

RULES FOR THE USE OF CENTRAL PUBLIC PROCUREMENT INFORMATION SYSTEM

I. GENERAL PROVISIONS

1. Rules for the Use of Central Public Procurement Information System (hereinafter – the CVP IS Rules) define the rights, obligations and responsibilities of the user of the Central Public Procurement Information System (hereinafter – the CVP IS), also the rights and obligations of the Public Procurement Office (hereinafter – the Office) and the procedure for the encryption of a tender.
2. The following terms are used in the CVP IS Rules:
 - 2.1. **CVP IS technical problem** means a malfunction of the CVP IS detected, because of which more than 10 registered users (in different organisations) may not carry out the necessary functions, i.e. they are unable to log-in to the CVP IS (<https://pirkimai.eviesiejipirkimai.lt/>), to use the correspondence function of the CVP IS, to open a window for the submission of a tender; also any other malfunction of other functions, when the information on the CVP IS malfunction is published on the Office's website (<http://vpt.lrv.lt/>);
 - 2.2. **Encryption of a document** – a method to secure the information contained in a document, when the sensible contents of the document are encrypted, and a password is required to review its contents, the password is known and presented only by a person who has encrypted the document;
 - 2.3. **External user** – a natural person who is not registered in the CVP IS;
 - 2.4. **Procurement Operator** – a contracting authority that performs the procurement in accordance with the Law on Public Procurement of the Republic of Lithuania (hereinafter – the Public Procurement Law) or the Law on Public Procurement in the Fields of Defence and Security of the Republic of Lithuania (hereinafter – the Defence Procurement Law), a contracting authority that performs the procurement in accordance with the Law on Procurement in the Fields of Water Management, Energy, Transport or Postal Services (hereinafter – the Utilities Procurement Law), a granting authority that performs the award of concession contracts in accordance with the Law on Concession of the Republic of Lithuania (hereinafter – the Concession Law); a procurement organisation that performs the procurement under the Resolution No. 277 of 3 March 2003 by the Government of the Republic of Lithuania on the Approval of the Rules for Procurement of Energy or Fuel, required for generation of electricity and heat, of the undertakings operating in the energy sector (hereinafter – the Fuel Rules);
 - 2.5. **Registered user** – a Procurement Operator and Supplier or an Economic Operator (hereinafter – the Supplier), which has the access to the CVP IS.
3. Other terms used in these Rules shall have the same meaning as in the Law on Public Procurement, Law on Public Procurement in the Fields of Defence and Security, the Utilities Procurement Law, the Concession Law and other legal acts of the Republic of Lithuania.
4. The services of the CVP IS shall be structured to the services provided to the registered users and the services provided to the external users.

5. External users can access all the information publicly available on the CVP IS, such as, public advertisements, annual plans of public procurement, carried out in accordance with the Public Procurement Law, summaries of procurement performed in accordance with the Utilities Procurement Law (hereinafter – the Procurement), also the procurement performed under the Fuel Rules (hereinafter – the Fuel Procurement), prior consultations, drafts of technical specifications, list of the suppliers submitting false or misleading information, list of unreliable suppliers, list of tender winners, list of the contracts concluded and their amendments, the publishable procurement documents and etc. The external users can also subscribe to receive the news in RSS format.
6. Registered users of a Procurement Operator, in addition to the services provided to external users, can use the additional services provided by the CVP IS: carry out the procedures of procurement and public procurement in accordance with the Public Procurement Law, public procurement in the fields of defence and security in accordance with the Law on the Public Procurement in the Fields of Defence and Security (hereinafter – the Defence Procurement), the procedures of fuel procurement and the award of concession contracts using the CVP IS means; and perform other related activities (for example, make the additions to advertisements, publicise advertisements, publicise document, conduct all correspondence, etc.), also to complete and publicise the summaries of planned procurement, fuel procurement and tenders of a supplier winner; to publicise public procurement contracts and amendments thereto, to make lists of unreliable suppliers, to publicize the suppliers taking part in public procurement or concession award procedures; to make lists and publicise the suppliers who had submitted false or misleading information; to compile and publicize the reports. The contracting entities can publish their approved descriptions of low value procurement procedures. Procurement Operators can administer and manage the information on organisation and its account users, to manage electronic documents.
7. Users of the Suppliers, in addition to the services provided to external users, can use the additional services provided by the CVP IS: access to the terms and documents of procurement, defence procurement, fuel procurement and concession contracts, submitted by the correspondence means. The suppliers can submit tenders to the announced and not announced tenders of procurement, defence procurement and fuel procurement, submit the tenders for concessions, administer and manage the information about organisation and its account users, manage electronic documents, sign tenders by a e-signature, join the list of undertakings referred in Article 23 of the Law on Public Procurement of the Republic of Lithuania.

II. PROCEDURE OF THE USE OF CVP IS

8. The Rules shall be followed both by the CVP IS users, registered before the entry into force of the Rules, and the new CVP IS users, registered after the entry into force of the Rules.
9. A newly registered user is required to change a password in order for the first time to join the CVP IS.
10. The symbols of a password should not contain any personal information, and it must be made of:
 - 10.1. at least 8 characters;
 - 10.2. at least one lowercase and one uppercase letter of the Latin alphabet;
 - 10.3. at least one digit;
 - 10.4. at least one special character (!, @, #, \$, &, *).

