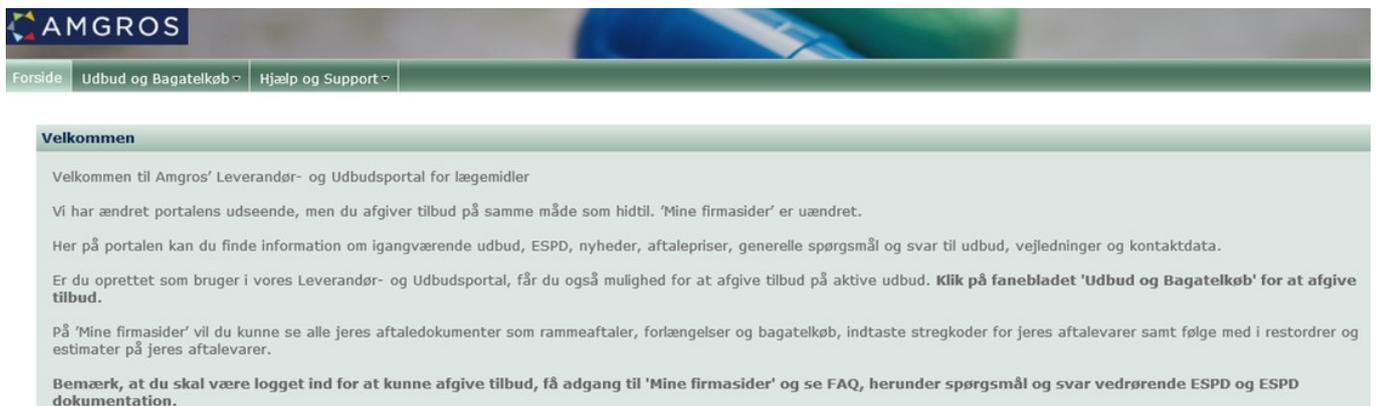


User Guide to Submission of Offers

Amgros I/S Tendering System



AMGROS

Forside | [Udbud og Bagateløb ▾](#) | [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 Bagateløb' for at afgive tilbud.**

På 'Mine firmasider' vil du kunne se alle jeres aftaledokumenter som rammeaftaler, forlængelser og bagateløb, indtaste stregkoder 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.

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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 www.amgros.dk 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 www.microsoft.com.

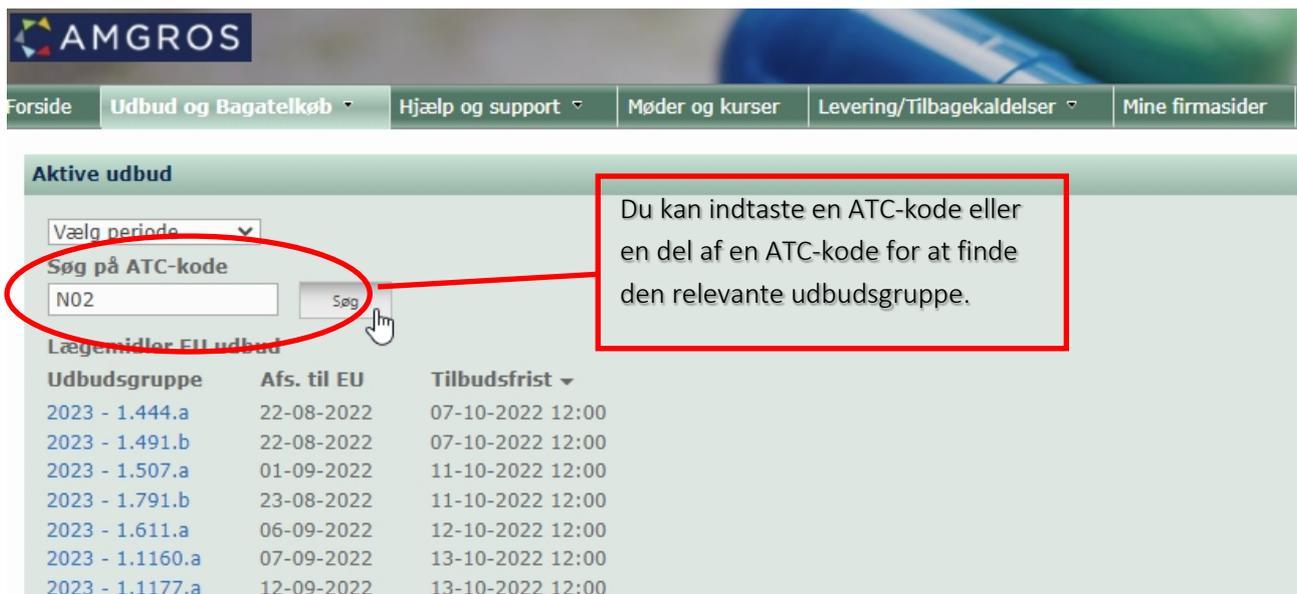
2. Tender submission

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 Bagateløb"):



Aktive udbud

Vælg periode ▾

Søg på ATC-kode

N02

Lægemidler EU udbud

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

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

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.**



Aktive udbud

Vælg periode ▾

Søg på ATC-kode

N02

Lægemidler EU udbud

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.

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

The picture shows all information about the chosen tender group.

