Basic recommendations for economic operators working with the IS EVO system ver. 18.0

> **Below you will find basic recommendations for working with the IS EVO system ver. 18.0. All necessary information, manuals and video instructions can be found HERE.**

Account creation and activation:

Prerequisite for using the individual functionalities of the IS EVO (especially submitting questions, activating notifications on a tender, signing for subscriptions of tender notices according to CPV order codes) is the creation and activation of a user account.

More information can be found here: https://media.uvo.gov.sk/video/vytvorenie_uctu_is_uvo.avi

Creation and validation of the economic operator:

The creation and validation of an economic operator is a prerequisite for the submission of a tender or request to participate and the submission of a request for remedy and objections.

After creating a new economic operator, the validation code will be sent by post – by registered letter to the address of your company provided during registration.

⚠️ For the foreign economic operators we recommend to register new operator at least **5 working days** before the intention to submit an offer/request to participate (depending on the country of origin).

More information can be found here: https://media.uvo.gov.sk/video/vytvorenie_a_validacia_hs.avi

Explanation of tender/request to participate:

To send the answer correctly with attachments, it is necessary to press the button "Send an answer".

⚠️ The answer may be supplemented by new attachments within a time limit specified by the contracting authority.

More information can be found here (chapter 4.2):
https://www.uvo.gov.sk/extdoc/3116/Manual_uchadzac

Sending a request for remedy or objection:

This functionality is available after sign into contract in the left side menu "Submitted requests" -> press button "Create a request" -> "Request for remedy" or „Objection". You must have a verified and active economic operator to submit a request for remedy/objections.

More information can be found here (chapter 3.2.2):
https://www.uvo.gov.sk/extdoc/3116/Manual_uchadzac

How to send a request for inspection of the contract subject's place of delivery:

This functionality is available after sign into contract in the left side menu "Submitted requests" -> press button "Create a request" -> "General request".

More information can be found here (chapter 3.2.2.5):
https://www.uvo.gov.sk/extdoc/3116/Manual_uchadzac

Electronic auction:

A "computer failure" on the part of the tenderer, nor a failure of the internet connection on the tenderer's side, interruption of electricity supply, etc. during an electronic auction is not considered to be a technical error of the EVO system. Therefore, tenderers are advised to have a back-up solution in case of such a situation.

 We recommend tenderers to prepare a backup scenario in case of failure (backup computer, backup internet connection, fully charged battery in the laptop in case of power failure, etc.). If the auction room doesn't seem to be behaving by default, refresh the page using the F5 key.

Sample auction hall: https://media.uvo.gov.sk/video/elektronicka_aukcia_nc_uchadzac.avi

Notifications:

The EVO system primarily sends important notifications to the user's message box on the ÚVO portal (https://www.uvo.gov.sk/private), as it is the only reliable place for delivering notifications. Notifications are also sent to the user's e-mail.

Warning:

We recommend inserting attachments into the system (eg attachments to tenders and requests to participate) well in advance of the deadline.

Data transfer to the system is limited to **100 MB per document**.

If you have any questions, please contact us

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Remark:

ÚVO = Public Procurement Office

IS EVO = Information system for Electronic public procurement

EVO