

Getting started

Quick guide to new tenderers in Estonian Public Procurement Register

All interested persons are free to browse information about procurements, contracts and review decisions and download tender documents in the Estonian Public Procurement Register <https://riigihanked.riik.ee>. Please use various search options available. For additional services like eSubscriptions, eCommunication or eSubmission both you and your company need to be registered in our system and you need to be linked with your company.

Register

Estonian citizens can log in with their eID. Cross-border tenderers are welcome with username and password but also with e-resident's digi-ID, if available, or eIDAS.

Please first register yourself by clicking *Login* and, if no digi-ID is available, choose *Register*. ID Code is a national identification number, national identity number, or national insurance number that is used by the governments of many countries as a means of tracking their citizens, permanent residents, and temporary residents for the purposes of work, taxation, government benefits, health care, and other governmentally-related functions. The number appears on identity documents issued by several countries. If no code available, date of birth can be entered. After saving the required information you will receive an activation link to your e-mail.

After login and creating your account open *My profile* and choose *New tenderer registration*. Fill in information about the company you represent. In case of companies registered in Estonia, the registration code in the Business Register should be entered. In case of other countries the unique identifier/registration number of the company given in the country of origin should be entered.

First person to register a company will automatically become the main user for the company. You will now be able to add other representatives to your company, register to procurements, ask questions to the Buyer via *Information exchange* and submit your tender or request to participate via *Tenders and Requests to participate*.

If your company already exists in our system, you need to contact our helpdesk at register@riigihanked.riik.ee or your colleague who is already registered in our system as your company's main user and who can link other people with the company.

Search, save search, use it as a subscription

You can use various search options under *Search procurements*. By default the search retrieves all started procurements published within the last 30 days. In case you know the reference number of the procurement you are looking for, clear the fields by the button *Clear fields* and insert the reference number and click on the button *Search procurements*. For easing your later searches you can save your search by *Save search* or even use the saved search as a request for information. The information requested will arrive to your e-mail as a notification.

Tender documents

For tender documents please go to the worksheet *Documents* under the section *Procurement data*. Choose *Download published procurement documents* to download all documents or tick the documents you would like to download and click on the button *Download selected documents*.

Record your interest

Please record your interest by clicking the button *Register for procurement*. You can see and modify your registration and contact data on the *Registration sheet*. Only registered persons will receive Buyers clarifications and automatic notifications, can ask questions and submit e-tenders via the e-procurement environment.

eCommunication

You can ask questions from the Buyer on the worksheet *Information Exchange*. You will receive a notification when your Buyer answers.

eSubmission

Start preparing on the worksheet *Requests to participate/Tenders* by clicking *Add request to participate* or *Add tender*. Add joint tenderers and subcontractors, if appropriate, on tender worksheet *General information*. ESPD version 2.0.2 (extended) is integrated into the Procurement Register - please give your self-declarations in our system on the worksheet *Grounds for exclusion and selection criteria*. ESPD in the *pdf* and *xml* format is automatically formed into your request to participate or tender by our system. ESPD version 1.0 *xml* cannot be uploaded as different ESPD versions are not compatible. Answer questions or upload required documents on worksheet *Tender suitability criteria* and enter price, cost or other values to be awarded on the worksheet *Award criteria*. You can add additional documents on the worksheet *Documents*. When four tender worksheets have received a green tick, you are ready to submit.

In case of language problems we suggest turning on browser based webpage translator.

NB! Submission time in the system view is displayed in the time zone as set in the user's computer. Times in notices and notification are local times.

> Procurement data
> Information exchange
Requests to participate / Tenders
Registration sheet Tenders
> Requests for review

Tender no 5634

Tenderer: OÜ EDUKAS PAKKUJA (12345678) Status: withdrawn, **Not submitted** Submission of the tender: after 68 months (10.12.2025 12:30)

Submit

General information
Grounds for ...
Tender suita...
Award criteria
Documents
Persons linked t...
Information exc...

General details of tender

The tender is ready for submission when all four tabs have received a green tick. Deadline is displayed in the time zone set in the user's computer. Tenders can be submitted only before the submission deadline has arrived. The Buyer can start opening tenders only after the opening time has arrived.

NB! The Administrator is not liable for any possible delays, faults or interruptions caused by circumstances outside the Administrator's control in Procurement Register, such as force majeure, blackouts, interferences in the User's or Administrator's phone or Internet connection or in the work of other electronic equipment and devices, including software. The Administrator is not liable for any possible damage or loss of profit caused by use or non-use. See <https://www.rahandusministeerium.ee/en/objectivesactivities/public-procurement-policy/public-procurement-register/user-terms>

Tender no.: 5634
Tenderer: OÜ EDUKAS PAKKUJA (12345678)
Responsible person: Test Pakkuja (51102010005)
E-mail: a@b.ee

> Joint tenderers (0)
> Subcontractors (2)

History of statuses

Back
Create tender documents
Delete
Save
Sign
Submit

By Estonian Public Procurement Act tenders do not have to be digitally signed. However, many Buyers require so. In case it is not possible to digitally sign with the Estonian digi-ID or your company has no representative in Estonia who could digitally sign your tender, you can still submit your tender electronically but without a signature. Please check with the Buyer whether a signed paper version is also required or the Buyer accepts paper signed *pdf* scans.

In case of questions do not hesitate to contact Helpdesk register@riigihanked.riik.ee .

April 2020, modified 18.06.2020 and 09.02.2023.