsstørrelse:	100 stk. (dåse)		
Spørgsmål			
Ok Annullér			



If information about "Enhed pr. pakning" (Unit per package) is not stated in Medicinpriser.dk, the supplier must enter "Enhed pr. pakning" (Unit per package) based on the "Enhed" (Unit) that is stated in the tender line and the packing size.

➤ If the entries are incorrect, you can press “Nulstil” (reset) and start over

➤ When all data has been entered, click "OK" to save the offer for the item.

### Item number not in Medicinpriser.dk (taksten)

In certain cases, you may be informed that the item is not found in Medicinpriser.dk within the specified ATC group: “Varenummer ej i taksten/ATC-gr) (item number does not exist in “taksten” / ATC-group)

The screenshot shows a web form for entering tender data. It is divided into several sections:

- Udbudsnummer:** Fields for 'Udbudsnummer' (value: 1), 'Regionsbeskrivelse', and 'Regionskode' (value: National).
- Udbudslinie:** Fields for 'ATC-kode' (value: N02BE01), 'Generisk navn' (value: Paracetamol), 'EnhedsKode' (value: DW), 'Dispenseringsform' (value: Tabletter), 'Enhed' (value: 3 g), 'Styrke' (value: 500 mg), 'Mængde i enhed' (value: 500.000), and 'Pakning' (value: 10 - 30 stk).
- Tilbudslinie:** Fields for 'Varenummer' (value: Varenummer ej i taksten/ATC-gr, circled in red), 'Nulstil' button, 'Tilbud' (value: Tilbud 1), 'Forv. varenr. (ikke i taksten)', 'Varenavn', 'Dispenseringsform' (dropdown: Vælg eller indtast...), 'Styrke (tal/ enhed)' (dropdown: Vælg eller indtast...), 'Pakningsstørrelse', 'Pris pr. pakning', 'Enhed pr. pakning', and 'Pris pr. Enhed'.
- Spørgsmål:** A text area for questions.
- Buttons:** 'Ok' and 'Annullér' at the bottom.

This may be due to one of the following reasons:

- 1) The item number has been entered incorrectly, or the item number does not belong to the specific ATC-code. In these cases, press the reset button and enter the correct item number, which belongs to the ATC-code, in the field “Varenummer” (item number), and the remaining fields will be filled in automatically with data from Medicinpriser.dk (cf. the description above).

NB! Please note that you should not copy the item number into the field, as the system will not be able to retrieve data. Instead, start by entering the item number and wait for the system to suggest an item number. Select the item number suggested by the system and data will be retrieved automatically.

- 2) The item is not in Medicinpriser.dk. In that case, you can enter the expected item number, which will be listed in Medicinpriser.dk, in the field “Forv. Varenr. (ikke i taksten)” (expected item number (not in Medicinpriser.dk). Cf. the description below.



Please note that the items must be registered in the Danish Medicines Agency's list Medicinpriser.dk not later than the date stated in the tender documents for the tender group in question.

- Enter the item number in the field "Forv. Varenr. (ikke i taksten)" (expected item number (not in "taksten") and fill in the other fields with the item information.

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

Press "OK" when everything is entered.



Please note that the system automatically calculates a "Pris pr. Enhed" (price per unit) based on the supplier's information on "Enhed pr. Pakning" (unit per package) and "Pris pr. Pakning" (price per package).

Note that not all fields can be filled in. Information in one field can result in an automatic calculation in another field, such as fields related to "Enhed" (unit).

➤ Questions to be answered when making an offer

In some tenders, questions may need to be answered when tendering. Answering the questions will usually be mandatory.

The screenshot displays a tendering interface with several sections:

- Udbudsnummer:** Udbudsnummer: 1, Regionsbeskrivelse: [dropdown], Regionskode: National.
- Udbudslinie:** ATC-kode: N02BE01, Generisk navn: Paracetamol, EnhedsKode: DW, Dispenseringsform: Tabletter, Enhed: 3 g, Styrke: 500 mg, Mængde i enhed: 1.000.000, Pakning: 100 stk.
- Tilbudslinie:** Varenummer: Indtast... (highlighted with a red box and labeled 'Question'), Nulstil, Tilbud: Tilbud 1, Forv. varenr. (ikke i taksten): [input], Varenavn: [input], Dispenseringsform: Vælg eller indtast..., Styrke (tal/ enhed): [input] Vælg eller indtast..., Pakningsstørrelse: [input], Pris pr. pakning: [input], Enhed pr. pakning: [input], Pris pr. Enhed: [input].
- Spørgsmål:** A table with columns 'Spørgsmål' and 'Svar'. The first two rows have 'Test spørgsmål 1' and 'Test spørgsmål 2' with '- Vælg -' dropdowns. The third row has 'Indtast teksten' with a text input field. A red box highlights the dropdown menu in the first row, which shows 'Ja' and 'Nej' options (labeled 'Answer' with a legend: Ja = Yes, Nej = No).

If the mandatory questions are not answered, when the offer is saved, a message will appear that answers to one or more questions are missing.

If the tender has no questions, the screen will look like below:

The screenshot shows the 'Spørgsmål' section with an empty table and 'Ok' and 'Annullér' buttons at the bottom.

Tender lines in the tender window.

➤ When you have created an offer on a tender line, it will appear in the bottom part of tender window:

The screenshot shows the tender window interface. At the top, there is a header with 'Udbudsgruppe: 2018-1.6016.b' and 'Ordregiver: Amgro'. Below this is a table of tender lines. The first table has columns: Udbudsnr., Region, ATC-kode, Generisk navn, Dispenseringsform, Styrke, Pakning, En.kode, Enhed, and Mængde i enhed. The second table has columns: Udbudsnr., Tilbud, Varenr., Føl. varenr., Varenavn, Dispenseringsform, Styrke, Pakningsarræelse, Enhed pr. pakning, Pris pr. enhed, and Pris pr. pakning. The interface includes buttons for 'Leverandørkontrol', 'Distributører og kontaktpersoner', 'Fjern', 'Gem som', 'Gennemse...', 'Vedhæft', 'Opret', 'Redigér', 'Fjern', 'Eksportér', 'Gem tilbud til senere redigering', and 'Videre til ESPD'. Three red arrows point to specific elements: one to a dot in the first table, one to a row in the second table, and one to the 'Opret', 'Redigér', and 'Fjern' buttons.

The dot indicates that there has been created an offer on the line.

Offer lines are shown in this list.

If you want to remove ("Fjern") a line, create ("Opret") a new one or edit ("Redigér"), these keys are used.

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



It is recommended that you activate the button "Leverandørkontrol" (supplier check) continuously, when you have completed an entry, that way you are sure that the offer can be saved or submitted. An offer with errors cannot be saved. (See more about the supplier control (Leverandørkontrol) in section 2.7).

## 2.4 Attach file

For some tender groups, the supplier must submit various documents which are specified in the contract notice and/or the terms of the tender for the tender group. As far as possible, these documents must be attached as files submitted to Amgro as part of the offer.

All documents can be attached as PDF-files or scanned JPG files. The system allows attachment of up to 5 files. If there are more than 5 files, they should be collected into a Zip file, since you can only attach 5 files per offer (regardless of how many tender numbers the offer includes). The following explains how to create a Zip file.

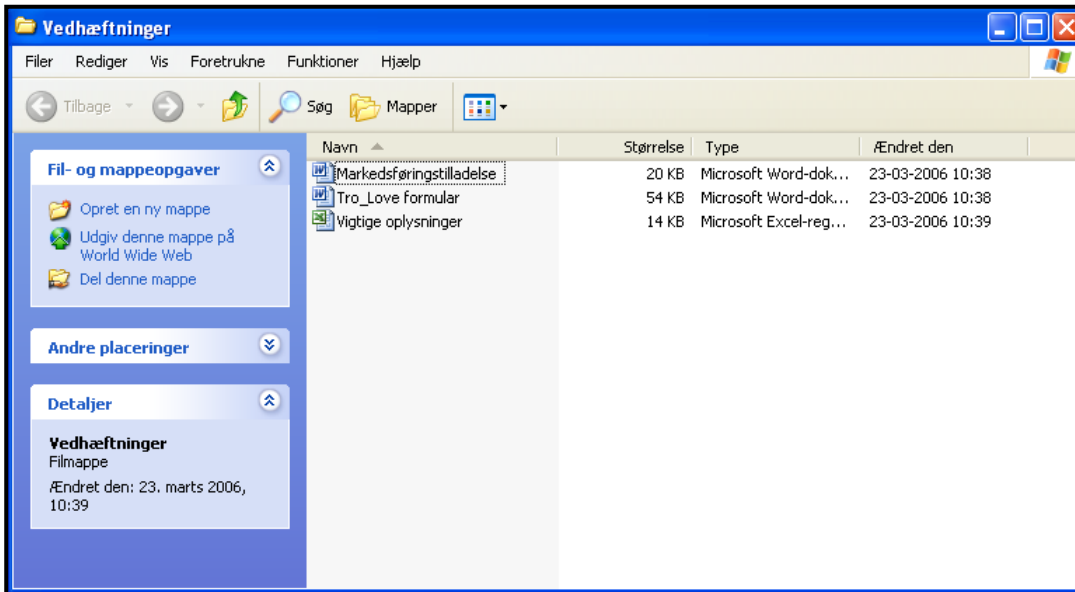


The way a Zip file is created may vary depending on the operating system, etc. used. The instructions below are based on how to create a ZIP-file with Danish Windows.

