

# User Guide to Submission of Offers Amgros I/S' Tendering System

#### AMGROS

#### orside Udbud og Bagatelkøb - Hjælp og Support -

#### Velkommen

Velkommen til Amgros' Leverandør- og Udbudsportal for lægemidler

Vi 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 Bagatelkøb' for at afgive tilbud.

På 'Mine firmasider' vil du kunne se alle jeres aftaledokumenter som rammeaftaler, forlængelser og bagatelkøb, indtaste stregkoder for jeres aftalevarer samt følge med i restordrer 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.

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## 1. Introduction

Welcome to Amgros I/S tendering page.

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

At udbud.amgros.dk or at <u>www.amgros.dk</u> underneath the top menu UDBUDS-LEVPORTAL, you can find Amgros' tendering page for pharmaceuticals. In this page 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 tenders on different tenders.

This Manual contains a guide on how to submit a tender.

#### General prerequisites

Chrome, Edge or Microsoft Internet Explorer 11.0 or a newer version must be installed. The latest version can be downloaded at <u>www.microsoft.com</u>.

## 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 by clicking the tab ("Udbud og Bagatelkøb"):

4	AI	MGROS	-				-
Fo	rside	Udbud og Ba	gatelkøb –	Hjælp og support 🤻	Møder og kurser	Levering/Tilbagekaldelser	<ul> <li>Mine firmasider</li> </ul>
	Aktive Væld	e udbud	2		Du kan indtaste en del af en ATC	en ATC-kode eller C-kode for at finde	
(	N02	emidler EIL ud	Søg h	)	den relevante u	dbudsgruppe.	
	Udbu 2023 2023 2023 2023 2023 2023 2023 202	Idsgruppe - 1.444.a - 1.491.b - 1.507.a - 1.791.b - 1.611.a - 1.1160.a - 1.1177.a	Afs. til EU 22-08-2022 22-08-2022 01-09-2022 23-08-2022 06-09-2022 07-09-2022 12-09-2022	Tilbudsfrist ▼         07-10-2022 12:00         07-10-2022 12:00         11-10-2022 12:00         12-10-2022 12:00         13-10-2022 12:00         13-10-2022 12:00         13-10-2022 12:00			

A pharmaceutical in one ATC-code can be tendered by different tender groups (e.g., in different dispensing forms). In that case, all tender groups are displayed.

### > Next, you select the desired tender group.

AMGROS	5				-
side Udbud og B	agatelkøb 🔹	Hjælp og support 🤻	Møder og kurser	Levering/Tilbagekaldelser 🔻	Mine firmasider
Aktive udbud					
Vælg periode	~				
Søg på ATC-kode					
N02	Søg				
Lægemidler EU ud	dbud				
Udbudsgruppe	Afs. til EU	Tilbudsfrist 👻			
2023 - 1.444 -	22-08-2022	07-10-2022 12:00			
2023 - 1.491.b	22-08-2022	07-10-2022 12:00			
2022 1 1201 5	06-00-2022	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.

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



The picture shows all information about the chosen tender group.

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

	Special Information regarding the tender group	6
Særlige oplysninger		
Særlige oplysninger vedrørende udbud Frist for gyldig markedsføringstilladelse og Materiale	<b>i 2018 - 1.160.a</b> tilbudsfrist er ændret til 5. januar 2018. Tender material	
Udbudsmateriale		
2018 - 1.160.a HTML udbudsbekendtg	ørelse til EU	
🔁 2018 - 1.160.a 20170606 Bilag 2 til ud	budsbetingelser - Vejledning til ESPD.pdf	
🔁 2018 - 1.160.a Udbudsbetingelser		
🔁 2018 - 1.160.a Vareliste DOC		
🔁 2018 - 1.160.a Udkast til rammeaftale		
🖷 2018 - 1.160.a 20160418 Bilag 1 til ud	budsbetingelser - Det fælles europæiske ud	lbudsdokument (ESPD).docx
	Other documents and inform	mation
Øvrige dokumenter og information	Other documents and more	nation
Øvrige dokumenter og information 🔁 2018 - 1.160.a Bilag 3 Krav om stregk	oder for 2017 og 2018.pdf	

It is essential that the tenderer reads the tender material and all other information regarding the chosen tender group before submitting a tender. There can continually be published further information about the tender on the tendering page, and it is the suppliers' own responsibility to be updated, as the advisory/notification function only applies when a new tender is published.

Why the supplier is <u>not</u> notified on publishing further information, including questions and answers regarding the specific tender.

- You can read all Questions and answers published on the page and ask new questions.
- A new tender can be added on the chosen tender by clicking on "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 that time which is valid when submitting a tender before the deadline.

#### 2.2 Questions and answers

If one has chosen to be shown questions or answers for a tender, a list of the asked questions as well as the answers are shown:

Spørgsmar og svar	Questions received before this date will be			
Frist for spørgsmål: 22-09-2017 Ingen spørgsmål fundet	answered cf. the remark below			
Se alle spørgsmål	re ask or see all questions			
Stil nyt spørgsmål	o ask of see all questions			

Furthermore, you can ask a new question which will be answered by Amgros. Click on "Stil nyt spørgsmål" (ask a new question) to type the question, on the window as shown below. Notice, to be able to send a question, a tender number ("Udbudsnummer") (dropdown list) must be noted. The tender number can be seen in the item list amongst other things.



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



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

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 extended at the same time, 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):



Udb.g	ruppe:	202	3 - 1.44	14.a						0	rdregiver:	Am	gros				
Bema udbu	erk et adsbet:	krav	/ i re lserne	lation for de	til afgiv en ovenfor	else a nævnt	af tilbu te udbud	d, herunder an sgruppe.	givelse a	f pris for d	de tilbud	lte v	arer, e	r besk	revet i		
		-														Tilbud: (Alle)	~
	U	Jdbuds	nr. Re	egion	ATC-kode	Generis	sk navn		Dispenserin	igsform	Styrke		Pakning	En.kode	Enhed	Mængde i enhed	
0	2	2	Na	ational	N02BE01	Paracet	tamol (med	parabener)	Oral/rektal	suspension	24m	g/ml		DW	3 g	7.190	<b>^</b>
0	3	3	Na	ational	N02BE01	Paracet	tamol (uder	n parabener)	Oral opløsn	ing	24m	g/ml		DW	3 g	1.666	5
0	4	ŧ	Na	ational	N02AA05	Oxycod	lon		Inj.og inf.v	sk.,opl.	10m	g/ml	1 ml	DW	30 mg	76.374	\$
0	5	5	Na	ational	N02AA05	Oxycod	lon		Inj.og inf.v	sk.,opl.	10m	g/ml	2 ml	DW	30 mg	39.809	•
0	6	5	Na	ational	N02AA05	Oxycod	lon		Inj.og inf.v	sk.,opl.	10m	g/ml	20 ml	DW	30 mg	28.480	
0	7	7	Na	ational	N02AA05	Oxycod	lon		Tabletter			5mg		DW	75 mg	15.258	3
0	8	3	Na	ational	N02AA05	Oxycod	lon		Tabletter		1	.0mg		DW	75 mg	10	•
	Udbuds	snr.	Tilbud	Varenr.	Forv. varen	ir. Va	arenavn	Dispenseringsform	Styrke	Pakningsstørre	else Er	nhed p	r. pakning	Pr	is pr. enhed	Pris pr. pakning	
Lev	erandør	rkontro	ol Dis	tributøre	r og kontaktp	ersoner	•]								Орг	et Redigér F	jern
Ved	hæftet fi	1								ïlbudsansvarlig							
Fil f	Navn			Fjer	'n	Gen	n som			Jdbudskoordina	tor Birgit Ra	asmu	ssen, Bru	ger Leve	randørporta	1	~
				Gen	nemse ] Ve	edhæft											
Eks	portér	Gem	tilbud f	til senere	redigering											Videre til ES	PD



