


## Placing offers in RFQ procedures

**Latest update:** 21.03.2024

Instruction on offer placing on [platformazakupowa.pl](https://platformazakupowa.pl)


Full instruction of platformazakupowa.pl in force since 22.11.2023:


 [Supplier instruction - placing offers 22.11.2023.pdf](#)




### How to start:

Note that it is **not required** to be a registered user to place offers.

- If you are a registered user, log in.
- Go to the page dedicated to the procedure.



**Office furniture (ID 904432 )**  
Maja Testowa  
  
Postępowanie trwające: 01-04-2024 08:10:00



- Download all the necessary documents from the **Attachments** section if available.


### Attachments

NAME	EXTENSION	SIZE (KB)	PUBLISHING DATE	SOURCE	DOWNLOAD
 attachements 2.zip	zip	0.03	2024-03-21 08:10:00	Proceeding	
 Formularz ofertowy.xlsx	xlsx	6.4	2024-03-21 08:10:00	Proceeding	


- Go to the **Subject of the request** section.

### Subject of the request

NO.	NAME	DESCRIPTION AND ATTACHMENTS	QUANTITY / UNIT	NET PRICE / UNIT	VAT	GROSS PRICE / UNIT	CURRENCY	DELIVERY ADDRESS	ATTACH FILE
1	Table	Office table for 1 person	5 pc.	300	23%	369.00	EUR	-	 (0)
2	Chair	Office chair	5 pc.	200	0%	00	EUR	-	 (0)





Currency rates NBP , USD: 3.9895 PLN, EUR: 4.3242 PLN

### Criteria and formal conditions

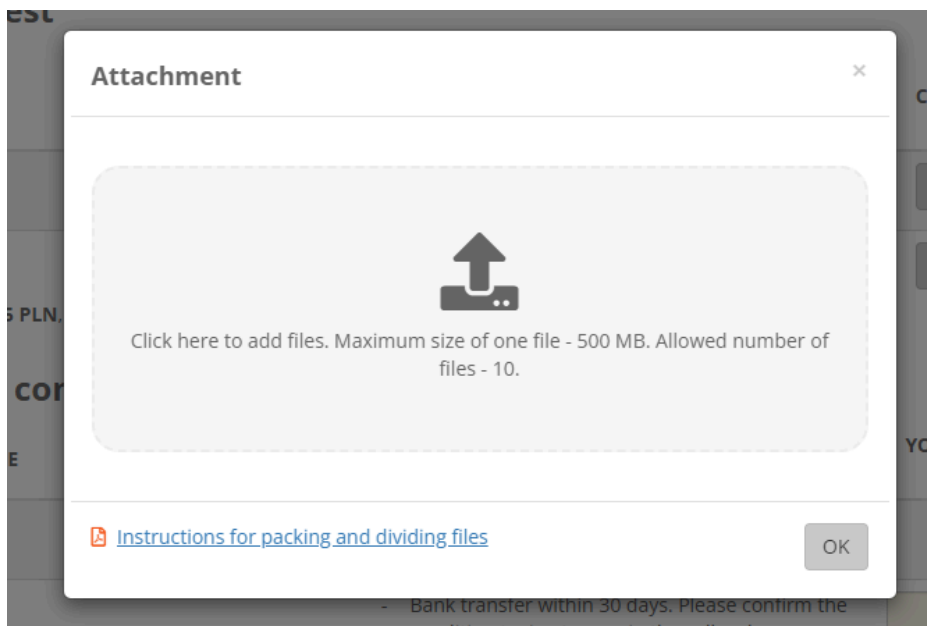
NO.	NAME	CRITERIUM WEIGHT	DESCRIPTION AND	YOUR SUGGESTION OR COMMENT	ATTACH FILE
1	Price	100%	Offer value	10 810.50 PLN netto	

- Enter your price in *Net price / Unit* boxes column.
- You can choose the appropriate VAT rate.
- The gross price is given automatically.
- Go to **Criteria and formal conditions**.