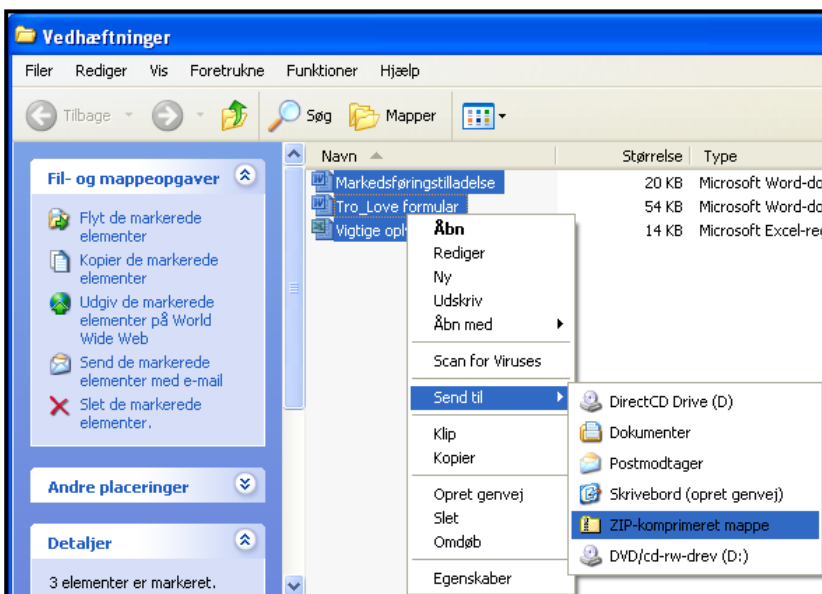


## Create a Zip file

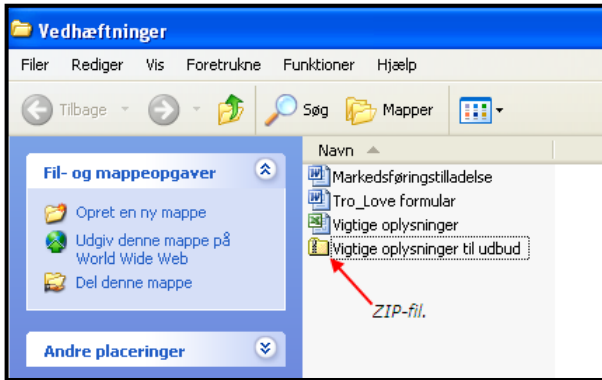
➤ Find the documents in your Windows Explorer:



➤ Highlight the relevant documents:



- *Right-click, select "Send til" (send to) and then the menu item "Zip-komprimeret mappe":*



The maximum file size of a Zip file is 20 MB.

The Zip file is now created, and you can attach it to the offer. This is done as follows:

- *Click "Gennemse" (Check):*

Udb.gruppe: 2018 - 1.6016.b

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

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

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

Leverandørkontrol    Distributører og kontaktpersoner

Vedhæftet fil

Fil Navn	Fjern	Gem som

**Check**

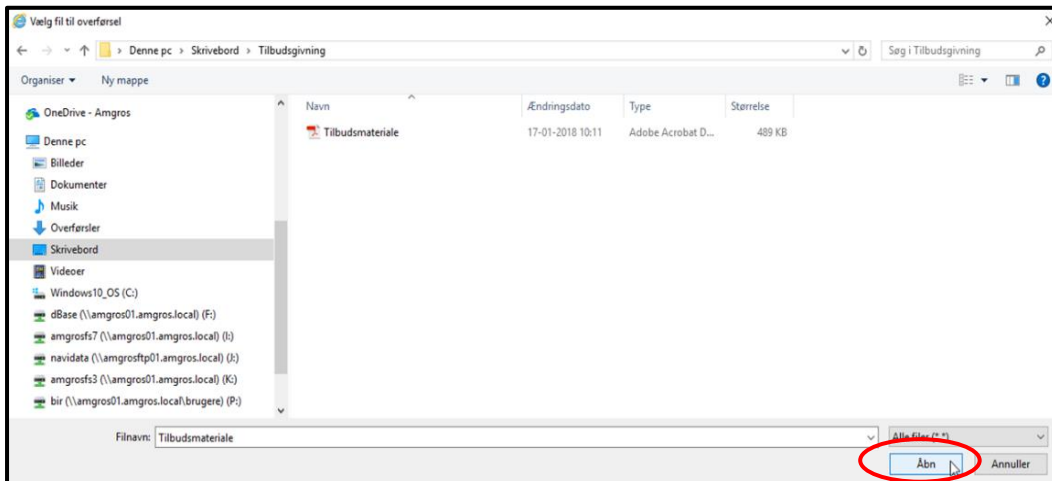
**Gennemse...**    Vedhæft

Tilbudsansvarlig

Vælg eller indtast...

Eksportér    Gem tilbud til senere redigering

- *Find the file on the network and click "Åbn"(Open)*



➤ Click "Vedhæft" (attach):

Udb.gruppe: 2018 - 1.6016.b

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

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

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

Leverandørkontrol Distributører og kontaktpersoner

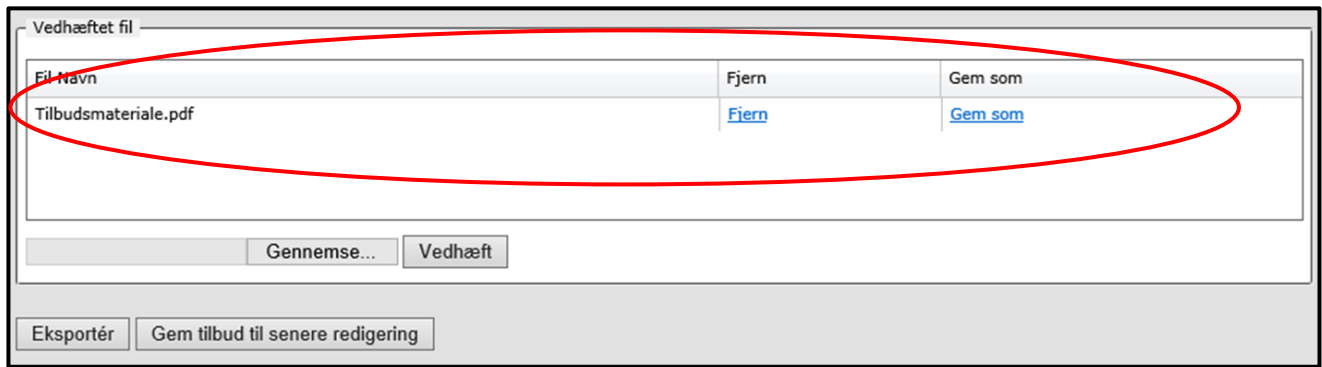
Vedhæftet fil

Fil Navn	Fjern	Gem som

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

Eksportér Gem tilbud til senere redigering

The file will now appear in the file summary of the offer.



After this, the system will attach the file to the offer when it is submitted.

If the supplier submits offers for several tender groups, some of the required documents may be the same for these tender groups. However, as for Amgros' handling of offers, it is a requirement that all the required documents in a tender group are sent with the offer submitted under that tender group.

Failure to meet the formal requirements for the content of the individual offer means that the offer can – and possibly must- be considered non-compliant, cf. tender specifications.



The size of the attached file or total size of all files can be a maximum of 20 MB.  
The system will issue a warning if this limit is exceeded.

## 2.5 Save offer for later editing

If during the tendering process you want to stop work and continue at another time or proofread the information entered, you can save the offer for later editing.



Note that “Leverandørkontrol” (supplier check) is activated automatically. If there is an error in the offer, you cannot save it until the error is corrected.

You can save the offer for later editing by either yourself or another person who is also registered as a user of the tendering system for the same tenderer, as follows:

➤ Press the key “Gem tilbud til senere redigering” (save tender for later editing).

Udb.gruppe: 2018-1.6015.b Ordregiver: Amgro

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

Tilbud: (Alle)

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

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

Leverandørkontrol Distributører og kontaktpersoner Opret Redigér Fjern

Vedhæftet fil

Fil Navn Fjern Gem som

Gennemse... Vedhæft

Tilbudsansvarlig

Vælg eller indtast...


Eksporér **Gem tilbud til senere redigering** Videre til ESPD

- Next, press "Ok" in the dialog box displaying who the offer has been saved to.

	Ibuprofen	Tabletter	
	Eribulin	Injektionsvæske	

gr	Forv.	3625			
				28 stk blister	
				100 stk.	

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


*Translation*

Your offer is now saved on the server for later editing by "your name", company, user tendering portal. Click "ok" to exit the program.

Tilbudsansvarlig \_\_\_\_\_

- Close the window by clicking "Forlad siden" (Leave the page)

Windows Internet Explorer

 Vil du forlade siden?

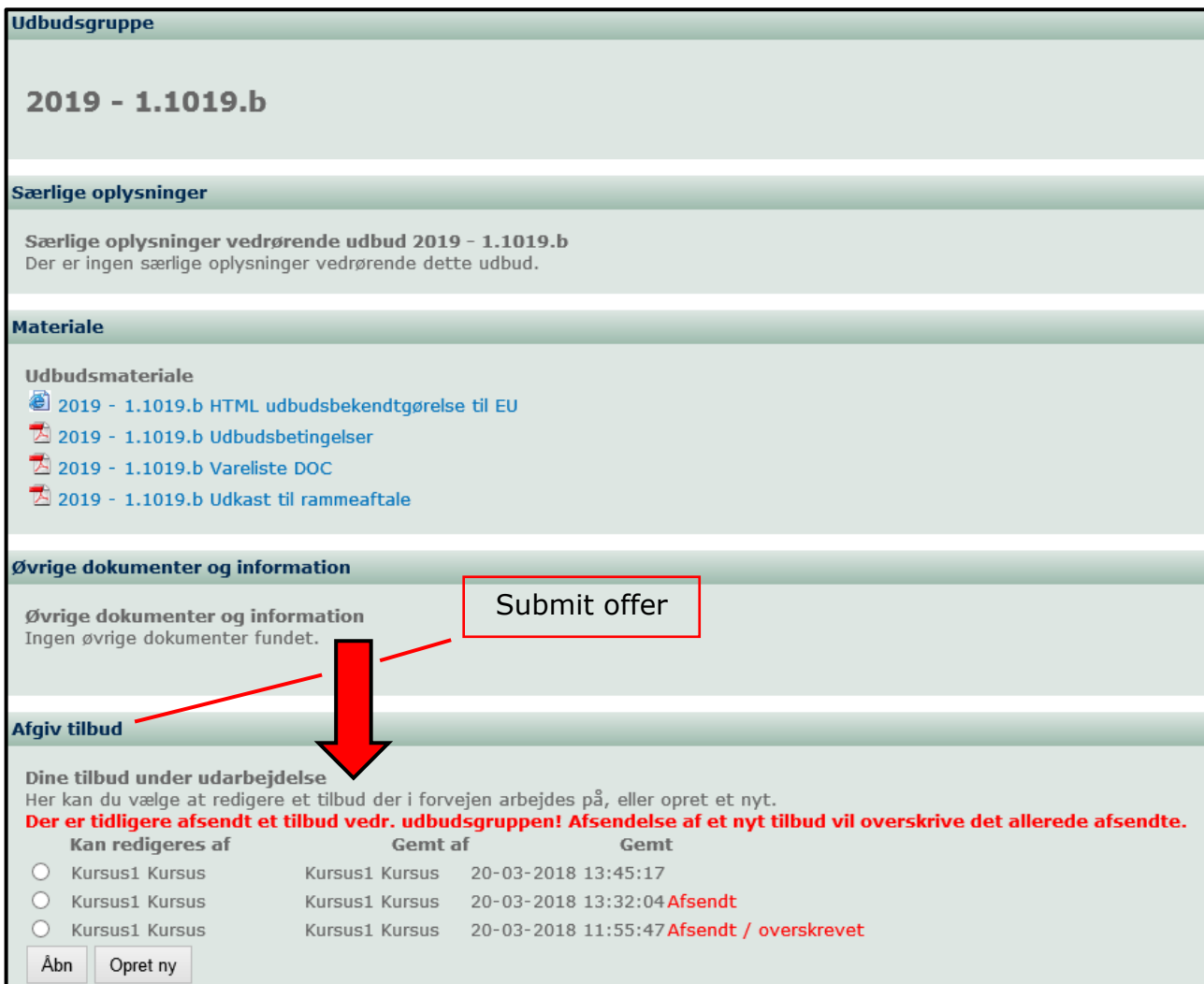
Meddelelse fra webside:

Ønsker du at forlade siden?

→ Forlad siden

→ Bliv på siden

Submitted offers for the tender are displayed on the screen, and who has saved offers.



**Udbudsgruppe**

## 2019 - 1.1019.b

**Særlige oplysninger**

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

**Materiale**

**Udbudsmateriale**

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

**Øvrige dokumenter og information**

Øvrige dokumenter og information  
Ingen øvrige dokumenter fundet.

**Afgiv tilbud**

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

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

Åbn Opret ny



The offer can be opened to resume work on it. This is done by selecting the saved offer and pressing “Åbn” (open).

Note that other users will be able to create new offers and thus overwrite the existing one.

If the person in question is absent, other users from the same company will still be able to continue working on the offer.



When submitting an offer to Amgros, the submitted offer is saved automatically.

## 2.6 Exportation of offer

when you are about to finish the offer, or when you simply want to save and browse already created offers, it is possible to export the offer to your own computer.

➤ *To do this, press the key "Eksporter" (export):*

Udbudsgruppe: 2018 - 1.381.a

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

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

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

Leverandarkontrol Distributører og kontaktpersoner

Vedhæftet fil

Fil Navn Fjern Gem som

Gennemse... Vedhæft

**Eksporter** Gem tilbud til senere redigering

➤ *Select where the file should be saved*

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

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

2) *CSV (all tender details): Here it is possible to export the entire tender group including all offer details, and if offer details are created, they will also be included in the export.*

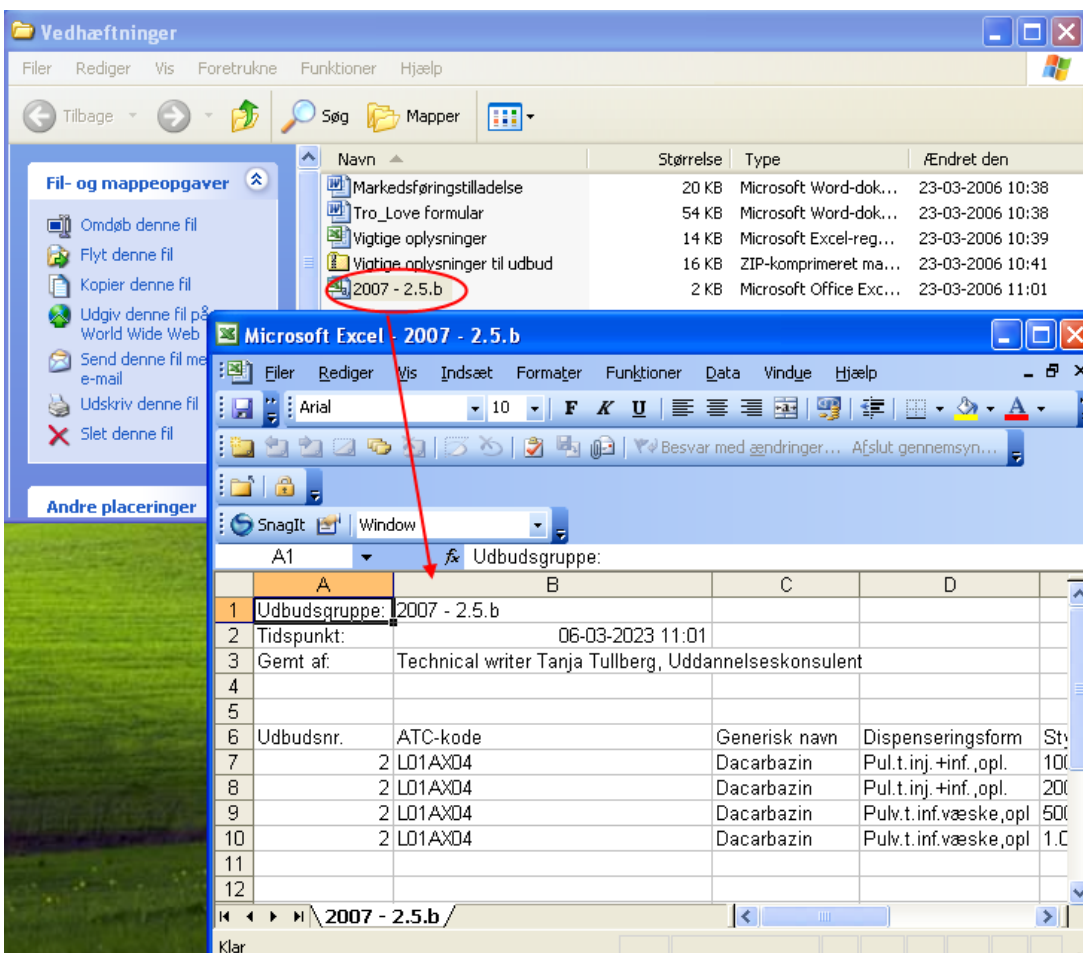
3) *PDF: A formatted report*

4) *XML: A special format used only internally for dispatch*





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



There are two different ways in which you can get an overview of the total offer on your own computer.



There is no link between the csv.file or PDF-file and the tendering system. This means that you must make all corrections/edits in the system.

When the offer has been edited in the tendering system, it is ready for submission.

## 2.7 Proceed

Once all the offer data has been completed, the offer is ready for submission to Amgros. Next press “Gå videre” (Proceed), where you are initially asked to confirm distributors and contacts.

At the same time of submission, the offer will be automatically saved to the user who is logged in and has pressed the Send key.

(Please note that other people who are registered as users on Amgros’ Supplier and Tendering portal under that tenderer/company also have access to open and correct the offer). This is a help if you want to make a correction after the submission, as you can open the submitted offer, make the correction, and resend the offer. **Offers can be edited until the offer deadline.**

When the offer is submitted it will be automatically checked with the control built into the system. It is also possible to carry out this control during the bidding process. This is done via key. “**Leverandørkontrol**” (supplier check).

The screenshot displays a software interface with two tables and a dialog box. The top table lists offers with columns for Udbudsnr., Region, ATC-kode, Generisk navn, and Dis. The bottom table lists bids with columns for Udbudsnr., Tilbud, Varenr., and Forv. A dialog box with an information icon contains a message in Danish and two buttons: 'Ok' and 'Annullér'. A red box highlights a translation of the dialog message.

Udbudsnr.	Region	ATC-kode	Generisk navn	Dis
1	National	N02BE01	Paracetamol	Tab
1	National	N02BE01	Paracetamol	Tab
2	National	M01AE01	Ibuprofen	Tab
2	National	M01AE01	Ibuprofen	Tab
3	National	L01XX41	Eribulin	Inje

Udbudsnr.	Tilbud	Varenr.	Forv.
1	Tilbud 1	Varenummer ej i taksten/ATC-gr	3625
1	Tilbud 1	038252	

**Translation**  
The offer is verified. NOTE the system can only partially check that the product(s) offered meet the requirements under the specific tender number. Refer to the instructions for offer submission. It is the suppliers’ responsibility that the requirements are met and that the offer is conditional.

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

Ok Annullér

Leverandørkontrol Distributører og kontaktpersoner

Vedhæftet fil Tilbudsansvarlig

As shown in the screenshot, this verification informs you whether it is necessary to change the offer for it to be submitted.

It is recommended to carry out this check on an ongoing basis “Leverandørkontrol” (supplier check).



The following are checked:

- That offers are submitted on all the offer lines with the same tender number (Always checked)
- That "Price per unit" is the same for pharmaceuticals offered in the case of tenders under a tender number for several package sizes of a pharmaceutical in one particular dispensing form and in one particular strength, when the requirements stipulate that "Price per packing" is set so that "Price per unit" is the same for these different packages. This applies, for example:
  - Where offers are made under the same line of a tender number for several different packages of a pharmaceutical in the same dispensing form and in the same strength, cf. the tender conditions.
  - In addition, it applies in cases where a tender number includes several listed packages of a pharmaceutical in the same dispensing form and in the same strength (indicated by several lines in the relevant tender number), if it is a requirement that "Price per unit" is the same for these different packages, cf. the tender conditions.

**Note** that the system can only partly check that the pharmaceuticals offered meet the requirements of the tender number in question.

It is the supplier's responsibility to ensure that all requirements are met, and that the offer is compliant.

Note that the control function does not apply in connection with "bagatelkøb" (trifle agreements), cf. section 7.