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

### The tender window

The tender window consists of the following elements:

	b.gruppe: 2018 - 1.6016.	i.b						Ordregiver	Amgros	
Ben	mærk et krav i rela	tion til afgivelse	af tilbud, herunder	r angivelse af pris for de tilbu	dte varer, er beskrevet i udbudsbeti	gelserne for den ovenfo	: n≝vnte udbudsgruppe			
	Lidbudene	Perion	ATC-bode	Generick navn	Dimensionsform	Sharke	Pakning	En kode	Enherl	Mannda i enhed
0	) 1	National	N02A401	Morphin	Depottabletter	5 Styrice 5 mg	russing	DW	0,1	ig 100.0
0	2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3	i g 1.000.1
	2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk blister	DW	3	g 5.000.1
e o	3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2	g 20.000.0
0	3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2	t g 3.000.1
		and and								
	Udbudsnr.	Tilbud Varenr.	N02AC04	Dostropropocyphen Væretøvn Dispense	Tabletter Styrke	65mg Pakningsstørrelse	Enhed pr. pakning	Pris pr	0,3	Pris pr. pakning
0	Udbudarr.	Tibud Varent.	rov. varen.	Destroproposyben	riedetter singsform Styrke	zakningssturrelse Spe the reg	Ented pr. paking ccify who is reby Am arding the	s mainly r gros' pi tender.	r. enhed	Pris pr. pakning sible for the te source of
o r	Udbudarv.	Tilbud Varenr. Click here contacts	reto edit	Destroproposphen	ridetter sringsform Styrke	zakningsstørrelse Spre the reg	ented pr. pakning ecify who is reby Am arding the	es mainly r gros' pi tender.	respon rimary	Pris pr. pakning sible for the te source of Opret Redger Fig
O Pr	Udbudarv.	Tilbud Varen. Click here contacts ributarer og kontaktperso	rez.co4	Dostroproposyben	ridetter sringsform Styrke nd	zakningsstørrelse Spre the reg udsansverlig	Ented pr. pakning ecify who is reby Am arding the	Prisp s mainly r Igros' pl tender.	respon rimary	Pris pr. pakning sible for the ter source of Oyret Redigir Fig
O r ler	Udbudorv.	Tilbud Varenr. Click here contacts	rez.co4	Destroproposphen           Varenam         Dispense           distributors a         Gen som	rigiform Styrke	zakningsstørrelse Spre the reg udsarenvarlig	Ented pr. paking ecify who is reby Am arding the	eisp s mainly r gros' pr tender.	enhed	Pris pr. pakning sible for the te source of Opret Redigir Fig
o er	Udbudarr.	Tilbud Varenr. Click here contacts	rezucos rorv. varenr. e to edit	Dostroproposyben           Varensen         Dispense           distributors a         Gen som	rigiform Styrke	zakningsstørrelse Spre the reg udsansvarlig g eller indtast	Ented pr. paking	eris participation of the second seco	c. enhed	Pris pr. pakring sible for the te source of Opret Redigier Fie
o er ave r as	Udbudarr.	Tilbud Varenr. Click here contacts ributorer og kontaktperso	rezzoa	Dostroproposyben           Varensen         Dispense           distributors a         Gem som	rigiform Styrke	zakningsstørrelse Spre the reg udsanovarlig ig eller indtast	Ented pr. paking	eris participation of the second seco	respon rimary	Pris pr. pakning sible for the te source of Opret Redigier Fig

Use if the tender isn't fully edited.

b.gruppe:	2018 - 1.6010	16.b								Ordregiver:	Amgros		
mærk et	t krav i rela	lation til afgivelse af	tilbud, herunder ar	givelse af pris for	de tilbudte varer,	er beskrevet i udbudsbet	ingelserne i	for den ovenfor	nævnte udbudsgruppe				
												Tilbud: (/	Alle) 🔨
	Udbudsnr.	Region	ATC-kode	Generisk navn		Dispenseringsform	1	Styrke	Pakning	En.kode	Enhed	Mængde i enhed	
	1	National	N02AA01	Morphin		Depottabletter		5mg		DW	0,1 g		100.000
	2	National	N02BE01	Paracetamol		Tabletter		500mg	100 stk. glas	DW	3 g		1.000.000
	2	Incoit	N02BE01	Paracetamol		Tabletter		500mg	20 stk blister	DW	3 g		5.000.000
	3	National	M01AE01	Ibuprofen		Tabletter		400mg		DW	1,2 g	2	:0.000.000
)	3	National	M01AE01	Ibuprofen		Tabletter		600mg		DW	1,2 g		3.000.000
	4	National	N02AC04	Dextroproj	_	Tabletter		65mg			0,3 g		10
			· · · · · · · · · · · · · · · · · · ·			· · · · · · · · · · · · · · · · · · ·							
Udbuc	idsnr.	Tilbud Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørre	else	Enhed pr. pakning	Pris pr. (	enhed	Pris pr. pakning	
Udbuc	idsnr. dørkontrol   Dis	Tilbud Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørre	else	Enhed pr. pakning	Pris pr	enhed	Pris pr. pakning Opret Redligér	] Fjern
Udbur .everand	dørkontrol Dis	Tilbud Værenv.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørre ilbudsansvarlig –	else	Enhed pr. pakning	Pris pr	enhed	Pris pr. pakning	] Fjern
Udbur everand /edhæftet	dørkontrol Dis	Tilbud Værenr. Hstributører og kontaktpersoner	Forv. varenr.	Varenavn Gem som	Dispenseringsform	Styrke	Pakningsstørre ilbudsansvarlig – fælg eller indtas	else st	Enhed pr. pakning	Pris pr. 1	enhed	Pris pr. pakning	] Fjern

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

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).

Amgros' tender system is set up so that tenders must be sent as a collective bid for all relevant tender numbers in the tender group. Therefore, the bid for **all** the relevant tender numbers in the tender group in question must be completed and submitted together. This means that it is <u>not</u> possible to submit a bid for one tender number in the tender group and then subsequently submit a bid for another tender number in the tender group, as you thereby overwrite/ delete the first bid submitted.

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

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

	1-12-10		
	_		
Udbudsnummer: 1	Regionsbeskrivelse:	A	[ ]
Regionskode: National		Y	
Udbudslinie			
ATC-kode: N02BE01		Generisk navn: Paracetamol	
EnhedsKode: DW		Dispenseringsform: Tabletter	
Enhed: 3		Styrke: 500 mg	
Mængde i enhed: 00.000		Pakning: 10 - 30 stk	
Tilhudelinin			
Tibudsimie			
Varenummer: Indtast		Nulstil Tilbud: Til	bud 1 💌
Forv. varenr. (ikke i taksten):			
Varenavn:		Pris pr. pakning:	
Dispenseringsform: Vælg eller indtas	t 🔻	Enhed pr. pakning:	
Styrke (tal/ enhed): Vælg elle	r indtast	Pris pr. Enhed:	
Pakningsstørrelse:			
Spørgsmål			
<u></u>			
	Ok Annullér		

For more information on the stated "Enhed" (Unit) and expected "Mængde i enhed" (Quantity in Unit), reference is made to the terms and conditions of 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: Nation	al					11
Udbudslinie						
ATC-kode	N02BE01		Ge	nerisk navn:	Paracetamol (m	ned parabener)
EnhedsKode	: DW		Dispen	seringsform:	Oral/rektal susp	ension
Enhed	: 3 g			Styrke:	24 mg/ml	
Mængde i enhed	7.190			Pakning:		
Tilbudslinie						
Varenumn	ner: <mark>04</mark>			Nulstil	Tilbud:	Tilbud 1 🗸
Forv. varenr. (ikke i takste	en): 048744 _hr		\$			
Varena	ivn:			]	Pris pr. pakning:	
Dispenserinasfo	rm: Væld eller indtast			Er	nhed pr. paknino:	

> When the item appears 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: 2		Regionsbeskrivelse:				
Regionskode: National	I					1/
Udbudslinie						
ATC-kode:	N02BE01		Ge	nerisk navn	Paracetamol (med para	bener)
EnhedsKode:	DW		Dispen	seringsform	Oral/rektal suspension	
Enhed:	3 g			Styrke	: 24 mg/ml	
Mængde i enhed:	7.190			Pakning	:	
Tilbudslinie						
Varenumme	r: 048744			Nulstil	Tilbud:	Tilbud 1 🗸
Forv. varenr. (ikke i taksten	):					
Varenavi	n: Panodil				Pris pr. pakning:	
Dispenseringsform	n: Filmovertrukne tablett	er		E	Enhed pr. pakning:	16,667
Styrke (tal/ enhed	): 500 mg				Pris pr. Enhed:	
Pakningsstørrels	e: 100 stk. (dåse)					
Spørgsmål						
		OkA	nnullér			

Han Han If "Enhed pr. pakning" (unit > Next, insert" pris pr. pakning" (price per package) and press TAB per package) is known from Medicinpriser.dk, the system will automatically calculate "Pris pr. enhed" Price per unit).

Tab

Udbudsnummer: 2		Regionsbeskrivelse:				
Regionskode: National	I					11
Udbudslinie						
ATC-kode:	N02BE01		Ge	nerisk navn	Paracetamol (me	ed parabener)
EnhedsKode:	DW		Dispen	seringsform	Oral/rektal suspe	ension
Enhed:	3 g			Styrke	24 mg/ml	
Mængde i enhed:	7.190			Pakning		
Tilbudslinie						
Varenumme	r: 048744			Nulstil	Tilbud:	Tilbud 1 🗸
Forv. varenr. (ikke i taksten	):					
Varenavi	n: Panodil				Pris pr. pakning:	15,0
Dispenseringsform	n: Filmovertrukne tablett	er		E	Enhed pr. pakning:	16,66
Styrke (tal/ enhed	): 500 mg				Pris pr. Enhed:	0,9
Pakningsstørrels	e: 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)

Udbudsnummer				
Udbudsnummer: 1	Regionsbeskrivelse:			*
Regionskode: National				<b>T</b>
Udbudslinie				
ATC-kode: N02BE01		Generisk navn: Par	acetamol	
EnhedsKode: DW		Dispenseringsform: Tab	letter	
Enhed: 3 g		Styrke: 500	mg	
Mængde i enhed: 500.000		Pakning: 10	- 30 stk	
Varenumner: Varenummer ei	i taksten/ATC-or	Nulstil	Tilbud:	Tilbud 1 💌
Fory, varent, (ikke i taksten):	remotion of gr			
Varenavn:		Pris	pr. pakning:	
		Enhed	pr. pakning:	
Vælg eller indta	st	Ennou		
Styrke (tal/ enhed): Vælg ell	er indtast	Pris	s pr. Enhed:	
Pakningsstørrelse:				
C Spørgsmål				
L				
	Ok Annul	lér		

This may be due to one of the following reasons:

 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 automatically with data from Medicinpriser.dk (cf. the description above).