11. User of the Procurement Operator shall have the right to:
 - 11.1. review and edit the information relating to the organisation's account;
 - 11.2. create other users of the same organisation and edit the information of the registered users;
 - 11.3. access the functions described in Article 6 of the Rules for the Procurement Operators;
 - 11.4. access other electronic services of the CVP IS.

12. User of the Supplier shall have the right to:
 - 12.1. review and edit the information relating to the Supplier's CVP IS account;
 - 12.2. create other users of its own account and edit the information of the registered users;
 - 12.3. access the functions described in Article 7 of the Rules for Suppliers of the CVP IS;
 - 12.4. access other electronic services of the CVP IS.

13. The registered user shall undertake to:
 - 13.1. provide the CVP IS with the correct data; in case of changes of the data, guarantee the replacement of the information not later than within 5 business days from the introduction of new information. The changes in the CVP IS shall be entered by the User of the Procurement Operator or the User of the Supplier who has administrator's rights;
 - 13.2. manage the personal (special) and confidential data of the registered users of its organisation, public procurement, defence procurement, fuel procurement and concession suppliers, in accordance with the Law of the Republic of Lithuania on Legal Protection of Personal Data, and other legal acts of the Republic of Lithuania;
 - 13.3. keep safe the log-in information provided and transfer it to nobody. In accordance with the legislation in force, responsibility for all the operations performed with the user's log-in information in the CVP IS shall remain with the person who has been provided with the log-in information;
 - 13.4. refrain from any action which would alter, impair or otherwise affect the CVP IS;
 - 13.5. use no profanity and swearing words, defame no person's honour and dignity, and to discourage racial, religious or other discrimination through the CVP IS means.

14. In the event of the CVP IS technical problem, when the Supplier has no possibility to submit a tender by the CVP IS means, the Procurement Operator must move forward a deadline for the submission and opening of tenders, and notify the Suppliers thereof.
15. The supplier, after estimating the potential failures due to the Internet connection, power supply failures or computer settings, and the time remaining until the deadline for the submission of the proposal, may request the Office for assistance regarding the signing of the tender with a qualified electronic signature. In the Office supplier will be provided with technical support in order to submit a tender using the Office's equipment. The Supplier must make arrangements with the Offices representatives regarding the time of arrival at the Office in advance, inform the Office about the type of electronic signature used by Supplier and arrive at the Office at least 2 hours before the deadline for submission of the tender and/or the end of the Offices working time. In case the Supplier arrives later than indicated above, the Supplier assumes it's responsibility for the failure to submit the tender.

16. Responsibility for the processing of personal information of a natural or legal person (hereinafter – the Person) and the users created by the Person, the accuracy and legitimacy of this information, shall be borne solely by the Person itself.

III. ENCRYPTION OF TENDERS

17. The Supplier can encrypt a full tender or a tender document, where the price of the tender (hereinafter – the Tender Price) is specified. During negotiated procedures, the Supplier can encrypt the final Tender Price (the initial Tender Price is not to be encrypted). The encryption of the Tender Price shall be guided by Annex 4 of the Rules (Encryption Possibilities of the Tender Price).
18. The Supplier can encrypt a tender, where the concession value, if applicable, the fee payable by the concessionaire to the granting authority and (or) payable by the granting authority to the concessionaire is specified (hereinafter – the Concession Value Tenders).
19. The encrypted prices and the Concession Value Tenders (hereinafter – the Price or Value Tenders) can be submitted (attached) prior to the closing date for the submission of tenders, as well as the unencrypted Tender Prices.
20. In order to decode the encryption of the Price or Value Tenders, the Supplier, using the CVP IS correspondence means, must provide a password in a timely manner, i.e. before the beginning of the procedure (meeting) of the opening of the envelopes with the price specified, to the Procurement Operator.
21. The Procurement Operator (except a granting authority) that performs an electronic procurement, when only one tender is to be submitted and an evaluation criteria is the lowest price, the envelope opening procedure (meeting) shall be started at least 45 minutes after the deadline for the submission of the tenders. If an electronic procurement involves the initial tenders to be submitted, after which the final tenders are submitted, the deadline of the opening procedure (meeting) of the envelopes with initial tenders can match the deadline for the submission of the initial tenders, and the opening procedure (meeting) of the envelopes with the final tenders shall be started at least 45 minutes after the deadline for the submission of the tender (this provision shall not apply if the most economically advantageous tender as an evaluation criteria is selected, and the final tenders are requested to submit in two envelopes).
22. A granting authority that performs an electronic concession award procedure, in the case it is required that the suppliers submit only a binding tender, the envelope opening procedure (meeting) shall be started at least 45 minutes after the deadline for the submission of the tenders. In case of an electronic concession award procedure, in the case the suppliers submit non-binding tenders, the deadline of the opening procedure (meeting) of the envelopes with indicative non-binding tenders can match the deadline for the submission of the indicative non-binding tenders. The opening procedure (meeting) of the envelopes with binding tenders shall be started at least 45 minutes after the deadline for the submission of the tender. In the case of the negotiated procedure, a possibility shall be given for the Supplier to encrypt a final tender or a tender document that specifies the concession value.
23. Procurement Operator must specify the date of the envelope opening procedure (meeting) in its announcement and (or) in the electronic procurement documents.
24. In order to submit the Price or Value Tender encrypted, the Supplier shall perform the following steps:
 - 24.1. **Preparation of the Software.** The Supplier shall use the software, described in Article 23 of the Rules, and install it on the computer in accordance with the provisions of Annex 1 to the Rules (Installation Guide of the Software to encrypt the Price or Value Tenders).