**Note** that the system can only partly check that the pharmaceuticals offered meet the requirements of the tender number in question.

It is the supplier's responsibility to ensure that all requirements are met, and that the offer is compliant.

Note also that the control function does not apply in connection with "bagatelkøb" (trifle agreements), cf. section 7.

Subsequently, a person responsible for the offer is, and the offer is saved.

- Assign a person responsible for the offer who is Amgro's primary contact, when the offer subsequently is processed/handled, and to whom the outcome of the tender is sent.
- Remember to attach relevant files, if any.
- In the tender window press the key "Gå videre" (Proceed).

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

Leverandørkontrol | Distributører og kontaktpersoner

Tilbudsansvarlig  
Udbudsadministrator Birgit Rasmussen, Bruger Leverandørportal

EU eForms  
CVR  
14479880  
Website  
http:// www.amgro.dk  
NUTS-kode  
DK011: Byen København

Gå videre

By pressing the key "Gå videre" (Proceed), the offer is automatically saved to the user who submits the offer. You can subsequently correct what has been submitted and resubmit it until the offer deadline expires.

- If there are no attached files to the offer, a reminder will appear. If no files need to be attached, press "Ja" (yes).

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

Ja Nej

#### Translation

The current offer has no attachments.  
Are you sure you want to proceed  
with submitting this offer?

Ja = Yes

Nej = No

Next, you will be asked to confirm distributors and contacts (Distributører og kontaktpersoner). This information will be included in the annex to the framework agreement, if an agreement is entered into with the tenderer:

- *If the information is correct, click "Bekræft" (Confirm). Otherwise, information is changed by selecting a line and clicking "Rediger" (Edit).*

### Distributører og kontaktpersoner

#### Distributører

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

#### Kontaktpersoner

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



If distributor or contact information needs to be updated or corrected permanently, this must be done on the site below the menu item "Mine firmasider" (my company page) ⇒ "Firmastamdata" (company master data) ⇒ "Kontaktpersoner og distributører" (contacts and distributors).

## 2.8 Declaration regarding Regulation (EU) No. 833/2014

Declaration regarding Regulation (EU) No. 833/2014 must be completed with a statutory declaration.

**Erklæring vedrørende forordning (EU) nr. 833/2014**

Ved afgivelse af tilbuddet erklærer tilbudsgiveren hermed, at en tildeling af kontrakt i nærværende udbud ikke vil stride imod forbuddet fastsat i artikel 5k, stk. 1, i EU-forordning 833/2014 om restriktive foranstaltninger på baggrund af Ruslands handlinger, der destabiliserer situationen i Ukraine, som ændret ved forordning (EU) 2022/1269.

Bestemmelsen (artikel 5k, stk. 1) lyder som følger:

*"Det er forbudt at tildele eller fortsætte gennemførelse af offentlige kontrakter eller koncessionskontrakter, der er omfattet af udbudsdirektiverne samt artikel 10, stk. 1 og 3, artikel 10, stk. 6, litra a)-e), artikel 10, stk. 8, 9 og 10, og artikel 11, 12, 13 og 14 i direktiv 2014/23/EU, artikel 7 og 8 samt artikel 10, litra b)-f) og h)-j), i direktiv 2014/24/EU, artikel 18, artikel 21, litra b)-e) og g)-i), og artikel 29 og 30 i direktiv 2014/25/EU og artikel 13, litra a)-d), f)-h) og j), i direktiv 2009/81/EF, til eller med:*

a) russiske statsborgere eller fysiske eller juridiske personer, enheder eller organer, der er etableret i Rusland

b) juridiske personer, enheder eller organer, hvoraf en enhed som omhandlet i nærværende stykkes litra a) direkte eller indirekte ejer over 50 %, eller

c) fysiske eller juridiske personer, enheder eller organer, der handler på vegne af eller efter anvisning fra en enhed som omhandlet i nærværende stykkes litra a) eller b),

herunder, hvis de tegner sig for mere end 10 % af kontraktværdien, underentreprenører, leverandører eller enheder, hvis formåen er udnyttet, jf. udbudsdirektiverne."

Undertegnede virksomhed erklærer samtidig, at denne straks vil give Amgros I/S skriftlig meddelelse, hvis undertegnede virksomhed i aftaleperioden skulle blive omfattet af ovenstående.


1)

1) *Click here, if you confirm in good faith that the above is correct*, you will automatically proceed to filling in the ESPD and further in the bidding process.

*anvisning fra en enhed som omhandlet i nærværende stykkes litra a) eller b),*

*herunder, hvis de tegner sig for mere end 10 % af kontraktværdien, underentreprenører, leverandører eller enheder, hvis formåen er udnyttet, jf. udbudsdirektiverne."*

Undertegnede virksomhed erklærer samtidig, at denne straks vil give Amgros I/S skriftlig meddelelse, hvis undertegnede virksomhed i aftaleperioden skulle blive omfattet af ovenstående.

 Tryk OK for at bekræfte, at du ikke kan afgive tilbud. Dermed afsluttes tilbudsprocessen uden afgivelse af tilbud. Tryk Annullér for at vende tilbage til forrige skærm-billede.

2) *Click here if you cannot confirm the above* - leads to a display where, by pressing OK, you can confirm that you cannot submit an offer. You can then confirm that you cannot submit an offer, or you can undo your answer by pressing Annullér.

*Translation*

**Declaration regarding Regulation (EU) No. 833/2014**

By submitting the offer, the tenderer hereby declares that the award of a contract in this tender will not contravene the prohibition laid down in Article 5k, subsection 1 of EU Regulation 833/2014 on restrictive measures on the basis of Russia's actions destabilizing the situation in Ukraine, as amended by Regulation (EU) 2022/1269.

The provision (Article 5k, subsection 1) reads as follows:

*“Article 5k*

*It shall be prohibited to award or continue the execution of any public or concession contract falling within the scope of the public procurement Directives, as well as Article 10(1), (3), (6) points (a) to (e), (8), (9) and (10), Articles 11, 12, 13 and 14 of Directive 2014/23/EU, Article 7, points (a) to (d), and Article 8, Article 10 points (b) to (f) and (h) to (j) of Directive 2014/24/EU, Article 18, Article 21 points (b) to (e) and (g) to (i), Articles 29 and 30 of Directive 2014/25/EU and Article 13 points (a) to (d), (f) to (h) and (j) of Directive 2009/81/EC, and Title VII of Regulation (EU, Euratom) 2018/1046, to or with:*

*(a) a Russian national, a natural person residing in Russia, or a legal person, entity or body established in Russia;*

*(b) a legal person, entity, or body whose proprietary rights are directly or indirectly owned for more than 50 % by an entity referred to in point (a) of this paragraph; or*

*(c) a natural or legal person, entity or body acting on behalf or at the direction of an entity referred to in point (a) or (b) of this paragraph,*

*including, where they account for more than 10 % of the contract value, subcontractors, suppliers, or entities whose capacities are being relied on within the meaning of the public procurement Directives.”*

The undersigned company also declares that it will immediately notify Amgros in writing if the undersigned company should be covered by the above during the agreement period.

## 2.9 Declaration regarding the ESPD (The European Single Procurement Document)


Next step is submission of the ESPD. The offer cannot be made without the ESPD being submitted. The information must first be completed.




For further information about each item, press



**ESPD oplysninger**

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

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

*Translation*

### **ESPD information**

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

Does the economic operator participate in the procurement procedure with others?  
If yes, it must be ensured that the other parties concerned submit a separate ESPD.

"Yes"  "No"

"Next"

"Print"



➤ *Select the relevant choices and click “Næste” (Next):*

If you select “Ja” (Yes) as shown below, some additional questions will appear that need to be answered.

**ESPD oplysninger**

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

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

Hvis ja:

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

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

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

Næste Udskriv

*Translation*

**ESPD information**

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

Does the economic operator participate in the procurement procedure with others? If yes, it must be ensured that the other parties concerned submit a separate ESPD.

“Yes”  “No”

If yes:

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

b) List the other economic operators participating in the procurement procedure together:

c) If applicable, enter name of the participating group:

“Next”

“Print”

➤ *Answer the questions and click “Næste” (Next):*

Subsequently, questions relating to mandatory grounds for exclusion must be answered.

In the example below, all markings are set to "Nej" (No).

**Obligatoriske udelukkelsesgrunde**

Er den økonomiske aktør etableret i et land, som ikke er medlem af EU, og som ikke er medlem af den internationale handelsorganisation WTO's Government Procurement Agreement, eller er etableret i det pågældende land, som ikke er medlem af den internationale handelsorganisation WTO's Government Procurement Agreement?

Er den økonomiske aktør selv eller en af aktørens administrations-, ledelses-, eller repræsentations- eller kontrollere eller andre personer, der har været i forbindelse med aktøren i de seneste fem år ved endelig dom eller ved en eller flere af de i udbudslovens § 135 nævnte forhold, blevet idømt en bøde eller en fængselstraf?

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

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

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

Er den økonomiske aktør opmærksom på (1) en interessekonflikt i forhold til det pågældende udbud, (2) en konkurrencefordrejning som følge af den forudgående inddragelse af de økonomiske aktører i forberedelsen af udbudsproceduren i forhold til det pågældende udbud, (3) har denne i det pågældende udbud givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsætte de nødvendige dokumenter, eller har denne i forbindelse med udøvelsen af denne forpligtelse med udøvelsen af denne forpligtelse givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsætte de nødvendige dokumenter, som nævnt i udbudslovens § 136?