NB! Please note that you must 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 Medcinpriser.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				(11 STR 1015) (1
Udbudsnummer: 1	Regionsbeskrivelse:			^
Regionskode: National				$\sim$
Udbudslinie				
ATC-kode:	N02AA01	Generisk r	avn: Morphin	
EnhedsKode:	DW	Dispenseringsf	orm: Depottabletter	
Enhed:	0,1 g	St	vrke: 5 mg	
Mængde i enhed:	100.000	Pak	ning:	
Varanummer	Varanummar ai i takstan/ATC-ar	Nuletil	Tilbudu	Tilbud 1 X
Fong varent (ikke i taksten)	- 362535	Tuisu	nibud.	Tibud T 🕈
Varanava	, but varonovn		Brie pr. pakpingu	100.00
Disassasiassform			Fils pr. paking.	100,00
Dispenseringsform	i labletter		Enned pr. pakning:	10
Styrke (tal/ enhed)	: 500 mg 🚬		Pris pr. Enhed:	10,00
Pakningsstørrelse	28 stk blister			
- Spørgsmål				
opprysman				
	Ok	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 answer in connection with submitting bids.

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

Ud	lbudsnummer Regionskode: National		Regionsbeskriv	else:				$\sim$
– Udb	udslinie							
	ATC-kode:	N02BE01			G	Generisk navn:	Paracetamol	
	EnhedsKode:	DW			Dispe	enseringsform:	Tabletter	
	Enhed:	3 g				Styrke:	500 mg	
	Mængde i enhed:	1.000.000				Pakning:	100 stk	
- Tilbi	udslinie							
	Varenumme	r: Indtast			×	Nulstil	Tilbud:	Tilbud 1 🗸
For	v. varenr. (ikke i taksten)	):						
	Varenavr	1:					Pris pr. pakning:	
	Dispenseringsform	Vælg eller indtas	st 🔻			En	hed pr. pakning:	
	Styrke (tal/ enhed)	): Vælg elle	r indtast	-			Pris pr. Enhed:	
	Pakningsstørrelse	:						
Spa	rasmål	Tra	nslation					
300	rysmar							
	Spørgsmål	Qu	estion		Svar			
1	Test spørgsmål 1				- Vælg - 🗸			
2	Test spørgsmål 2				- Vælg - 🗸			
3	Indtast teksten							
- Spe	Spørgsmål Spørgsmål Test spørgsmål 1 Test spørgsmål 2		(		Svar - Vælg - Ja Nej	5	Translation Answer Ja= Yes	
3	Indtast teksten						Nej= No	

If the mandatory questions are not answered, when the bid 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:

Spørgsmål	
	Ok Annullér

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:

b.gruppe: 2018 - 1.6016.b						Ordregiver:	Amgros				
mærk et krav i relation til afgivelse af tilbud, herunder angivelse af p	ris for de tilb	udte varer, er	beskrevet i udbudsbetinge	lserne for den ovenfor	nævnte udbudsgru	appe.		$\odot$			
								Tilbud: (Alle) 🗸			
Udbudsnr. Region ATC-kode Generisk nav	n	0	lispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed			
1 National N026401 Morphin		C	lepottabletter	Smg		DW	0,1 g	100.000			
The dot indicates that		1	abletter	500mg	100 stk. glas	DW	3 g	1.000.000			
		1	abletter	500mg	20 stk blister	DW	3 g	5.000.000			
i there has been created		1	abletter	400mg		DW	1,2 g	20.000.000			
an offer on the line		1	abletter	600mg		DW	1,2 g	3.000.000			
	hen	1	abletter	65mg			0,3 g	10			
								]			
Udbudsnr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke Pal	ningsstørrelse 29. etk bl	Enhed pr. pakning	Pris pr. enhec	Pris pr. pakning			
				<b>,</b>							
Coffor lines are shown i	n		ľ	f you want	: to						
				romovo ("Eiorn") o							
this list.			•	Teniove (Fjern ) a							
			l l	ine. create	("Opre	t")					
				-,	· · · · ·						
Leverandørkontrol Distributører og kontaktpersoner			a	new one	or edit			Opret Redigér Fjern			
/edhæftet fil				"Podiaár"	those						
fil Navn Fjern Gem som				Reuigei	, these	~					
					~d						
				evs are us	ea.						
			ľ	eys are us	eu.						
			, i	eys are us	eu.						
GennemseVedhælt				eys are us	eu.						
Gennemse Vedhæft				eys are us	eu.						

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 Amgros 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 on the key "Gennemse" (check):

Udb.gru	ppe: 2018 - 1.6016	.b										
Bemær	k et krav i rela	tion t	il afgivelse af t	tilbud, herunder ang:	ivel	se af pris for d	le tilbudte varer,	er beskrevet	i udbudsbet	ingelserne	e for den ovenfo	r næ
	Udbudsnr.		Region	ATC-kode	Ge	nerisk navn		Dispenseringsfor	m		Styrke	Pak
0	1		National	N02AA01	Мо	rphin		Depottabletter			5mg	,
0	2		National	N02BE01	Par	Paracetamol Tabletter				500mg	<b>1</b> 00	
0	2		National	N02BE01	Par	Paracetamol Tabletter				500mg	20 :	
0	3		National	M01AE01	Ibu	Ibuprofen Tabletter				400mg	,	
0	3		National	M01AE01	Ibu	Ibuprofen Tabletter					600mg	,
0	4		National	N02AC04	De	Dextropropoxyphen Tabletter					65mg	3
									-			
	Jdbudsnr.	Tilbud	Varenr.	Forv. varenr.		Varenavn	Dispenseringsform		Styrke	Pakningsstør	rrelse	
Leve	randørkontrol Dist	ributøre	er og kontaktpersoner									
Vedha	æftet fil								[]	Filbudsansvarlig /ælg eller indt	)	
Fil Na	ivn		Fjern	·	0	Gem som			Ľ	racig eller indi		
	(	Genne	mse //edhæft	Check								
Eksp	ortér Gem tilbud til	senere	redigering									

> Find the file on the network and click the key "Åbn"(open)

🥌 Vælg fil til overførsel								×
← → × ↑ 🧧 > Denne pc > Skrivebord > `	Tilbudsgivning				~ Õ	Søg i Tilbudsgivning		P
Organiser 👻 Ny mappe						BEE	•	0
<ul> <li>SoneDrive - Amgros</li> <li>Denne pc</li> <li>Billeder</li> <li>Dokumenter</li> <li>Musik</li> <li>Overfarsler</li> <li>Skrivebord</li> <li>Videoer</li> <li>Windows10_0S (C:)</li> <li>dBase (l\amgros01.amgros.local) (b)</li> <li>navidata (\amgros01.amgros.local) (b)</li> <li>amgrosfs7 (\amgros01.amgros.local) (b)</li> <li>amgrosfs7 (\amgros01.amgros.local) (b)</li> <li>in nividata (\amgros01.amgros.local) (b)</li> <li>in nividata (\amgros01.amgros.local) (b)</li> </ul>	<ul> <li>Nuvn</li> <li>Tilbudsmateriale</li> </ul>	Ændringsdato 17-01-2018 10:11	Type Adobe Acrobat D.,	Størrelse 489 KB				
Filnavn: Tilbudsmateriale					~	Alle filer (* *)		~
						Abn 🙀	Annulle	r .

## Click the key "Vedhæft" (attach):

Udb.grup	ope: 2018 - 1.60	16.b							
Bemærk	r et krav i rel	lation til af	givelse af	tilbud, herunder	angivel	se af pris fo	r de tilbudte vare	r, er beskrevet	: i ud
	Udbudsnr.	Region	1	ATC-kode	Ger	nerisk navn		Dispenseringsf	orm
0	1	Nation	al	N02AA01	Mo	rphin		Depottabletter	
0	2	Nation	al	N02BE01	Par	acetamol		Tabletter	
0	2	Nation	al	N02BE01	Par	racetamol		Tabletter	
0	3	Nation	al	M01AE01	Ibu	ıprofen		Tabletter	
0	3	Nation	al	M01AE01	Ibu	ıprofen		Tabletter	
•	4	Nation	al	N02AC04	De	xtropropoxyphen		Tabletter	
U	dbudsnr.	Tilbud	Varenr.	Forv. varenr.		Varenavn	Dispenseringsform		Styrk
Lever	andørkontrol D	istributører og ko	ntaktpersoner	]					
- Vedhæ	ertet fil								
Fil Nav	'n		Fjerr	1	G	Sem som			
				At	ttach				
C:\Use	ers\bir\Desktop\Tilb	Gennense	Vedhæft	$\rightarrow$					
Ekspo	rtér Gem tilbud	l til senere redige	ring						

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

Vedhæftet fil		
Eil Wavn	Fjern	Gem som
Tilbudsmateriale.pdf	<u>Fiern</u>	Gem som
Gennemse Vedhæft		
Eksportér Gem tilbud til senere redigering		

The system will then 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, in the interest of Amgros I/S' 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 may be considered unconditional, cf. paragraph 8 of the tender specification.