- 24.2. **Encryption of the Price or Value Tender.** Supplier must encrypt the Price or Value Tenders according to Annex 2 of the Rules (Encryption Guide of the Price or Value Tenders). The use of strongly safe passwords is recommended (12-30 symbols, consisting of numbers, uppercase and lowercase letters of the Latin alphabet special characters (!"#\$\$%&'()*+,-./:;<=>?@[\\]^_`{|})).
- 24.3. **Uploading of the Price or Value Tenders.** The Supplier must upload the Price or Value Tender encrypted into the CVP IS prior to the deadline for the submission of tenders. Both encrypted and non-encrypted Price or Value Tenders are uploaded in the same way (guide on uploading of tender using CVP IS means is available on the Office's website ---> CVP IS ---> Training material (Mokymų medžiaga) ---> For Suppliers (Tiekėjams) ---> How to prepare and submit a tender (Kaip parengti ir pateikti ...);
- 24.4. **Verification of the document encrypted.** The Supplier, who submits a tender, shall be recommended to download from the relevant column of the submission window of the Price or Value Tender and save the encrypted Price or Value Tender on the Supplier's computer; also to verify whether a document can be successfully decrypted using a password in accordance with Annex 3 "Decryption Guide of the Price or Value Tenders" of the Rules (hereinafter – Decryption Guide).
- 24.5. **Submission of a password.** Prior to the beginning of the opening procedure (meeting) of the envelopes with the prices specified (or after the notification on the qualification and technical information before the opening of the second envelopes), the Supplier must submit a password, which would enable the decryption of the Price or Value Tender encrypted, to the Procurement Operator using the CVP IS correspondence means. The Supplier shall be responsible for the timely submission of the password. In case the submission of the password is failed, the tender shall be considered not properly submitted or it will be rejected (as established by Article 22.2 of the Rules).
- 24.6. **Postponement of the deadline for the submission of tenders (for Suppliers).** In the event of the CVP IS technical problem, when the Supplier has no possibilities to submit the password through the CVP IS, the Supplier shall have the right to submit the password by other means: by an official e-mail to the Procurement Operator, by fax or in writing. The Supplier shall be recommended to make sure that the password submitted had reached the addressee in time (i.e. to contact the Procurement Operator by official telephone number and (or) by other means). Also the Supplier is recommended to verify whether a password received has been uploaded to the system by the Procurement Operator using the CVP IS communication means. The decryption password of the Price or Value Tender must be visible in the CVP IS correspondence mean for auditing purposes.
25. A contracting authority, performing public procurement or defence procurement, or a procurement organisation, performing procurement, or a granting authority, performing the award of concession, using the CVP IS means, is required to perform the following steps:
- 25.1. **Preparation of the Software.** Procurement Operator must have the computer, on which the software, described in Article 23.1 of the Rules, must be installed;
- 25.2. **Decryption of the Price or Value Tender.** Procurement Operator shall decrypt the Price or Value Tender submitted by the Supplier using the Supplier's password that has been submitted prior to the beginning of the opening procedure (meeting) of the envelopes with the price specified within. Decryption of the Price or Value Tender shall follow the instructions given in the Decryption Guide. In case, at the beginning of the opening procedure (meeting) of the envelopes with the prices specified, there are more Price or Value Tenders encrypted, whose passwords have not been submitted through the CVP IS means, the Procurement Operator shall ensure that the passwords would be submitted by other means, i.e. using an official e-

mail, by fax or in writing. In case the Supplier fails to submit (due to the Supplier's fault) the password or submits a wrong password, using which the Procurement Operator is not able to decrypt the Price or Value Tenders, the Procurement Operator shall follow the rules given below for the evaluation of the tenders:

- 25.2.1. In case the Procurement Operator cannot, due to this circumstance, open and evaluate a tender document of the suppliers – the Supplier's tender shall be considered as not submitted and it shall not be evaluated;
 - 25.2.2. In case a part of the tender document has been already evaluated or can be opened and evaluated, the Procurement Operators shall reject the Supplier's tender as non-compliant to the requirements established in the procurement documents (the Supplier has not submitted the Tender Price);
 - 25.2.3. In case of the initial and final tenders are submitted during the electronic procurement, and procurement documents specify the circumstances, when the Supplier fails to submit the final tender, the initial tender shall be evaluated as a final tender, the Supplier's tender shall not be rejected, but the information submitted in the initial tender (including the amendments, adjustments and (or) any additions made during the negotiations if such were performed) shall be evaluated.
 - 25.3. **Postponement of the deadline for the submission of tenders (for Procurement Operators).** In the event of the CVP IS technical problem, when the Supplier has no possibilities to submit the password through the CVP IS, the Procurement Operator shall accept the Supplier's password by other means: by an official e-mail, by fax or in writing. Also the Procurement Operator must enter the password received in the CVP IS correspondence mean. The decryption password of the Price or Value Tender must be visible in the CVP IS correspondence mean for future auditing purposes.
26. In order to encrypt the Price or Value Tender, the Supplier must use free 7-Zip software that uses AES-256 standard encryption algorithm. The encrypted document must be created in a ZIP format. We recommend to use the latest official 7-Zip version. This software may be downloaded from the manufacturer or the Office's website: Links (NUORODOS) ---> Other links (KITOS NUORODOS) ---> Description of Encryption Means (UŽŠIFRAVIMO PRIEMONIŲ APRAŠAS).