Ja  Nej

Tilbage Accept Udskriv

**Translation**  
**Mandatory grounds for exclusion**  
Is the economic operator established in a country that is included in the EU list of non-cooperative tax jurisdictions and has not acceded to the WTO's Government Procurement Agreement or other trade agreements that oblige Denmark to open the market for public contracts to bidders established in the country in question, as mentioned in section 134a (1) of the Public Procurement Act?  
Is the economic operator himself or a person belonging to the economic operator's administrative, management or supervisory body or empowered to represent or control or to make decisions therein within the past five years by a final judgment convicted or adopted a fine for one or more of the provisions in section 135 (1) of the Public Procurement Act in said relationships?  
If the ESPD documentation is available electronically, please insert links here:

**Translation**  
Has the economic operator breached its obligations regarding to the payment of taxes or contributions to social security, as indicated in the Public Procurement Act in section 135 (3)  
If the relevant ESPD documentation is available electronically, please insert links here:

**Translation**  
Is the economic operator aware of a conflict of interest in relation to the tender in question, a distortion of competition as a result of prior involvement of the economic operators in the preparation of the tender procedure in relation to the tender in question, or has the latter in the tender in question provided grossly incorrect information or been unable to submit supplementary documents, as mentioned in section 136 of the Public Procurement Act?  
"Return" "Accept" "Print"

➤ Select the appropriate options and click "Accept":

- If the checkboxes are set to "Ja" (Yes), as shown below, some fields with additional questions will open that need to be answered.

**Obligatoriske udelukkelsesgrunde**

Er den økonomiske aktør etableret i et land, der er optaget på EU listen over ikke samarbejdsvillige skattejurisdiktioner og ikke har tiltrådt WTO's Government Procurement Agreement eller øvrige handelsaftaler, der forpligter Danmark til at åbne markedet for offentlige kontrakter for tilbudsgivere etableret i det pågældende land, som nævnt i udbudslovens § 134a, stk. 1?  Ja  Nej

Hvis ja, angiv uddybende oplysninger herom:

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

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

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

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

Hvis ja, angiv uddybende oplysninger om den manglende opfyldelse af forpligtelser, herunder landet hvori forpligtelserne ikke er overholdt og beløbets størrelse samt oplysninger om, hvorvidt der er truffet foranstaltninger til selvrehabilitering ("self-cleaning"):

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

Er den økonomiske aktør opmærksom på (1) en interessekonflikt i forhold til det pågældende udbud, (2) en konkurrencefordrejning som følge af den forudgående inddragelse af de økonomiske aktører i forberedelsen af udbudsproceduren i forhold til det pågældende udbud, (3) har denne i det pågældende udbud givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsende supplerende dokumenter eller (4) har denne i forbindelse med udførelsen af sit erhverv begået alvorlige forsømmelser, der sår tvivl om ansøgerens eller tilbudsgiverens integritet, som nævnt i udbudslovens § 136?  Ja  Nej

Hvis ja, angiv uddybende oplysninger om forholdet og for så vidt angår nr. 3 og nr. 4 angiv også oplysninger om, hvorvidt der er truffet foranstaltninger til selvrehabilitering ("self-cleaning"):

Tilbage Accept Udskriv

2/2

*Translation*

If yes, please provide detailed information:

*Translation*

If yes, please provide detailed information of the sentence and information on whether measures have been taken for self-cleaning ("self-cleaning"):

*Translation*

If yes, please provide detailed information about the non-fulfilment of obligations, including the country in which the obligation has not been met and the amount, as well as information about whether measures have been taken for self-rehabilitation ("self-cleaning"):

*Translation*

If yes, please provide detailed information about the situation and, in relation to No. 3 and No. 4, also provide information on whether measures have been taken for self-rehabilitation ("self-cleaning"):

- Answer the questions and click "Accept":

A new window will open, reminding you that one or more documents may need to be attached to the offer.

Press **“Acceptér og afsend”** (Accept and submit) if no documents are to be attached to the offer.

If the notice and the contract terms stipulate that documents must be attached, and these are not yet attached, press “Annuller Cancel and attach the documents before submission.

If it is stipulated in the tender notice and tender conditions that documents must be attached and these are not attached, press "Annullér" (Cancel) and attach the documents before submitting.

Next: click **“Acceptér og afsend”** (Accept and submit) for final submission.

**Dokumenter til afsendelse**

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

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

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

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

Print **Acceptér og afsend** Annullér

*Translation*

Documents for submission

In the tender notice and the tender conditions for this tender group, it will be stated whether there are any documents which must be attached to this offer.

Reference is made to the instructions for submitting an offer, where it is described in more detail how to attach documents to the offer.

**It is the responsibility of the supplier to ensure that all required documents are attached, and that the eESPD is completed correctly in Amgros' tendering system, and the offer is compliant.**

Click **“Acceptér og afsend”** (Accept and submit) for final submission of the offer.

The offer has the following file(s) attached:

“Print” “Accept og afsend” (Accept and submit) “Annullér” (Cancel)

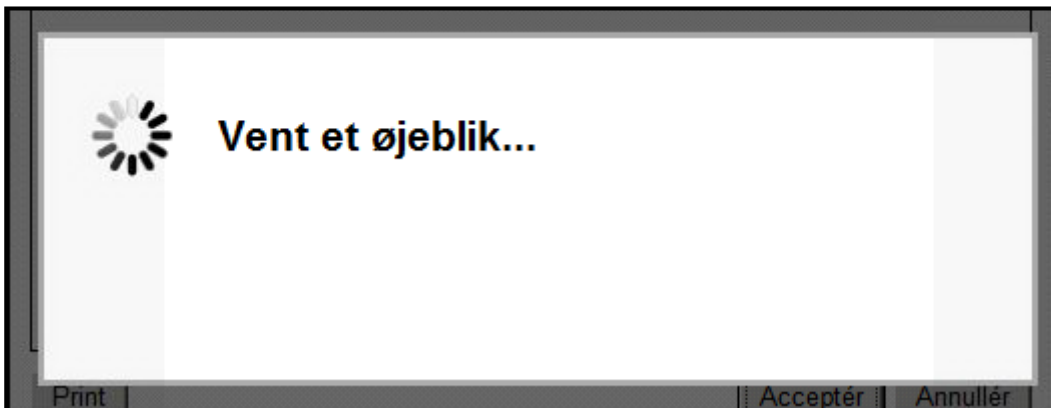
Once accepted, the offer will be checked with the control built into the system, as previously described.

After the offer has been checked in the system, it must be encrypted and approved for submission:

The offer will be submitted to Amgros, and a receipt for “Dokumenter og afsendelse” (Documents and submission) and a confirmation for “Tilbud sendt” (Offer submitted) with a verification code will be appear on the screen (See screenshots below). It is recommended to print both as they are proof that the offer has been submitted with the attached files.

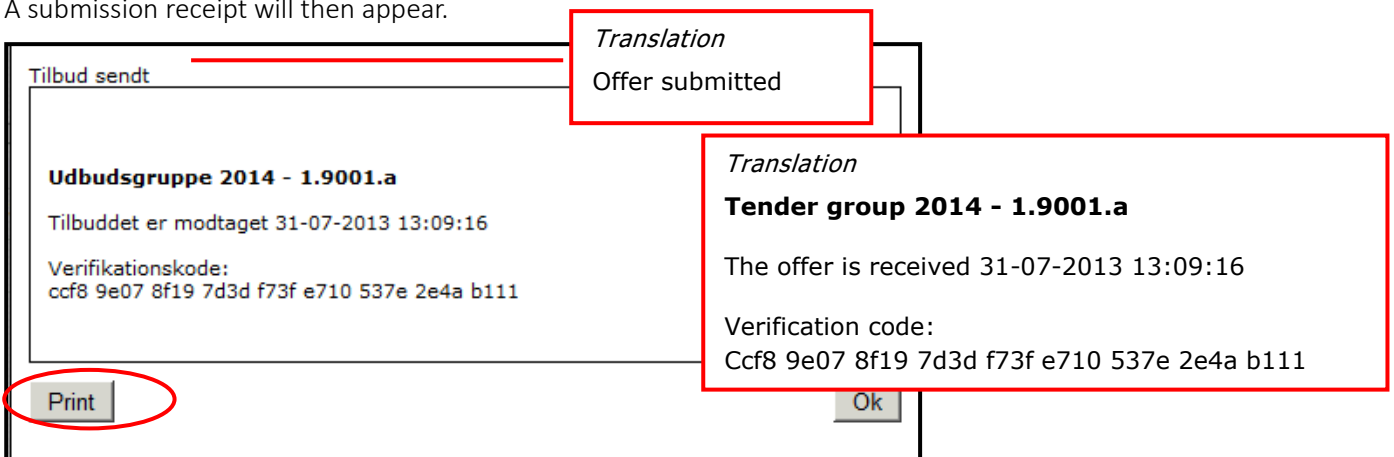
If there is only one attached file, the name of the file will be shown.

If there are multiple files, their names will be shown. If they are large files, this image will appear:



This means that the system is working on completing and submitting

A submission receipt will then appear.



The offer is now encrypted and saved on a secure server. It can only be retrieved and opened by Amgros when the offer deadline has expired. The receipt should be printed (Press Print), as it is the tenderer’s proof of submission.

➤ *The tender window can now be closed by pressing “OK”*

Vil du forlade websitet?

Ændringer, du har foretaget, gemmes muligvis ikke.

Forlad

Annuller

*Translation*

Do you want to leave this page?

Press "Forlad" (Leave) to leave the page.

Press "Annuller" (Cancel) to stay on this page.

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

When you return to the tendering system and select the tender for which an offer has been submitted, the following screen will be displayed:

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

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

When multiple offers have been submitted for a tender the text “**Afsendt / overskrevet**” (submitted/overwritten) will be displayed next to the previously submitted offers.

When several offers have been sent for a tender, it will say “Afsendt/overskrevet” (Submitted / overwritten) on the previously submitted offers. The last offer submitted will only say “Afsendt” (Submitted).

In this way you will be able to see whether an offer has been submitted, and which offer that has been submitted. If you have a saved an offer for later editing, you will still be able to edit the saved offer.