The screenshot shows a tender portal interface for tender group 2019 - 1.8927.a. Red callout boxes highlight the following sections:

- Tender group**: Points to the main tender group header.
- Special Information**: Points to the 'Særlige oplysninger' section.
- Tender material**: Points to the 'Materiale' section.
- Other documents and information**: Points to the 'Øvrige dokumenter og information' section.
- Submit tender**: Points to the 'Afgiv tilbud' section.
- Time schedule for the tender group**: Points to the 'Begivenheder for udbudsgruppen' table.
- Q&A**: Points to the 'Spørgsmål og svar' section.
- Information**: Points to the 'Informationer' section.

The 'Begivenheder for udbudsgruppen' table contains the following data:

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 Løgemidlet skal være optaget i specialitetstakst
03-09-2018	2019 - 1.8927.a Tilbudsfrist kl. 12.00
03-09-2018	2019 - 1.8927.a Vedståelse af tilb...

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

Special Information regarding the tender group

Særlige oplysninger

Særlige oplysninger vedrørende udbud 2018 - 1.160.a
Frist for gyldig markedsføringstilladelse og tilbudsfrist er ændret til 5. januar 2018.

Materiale

Udbudsmateriale

-  2018 - 1.160.a HTML udbudsbekendtgørelse til EU
-  2018 - 1.160.a 20170606 Bilag 2 til udbudsbetingelser - 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 udbudsbetingelser - Det fælles europæiske udbudsdokument (ESPD).docx

Øvrige dokumenter og information

Øvrige dokumenter og information

-  2018 - 1.160.a Bilag 3 Krav om stregekoder for 2017 og 2018.pdf

Other documents and information



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 thus 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.
- A new tender can be added on the chosen 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 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:

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. 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.)

The screenshot shows a web form titled "Stil spørgsmål". At the top, there is a button labeled "Ask question". Below it, the deadline is "Frist for spørgsmål: 28-11-2017". The form contains several fields: a dropdown menu for "Udbudsnummer:" with options 1, 2, and 3; a text input field for "Emne:"; a large text area for "Spørgsmål:"; and a button at the bottom labeled "Afsend spørgsmål". Red callout boxes point to these elements with the labels: "Ask question", "Tender number", "Subject", "Question", and "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 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.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

Leverandørkontrol Distributører og kontaktpersoner

Tilbudsansvarlig

EU eForms
 CVR
 Website
 NUTS-kode

Vedhæftet fil

Fil Navn	Fjern	Gem som



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

Specify who is mainly responsible for the bid and Amgros' primary contact regarding the tender.

Leverandørkontrol Distributører og kontaktpersoner

Tilbudsansvarlig

Vedhæftet fil

Fil Navn	Fjern	Gem som

EU eForms
 CVR Enter VAT/Company registration No.
 Website Enter company website.
 NUTS-kode Enter NUTS-code from dropdown menu

Click to validate your bid

Click to save bid as a .csv file

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.

Udbudsgruppe: 2018-1.6016.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	Pris pr. enhed	Pris pr. pakning
1	National	N02AA01	Morphin	Dispottabletter	5mg		DW	0,1 g	100.000		
2	National	N02BE01	Paracetamol	Tabletter	500mg	100 stk. glas	DW	3 g	1.000.000		
2	National	N02BE01	Paracetamol	Tabletter	500mg	20 stk. blister	DW	3 g	5.000.000		
3	National	M01AE01	Ibuprofen	Tabletter	400mg		DW	1,2 g	20.000.000		
3	National	M01AE01	Ibuprofen	Tabletter	600mg		DW	1,2 g	3.000.000		
4	National	N02AC04	Codein	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

Vedhæftet fil

Fil Navn Fjern Gem som

Gennemse... Vedhæft

Tilbudsansvarlig

Vælg eller indtast...

Opret Redigér Fjern

Eksporér Gem tilbud til senere redigering

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 not 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:

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	Tilbud: Tilbud 1
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:	
Spørgsmål	
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).

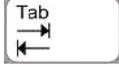


Enter the first two digits of the item number, then the item number(s) will appear in the dropdown - click on the relevant item number. The other fields will then be filled in automatically.

Udbudsnummer	
Udbudsnummer: 2	Regionsbeskrivelse:
Regionskode: 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	Tilbud: Tilbud 1
Forv. varenr. (ikke i taksten): 048744	
Varenavn:	Pris pr. pakning:
Dispenseringsform: Vælg eller indtast...	Enhed pr. pakning:

- 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		
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: 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		
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: 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)

Udbudsnummer	
Udbudsnummer: 1	Regionsbeskrivelse:
Regionskode: National	
Udbudslinie	
ATC-kode: N02BE01	Generisk navn: Paracetamol
EnhedsKode: DW	Dispenseringsform: Tablette
Enhed: 3 g	Styrke: 500 mg
Mængde i enhed: 500.000	Pakning: 10 - 30 stk
Tilbudslinie	
Varenummer: Varenummer ej i taksten/ATC-gr	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	

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 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 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: Varenummer ej i taksten/ATC-gr	Nulstil
Forv. varenr. (ikke i taksten): 362535	Tilbud: Tilbud 1
Varenavn: nyt varenavn	Pris pr. pakning: 100,00
Dispenseringsform: Tabletter	Enhed pr. pakning: 10
Styrke (tal/ enhed): 500 mg	Pris pr. Enhed: 10,00
Pakningsstørrelse: 28 stk blister	
Spørgsmål	
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.