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 bidding 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.gr	uppe:	2018 - 1.601	5.b										Ordregiver	Amgros	
Bemæ	rk et	krav i rela	tion til	afgivelse af t	ilbud, herunder ang	ivelse af pris for (	de tilbudte varer,	er beskreve	t i udbudsl	petingelserne	for den ovenfor	: nævnte udbudsgruppe			0
															Tilbud: (Alle)
	U	dbudsnr.	Re	gion	ATC-kode	Generisk navn		Dispensering	sform		Styrke	Pakning	En.kode	Enhed	Mængde i enhed
0	1		Na	tional	N02AA01	Morphin		Depottablette	r		5mg		DW	0,1 g	100.000
0	2		Na	tional	N02BE01	Paracetamol		Tabletter			500mg	100 stk. glas	DW	3 g	1.000.000
0	2		Na	tional	N02BE01	Paracetamol		Tabletter			500mg	20 stk blister	DW	3 g	5.000.000
0	3		Na	tional	M01AE01	Ibuprofen		Tabletter			400mg		DW	1,2 g	20.000.000
0	3		Na	tional	M01AE01	Ibuprofen		Tabletter			600mg		DW	1,2 g	3.000.000
0	4		Na	tional	N02AC04	Dextropropoxyphen		Tabletter			65mg			0,3 g	10
	Udbuds	nr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform		Styrke	Pakningsstør	relse	Enhed pr. pakning	Pris pr	. enhed	Pris pr. pakning
Lev	erandøi	rkontrol Dis	tributører og	g kontaktpersoner											Opret Redigér Fjern
[ Ved	æftet fil	l							1	- Tilbudsansvarlig	I <u></u>				
Fil N	avn			Fjern		Gem som				Vælg eller indt	ast		~		
			Gennemse	e Vedhæft											
Eks	poner	Gem tilbud t	il senere red	ligering											Videre til ESPD

> Then press" Ok" when the message to whom the tender is saved is read.

	Ibuprofen Eribulin	Tabletter Injektionsvæske	Translation Your offer is now savediting by "your name portal. Click "ok" to e	red on the server for later ne", company, user tendering exit the program.
gr	Forv. 3625	Tilbuddet er nu blevet gemt på serveren ti Kursusdeltager Kursus1 Kursus, Bruger Le afslutte programmet. Ok Annullér	senere redigering af /erandørportal. Klik ok for at	gsstørrelse Enhed pr 28 stk blister 100 stk.
			Ibudsansvarlig	

> Close the window by clicking "Forlad siden" (leave the page)



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 <sup>2</sup> 2019 - 1.1019.b HTML udbudsbekendtgørelse til EU <sup>2</sup> 2019 - 1.1019.b Udbudsbetingelser <sup>2</sup> 2019 - 1.1019.b Vareliste DOC <sup>2</sup> 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         O Kursus1 Kursus       Kursus1 Kursus         Kursus1 Kursus       Kursus1 Kursus         20-03-2018 13:45:17         Kursus1 Kursus       Kursus1 Kursus         20-03-2018 13:32:04 Afsendt         Kursus1 Kursus       Kursus1 Kursus         20-03-2018 11:55:47 Afsendt / overskrevet



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

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

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 bid

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.

	Udbudsr	vr.	Region	ATC-kode	Generisk navn	Dispe
6	1		National	N018802	Lidocain	Kuta
	2	+	National	N018852	Lidocain, kombinationer	Injek
)	3		National	R034K07	Formoterol og budesonid (Turbuhaler)	Inhal
5	4		National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhal
2	5					
2	5	Ekspo	ortér til	bud		
	6	<b>Ferry</b> 1				
Udbu	udsnr.	Format				
		N	avn			
		📩 E	ksport til Pl	DF		
		🔮 <u>E</u>	ksport til XI	ML		
		<b>B</b>	ksport til C	<u>SV (normal)</u>		
			<u>ksport til C</u> ksport til C	<u>SV (normal)</u> SV (alle udbudsd	letalier)	
			ksport til C ksport til C	<u>SV (normal)</u> SV (alle udbudsd	letaljer)	
			ksport til C	<u>SV (normal)</u> SV (alle udbudsd	letalier)	
Leverand	dørkor		ksport til C	<u>SV (normal)</u> SV (alle udbudsd	detalier) Luk	
Leveranc /edhæftet	dørkor t fil		ksport til C	<u>SV (alle udbudsd</u>	letaljer) Luk	

### > To do this, press the key "Eksporter" (export):

- Select where to save the file
- > 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:

🗀 Vedhæftninger								X
Filer Rediger Vis Fi	oretrul	kne Funktioner	Hjælp					<b>A</b>
🕞 Tilbage 🔹 🌍	D	🦻 🔎 Søg 🖗	Mapper	]-				
		🔄 🔼 Navn -	<b>A</b>		Størrels	е Туре	Ændret den	
Fil- og mappeopgav	er (	<ul> <li>Marka</li> <li>Tro_L</li> <li>Vigtig</li> <li>Vigtig</li> <li>Vigtig</li> <li>Vigtig</li> </ul>	edsføringstilladelse .ove formular e oplysninger e oplysninger til u - 2.5.b	e dbud	20 K 54 K 14 K 16 K 2 K	B Microsoft Word B Microsoft Word B Microsoft Excel- B ZIP-komprimere B Microsoft Office	-dok         23-03-2006 10:3           -dok         23-03-2006 10:3           reg         23-03-2006 10:4           t ma         23-03-2006 10:4           exc         23-03-2006 11:0	38 38 39 11 01
World Wide Web		Aicrosoft Excel	2007 - 2.5.b					
Send denne fil me	:21	Filer Rediger	Vis Indsæt I	Formater	Funktioner D	ata Vindue Hi	æln –	đΧ
e-maii 🏊 Lidskriv denne fil		······································	- 10		×πi≡ 3			
Slet denne fil			• 10		<u> </u>			Ŧ
^	: 🔛		100	💆 🖷 ():	🗈 🛛 🖤 🖗 Besvar	med <u>æ</u> ndringer	Afslut gennemsyn 👳	
Andre placeringer		· 🔒 📮						
and the second second second	2	Snagit 🔄 Wind	wo					
		AI 🔻		asgruppe:			D	
	1	A Udbudegruppe:	2007-25 h	D		L L	U	<u> </u>
	2	Tidspunkt:	2007 - 2.3.0	06-03	-2023 11:01			
Martin Contractor	3	Gemt af:	Technical write	er Tanja Tu	illberg, Udda	nnelseskonsuler	nt	
and the second second	4							=
all and the second second	5							
	6	Udbudsnr.	ATC-kode			Generisk navn	Dispenseringsform	Sty
	4	2	LU1AXU4			Dacarbazin	Pul.t.inj.+inf.jopl.	100
Contraction of the second	a	2				Dacarbazin Decerbezin	Pul.t.inj.+int.jopi.	200
	10	2				Dacarbazin	Pulvtinfvæskejopt	1.0
and the second line of the second line	11	2	2017 9004			Easarbain	antenne oorojopi	
	12							~
Sector and Designed	H 4	▶ N \2007 -	2.5.b/			<		>
	Klar							:

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 is finalized in the tendering system, it is ready for submission.

### 2.7 On to the ESPD

Once all the offer data has been completed, the offer is ready for submission to Amgros. Next press "Videre til ESPD" (next to ESPD), where you are initially asked to confirm distributors and contacts.

Then you are directed to 1) Declaration regarding Regulation (EU) No. 833/2014 to be completed with a statement of truth and 2) Questions in relation to ESPD. If you agree with the pre-filled answers, click on "Næste" (the Next key) in the first screenshot and on "Accept" (the Accept key) in the next screenshot.

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.

				(	0.100.1,1					Translation	
		Udbuds	nr.	Region	ATC-kode	Generisk	navn		Dispe	Tutsuton	
0	•	1		National	N02BE01	Paraceta	mol		Table	The offer is verified. NOTE the system can only	
0	•	1		National	N02BE01	Paraceta	mol		Table	partially check that the product(s) offered meet the	
0		2		National	M01AE01	Ibuprofe	n		Table	requirements under the specific tender number.	
C		2		National	M01AE01	Ibuprofe	n		Table         Refer to the instructions for offer submission. It		
0		3		National	L01XX41	Eribulin			Injekt	suppliers' responsibility that the requirements are	
							-			met and that the offer is conditional.	
	Udbi	udsnr.	Tilbud	Varenr.			Forv.		Tilbudd	let blev varificeret. Bemærk at systemet kun til dels kan	
0	1		Tilbud 1	Varenumm	er ej i taksten/ATC-gr		3625	(i)	kontrol	lere, at den eller de tilbudte varer opfylder kravene under det dende udbudsnummer. Der henvises til vejledningen for afgivelse	
C	1		Tilbud 1	038252					af tilbu tilbudet	d. Det er leverandørens ansvar, at kravene er opfyldt og at t er konditionsmæssigt.	
										Ok Annullér	
							L				
Lev	eranc	lørkontro	I Distribut	ører og kontakti	personer						
r Vec	lhæfte	et fil 🕹								Tilbudsansvarlig	

"Leverandørkontrol" (supplier check).