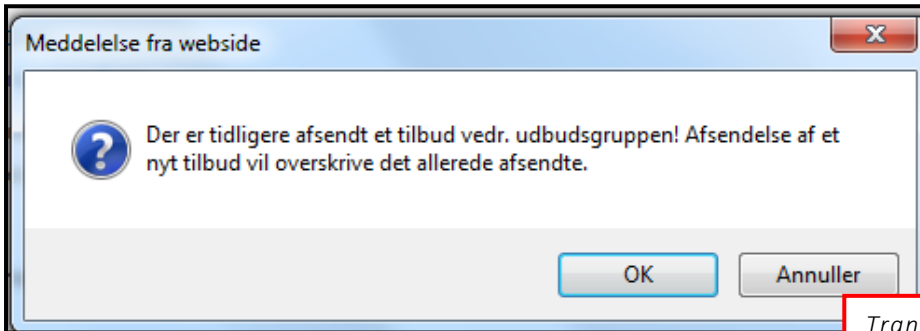
It is possible to create a new or change a saved offer until the offer deadline expires, but note that when submitted it will overwrite the already submitted offer

## 2.91 Cancellation of offer

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

If you want to cancel an already submitted offer, you must submit a new, edited offer or a blank offer. This will be possible until the offer deadline expires. An empty offer is created by:

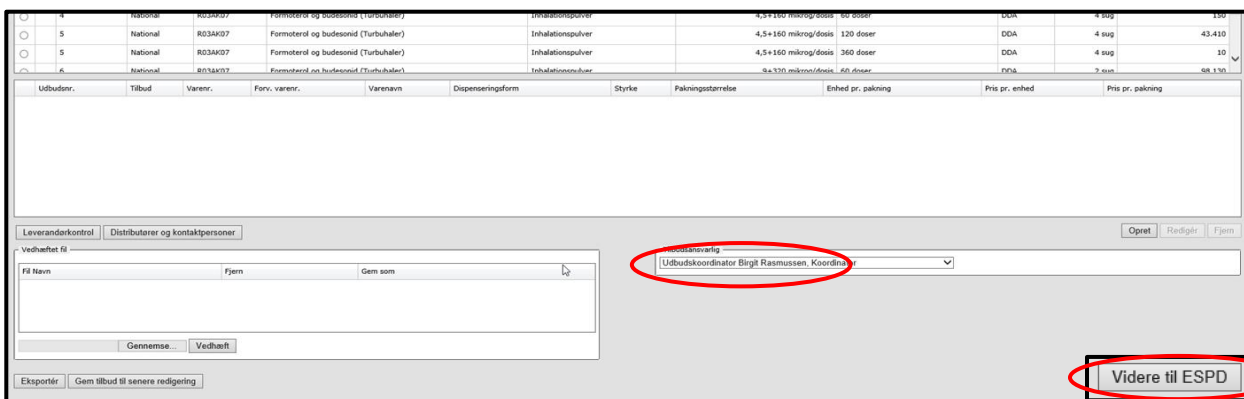
- **View the tender (click on link) and press "Opret Ny" (Create new)**



### Translation

An offer has previously been submitted to the tender group. Submission of a new offer will overwrite the one already submitted.

- **Click "OK":**



- **Select Tilbudsansvarlig (Person responsible for the offer)**
- **Click "Afsend tilbud til Amgros" (Submit offer to Amgros).**

## 3 Log Out

When you want to leave the system, click on log out / padlock in the upper right corner of the page.





## 4 Fixed Quantity tenders

### 4.1 General information

This section explains the submission of offers on fixed quantity tenders. In fixed quantity tenders, Amgros undertake to purchase a fixed quantity and the supplier (tenderer) to supply the quantity stated.

Fixed Quantity tender is abbreviated to FM in the tendering system. Fixed quantity tenders will be shown under the heading: "Fastmængde – Lægemidler EU udbud" (Fixed Quantity – Pharmaceuticals EU tender) on the page with 'Aktive udbud' (Active Tenders).

Søg på ATC-kode:	
<input type="text"/>	<input type="button" value="Søg"/>
<b>Fastmængde - Lægemidler EU udbud</b>	
<u>Udbudsgruppe</u>	<u>Tilbudsfrist</u>
<input type="radio"/> 2010 - FM_1.902.a	08-01-2010 12:00:00
<input type="radio"/> 2010 - FM_1.903.a	08-01-2010 12:00:00 Regionsopdelt
<b>Lægemidler EU udbud</b>	
<u>Udbudsgruppe</u>	<u>Tilbudsfrist</u>
<input type="radio"/> 2010 - 1.922.a	08-01-2010 12:00:00 Regionsopdelt
<input type="button" value="Vis"/>	

The standard functionality for tendering is the same as for other tenders. Specific conditions regarding the tendering of options are described in section 4.2.

### 4.2 Fixed quantity – Submission of offers


When a fixed-quantity tender is carried out, one or more options may be attached to a lot (tender number) for the supply of a specific pharmaceutical.

An offer can only be submitted if an offer is made on the tender number to which the option is linked.

It will appear from the tender conditions for the individual tender group whether, when submitting an offer for a tender number, it is mandatory or voluntary to submit offers for the options linked to the tender number in question.

An option will appear as a separate tender number with reference to the tender number to which the option is linked. The field "tender number" thus shows the option's own tender number, just as it appears that it is an "option". In the "generisk navn" (generic name) field, it appears to which tender number the option is linked.

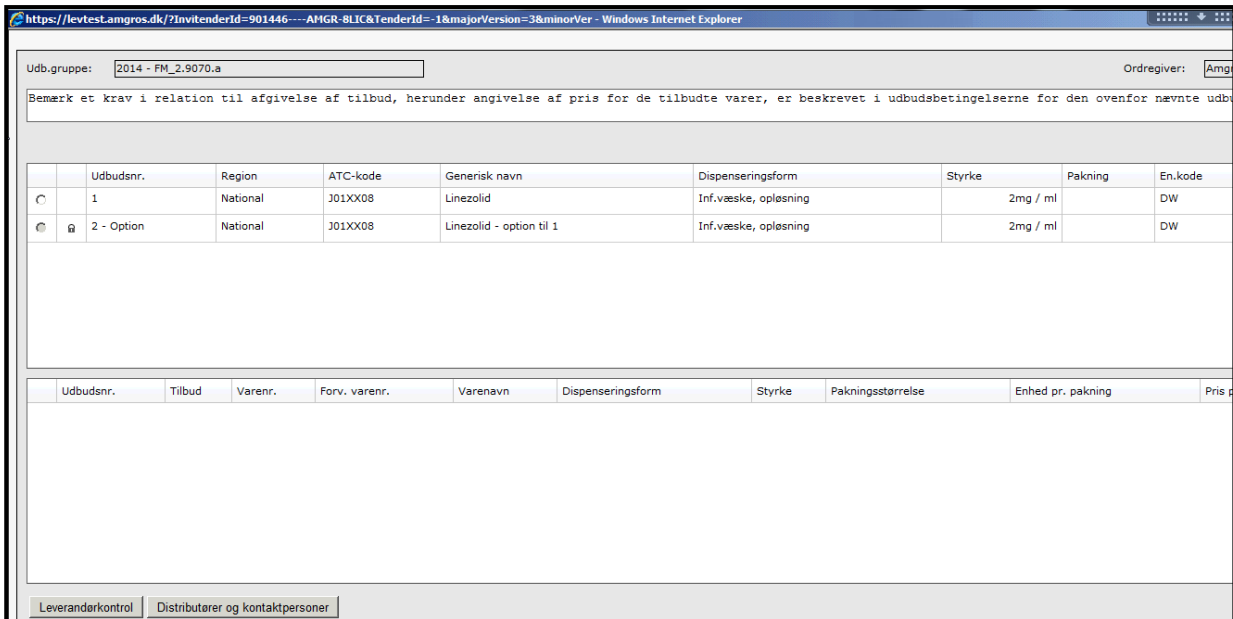
In the following example (screen shot) tender no. 2 is an option for tender no. 1, and tender number 4 is an option for tender number 3.

At the tender numbers that are options, a padlock is also marked: . The padlock shows that tendering on the option cannot be done until an offer has been submitted (created) for the tender number to which the option is linked. When an offer has been made (created) for the corresponding tender number, the padlock will disappear.

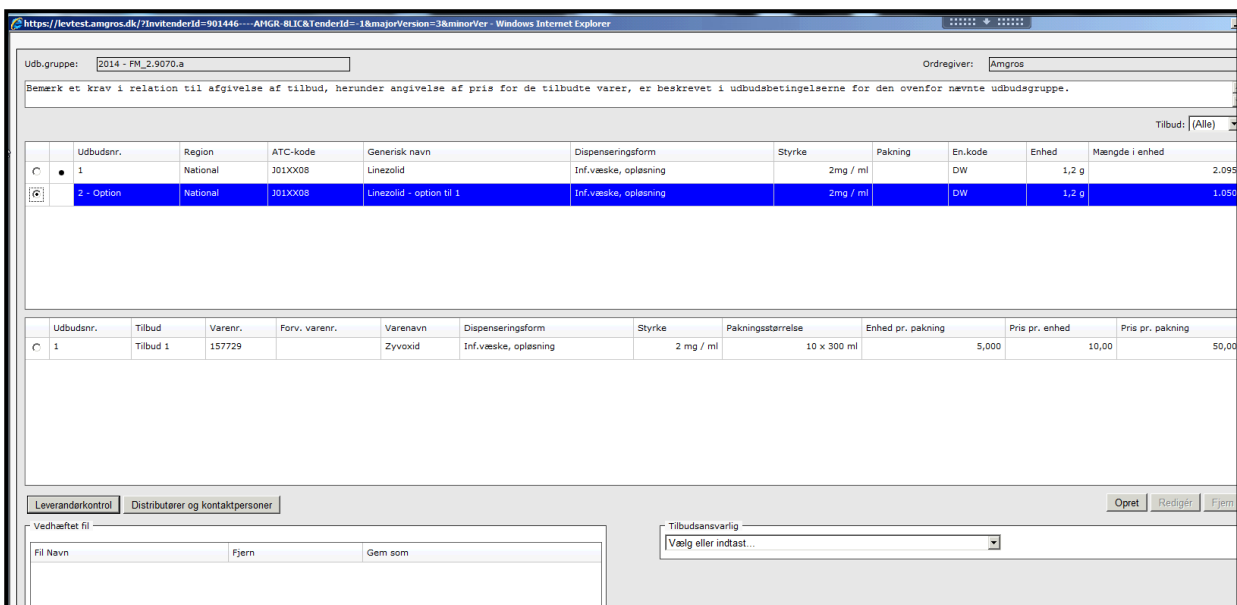
If a tenderer tries to submit an offer for a "locked" tender number (option with padlock), a message will appear stating that offers cannot be submitted (for the option) until offers have been submitted for the tender number to which the option is linked.