Udbudsnummer

Udbudsnummer: Regionsbeskrivelse:

Regionskode:

Udbudslinie

ATC-kode: Generisk navn:

EnhedsKode: Dispenseringsform:

Enhed: Styrke:

Mængde i enhed: Pakning:

Tilbudslinie

Varenummer: Nulstil Tilbud:

Forv. varenr. (ikke i taksten):

Varenavn:

Dispenseringsform: Pris pr. pakning:

Styrke (tal/ enhed): Enhed pr. pakning:

Pakningsstørrelse: Pris pr. Enhed:

Spørgsmål

Spørgsmål	Svar
1 Test spørgsmål 1	<input type="text" value="- Vælg -"/>
2 Test spørgsmål 2	<input type="text" value="- Vælg -"/>
3 Indtast teksten	<input type="text"/>

Translation
Question

Spørgsmål

Spørgsmål	Svar
1 Test spørgsmål 1	<input type="text" value="- Vælg -"/>
2 Test spørgsmål 2	<input type="text" value="Ja"/>
3 Indtast teksten	<input type="text"/>

Translation
Answer
Ja= Yes
Nej= No

Ok Annullér

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:

The screenshot shows the tender window interface. At the top, there are fields for 'Udbudsgrupper' (2018-1.6016.0) and 'Ordregiver' (Amgro). Below this is a table of tender lines with columns: Udbudsnr., Region, ATC-kode, Generisk navn, Dispenseringsform, Styrke, Pakning, En.kode, Enhed, and Mængde i enhed. The first row is selected, and a red arrow points to a dot in the 'Udbudsnr.' column. A text box says: "The dot indicates that there has been created an offer on the line." Below the tender lines table is a table of offer lines with columns: Udbudsnr., Tilbud, Varenummer og i-taksten/ATC-gr, Varenr., Varenavn, Dispenseringsform, Styrke, Pakningsstørrelse, Enhed pr. pakning, Pris pr. enhed, and Pris pr. pakning. A red arrow points to the first offer line. A text box says: "Offer lines are shown in this list." At the bottom right, there are buttons for 'Opret', 'Redigér', and 'Fjern'. A text box says: "If you want to remove ('Fjern') a line, create ('Opret') a new one or edit ('Redigér'), these keys are used." Below the offer lines table is a section for 'Leverandørkontrol' and 'Distributører og kontaktpersoner'. There is a 'Vedhæftet fil' section with a 'Fil Navn' field and 'Fjern' and 'Gem som' buttons. At the bottom, there are buttons for 'Eksportér' and 'Gem tilbud til senere redigering'.

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's as part of the offer.

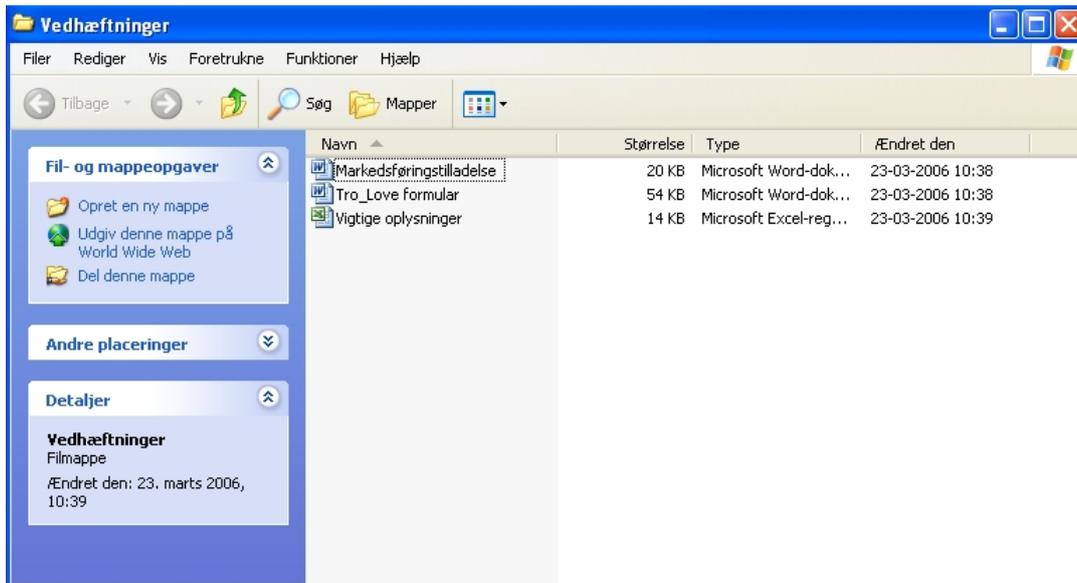
All documents can be attached as PDF-files or scanned JPG-files. The system allows attachment of up to 5 files. If there are more than 5 files, they should be collected into a Zip file, since you can only attach 5 files per offer (regardless of how many tender numbers the offer includes). The following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