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 "Pris pr. enhed" (price per unit) for pharmaceuticals offered is the same on offers under one tender number regardless of packaging size, when it is a requirement that price per unit must be the same for different packages. For further information please check the specific tender specifications.

**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 that all requirements are met, and that the offer is conditional.

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

An offer manager is then assigned, and the offer is saved.

- Assign a person responsible for the offer who is Amgros' primary contact, when the offer subsequently is processed/handled, and the outcome of the tender is announced.
- Remember to attach relevant files.
- > In the tender window press the key "Videre til ESPD" (on to ESPD).

4	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalabonspulver		4,5+160 mikrog/dosis	60 doser		DDA	4 sug	150
5	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalationspulver		4,5+160 mikrog/dosis	120 doser		DDA	4 sug	43.410
5	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalationspulver		4,5+160 mikrog/dosis	360 doser		DDA	4 sug	10
6	National	R034K07	Formoterol on hudes	noid (Turbuhaler)		Tobalationsoulver		94370 mikron/dosie	60 doser		DDA .	2 6110	98.130
Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform		Styrke	Pakningsstørrelse Er	nhed pr. pakning	Pris	pr. enhed	Pri	s pr. pakning
everandørkontrol	Distributører og ko	ontaktpersoner				]	C.T	ilbudsansvarlig					Opret Rediger Fjern
everanderkontrol	Distributører og ko	Fjern		Gem som		La .	Ţ.	iBudaanovarlig — dbudskoordinator Birgit Rasmussen, Koord	linator	~			Opret Rediger Fjom
Leverandorkontrol	Distributerer og ko	Fjern Vedhæft		Gem som		Le .	U	iBudsansvarlig Brudskoordinator Birgit Rasmussen, Koord	linator	V			Opret Rediger Fiem

By pressing the key "Videre til ESPD" (on to ESPD), the offer is automatically saved to the user who submits the offer, so 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).

	Translation
Det aktuelle tilbud har ingen vedhæftede filer. Er du sikker på, at du vil fortsætte afsendelsen af dette tilbud?	The current offer has no attachments. Are you sure you want to continue submitting this offer? Ja = Yes Nej = No
Ja	

You will then be asked to confirm distributors and contacts (distributører og kontaktpersoner). This information will be stated 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).

tributører			
Navn			
distrib 1			
distrib 2			
distrib 3			
·			<b>Opret</b> Redigér Fje
ntaktpersoner Fornavn	Efternavn	E-mail	Opret Redigér Fje
ntaktpersoner Fornavn Testnavn	Efternavn Testfirma1	E-mail dsc@amgros.dk	Opret Redigér Fje Telefon 88713084
Testnavn test2	Efternavn Testfirma1 testfirma2	E-mail dsc@amgros.dk	Opret Redigér Fje
Testnavn test2 test4	Efternavn Testfirma1 testfirma2 testfirma4	E-mail dsc@amgros.dk	Opret     Redigér     Fje       Telefon     88713084



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 filled out with a statement of truth.

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
<ul> <li>b) juridiske personer, enheder eller organer, hvoraf en enhed som omhandlet i nærværende stykkes litra a) direkte eller indirekte ejer over 50 %, eller</li> </ul>
<li>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),</li>
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.
Klik her, hvis du på tro og love bekræfter, at ovenstående er korrekt
1) Klik her, hvis du ikke kan bekræfte ovenstående

**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 s	som omhan	dlet i nærværende stykkes litra a) eller b),	
herunder, hvis de tegne leverandører eller enhed	r sig for me der, hvis for	ere end 10 % af kontraktværdien, underentreprenører, rmåen er udnyttet, jf. udbudsdirektiverne.‴	
Undertegnede virksomh meddelelse, hvis undert	ed erklære egnede virl	r samtidig, at denne straks vil give Amgros I/S skriftlig ksomhed i aftaleperioden skulle blive omfattet af ovenstående.	
Klik her, hv	vis du på tr	o og love bekræfter, at ovenstående er korrekt	
2) K	(lik her, hv	is du ikke kan bekræfte ovenstående	
		Tryk OK for at bekræfte, at du ikke kan afgive tilbud. Dermed a tilbudsprocessen uden afgivelse af tilbud. Tryk Annuller for at v skærmbillede.	ifsluttes ende tilbage til forrige
		OK Annullér	

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 in	formation about each item, press 🚯	
ESPD op	lysninger		]
Er den øko virksomhed	nomiske aktør en 1 ]?	nikrovirksomhed, en lille eller en mellemstor 🛛 🚯 🔾 Ja	
Deltager de ja, sikres d	en økonomiske akt et, at de andre be	ør i udbudsproceduren sammen med andre? Hvis 🕦 🔾 Ja 💿 Nej rørte sender et særskilt ESPD.	
Næste	Udskriv	1/2	
		Translation	
		ESPD information	
		Is the economic operator a Micro, a small or a Medium-Sized Enterp	rise? "Yes" 🔿
		Does the economic operator participate in the procurement procedule ensured that the other parties concerned submit a separate ESPD.	ire with others? If yes, it must be )"Yes" 〇 "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 mikrovirksomher virksomhed?	d, en lille eller en mellemstor 👔 🔾 Ja
Deltager den økonomiske aktør i udbudsproc ja, sikres det, at de andre berørte sender et s	eduren sammen med andre? Hvis 🚯 💿 Ja 🔿 Nej særskilt ESPD.
Hvis ja:	
a) Angiv den økonomiske aktørs rolle i grupp	en (leder, ansvarlig for specifikke opgaver osv.:
	^
	$\sim$
b) Angiv de øvrige økonomiske aktører, der s	ammen deltager i udbudsproceduren:
	$\sim$
c) Angiv i givet fald navnet på den deltagend	e gruppe:
	$\sim$
Næste Udskriv	1/2
	Translation
	ESPD information
	Is the seconomic energies a Micro a small or a Madium Sized Enterprise? () "Vec"
	is the economic operator a Micro, a small of a Medium-sized Enterprise? O res
	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. $lacksquare$ "Yes" $igcar{}$ "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"
	4

> 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 in "Nej" (No).

Obligatoriske udelukkelsesgrunde					
Er den økonomiske aktør selv eller en person, der aktørs administrations-, ledelses- eller tilsynsorga repræsentere eller kontrollere eller til at træffe be seneste fire år ved endelig dom dømt eller har ve eller flere af de i udbudslovens § 135, stk. 1 næv	r tilhører den økonomiske an eller har beføjelse til at eslutninger heri, inden for de dtaget bødeforlæg for én nte forhold?				
Hvis ESPD dokumentation er tilgængelig i elektro dokumentationen indsættes her:	Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til (3) dokumentationen indsættes her:				
Har den økonomiske aktør tilsidesat sine forpligte skatter og afgifter eller bidrag til sociale sikringso udbudslovens § 135, stk. 3?	lser vedrørende betaling af Oja ⊚Nej rdninger, som nævnt i				
Hvis ESPD dokumentation er tilgængelig i elektro dokumentationen indsættes her:	nisk form, kan links til 👔				
Er den økonomiske aktør opmærksom på en inter pågældende udbud, en konkurrencefordrejning so inddragelse af de økonomiske aktører i forberedel forhold til det pågældende udbud, eller har denne givet groft urigtige oplysninger, tilbageholdt oplys stand til at fremsende supplerende dokumenter, s	essekonflikt i forhold til det om følge af den forudgående Isen af udbudsproceduren i e i det pågældende udbud sninger eller ikke været i som nævnt i udbudslovens §				
1201	Translation				
Tilbage Accept Udskriv	Mandatory grounds for exclusion				
	Is the economic operator himself or a pe administrative, management or supervis make decisions therein within the past fo fine for one or more of the provisions in relationships?	rson belonging to the economic operator's ory body or empowered to represent or control or to our years by a final judgment convicted or adopted a section 135 (1) of the Public Procurement Act in said			
	If the ESPD documentation is available el	lectronically, please insert links here:			
	Translation				
	Has the economic operator breached its contributions to social security, as indica O "Yes" O "No"	obligations regarding to the payment of taxes or ted in the Public Procurement Act in section 135 (3)			
	If the relevant ESPD documentation is av	ailable electronically, please insert links here:			
	Translation				
	Is the economic operator aware of a condistortion of competition as a result of preparation of the tender procedure in recall in question provided grossly incorrect documents, as mentioned in section 136	nflict of interest in relation to the tender in question, a f prior involvement of the economic operators in the elation to the tender in question, or has the latter in the ct information or been unable to submit supplementary of the Public Procurement Act?			
	○ "Yes" ○ "No"				
	"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 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 fire år ved endelig dom dømt eller har vedtaget bødeforlæg for én eller flere af de i udbudslovens § 135, stk. 1 nævnte forhold?
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?
Hvis ja, angiv uddybende oplysninger om den manglende opfyldelse af forpligtelser, herunder landet hvori forpligtelserne ikke er overholdt og beløbets størrelse:
~
~
Hvis ESPD dokumentation er tilgængelig i elektronisk form, kan links til dokumentationen indsættes her:
Er den økonomiske aktør opmærksom på en interessekonflikt i forhold til det pågældende udbud, en konkurrencefordrejning som følge af den forudgående inddragelse af de økonomiske aktører i forberedelsen af udbudsproceduren i forhold til det pågældende udbud, eller har denne i det pågældende udbud givet groft urigtige oplysninger, tilbageholdt oplysninger eller ikke været i stand til at fremsende supplerende dokumenter, som nævnt i udbudslovens § 136?
Hvis ja, angiv uddybende oplysninger om forholdet:
Tilbage Accept Udskriv 2/2

> Answer the questions and click" Accept":

#### Translation

#### Mandatory grounds for exclusion

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 four 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 yes, please provide detailed information about the judgment and information on whether Self-Cleaning measures have been taken:

#### 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 yes, please provide detailed information on non-compliance, including country of noncompliance and amount:

#### 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 call in question provided grossly incorrect information or been unable to submit supplementary documents, as mentioned in section 136 of the Public Procurement Act?