## Criteria and formal conditions

NO.	NAME	CRITERIUM WEIGHT	DESCRIPTION AND ATTACHMENTS	YOUR SUGGESTION OR COMMENT	ATTACH FILE
1	Price	100%	Offer value	0,00 PLN netto 0,00 PLN brutto	 (0)
2	Payment conditions		- Bank transfer within 30 days. Please confirm the condition typing I agree in the yellow box.	<input type="text"/>	 (0)
3	Guarantee		- Guaranty for two years. Please confirm the condition typing I agree in the yellow box.	<input type="text"/>	 (0)
4	Product description		- Please attach product description and photos here <b>Attachment required</b>	<input type="text"/>	 (0)

- In this section, you have to accept the conditions by typing e.g. I agree in yellow boxes or attach appropriate files through an orange paperclip.



- The number in brackets next to the paperclip indicates the number of files attached.

4	Product description	- Please attach product description and photos here <b>Attachment required</b>	<input type="text"/>	 (2)
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- When everything is ready, confirm Rules and Regulations by checking the box.
- Complete your company details and click *Place offer*.

☒ Confirmation means placing an offer in accordance with [conditions](#) Open Nexus Sp. o.o and acceptance of terms of conduct

<b>Your e-mail address</b> 3410853399@on.biz.pl ✓	<b>TIN or Personal ID Number</b> ⓘ 3410853399	<b>Company name</b> ⓘ Firma testowa
<b>Phone number</b> 123456789	<b>Name</b> Konto	<b>Surname</b> Testowe
<b>Street</b>	<b>Postal code</b>	<b>City</b>
<b>State</b>		

[Place offer](#)

## The final step of the process:

- If you are a **registered user** and you placed an offer after having logged in, your offer gets confirmed status automatically. You will receive an email confirmation of placing an offer.

[Main page](#) / Proceeding ID 904432

Your offer has been saved correctly

### Proceeding: Office furniture



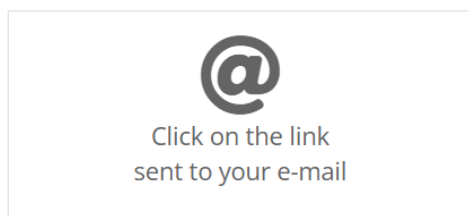
Maja Masłowska  
Maja Testowa  
✉

#### Deadlines:

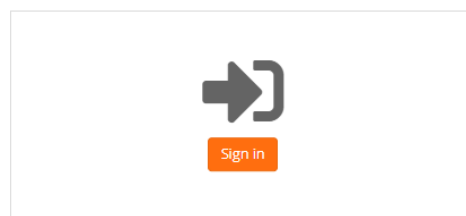
Published ⓘ: 21-03-2024 08:10:00  
Placing offers ⓘ: 01-04-2024 08:10:00  
Offers opening ⓘ:-  
Procedure: Zapytanie ofertowe  
Type: Supply

- If you placed an offer **without registration**, remember that you have to verify your email address. You can do it by clicking the link in your offer confirmation or signing in to your account.

**To complete the process of submitting an offer**  
**3410853399@on.biz.pl:**



Or



## The view of email confirmation:

Hello,

thank you for submitting the offer in the proceeding (ID 904432), published by

**Date and time of the offer submission - 2024-03-21 08:37:22**

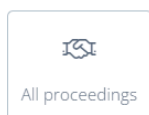
## VERIFY YOUR EMAIL ADDRESS

You can also verify your email address by clicking the link below: <https://platformazakupowa.pl/verify/offer/2016883/arCnFWu dSX7ogXfqNcaFE5Mz8sq1KJewoJRb8cyeOQY/904432>

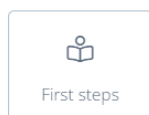
You received this message because your email address was used to place an offer on. platformazakupowa.pl. If you didn't place the offer, please ignore this message.

For more information contact our Client Support Center 22 101 02 02 / [cwk@platformazakupowa.pl](mailto:cwk@platformazakupowa.pl)  
(tel. 22 101 02 02).

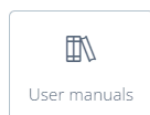
- When you click the orange button, you will see the proceeding page again. Take notice of the green message on the top of the page. If you see it, you submitted an offer successfully.



All proceedings



First steps



User manuals

[Main page](#) / Proceeding ID 904432

Thank you for confirming your email address. Your address has been verified.

### Proceeding: Office furniture



Maja Masłowska

Maja Testowa



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Published ⓘ: 21-03-2024 08:10:00

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Procedure: Zapytanie ofertowe

Type: Supply

Any further questions? Contact our Client Support Center

<https://platformazakupowa.pl/strona/kontakt>