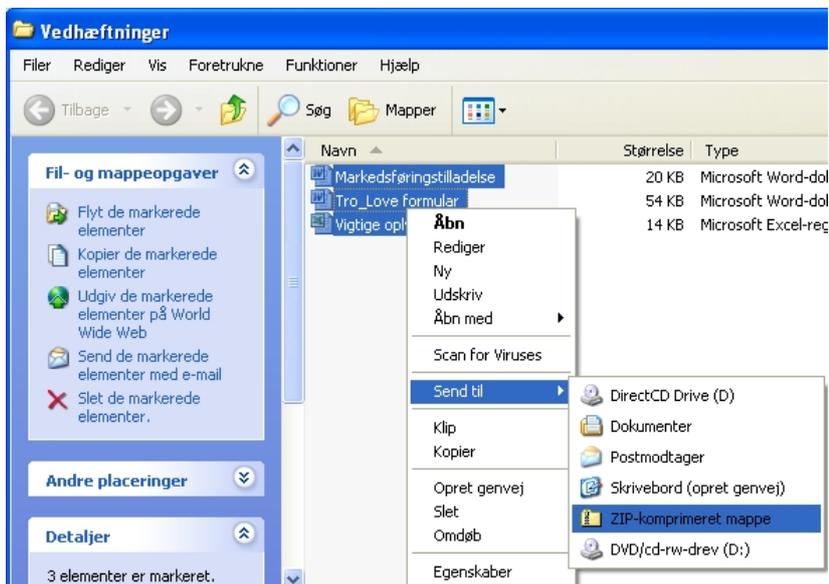
The way a Zip file is created may vary depending on the operating system, etc. used. The instructions below are based on how to create a ZIP-file with Danish Windows.

Create a Zip file

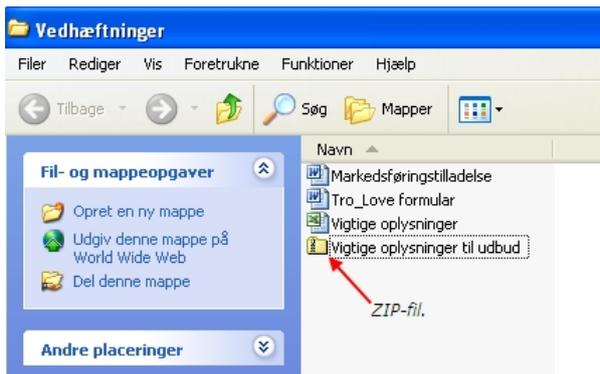
➤ Find the documents in your Windows Explorer:



➤ 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.gruppe:

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 gruppe.

	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
<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:

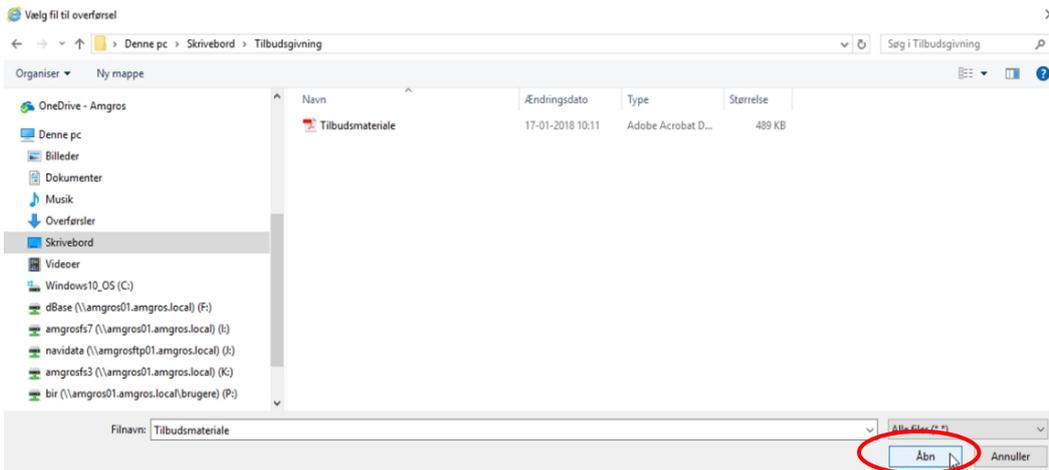
Fil Navn	Fjern	Gem som

Check

Tilbudsansvarlig:

Eksportér | Gem tilbud til senere redigering

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



- Click the key "Vedhæft" (attach):

Udb.gruppe:

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

	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

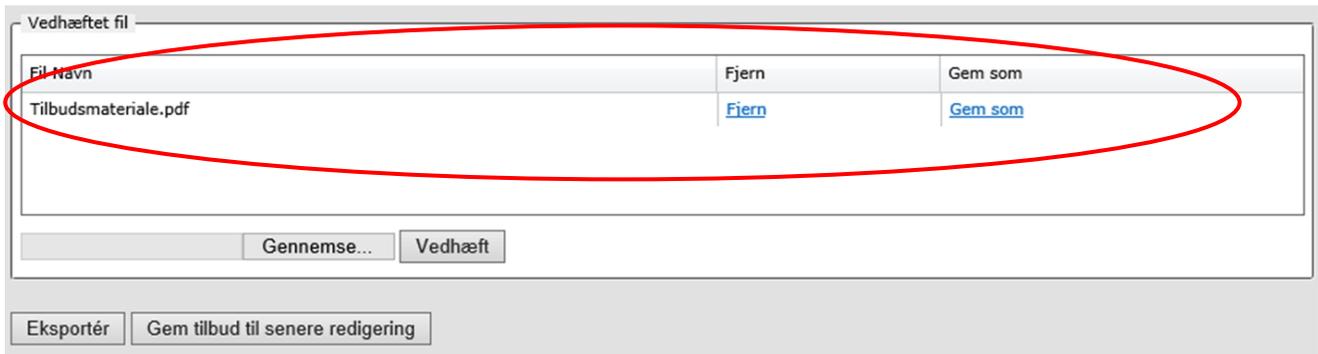
Fil Navn	Fjern	Gem som

C:\Users\bir\Desktop\Tilb Gennelse... **Vedhæft**

Eksportér Gem tilbud til senere redigering

The 'Vedhæft' button is circled in red, and a red box labeled 'Attach' points to it.