IV. RIGHTS AND OBLIGATIONS OF THE OFFICE

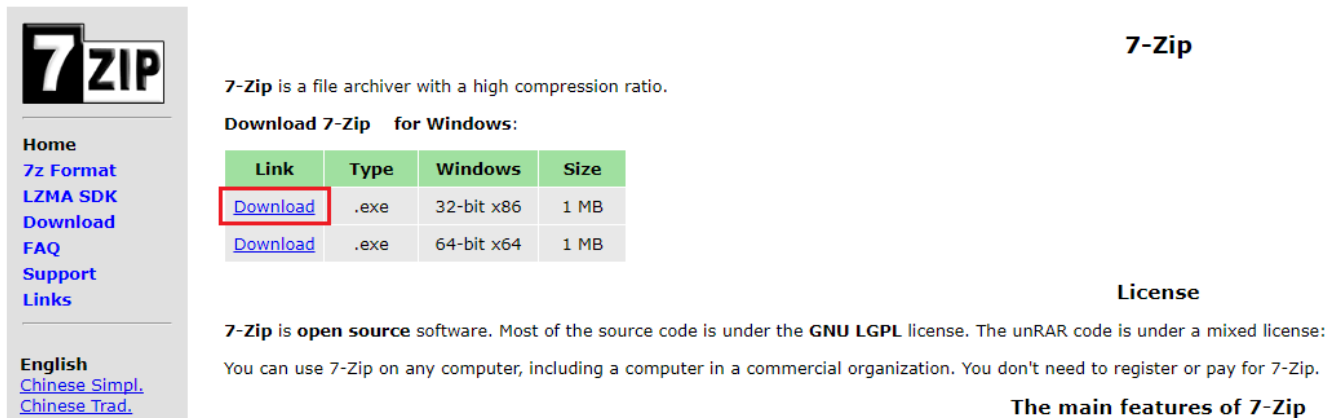
27. The Office shall give the right to use the documents, graphic material, text information, software, and other electronic content (hereinafter – the Material), submitted on the CVP IS website.
28. In the support and improvement of the CVP IS, the Office shall provide the possibility for the Procurement Operators to carry out the electronic procurements, and the possibility for the Suppliers to take part in such procurement tenders.
29. The Office shall reserve the right to modify the CVP IS, also the Material contained in it and electronic procurement means. The registered users shall be notified on the changes performed to the system within a reasonable period of time. Information on changes, modifications or amendments of the CVP IS may be presented in one of the following means: on the Office's website, by e-mail or in a combination of these means, and in other ways.

30. In case the Office finds out that the user of the CVP IS account fails to comply with the obligations laid down in Article 13 of the Rules, the Office shall be entitled to limit the possibility of the Supplier or the Procurement Operator to log-in to the CVP IS for 1 (one) month. In case the Office repeatedly finds out that the user of the CVP IS account fails to comply with the obligations laid down in Article 13 of the Rules, the Office shall be entitled to limit the possibility of the Supplier or the Procurement Operator to log-in to the CVP IS for 3 (three) months.
31. The Office has a right to request a CVP IS user to participate in an anonymous survey.
32. The Office has a right to create new CPP IS users in the Contracting authority's account, meant for the representatives of the Office and other persons and institutions, authorized by the laws of the Republic of Lithuania regulating their activity, in order to access all the information related to the procurement when it is necessary for the performance of their functions. The Contracting authority is not allowed to remove such users created by the Office.

Installation Guide of the Software to encrypt the Price or Value Tenders

The software is available on an official website of the Office. When visiting the website, please find section “Links” (NUORODOS), select “Other links” (KITOS NUORODOS), click on “Description of Encryption Means” (UŽŠIFRAVIMO PRIEMONIŲ APRAŠAS). Clicking on this link, connect to a website of a program’s developer, and perform the following steps:

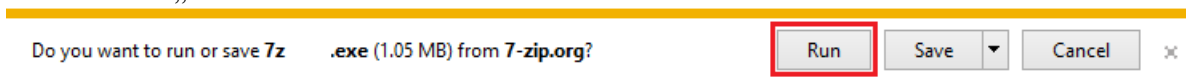
1. Click “Download“ (always download the latest official version)