Example:

Tender number 1 is a fixed quantity tender for "Linezolid". Tender number 2 is an option for tender number 1.



Thus, it appears that no offer can be submitted for tender number 2 as it cannot be selected (i.e., the option for tender number 1). When an offer has been made for tender number 1, tender number 2 is opened.



After an offer for tender number 1 has been made, the padlock on tender number 2 disappears, and offers can then be submitted for this option:

Offers are now being made for the option (tender number 2):

Udbudsnummer

Udbudsnummer:  Regionsbeskrivelse:

Regionskode:

---

Udbudslinie

ATC-kode:  Generisk navn:

EnhedsKode:  Dispenseringsform:

Enhed:  Styrke:

Mængde i enhed:  Pakning:

---

Tilbudslinie

Varenummer:   Tilbud:

Forv. varenr. (ikke i taksten):

Varenavn:  Pris pr. pakning:

Dispenseringsform:  Enhed pr. pakning:

Styrke (tal/ enhed):  mg / ml Pris pr. Enhed:

Pakningsstørrelse:

Spørgsmål

The next view shows that offers have been made (created) for all tender numbers, including options:

https://levtest.amgros.dk/?InvitenderId=901446---AMGR-8LIC&TenderId=-1&majorVersion=3&minorVer= - Windows Internet Explorer

Udb.gruppe:

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

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke
<input type="radio"/>	1	National	J01XX08	Linezolid	Inf.væske, opløsning	2mg / ml
<input checked="" type="radio"/>	2 - Option	National	J01XX08	Linezolid - option til 1	Inf.væske, opløsning	2mg / ml

	Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse
<input type="radio"/>	1	Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning	2 mg / ml	10 x 300 ml
<input type="radio"/>	2	Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning	2 mg / ml	10 x 300 ml

Vedhæftet fil

Fil Navn	Fjern	Gem som

Tilbudsansvarlig

## 5 Parallel offers (multiple offers submitted under the same tender number)

For certain tender groups, the supplier can submit so-called parallel offers.

In that case, this will be described in more detail in the tender conditions for the tender group in question, and a special functionality will be available in the tender system.

Parallel offers are different offers (different products) that a supplier submits on the same tender number, and which are considered as two separate offers.

Thus, if a supplier has different goods that meet the specifications in the item list under a tender number (i.e., ATC code, dispensing form, strength and packages) but differ in such a way that they are considered different products, the supplier may submit several different offers under the tender number in question (parallel offers).

Each of the offers must include the items specified under the tender number in question, including possibly several different products if, because of the specification of the procurement number, there is a requirement for this, e.g., a pharmaceutical in several different dispensing forms, strengths and / or packages (indicated by several supply lines under the relevant tender number).

Each tender must also be submitted in accordance with the requirements that apply to the submission of offers under a tender number under the relevant tender group.

Reference is also made to the description of parallel offers in the tender conditions for the tender group in question.

For the tender groups, where parallel offers can be submitted, the tender window looks like this:

The screenshot shows a tender system interface. At the top, there is a field for 'Udb.gruppe:' with the value '2019 - 2.3.b'. Below this is a note: 'Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte'. The main part of the interface is a table with columns: Udbudsnr., Region, ATC-kode, and Generisk navn. The table contains several rows of items, each with a radio button in the first column. Below this table is another table with columns: Udbudsnr., Tilbud, Varenr., Forv. varenr., Varenavn, and Dispenseringsform. A red arrow points to the 'Tilbud' column, and a text box says 'Her identificeres om der er tale om parallelt tilbud'. Another red arrow points to the 'Parallele tilbud' button at the bottom, and a text box says 'Here it can be seen if it is a parallel offer.' The bottom of the interface has three buttons: 'Leverandørkontrol', 'Distributører og kontaktpersoner', and 'Parallele tilbud'.

	Udbudsnr.	Region	ATC-kode	Generisk navn
<input type="radio"/>	1	National	L01AB02	Treosulfan
<input type="radio"/>	1	National	L01AB02	Treosulfan
<input type="radio"/>	2	National	L01AC01	Thiotepa
<input type="radio"/>	2	National	L01AC01	Thiotepa
<input type="radio"/>	3	National	L01BA01	Methotrexat
<input type="radio"/>	3	National	L01BA01	Methotrexat
<input type="radio"/>	4	National	L01BB04	Cladribin

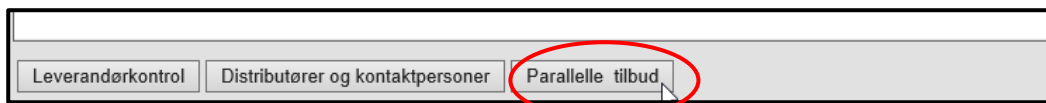
Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform

Her identificeres om der er tale om parallelt tilbud

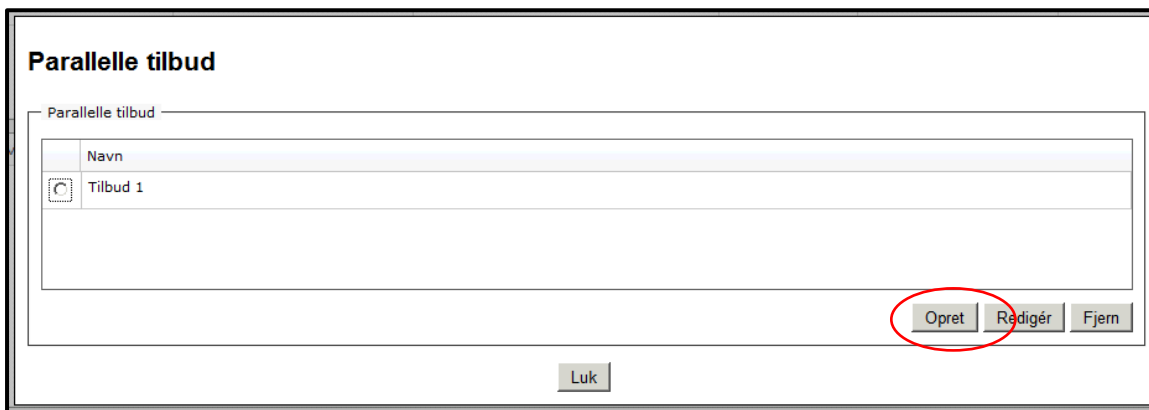
Here it can be seen if it is a parallel offer.

Leverandørkontrol    Distributører og kontaktpersoner    Parallele tilbud

If a supplier wants to place multiple offers on the same tender number, first press the "Parallel offer" button:

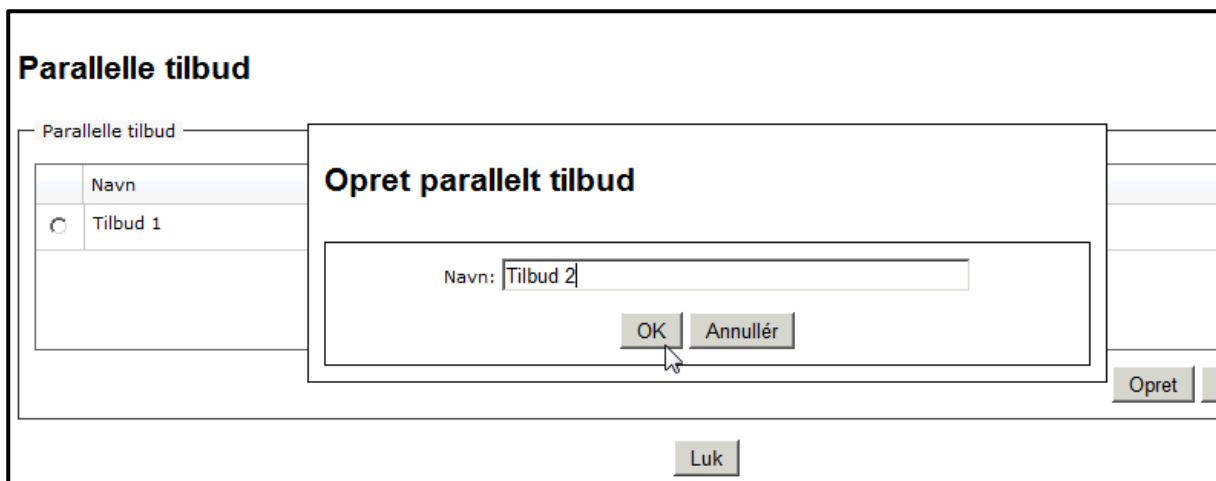


The following window is then displayed:

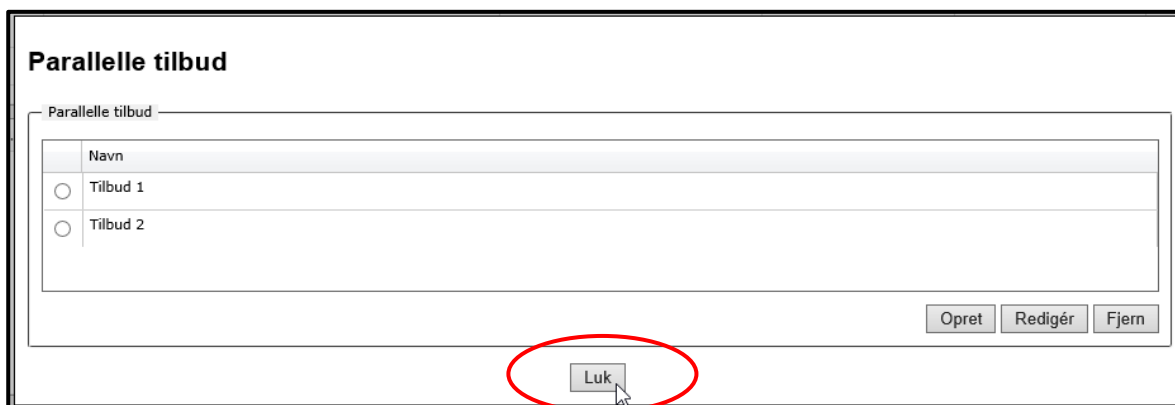


"Offer 1" ("Tilbud 1") will always be default. Press Create ("Opret"), and the supplier can create "Offer no. 2" ("Tilbud nr. 2"):

Windows to create a new offer is shown. Enter "Tilbud 2" (Offer 2) and press "OK".