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



Fil Navn	Fjern	Gem som
Tilbudsmateriale.pdf	Fjern	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.gruppe: 2018-1.6016.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
<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.	Fovr. 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 indlæs...

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

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

Ibuprofen	Tabletter
Eribulin	Injektionsvæske

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.

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

Ok Annullér

Tilbudsansvarlig

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

Windows Internet Explorer

i 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 Afsendt
<input type="radio"/> 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.

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

The screenshot shows a software interface for managing bids. At the top, there is a search field for 'Udb.gruppe:' with the value '2018 - 1.381.a'. Below this is a note: 'Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, e:'. A table lists several bids with columns for 'Udbudsnr.', 'Region', 'ATC-kode', 'Generisk navn', and 'Dispe'. Bid 1 is selected. A dialog box titled 'Eksportér tilbud' is open, showing options for export format: 'Navn', 'Eksport til PDF', 'Eksport til XML', 'Eksport til CSV (normal)', and 'Eksport til CSV (alle udbudsdetalier)'. At the bottom of the interface, the 'Eksporter' button is circled in red.

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispe
<input checked="" type="radio"/>	1	National	N01BB02	Lidocain	Kutan
<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				
<input type="radio"/>	5				
<input type="radio"/>	6				

➤ *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:

The screenshot displays two windows. The top window is Windows Explorer, showing a folder named 'Vedhæftninger'. A file named '2007 - 2.5.b' is selected and circled in red. The bottom window is Microsoft Excel, titled 'Microsoft Excel - 2007 - 2.5.b'. The spreadsheet contains the following data:

	A	B	C	D
1	Udbudsgruppe:	2007 - 2.5.b		
2	Tidspunkt:	06-03-2023 11:01		
3	Gemt af:	Technical writer Tanja Tullberg, Uddannelseskonsulent		
4				
5				
6	Udbudsnr.	ATC-kode	Generisk navn	Dispenseringsform
7	2	LO1AXD4	Dacarbazin	Pul.t.inj.+inf.,opl. 100
8	2	LO1AXD4	Dacarbazin	Pul.t.inj.+inf.,opl. 200
9	2	LO1AXD4	Dacarbazin	Pulv.t.inf.væske,opl 500
10	2	LO1AXD4	Dacarbazin	Pulv.t.inf.væske,opl 1.0
11				
12				

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.

“Leverandørkontrol” (supplier check).

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispe
<input type="radio"/>	1	National	N02BE01	Paracetamol	Table
<input checked="" type="radio"/>	1	National	N02BE01	Paracetamol	Table
<input type="radio"/>	2	National	M01AE01	Ibuprofen	Table
<input type="radio"/>	2	National	M01AE01	Ibuprofen	Table
<input checked="" type="radio"/>	3	National	L01XX41	Eribulin	Injekt

Udbudsnr.	Tilbud	Varenr.	Forv.
<input type="radio"/>	1	Varenummer ej i taksten/ATC-gr	3625
<input type="radio"/>	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.

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 “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 Amgro’s 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).*

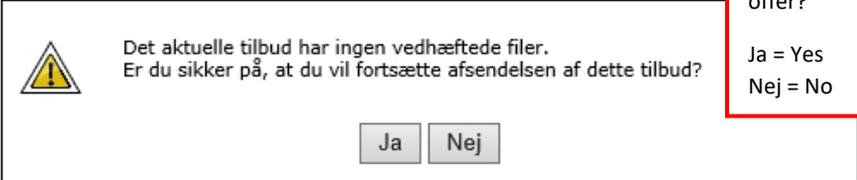
<input type="radio"/>	4	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	60 doser	DDA	4 sug	150
<input type="radio"/>	5	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	120 doser	DDA	4 sug	43.410
<input type="radio"/>	5	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	360 doser	DDA	4 sug	10
<input type="radio"/>	6	National	R03AK07	Formoterol og budesonid (Turbuhaler)	Inhalationspulver	4,5+160 mikrog/dosis	60 doser	DDA	7 sug	58.130

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

Videre til ESPD

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).



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 continue submitting this offer?

Ja = Yes
Nej = No

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).*

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 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

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.

2)

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
 1/2

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

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:

1/2

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 in "Nej" (No).

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? Ja Nej

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 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? Ja Nej

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 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)

"Yes" "No"

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?

"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?  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:

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?  Ja Nej

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 non-compliance 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

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:

Translation

Documents for submission

It will be stated in the contract notice and the contract terms whether there are documents to be attached to this tender.