If yes, please provide detailed information:

"Return" "Accept" "Print"

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

Click "Acceptér" if you do not want to attach documents to the offer.

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

Next: click" Acceptér og afsend" (accept and submit) for final submission.

Dokumenter til afsendelse	1	
I udbudsbekendtgørelsen og udbudsbeti fremgå, om der er dokumenter, som ska	ngelserne for denne udbudsgruppe vil det al vedhæftes dette tilbud.	
Der henvises til vejledning for afgivelse hvordan dokumenter vedhæftes tilbudde	af tilbud, hvor det er nærmere beskrevet, et.	
Det er tilbudsgiverens ansvar at sikr vedhæftes, og at eESPD er udfyldt k tillige tilbudsgiverens ansvar, at tilb	re, at samtlige påkrævede dokumenter orrekt i Amgros' udbudssystem. Det er uddet er konditionsmæssigt.	
Tryk på Acceptér og afsend knappen Tilbuddet har følgende fil(er) vedhæftet:	for endelig afsendelse af tilbuddet.	
Print	Acceptér og afsend Annullér	
	Translation	
	Documents for submission	
	It will be stated in the contract notice and the contract documents to be attached to this tender.	terms whether there are
	Reference is made to the tender submission guide, whi are attached to the offer.	ch describes how documents
	It is the responsibility of the supplier to ensure that all a attached, and that the eESPD is completed correctly in the offer is conditional.	required documents are Amgros' tendering system, and
	Click "Acceptér og afsend" (Accept and Submit) for final	submission of the offer.

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. In case of large files, the following picture is shown:



This means that the system is working on finalizing and submitting.

A submission receipt will then appear.

	Tilbud sendt	Translation Offer submittee	d		
	Udbudsgruppe 2014 - 1.9001.a		Translation		
	Tilbuddet er modtaget 31-07-2013 13:09:16		Tender gro	up 2014 - 1.900	1.a
	Verifikationskode: ccf8 9e07 8f19 7d3d f73f e710 537e 2e4a b11	1	The offer is	received 31-07-	2013 13:09:16
			Verification	code:	710 527o 2o4o b111
				51570501751E	10 3376 2648 0111
K	Print			Ok	



The offer is now encrypted and saved on a secure server. It cannot be retrieved or opened by Amgros until the offer deadline has expired. The receipt should be printed (Click Print), as it is the tenderer's proof of submission.

≻	The tende	r window can now be closed by pressing "OK"	Trans	lation
	Windows	Internet Explorer	Do yo	u want to leave this page?
			Click (	OK to continue. Click cancel to stay on this page.
	<b>A</b>	Vil du væk fra denne side?		"OK" "Cancel"
		Ønsker du at forlade siden?		
		Klik på OK for at fortsætte. Klik på Annuller for at blive på denn side.	e	
		OK Annul	ler	

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

Dine tilbud under udarbejd Her kan du vælge at redigere Der er tidligere afsendt et	l <b>else</b> et tilbud der i forv <b>tilbud vedr. udbu</b> d	ejen arbejdes <b>dsgruppen! /</b>	på, eller opret et A <b>fsendelse af et n</b>	nyt. Iyt tilbud vil overskrive det allerede afsendte.
Kan redigeres af	Gemta	af	Gemt	
○ Kursus1 Kursus	Kursus1 Kursus	30-11-2017	/ 14:30:22 Afsendt	
○ Kursus1 Kursus	Kursus1 Kursus	30-11-2017	14:26:36	
○ Kursus1 Kursus	Kursus1 Kursus	30-11-2017	14:22:16	
○ Kursus1 Kursus	Kursus1 Kursus	24-11-2017	/ 14:31:49 Afsendt	/ overskrevet
🔿 Dan (med) Schütz	Dan (med) Schüt	tz 30-10-2017	08:45:33 Afsendt	/ overskrevet
Åben Opret ny				

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

On the last submitted tender the text "Afsendt" (submitted) will be displayed.

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.



Until the offer deadline it is possible to create a new offer or to edit saved offers. Please note that upon submission of an offer, it will overwrite the offer already submitted.

### 2.91 Cancellation of offer

Meddelelse fra webside

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:

#### Get the bid shown by clicking on "Opret Ny" (create new)

### Translation

An offer has previously been submitted regarding the tender group. Sending a new offer will overwrite what has already been submitted.



Click "OK":

4	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalabonspulver		4,5+160 mikrog/dosis	60 doser	DDA	4 sug	150
5	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalationspulver		4,5+160 mikrog/dosis	120 doser	DDA	4 sug	43.410
5	National	R03AK07	Formoterol og budes	onid (Turbuhaler)		Inhalationspulver		4,5+160 mikrog/dosis	360 doser	DDA	4 sug	10
6	National	R034K07	Formateral on hudes	onid (Turbubaler)		Tohalationsnulver		9+370 mikron/dosie	60 doser	DDA	2 640	98 130
Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform		Styrke	Pakningsstørrelse En	hed pr. pakning	Pris pr. enhed	Pris pr. pal	ning
erandørkontrol	Distributører og k	ontaktpersoner									Opro	t Redigér Fjern
verandørkontrol	Distributører og k	ontaktpersoner						evotanovatig			Opro	t Redigér Fjorn
everandørkontrol Idhæftet fil Navn	Distributører og k	ontaktpersoner Fjern		Gem som		la l		notsansvang dbudskoordinator Birgit Rasmussen, Koord		Y	Opre	t Rediger Fjern
verandørkontrol dhæftet fil Nøvn	Distributorer og k	Fjern Vedhæft		Gem som		2		eotstansvang Boudskoordmator Birgit Rasmussen, Koord		V	Opr	t] Redigår   Fjern

- Select Tilbudsansvarlig (tender accountable)
- > Click "Afsend tilbud til Amgros" (submit bid to Amgros).

Respondible bidder

## 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 bids on fixed quantity tenders. In fixed quantity tenders, Amgros I/S 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).



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

### 4.2 Fixed quantity – Submission of offers

One or more options for the supply of a particular pharmaceutical may be linked to a part agreement (tender number) in connection with a fixed quantity tender.

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

It is stated in the tender terms for each tender group whether it is mandatory or voluntary to submit offers for the options associated with that tender number when submitting offer for the tender number.

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" shows the option number itself, as well as that it is an "option". The "generic name" (generisk navn) field shows which tender number the option is associated with.

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 bidding on the option is not possible until bids have been made (created) on 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 bidder attempts to submit an offer for a "locked" tender number (padlock option), a message will appear that offers cannot be made (on the option) until bids are submitted on the tender number to which the option relates.

#### Example:

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

🤔 htt	:ps://	/levtest.am	gros.dk/?Invite	nderId=901446	AMGR-8LIC&Tender	(d=-1&majorVersion=3&	minorVer - Windows Interne	t Explorer						+ ::::
_														
Ud	b.gru	uppe: 2	014 - FM_2.907	0.a								O	rdregiver:	Amgr
Be	mær	k et kra	v i relatio	n til afgivel:	se af tilbud, h	erunder angivelse	af pris for de tilb	udte varer, (	er bes	skrevet i udbuds	betingelserne for	den ovenf	or nævnte	e udbu
		Udbud	snr.	Region	ATC-kode	Generisk navn		Dispenseringsfo	orm		Styrke	Pakning	En.kod	e
	)	1		National	J01XX08	Linezolid		Inf.væske, oplø	øsning		2mg / ml		DW	
0	1	ଲ 2 - Op	tion	National	J01XX08	Linezolid - option ti	1	Inf.væske, oplø	asning		2mg / ml		DW	
		Udbudsor	Tilbud	Vareor	Fory varenr	Varenavn	Dispenseringsform	Styr	ke	Pakningsstørrelse	Enhed n	r pakning		Pris
		oubuusiii.	Thoug	varent.	Torv. varent.	Varchavii	Dispenseringsform	Styr	KC	Pakiningsatorrelae	child p	r, pakining		r na p
			. Locura		1									
	Level	randørkonti	Distribute	orer og kontaktpers	oner									

As can be seen, no offer can be submitted for tender number 2 as it cannot be selected (i.e., the option for tender number 1). When bids are placed on tender number 1, tender number 2 opens.

