**eAuction quick guide**

Congratulations on being shortlisted to participate in this eAuction. Each bidder is requested to login to the system upon receiving confirmation of their invite to ensure that they have access to the system.

If there are any issues with access before or during the eAuction please contact the EU-Supply support team on 0800 840 2050 during office hours ONLY (08.00 to 17.00) or email them uksupport@eu-supply.com

Please note that the Authority is a user of the system and all technical queries should be submitted to the support team at EU-Supply.

**Submission of initial bids**

All bidders should receive a notification from the system informing them what their initial bids have been set as. If a bidder disagrees with the initial bid listed for them they have the option of declining the invitation but they must email the Authority letting them know what their initial bid should be.

If a bidder rejects the initial bid moments before the eAuction commences it will not be possible for the Authority to add them to the eAuction once it commences so all bidders are advised to review the initial bid at least an hour before the eAuction is due to start.

**How long will the eAuction last?**

The eAuction will run for an initial 20 minutes, however, if a new lowest bid is submitted by any operator in the final 2 minutes, then the eAuction count-down will start again from 2 minutes.

As a result of the 2 minute rule, it is not in the interest of bidders to submit their bids in the final moments as there is no advantage to be gained, it will simply perpetuate the running time of the eAuction.

**What prices am I submitting?**

All bidders are being asked to submit their final total cost for the provision of the goods listed below including the delivery of those items to Bedfordshire Police HQ:

* 141 x LENOVO THINKPAD S1 YOGA 12, INTEL I5-5200U convertible laptop with touch screen

20DKA00200

* 134 x PORT CHAMONIX PORT DESIGNS LONDON CLAMSHELL BAG (BLACK) FOR 13 INCH TO 14 INCH LAPTOP. Manu code: 160501
* 95 x Lenovo Thinkpad USB 3.0 Universal Port Replicator. Manu code:0A33972

All prices submitted shall be exclusive of VAT

**The bidding process**

Those companies that have already submitted an initial quote will have their initial bids pre-populated for them which they will need to confirm upon receipt of the invitation from the system.

All other companies will be asked to submit their initial bids to participate in the eAuction and all bidders will be able to see what the lowest bid is and where they are positioned.

Please note that the decrement value is set to 0.01% meaning each bid must be 0.01% lower than your previous bid to be accepted by the system. For this eAuction we have not selected the pre-population of bids as an option so each bidder is free to set their own bids as they can see the lowest bid and decide whether they want to submit an offer.

**Tips and Important notes**

* Prepare your costings prior to the start of the eAuction
* Set a minimum cost that you will not go below so you do not go caught up in the auction
* Remember that all bids submitted are legally binding and will form the basis of the purchases made
* Bidders will not be able to negotiate prices following the eAuction
* Do not leave the bidding until the last few seconds in case there is a system error
* All bidders are encouraged to submit their best bids even if it is not going to win the auction in case circumstances prevent the winning bid from being accepted