Reference is made to the tender submission guide, which describes how documents are attached 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 conditional.

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.

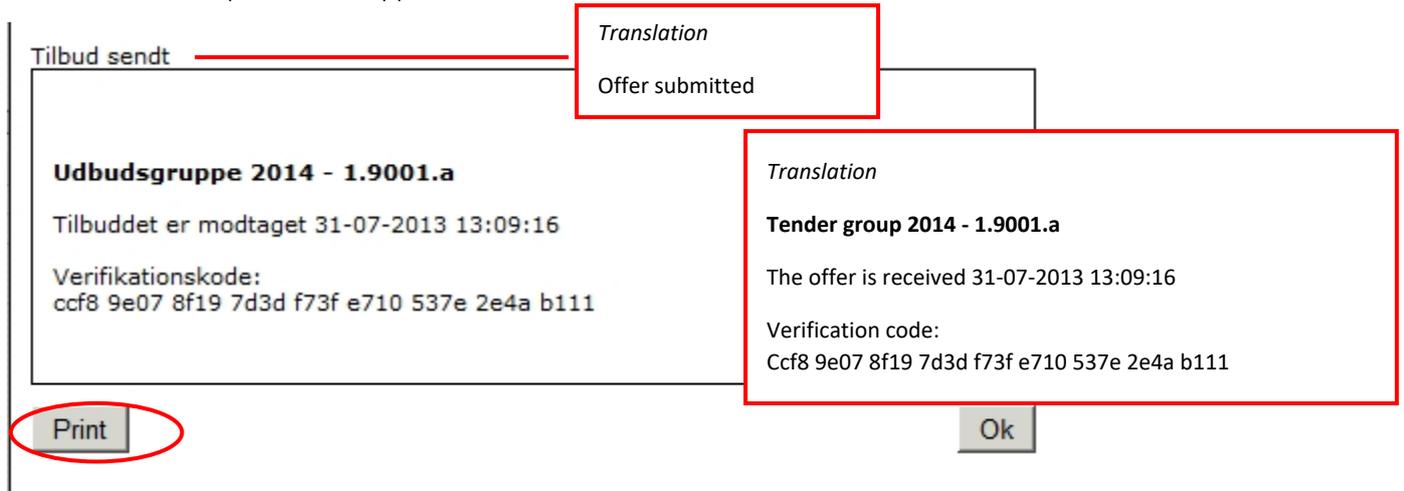
If there is only one attached file, the name of the file will be shown.

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.



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 tender window can now be closed by pressing "OK"



Translation

Do you want to leave this page?

Click OK to continue. Click cancel to stay on this page.

"OK" "Cancel"

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

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 Afsendt
<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 Afsendt / overskrevet
<input type="radio"/> Dan (med) Schütz	Dan (med) Schütz	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

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)*

Meddelelse fra webside

Der er tidligere afsendt et tilbud vedr. udbudsgruppen! Afsendelse af et nyt tilbud vil overskrive det allerede afsendte.

OK Annuller

Translation

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

➤ *Click “OK”:*

Udbudnr.	Tilbud	Varenr.	Førv. varenr.	Varenavn	Dispenseringsform	Stryke	Paknings størrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning	
4	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	60 doser	DDA	4 sug	150
5	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	120 doser	DDA	4 sug	43.410
5	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	360 doser	DDA	4 sug	10
6	National	R03AK07		Formoterol og budesonid (Turbuhaler)	Inhalationspulver		4,5+160 mikrog/dosis	60 doser	DDA	7 sug	68.130

Leverandørkontrol Distributører og kontaktpersoner Opret Redigér Fjern

Vedhæftet fil

Få Navn Fjern Gem som

Ansvarlig: Udbudsadministrator Birgit Rasmussen, Koordina

Gennemse... Vedhæft

Eksportér Gem tilbud til senere redigering

Videre til ESPD

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

Responsible 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).

Søg på ATC-kode:

Fastmængde - Lægemidler EU udbud

<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

Lægemidler EU udbud

<u>Udbudsgruppe</u>	<u>Tilbudsfrist</u>	
<input type="radio"/> 2010 - 1.922.a	08-01-2010 12:00:00	Regionsopdelt

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.

Udb.gruppe: 2014 - FM_2.9070.a 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.

Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode
1	National	J01XX08	Linezolid	Inf.væske, opløsning	2mg / ml		DW
2 - Option	National	J01XX08	Linezolid - option til 1	Inf.væske, opløsning	2mg / ml		DW

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. pakning
1	Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning	2 mg / ml	10 x 300 ml	5,000	50,00

Leverandørkontrol Distributører og kontaktpersoner

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.

Udb.gruppe: 2014 - FM_2.9070.a 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	Pris pr. enhed
1	National	J01XX08	Linezolid	Inf.væske, opløsning	2mg / ml		DW	1,2 g		2.095
2 - Option	National	J01XX08	Linezolid - option til 1	Inf.væske, opløsning	2mg / ml		DW	1,2 g		1.050

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
1	Tilbud 1	157729		Zyvoxid	Inf.væske, opløsning	2 mg / ml	10 x 300 ml	5,000	10,00	50,00

Leverandørkontrol Distributører og kontaktpersoner Opret Redigér Fjern

Vedhæftet fil: Fil Navn Fjern Gem som

Tilbudsansvarlig: [Vælg eller indtast...]