🖇 http:	s://lev	est.amgros.d	k/?InvitenderI	d=901446AM0	GR-8LIC&TenderId=-1	l&majorVersion=3&m	inorVer - Windows Interne	et Explorer								
Udb.	gruppe	: 2014 - F	M_2.9070.a									c	ordregiver: Am	gros		
Bem	ærk e	t krav i i	relation ti	l afgivelse a	af tilbud, heru	nder angivelse a	f pris for de tilb	udte varer,	, er beskrevet i	i udbudsbe	tingelserne for	den ovenf	for nævnte ud	budsgruppe.		
																Tilbud: (Alle)
		Udbudsnr.	Re	gion	ATC-kode	Generisk navn		Dispensering	Isform		Styrke	Pakning	En.kode	Enhed	Mængde i	enhed
0	•	1	Nat	tional	J01XX08	Linezolid		Inf.væske, o	pløsning		2mg / m		DW	1,2 g		2.09
6		2 - Option	Nat	tional	J01XX08	Linezolid - option til :	L	Inf.væske, o	pløsning		2mg / m		DW	1,2 g		1.09
L				1	-											
	Udbi	dsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform		Styrke	Pakningsstø	irrelse	Enhed pr. pak	ning	Pris pr. enhed	Pris	pr. pakning
0	1		Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning		2 mg / ml		10 x 300 ml		5,000	1	10,00	50,0
	werand	arkontrol	Distributører og	y kontaktpersoner	r.				- Tiludaaa	adia					Opret	: Redigér Fjer
	dhæfte	t fil							Vælg eller i	arlig			<b>.</b>			
Fil	Navn			Fjern		Gem som			L cong siter in							

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

V/VOO	Tak consists a		Owner ( well	DIM
Udbudsnummer				
Udbudsnummer: 2	Regionsbeskrivelse:			<b>A</b>
Regionskode: National				V
Udbudslinie				
ATC-kode: J01XX08	3	Generisk na	vn: Linezolid - option til 1	
EnhedsKode: DW		Dispenseringsfor	m: Inf.væske, opløsning	
Enhed: 1,2 g		Styr	ke: 2 mg / ml	
Mængde i enhed: 1.050		Pakni	ng:	
			r	
Tilbudslinie				
Varenummer: 15772	29	Nulstil	Tilbud:	Tilbud 1 💌
Forv. varenr. (ikke i taksten):				
Varenavn: Zyvox	cid		Pris pr. pakning:	50,00
Dispenseringsform: Inf.va	eske, opløsning 🔻		Enhed pr. pakning:	5
Styrke (tal/ enhed); 2	mg / ml		Pris pr. Enhed:	10.00
Pakeinasstarreles 10 × 1	200 ml			
Pakiningsstørreise.	500 mi			
Spørgsmål				
L				]
	Ok	Annullér		

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

ttps:	//levtes	st.amgros.d	k/?Invitender.	Id=901446A	rigk-8LIC&Tenderid=	-1&majorversion=3&	aminorver - windows Interne	et explorer		
					1					
ib.g	ruppe:	2014 - F	FM_2.9070.a							
emæ	erk et	krav i n	relation t	il afgivelse	e af tilbud, her	under angivelse	af pris for de tilb	udte varer,	, er beskrevet i	i udbudsbetingelserne fo
	U	Idbudsnr.	Re	egion	ATC-kode	Generisk navn		Dispensering	Isform	Styrke
2	• 1		Na	ational	J01XX08	Linezolid		Inf.væske, o	pløsning	2mg / m
2	• 2	- Option	Na	ational	J01XX08	Linezolid - option t	til 1	Inf.væske, o	pløsning	2mg / m
									1	
	Udbuds	snr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform		Styrke	Pakningsstørrelse
5	1		Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning		2 mg / ml	10 x 300 ml
5	2		Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning		2 mg / ml	10 x 300 ml
.ev	rerandør	kontrol	Distributører o	og kontaktperson	ner					
Ved	lhæftet i	fil —							L Tilbudsansva	arlig
Fil N	Navn			Fiern		Gem som			Vælg eller in	ndtast
			Genne	emse Veo	lhæft					

## 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 specifications (section 4.1) 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 possibly 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 offer must also be submitted in accordance with the requirements applicable to the submission of offers under a tender number under the tender group in question.

Reference is also made to the description of parallel offers in the tender terms for the tender group concerned.

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

Udb.g	ruppe: 2019 -	2.3.b								
Bema	erk et krav i	relation ti	l afgivelse.	af til	bud, herunde	r angivel:	se af j	pris	for de	tilbudte
L										
	Udbudsnr.	Region	ATC-ko	de	Generisk navn					[
0	1	National	L01AB0	2	Treosulfan					F
0	1	National	L01AB0	2	Treosulfan					F
0	2	National	L01AC0	1	Thiotepa					F
0	2	National	L01AC0	1	Thiotepa					F
0	3	National	L01BA0	1	Methotrexat					I
0	3	National	L01BA0	1	Methotrexat					I
	4	National	L01BB0	4	Cladribin					1
	Udbudsnr.	Tilbud	Varenr.	Forv. var	enr.	Varenavn	[	Dispen	seringsfor	m
		•								
		N N				H	ere it c	an be	e seen if	it is a
		Her ide	ntificeres om	der er ta	le om parallelt	tilbud	pa	aralle	l offer.	
				$\mathbf{n}$						
Le	verandørkontrol	Distributører	og kontaktpers	oner	arallelle tilbud					

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

		$\frown$	
Leverandørkontrol	Distributører og kontaktpersoner	Parallelle tilbud	

The following window is then displayed:

L

Parallelle tilbud		
Navn		
C Tilbud 1		
		Opret Redigér Fjern
	Luk	

"Offer 1" ("Tilbud 1") will always be default. Then 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".

### Parallelle tilbud

Pa	Navn	Opret parallelt tilbud	
	Tilbud 1	Navn: Tilbud 2 OK Annullér	Opret F

Luk

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

F	Para	allelle tilbud	
		Navn	
	0	Tilbud 1	
	0	Tilbud 2	
		Opret Redigér Fjern	
		Luk	

	Udbudsnr.	Region		ATC-kode		Generisk navn			Dispenser	ingsform		Styrke	Pakning	En.kode	Enhed	Mængde i en hed	_
۲	1	National		L01AB02		Treosulfan	eosulfan Pulv.			Pulv.t.inf.væske 1g			DDA	10 g	3:	<sup>3</sup> ^	
0	4	National		L01AB02		Treosulfan	osulfan Pulv.t			væske		59		DDA	10 g	261	в
0	2	National		L01AC01		Thiotepa	ptepa Pulv.t			ic.t.inf.v.		15mg		DDA	401,8 mg	:	7
0	2	National		L01AC01		Thiotepa	pa Pulv.t.			nc.t.inf.v.		100mg		DDA	401,8 mg	51	в
0	3	National		L01BA01		Methotrexat			Inj/inf.v	æske		25mg / ml	2 ml	DDA	50 mg	1.89	6
0	3	National		L01BA01		Methotrexat			Inj/inf.v	æske		25mg / ml	20 ml	DDA	50 mg	870	۰.
	4	National		101BB04		Cladribin			Injektions	waeske		2mn / m		DDA	10 ma	27	7
	Udbudsnr.	Tilbud	Varen	r. Fo	orv. vare	enr.	Varenavn	Dispenseringsform		Styrke	Pakningsste	ørrelse Er	hed pr. pakning	Pris	or. enhed	Pris pr. pakning	
													<u> </u>	<u> </u>			
Lev	erandørkontrol	Distributører	og kon	taktpersone	er P	arallelle tilbud	]									Opret Redigér Fj	em

### Enter information in Offer 1 and press "Ok"

– Udbudsnummer –						
Udbudsnummer: 1		Regionsbeskrivelse:				^
Regionskode: National						$\sim$
Udbudslinie						
ATC-kode:	L01AB02		G	enerisk navn:	Treosulfan	
EnhedsKode:	DDA		Disper	nseringsform:	Pulv.t.inf.væske	
Enhed:	10 g			Styrke:	1 g	
Mængde i enhed:	33			Pakning:		
Tilbudslinie						
Varenumme	r: 093070			Nulstil	Tilbud:	Tilbud 1 🗸
Forv. varenr. (ikke i taksten)	):					
Varenavr	n: Treosulfan "Meda	c"			Pris pr. pakning:	100 ×
Dispenseringsform	Pulv.t.inf.væske	<b>~</b>		E	nhed pr. pakning:	0,5
Styrke (tal/ enhed)	): 5 g	•			Pris pr. Enhed:	
Pakningsstørrelse	e: 1 htgl.					
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
۲	•	1	National	L01AB02	Treosulfan			Pulv.t.inf.væske		19		DDA	10 g	33
0		1	National	L01AB02	Treosulfan			Pulv.t.inf.væske		5g		DDA	10 g	268
0		2	National	L01AC01	Thiotepa			Pulv.t.konc.t.inf.v.		15mg		DDA	401,8 mg	7
0		2	National	L01AC01	Thiotepa			Pulv.t.konc.t.inf.v.		100mg		DDA	401,8 mg	58
0		3	National	L01BA01	Methotrexat			Inj/inf.væske		25mg / ml	2 ml	DDA	50 mg	1.896
0		3	National	L01BA01	Methotrexat			Inj/inf.væske		25mg / ml	20 ml	DDA	50 mg	870
0		4	National	1.01BB04	Cladribin			Iniektionsvæske		2ma / ml		DDA	10 ma	277
	Udbu	udsnr. Tilb	oud \	/arenr.	Forv. varenr.	Varenavn	Dispense	eringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning		Pris pr. enhed	Pris pr. pakning
۲	1	Tilb	oud 1 C	093070		Treosulfan "Medac"	Pulv.t.in	f.væske	5 g	1	. htgl.	0,500	200,	00 100,0
Le	everan	dørkontrol Dis	stributører og k	ontaktoersoner	Parallelle tilbud	1							$\boldsymbol{\mathcal{C}}$	Opret Redinér Fierr