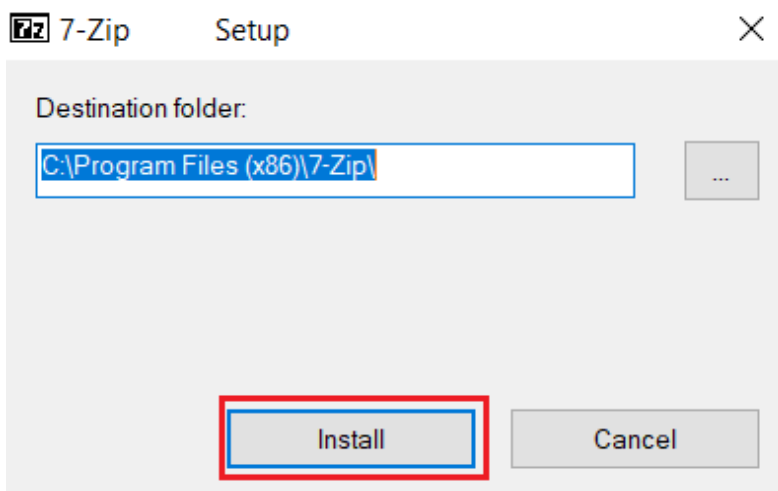
The screenshot shows the 7-Zip website. On the left is a navigation menu with links for Home, 7z Format, LZMA SDK, Download, FAQ, Support, and Links. Below the menu are language options for English, Chinese Simplified, and Chinese Traditional. The main content area describes 7-Zip as a file archiver with a high compression ratio and provides a table for downloading the Windows version. The 'Download' link in the table is highlighted with a red box. To the right of the table, the text '7-Zip is open source software...' is visible, and the 'License' section is also present.

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

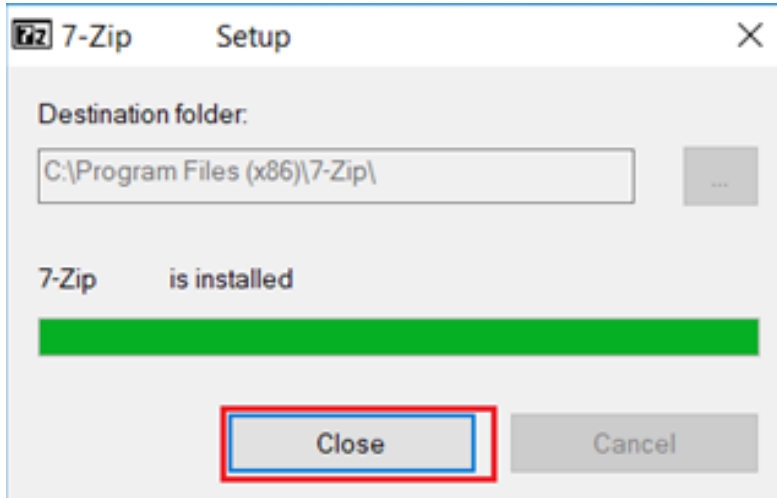
2. Click „Run“



3. Click „Install“



4. Click „Close“

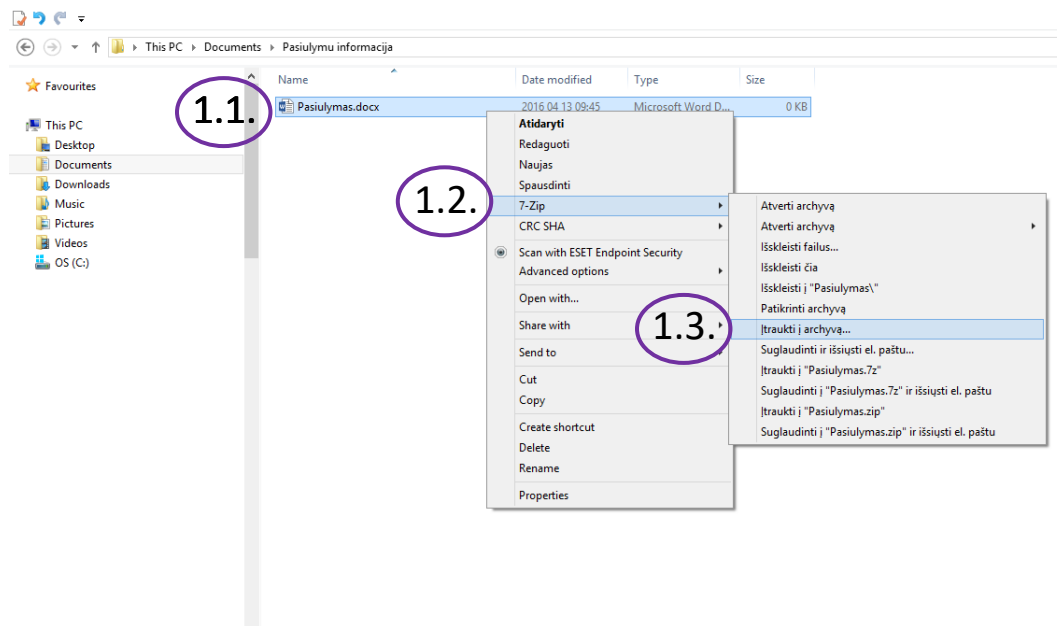


Program has been successfully installed.