Press "Luk" (Close) and continue to create offer.



Highlight a tender number, and press "Opret" (Opret)

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske	1g		DDA	10 g	33
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske	5g		DDA	10 g	268
2	National	L01AC01	Thiotepa	Pulv.t.konc.t.inf.v.	15mg		DDA	401,8 mg	7
2	National	L01AC01	Thiotepa	Pulv.t.konc.t.inf.v.	100mg		DDA	401,8 mg	58
3	National	L01BA01	Methotrexat	Inj.-/inf.væske	25mg / ml	2 ml	DDA	50 mg	1.896
3	National	L01BA01	Methotrexat	Inj.-/inf.væske	25mg / ml	20 ml	DDA	50 mg	870
4	National	L01BB04	Cladribin	Injektionsvæske	2mg / ml		DDA	10 ml	277

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
1	Tilbud 1	093070		Treosulfan "Medac"	Pulv.t.inf.væske	5 g	1 htbl.	0,500	200,00	100,00

Leveranderkontrol Distributører og kontaktpersoner Parallele tilbud **Opret** Redigér Fjern

Enter information in Offer 1 and press "Ok"

Udbudsnummer

Udbudsnummer: 1 Regionsbeskrivelse: National

Udbudslinie

ATC-kode: L01AB02 Generisk navn: Treosulfan

EnhedsKode: DDA Dispenseringsform: Pulv.t.inf.væske

Enhed: 10 g Styrke: 1 g

Mængde i enhed: 33 Pakning:

Tilbudslinie

Varenummer: 093070 Nulstil Tilbud: Tilbud 1

Forv. varenr. (ikke i taksten):

Varenavn: Treosulfan "Medac" Pris pr. pakning: 100 x

Dispenseringsform: Pulv.t.inf.væske Enhed pr. pakning: 0,5

Styrke (tal/ enhed): 5 g Pris pr. Enhed:

Pakningsstørrelse: 1 htbl.

Spørgsmål

Ok Annullér

Then the tender window looks like this:

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske	1g		DDA	10 g	33
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske	5g		DDA	10 g	268
2	National	L01AC01	Thiotepa	Pulv.t.konc.t.inf.v.	15mg		DDA	401,8 mg	7
2	National	L01AC01	Thiotepa	Pulv.t.konc.t.inf.v.	100mg		DDA	401,8 mg	58
3	National	L01BA01	Methotrexat	Inj.-/inf.væske	25mg / ml	2 ml	DDA	50 mg	1.896
3	National	L01BA01	Methotrexat	Inj.-/inf.væske	25mg / ml	20 ml	DDA	50 mg	870
4	National	L01BB04	Cladribin	Injektionsvæske	2mg / ml		DDA	10 ml	277

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
1	Tilbud 2	093070		Treosulfan "Medac"	Pulv.t.inf.væske	5 g	1 htbl.	0,500	200,00	100,00

Leveranderkontrol Distributører og kontaktpersoner Parallele tilbud **Opret** Redigér Fjern

Press "Opret" (Create) and select "Tilbud 2" (Offer 2) from the drop-down list.

e:  Generisk navn:   
 e:  Dispenseringsform:   
 d:  Styrke:   
 d:  Pakning:

mer:   Tilbud:     
 ren):   
 avn:  Pris pr. pakning:

Enter information in Tilbud 2 (Offer 2) and press "Ok"

Udbudsnummer  
 Udbudsnummer:  Regionsbeskrivelse:   
 Regionskode:

Udbudslinie  
 ATC-kode:  Generisk navn:   
 EnhedsKode:  Dispenseringsform:   
 Enhed:  Styrke:   
 Mængde i enhed:  Pakning:

Tilbudslinie  
 Varenummer:   Tilbud:    
 Forv. varenr. (ikke i taksten):   
 Varenavn:   
 Dispenseringsform:    
 Styrke (tal/ enhed):     
 Pakningsstørrelse:    
 Pris pr. pakning:   
 Enhed pr. pakning:   
 Pris pr. Enhed:

Spørgsmål

The tender window looks like this when two parallel offers have been created for tender number 1:

Udbudsgruppe: 2019 - 2.3.b Ordregiver: Amgros

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

Tilbud: (Alle)

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske		1g	DDA	10 g	33
1	National	L01AB02	Treosulfan	Pulv.t.inf.væske		5g	DDA	10 g	268
2	National	L01AC01	Thiotepa	Pulv.t.konk.t.inf.v.		15mg	DDA	401,8 mg	7
2	National	L01AC01	Thiotepa	Pulv.t.konk.t.inf.v.		100mg	DDA	401,8 mg	58
3	National	L01BA01	Methotrexat	Inj.-/inf.væske		25mg / ml	DDA	50 mg	1.896
3	National	L01BA01	Methotrexat	Inj.-/inf.væske		25mg / ml	DDA	50 mg	870
4	National	L01BR04	Cladribin	Injektionsvæske		2mg / ml	DDA	10 mg	777

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
1	Tilbud 1	093070		Treosulfan "Medac"	Pulv.t.inf.væske	5 g	1 htbl.	0,500	200,00	100,00
1	Tilbud 2	093070		Treosulfan "Medac"	Pulv.t.inf.væske	5 g	1 htbl.	0,500	100,00	50,00

The difference from the standard tender window is that the supplier must indicate, when selecting in the offer pane, whether the offer line is offer 1 (or part of it if the offer according to the specification of the tender number can or should include several products (several offer lines)) or if the offer line is offer 2 (or part thereof). Offer 1 and offer 2 are considered parallel- and thus separate- offers.

If, according to the specification of the tender number, it is required that the offer must include multiple products, the supplier must ensure that each of the two offers includes all such products.

The offer is submitted in the same way as for offers that are not parallel.



In parallel offers, the "Supplier control" automatically checks whether all supply lines have been answered e.g., if the tender number contains 3 products (i.e., 3 tender lines under the same tender number), and if you want to make 2 parallel offers, you must fill 3 quotation lines marked with quotation "1" and three quotation lines marked with quotation "2".



## 6 Different offer prices for the same product

For some tender groups, the supplier may have the opportunity to submit an offer under a tender number with a "price 1" which will apply if the supplier is awarded a framework agreement 1 and a "price 2" if the supplier is awarded a frame agreement other than frame agreement 1 (i.e., Framework Agreement 2, 3, 4, etc.).

For tenders where the supplier has such an opportunity, this is described in the general conditions for the tender group in question, and reference is made to the description therein.

If the supplier wishes to use such an opportunity for the tender groups concerned, this must be done by using the functionality for parallel offers, cf. the section above.

Offer lines with "price 1" should be called "offer 1" and offer lines with "price 2" should be called "offer 2".

## 7 Trifle Purchase Agreement (BA/Bagatelkøb)

Most of the Amgros' pharmaceutical purchases are based on EU tenders. However, for some pharmaceuticals, procurement is of such limited value that procurement is based on a simplified procedure.

These purchases are referred to as trifle purchases (Bagatelkøb) in the tender system and are abbreviated BA.

The standard bidding functionality is basically the same. However, the tender window is simplified, so that only one product must be offered within predefined product groups (ATC codes), without dispensing form, etc. is more specific.

The tender window looks like this:

The screenshot shows a web browser window with the URL <https://levtest.amgros.dk/?InvitenderId=901435---AHGR-8LIC&TenderId=-1&majorVersion=3&minorVer>. The page displays a tender group selection field with the value "2014 - BA1.9050.b". Below this is a table with the following data:

	Udbudsnr.	Region	ATC-kode	Generisk navn
<input type="radio"/>	1	National	A02BX13	Alginsyre
<input type="radio"/>	2	National	A06AD02	Magnesiumoxid
<input type="radio"/>	3	National	A06AG01	Natriumphosphat

Below the table is a detailed view of a tender item with the following columns: Udbudsnr., Tilbud, Varenr., Forv. varenr., Varenavn, Dispenseringsform, Styrke, Pakningsstørrelse, and Enhed pr. pak. The detailed view is currently empty.

At the bottom of the interface, there are several buttons and fields: "Leverandørkontrol", "Distributører og kontaktpersoner", "Parallele tilbud", "Vedhæftet fil", "Fil Navn", "Fjern", "Gem som", "Tilbudsansvarlig", and "Vælg eller indtast...".

The tender window is also simplified:

The screenshot shows a software interface for a tender window, organized into several sections:

- Udbudsnummer:** Contains a text field for "Udbudsnummer:" with the value "1", a "Regionsbeskrivelse:" dropdown menu, and a "Regionskode:" text field with the value "National".
- Udbudslinie:** Contains an "ATC-kode:" text field with the value "A02BX13" and a "Generisk navn:" text field with the value "Alginsyre".
- Tilbudslinie:** This section is more complex and includes:
  - A "Varenummer:" text field with a blue "Indtast..." prompt, a "Nulstil" button, and a "Tilbud:" dropdown menu set to "Tilbud 1".
  - A "Forv. varenr. (ikke i taksten):" text field.
  - A "Varenavn:" text field.
  - A "Dispenseringsform:" dropdown menu with the value "Vælg eller indtast...".
  - A "Styrke (tal/ enhed):" text field and a dropdown menu with the value "Vælg eller indtast...".
  - A "Pakningsstørrelse:" text field.
  - Price fields: "Pris pr. pakning:", "Enhed pr. pakning:", and "Pris pr. Enhed:", each with an empty text input field.
- Spørgsmål:** An empty text area at the bottom.

At the bottom of the window are two buttons: "Ok" and "Annullér".

The control functions available on regular tenders are not found under trifle purchase agreements, so the "Supplier control" (Leverandørkontrol) button has no function.

The item list for trifle purchases is usually made so that it is possible to submit multiple offers per tender number (i.e., within the same ATC code). In this way, if you submit offers for several products within the same ATC code, i.e., within the same tender number, they are evaluated independently of each other.

The offer is submitted in the same way as for ordinary offers.

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