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

_				
e:	N02BE01	Generisk navn	Paracetamol	
e:	DW	Dispenseringsform	Tabletter	
d:	3 g	Styrke	500 mg	
d:	500.000	Pakning	10 - 30 stk	
me	r: Indtast	Nulstil	Tilbud:	Tilbud 1 💌
ten	):			Tilbud 1 Tilbud 2
av	n:		Pris pr. pakning:	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

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

- Udbudsnummer	Regionsheskrivelse			
Regionskode: National				$\bigcirc$
– Udbudslinie –				
ATC-kode: L01AB02		Generisk nav	n: Treosulfan	
EnhedsKode: DDA		Dispenseringsform	n: Pulv.t.inf.væske	
Enhed: 10 g		Styrk	e: 1 g	
Mængde i enhed: 33		Paknin	g:	
Forv. varenr. (ikke i taksten):		Nulstil	Tilbud:	Tilbud 2 🗸
Varenavn: Treosulfan "M	ledac"		Pris pr. pakning:	50 ×
Dispenseringsform: Pulv.t.inf.væs	ke 🔽		Enhed pr. pakning:	0,5
Styrke (tal/ enhed): 5 g	<b>•</b>		Pris pr. Enhed:	
Pakningsstørrelse: 1 htgl.				
– Spørgsmål				
	OkAnn	ullér		

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

11.JL														Quite a				
Udb.	grupp	e: 2019 - 2.3.0	Uraregiver: Amgros															
Bem	ærk	rk 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	Generis	k navn			Dispenseringsform		Styrke	Pakr	ing	En.kode	Enhed	Mængde i enhed	
0	•	1	National		L01AB02	Treosulf	an			Pulv.t.inf.væske		19	9		DDA	10 g		33
0		1	National		L01AB02	Treosulf	an			Pulv.t.inf.væske		59	9		DDA	10 g		268
0		2	National L01AC01 Thiotepa				Pulv.t.konc.t.inf.v. 15mg			DDA	401,8 mg		7					
0		2	National		L01AC01	Thiotepa	1			Pulv.t.konc.t.inf.v.		100mg	,		DDA	401,8 mg		58
0		3	National		L01BA01	Methotr	exat			Inj/inf.væske		25mg / m	l 2 ml		DDA	50 mg	1	.896
0		3	mitional		L01BA01	Methotr	exat			Inj/inf.væske 25mg / ml 20 ml DDA 50				50 mg		870		
		4	Nation		101BB04	Cladribi				Iniektionsvæske		2ma / m	J		DDA	10 ma		777
	Udb	udsnr. Till	ud	Vare	enr.	Forv. varenr.	v	/arenavn	Dispe	nseringsform	Styrke	Pakningsstørrelse		Enhed pr. pakning		Pris pr. enhed	Pris pr. pakning	
0	1	Tilbud 1 093070 Treosulfan "Medac" Pulv.t.		t.inf.væske	5 g		1 htgl.		0,500	200,0	0	100,00						
0	1	L Tilbud 2 093070 Treosulfan "Medac" Puls				Pulv.	t.inf.væske		1 htgl.		0,500	100,0	0	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, the offer must include several 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 individual 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 the 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.

Udb.gruppe:       2014 - BA1.9050.b         Udbudsnr.       Region       ATC-kode       Generisk navn         C       1       National       A028X13       Alginsyre         C       2       National       A05AD02       Magnesiumoxid         C       3       Netional       A06AG01       Netriumphosphat         Udbudsnr.       Tilbud       Varenr.       Forv. varenr.       Varenavn       Dispenseringsform       Styrke       Pakningsstarrelse       Enhed pr. pak         Udbudsnr.       Tilbud       Varenr.       Forv. varenr.       Varenavn       Dispenseringsform       Styrke       Pakningsstarrelse       Enhed pr. pak         Udbudsnr.       Tilbud       Varenr.       Forv. varenr.       Varenavn       Dispenseringsform       Styrke       Pakningsstarrelse       Enhed pr. pak         Udbudsnr.       Tilbud       Varenavn       Dispenseringsform       Styrke       Pakningsstarrelse       Enhed pr. pak         Udbudsnr.       Tilbudsansvarlig       Tilbudsansvarlig       Tilbudsansvarlig       Tilbudsansvarlig	🗳 https	://lev	test.amgros.d	lk/?Invitender	rId=901435A	MGR-8LIC&Te	nderId=-1&	majorVersion=3&m	inorVer - Windows Inte	ernet Explorei	r		
Udbudsnr.       Region       ATC-kode       Generisk navn         C       1       National       A02EX13       Alginsyre         C       2       National       A06AD02       Magnesiumoxid         C       3       National       A06AG01       Natriumphosphat         Udbudsnr.       Tilbud       Varenr.       Forv. varenr.       Varenavn       Dispenseringsform       Styrke       Pakningsstørrelse       Enhed pr. pak         Udbudsnr.       Tilbud       Varenavn       Dispenseringsform       Styrke       Pakningsstørrelse       Enhed pr. pak         Vedhaftet fil	Udb.	gruppe	e: 2014 -	BA1.9050.b									
C     1     Netjon     Al Skole     Setter isk itevit       C     1     National     A02BX13     Alginsyre       C     2     National     A06AD02     Magnesiumoxid       C     3     National     A06AG01     Natiumphosphat			Udbudgor				Region			ATC kodo			Constick pays
C     2     National     A06AD02     Magnesiumoxid       C     3     National     A06AG01     Natriumphosphat			1				National			A02BX13			Alginsvre
C     2     National     AdeAU0.2     Magnesutmovid       C     3     National     A06AG01     Netriumphosphet         Udbudsnr.     Tilbud     Varenr.     Forv. varenr.     Varenavn     Dispenseringsform     Styrke     Pakningsstørrelse     Enhed pr. pak         Leveranderkontrol     Distributører og kontaktpersoner     Parallelle     tilbud         Vedhæftet fil     Tilbudsansvarlig         Vedhæftet fil         Fil Navn     Fiern     Gem som			-				Netlevel						Managinary
C       3       National       A06AG01       Natriumphosphat         Image: Construction of the second se			2				National			AU6ADU2			Magnesiumoxid
Udbudsnr.       Tilbud       Varenr.       Forv. varenr.       Varenavn       Dispenseringsform       Styrke       Pakningsstørrelse       Enhed pr. pak         Leverandørkontrol       Distributører og kontaktpersoner       Parallelle       tilbud       Tilbudsansvarlig         Vedhæftet fil       Tilbudsansvarlig       Vædi geller indtast       Tilbudsansvarlig	0		3				National			A06AG01			Natriumphosphat
Leverandørkontrol       Distributører og kontaktpersoner       Parallelle tilbud         Vedhæftet fil       Tilbudsansvarlig         Fil Navn       Fiern       Gem som		Udb	udsnr.	Tilbud	Varenr.	Forv. varenr		Varenavn	Dispenseringsform		Styrke	Pakningsstørrelse	Enhed pr. pak
Leverandørkontrol       Distributører og kontaktpersoner       Parallelle tilbud         Vedhæftet fil       Tilbudsansvarlig         Fil Navn       Fiern       Gem som													
Leverandørkontrol     Distributører og kontaktpersoner     Parallelle tilbud       Vedhæftet fil     Tilbudsansvarlig       Fil Navn     Fiern     Gem som													
Leveranderkontrol     Distributører og kontaktpersoner     Parallelle tilbud       Vedhæftet fil     Tilbudsansvarlig       Fil Navn     Fiern     Gem som													
Leverandørkontrol         Distributører og kontaktpersoner         Parallelle tilbud           Vedhæftet fil													
Vedhæftet fil Fil Navn Fiern Gem som	Le	verand	lørkontrol	Distributører (	og kontaktperso	ner Paralle	elle tilbud						
Fil Navn Fiern Gem som	_ ∨e	dhæfte	et fil								1 [	Tilbudsansvarlig	
	Fil	Navn			Fjern			Gem som				Vælg eller indtast	

The tender window looks like this:

The tender window is also simplified:

Udbudsnummer		
Udbudsnummer: 1 Regionsbeskrivelse:		<b>A</b>
Regionskode: National		~
ATC-kode: A02BX13	Generisk navn: Alginsyre	
	N1.1.41	Tilburd 4
Varenummer: Indtast		
Forv. varenr. (ikke i taksten):		
Varenavn:	Pris pr. pakning:	
Dispenseringsform: Vælg eller indtast	Enhed pr. pakning:	
Styrke (tal/ enhed): Vælg eller indtast 🔻	Pris pr. Enhed:	
Pakningsstørrelse:		
	1	
OK Annuller		

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 bid on 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.