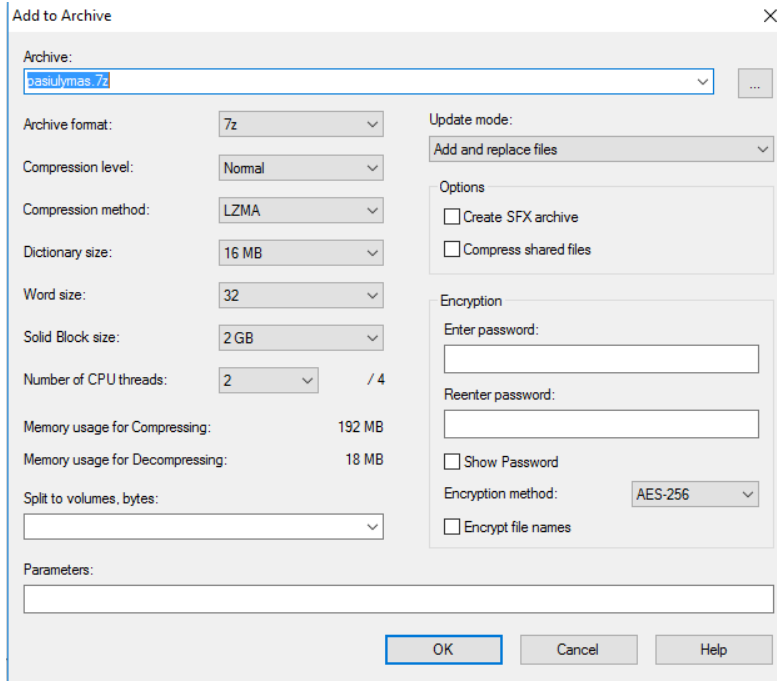
Encryption Guide of the Price or Value Tenders

In order to encrypt a document, the following steps are required:

1. Find a location to save a document on your PC, open a folder and perform the following steps:
 - 1.1. Select a document by clicking a right mouse button
 - 1.2. Select “7-Zip”
 - 1.3. Select „Add to Archive...”