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

An offer can now be made on the option (tender number 2)

Udbudsnummer	
Udbudsnummer: <input type="text" value="2"/>	Regionsbeskrivelse: <input type="text"/>
Regionskode: <input type="text" value="National"/>	
Udbudslinie	
ATC-kode: <input type="text" value="J01XX08"/>	Generisk navn: <input type="text" value="Linezolid - option til 1"/>
EnhedsKode: <input type="text" value="DW"/>	Dispenseringsform: <input type="text" value="Inf.væske, opløsning"/>
Enhed: <input type="text" value="1,2 g"/>	Styrke: <input type="text" value="2 mg / ml"/>
Mængde i enhed: <input type="text" value="1.050"/>	Pakning: <input type="text"/>
Tilbudslinie	
Varenummer: <input type="text" value="157729"/>	Nulstil <input type="button" value="Nulstil"/>
Forv. varenr. (ikke i taksten): <input type="text"/>	Tilbud: <input type="text" value="Tilbud 1"/>
Varenavn: <input type="text" value="Zyvoxid"/>	Pris pr. pakning: <input type="text" value="50,00"/>
Dispenseringsform: <input type="text" value="Inf.væske, opløsning"/>	Enhed pr. pakning: <input type="text" value="5"/>
Styrke (tal/ enhed): <input type="text" value="2"/> <input type="text" value="mg / ml"/>	Pris pr. Enhed: <input type="text" value="10,00"/>
Pakningsstørrelse: <input type="text" value="10 x 300 ml"/>	
Spørgsmål <input type="text"/>	
<input type="button" value="Ok"/> <input type="button" value="Annullér"/>	

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 fo

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

	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

Leverandørkontrol

Vedhæftet fil

Fil Navn	Fjern	Gem som
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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 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.gruppe:

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

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

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform

Her identificeres om der er tale om parallelt tilbud

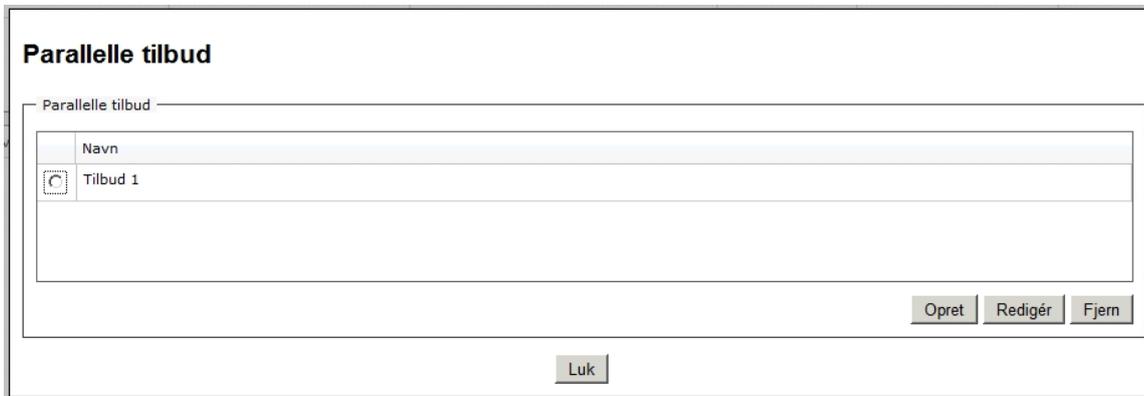
Here it can be seen if it is a parallel offer.

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:



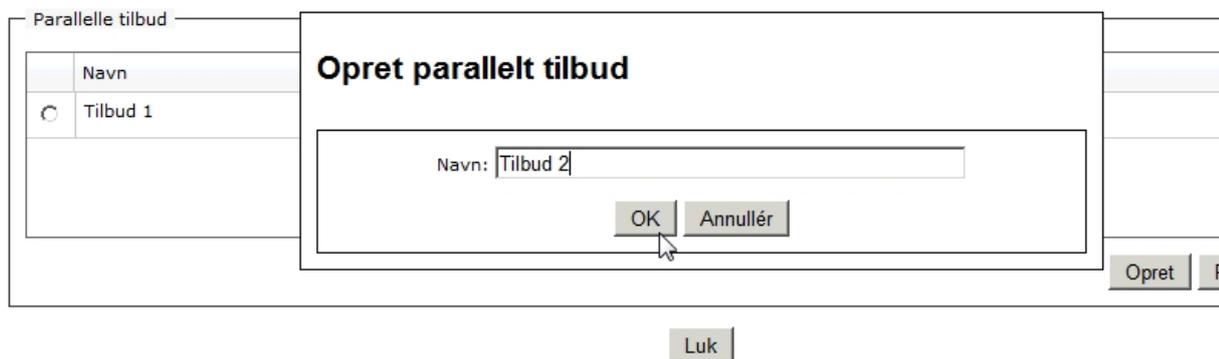
The following window is then displayed:



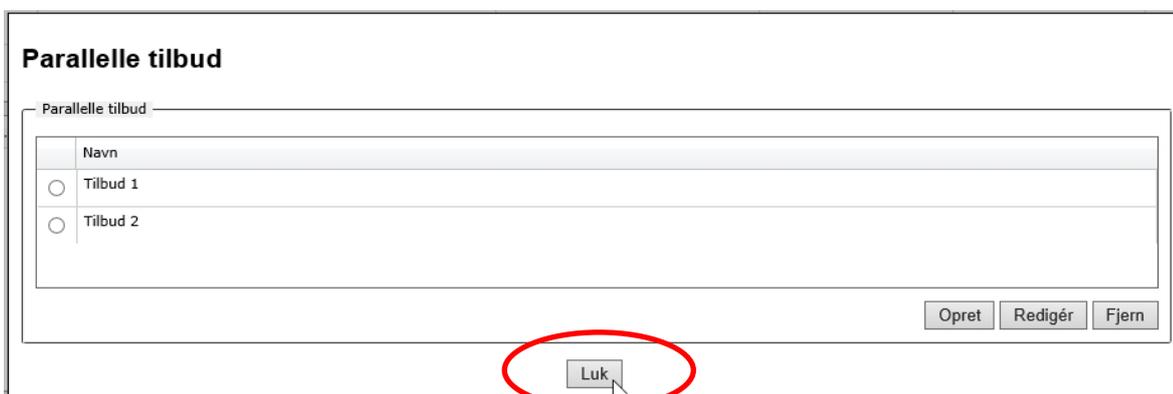
"Offer 1" ("Tilbud 1") will always be default. Then press Create (Opret) and the supplier can create "Offer no. 2" (Tilbud nr. 2):

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

Parallele tilbud



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



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

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

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

Leverandærkontrol Distributører og kontaktpersoner Parallellt tilbud **Opret** Redigér Fjern

Enter information in Offer 1 and press "Ok"

Udbudsnummer

Udbudsnummer: Regionsbeskrivelse:

Regionskode:

Udbudslinie

ATC-kode: Generisk navn:

EnhedsKode: Dispenseringsform:

Enhed: Styrke:

Mængde i enhed: Pakning:

Tilbudslinie

Varenummer: Nulstil Tilbud:

Forv. varenr. (ikke i taksten):

Varenavn:

Dispenseringsform:

Pris pr. pakning:

Styrke (tal/ enhed):

Enhed pr. pakning:

Pakningsstørrelse:

Pris pr. Enhed:

Spørgsmål

Then the tender window looks like this:

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

Leverandærkontrol Distributører og kontaktpersoner Parallellt tilbud **Opret** Redigér Fjern

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

mer:	Indtast...	Nulstil	Tilbud:	Tilbud 1 ▼
:en):				Tilbud 1
avn):				Tilbud 2
			Pris pr. pakning:	

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

Udbudsnummer	
Udbudsnummer:	1
Regionskode:	National
Regionsbeskrivelse:	
Udbudslinie	
ATC-kode:	L01AB02
EnhedsKode:	DDA
Enhed:	10 g
Mængde i enhed:	33
Generisk navn:	Treosulfan
Dispenseringsform:	Pulv.t.inf.væske
Styrke:	1 g
Pakning:	
Tilbudslinie	
Varenummer:	093070
Forv. varenr. (ikke i taksten):	
Varenavn:	Treosulfan "Medac"
Dispenseringsform:	Pulv.t.inf.væske
Styrke (tal/ enhed):	5 g
Pakningsstørrelse:	1 htgl.
Tilbud:	Tilbud 2 ▼
Pris pr. pakning:	50 x
Enhed pr. pakning:	0,5
Pris pr. Enhed:	
Spørgsmål	
Ok Annullér	

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

Udb.gruppe: 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.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 mg	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 htgl.	0,500	200,00	100,00
1	Tilbud 2	093070		Treosulfan "Medac"	Pulv.t.inf.væske	5 g	1 htgl.	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, 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.

The tender window looks like this:

https://levtest.amgros.dk/?InvitenderId=901435---AMGR-8LIC&TenderId=-1&majorVersion=3&minorVer - Windows Internet Explorer

Udb.gruppe: 2014 - BA1.9050.b

	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

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pak

Leverandørkontrol Distributører og kontaktpersoner Parallelle tilbud

Vedhæftet fil

Fil Navn Fjern Gem som

Tilbudsansvarlig

Vælg eller indtast...

The tender window is also simplified:

Udbudsnummer	
Udbudsnummer: <input type="text" value="1"/>	Regionsbeskrivelse: <input type="text"/>
Regionskode: <input type="text" value="National"/>	<input type="text"/>
Udbudslinie	
ATC-kode: <input type="text" value="A02BX13"/>	Generisk navn: <input type="text" value="Alginsyre"/>
Tilbudslinie	
Varenummer: <input type="text" value="Indtast..."/>	Nulstil <input type="button" value="Nulstil"/>
Forv. varenr. (ikke i taksten): <input type="text"/>	Tilbud: <input type="text" value="Tilbud 1"/>
Varenavn: <input type="text"/>	Pris pr. pakning: <input type="text"/>
Dispenseringsform: <input type="text" value="Vælg eller indtast..."/>	Enhed pr. pakning: <input type="text"/>
Styrke (tal/ enhed): <input type="text" value="Vælg eller indtast..."/>	Pris pr. Enhed: <input type="text"/>
Pakningsstørrelse: <input type="text"/>	
Spørgsmål <input type="text"/>	
<input type="button" value="Ok"/> <input type="button" value="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 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.