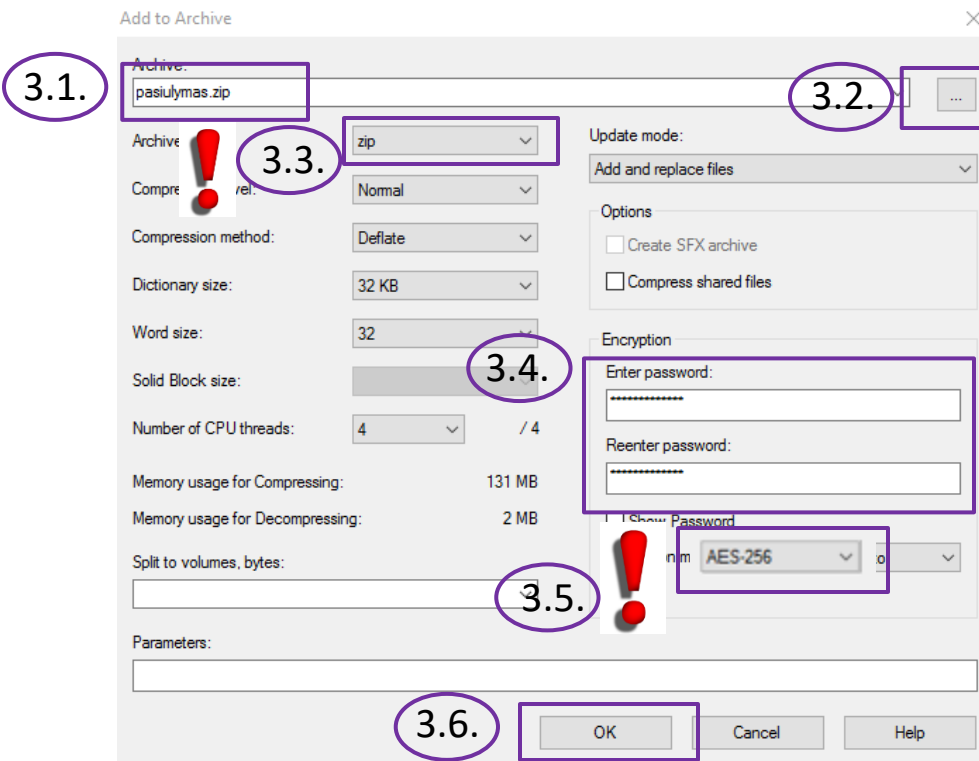


2. A window will appear as indicated below:



3. Perform the following steps:

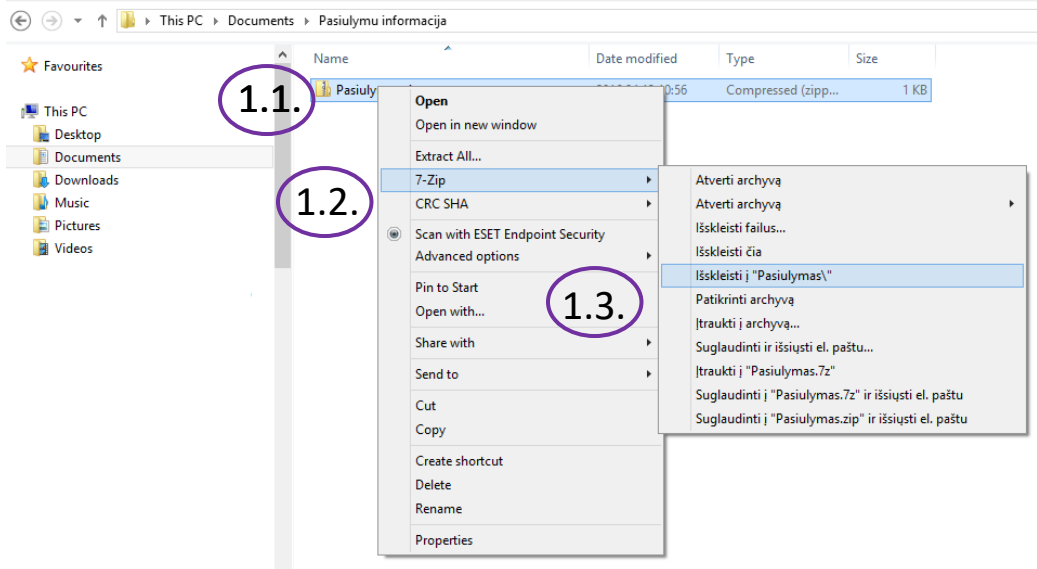
- 3.1. Specify a name of the encrypted file of the Price or Value Tender
- 3.2. Select a saving location of the encrypted file of the Price or Value Tender
- 3.3. Select ZIP format
- 3.4. Enter password and repeat it. The use of the safe passwords is recommended (12-30 symbols, consisting of numbers, uppercase and lowercase letters of the Latin alphabet special characters (!"#\$%&'()*+,-./:;<=>?@[^\`~{|})).
- 3.5. Select AES-256 encryption standard
- 3.6. Press „OK“



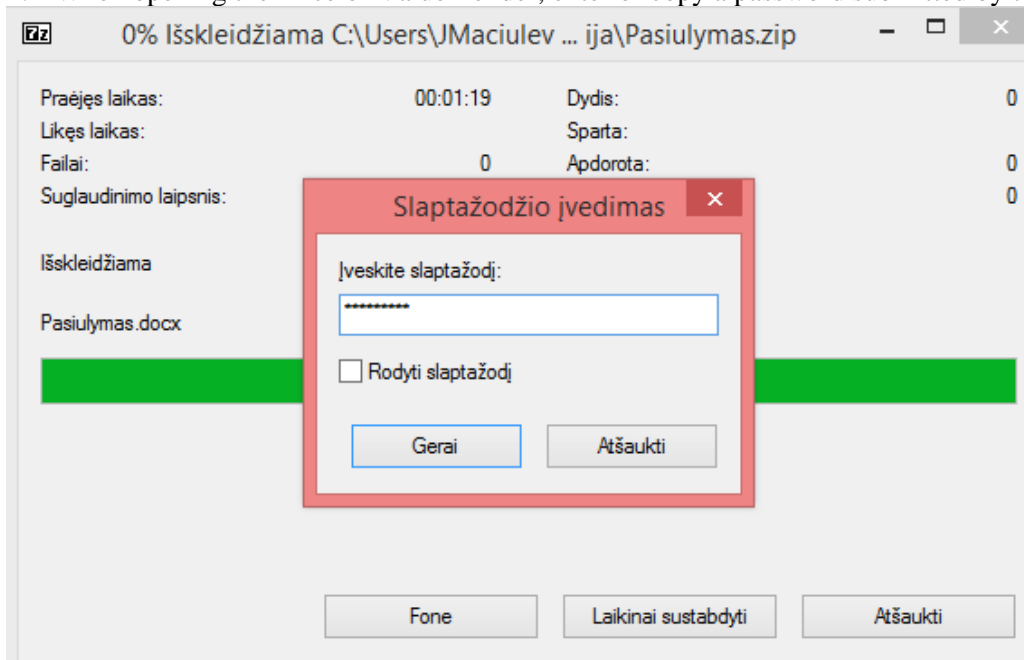
Decryption Guide of the Price or Value Tenders

In order to decrypt a document, the following steps are required:

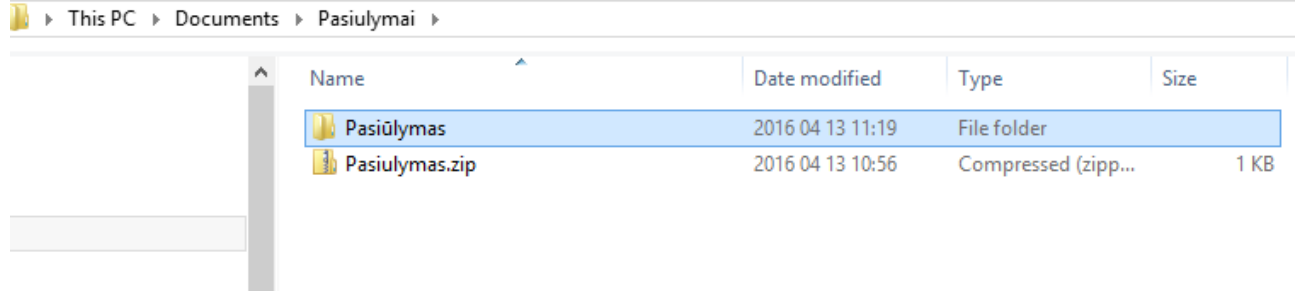
1. Find a location to save a document on your PC, open a folder and perform the following steps:
 - 1.1. Select a document by clicking a right mouse button
 - 1.2. Select “7-Zip”
 - 1.3. Select „Unzip to “Tender/...“.



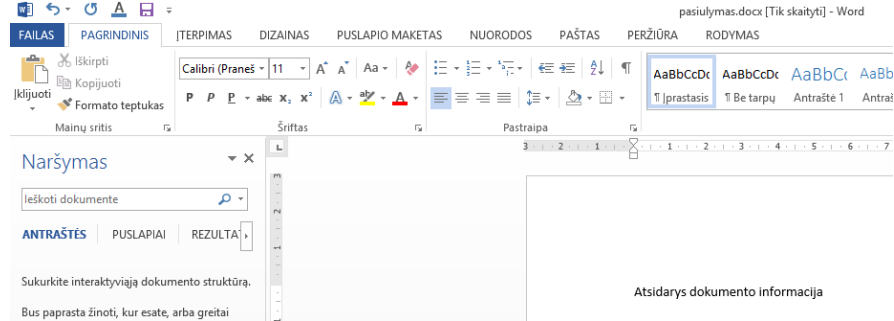
2. When opening the Price or Value Tender, enter or copy a password submitted by the Supplier, press OK:



3. Open a new folder, which is created after decryption of the Price or Value Tender:



4. Open the Price or Value Tender:



Encryption Possibilities for the Price Tenders

No.	Method/Procedure of public procurement, defence procurement or purchasing	Criterion of the evaluation of the lowest price	Criterion of the evaluation of the ratio of price or costs and quality / of most economically advantageous tender for defence procurement
1	Open procedure (such as, open tender, simplified open tender, survey announced, and the like*)	The entire tender or a document specifying the value of the tender shall be encrypted	The tender document specifying the Tender Price shall be encrypted (only the second envelope)
2	Restricted procedure (such as, restricted tender, simplified restricted tender and the like*)	The entire tender or a document specifying the value of the tender shall be encrypted	The tender document specifying the Tender Price shall be encrypted (the second envelope only)
3	Competitive dialogue and the like*	–	The final tender document specifying the Tender Price shall be encrypted (the second envelope only)
4	Negotiated procedures (such as, disclosed negotiation, undisclosed negotiation, simplified disclosed negotiation, simplified undisclosed negotiation, survey during which negotiations are held, and the like*)	The entire final tender or a final tender document specifying the value of the tender shall be encrypted (initial Price Tender cannot be encrypted).	When the price and other parts of the tender are requested to submit in a single envelope, the entire final tender or a final tender document specifying the value of the tender shall be encrypted. When in two envelopes, the final tender document specifying the value of the tender shall be encrypted (if a final tender is not requested for submission, the tender cannot be encrypted). An initial Price Tender shall not be encrypted.
5	Other undisclosed procedures (such as, survey and the like*)	The entire tender or a document specifying the value of the tender shall be encrypted	The tender document specifying the Tender Price shall be encrypted (the second envelope only)
6	Dynamic purchasing system	Encryption shall be subject to the public procurement method (indicative tender cannot be encrypted)	Encryption shall be subject to the public procurement method (indicative tender cannot be encrypted)
7	Electronic auction	The tender may not be encrypted	Tender cannot be encrypted
8	Project tender	The tender may not be encrypted	Tender cannot be encrypted

*Other analogous procurement procedures included in the Description for Low Value Procurement Procedures.

Annex 5 to the
Rules for the Use of Central Public Procurement
Information System

Encryption Possibilities of the Value Tenders of Concession Contracts

No.	Template of procurement method in the CVP IS	Application	Non-binding tender	Binding tender	Negotiation
1	Concession (1 step, with encryption of value tender)	-	-	The entire tender or a document specifying the value of the tender shall be encrypted	-
3	Concession (2 steps, without encryption of value tender encryption)	Not to be encrypted	Tender cannot be encrypted	-	-
4	Concession (2 steps, with encryption of value tender)	Not to be encrypted	-	The entire tender or a document specifying the value of the tender shall be encrypted	-
5	Concession (2 steps, with encryption of value tender)	-	Tender cannot be encrypted	The entire tender or a document specifying the value of the tender shall be encrypted	-
6	Concession (3 steps)	Not to be encrypted	Tender cannot be encrypted	The entire tender or a document specifying the value of the tender shall be encrypted	-
7.	Concession (4 steps)	Not to be encrypted	Tender cannot be encrypted	The entire tender or a document specifying the value of the tender shall be encrypted	The entire tender or a document specifying the value of the tender shall be encrypted

During the procedure for the award of concession contracts, following a process of a competitive dialogue, the final tender document shall be encrypted where the value of the tender is specified.