



PROebiz eAuction Rules

These eAuction rules define the environment, users and processes of PROebiz eAuction software during the preparation, carrying out and evaluation of standard on-line eAuctions.

I. Basic terms

- **PROebiz:** Electronic auction software, whose architect and primary provider is the NAR marketing company based in Ostrava in the Czech Republic.
- **Electronic Auction** (hereinafter eAuction): A dynamic on-line comparison of real time bids by suppliers (or by purchasers in a selling eAuction). eAuctions enable repeated submissions of bids in response to the bids of competitors as well as in response to changes in the promoter's demands. eAuctions are carried out in the eAuction Hall.
- **ERMMA** : English Reverse Multi-item Multicriterial eAuction.
- **HOLLAND:** Dutch ticker eAuction.
- **NIPPON:** Japanese ticker eAuction.
- **eAuction Hall:** A shared virtual space located on the Internet which enables a comparison of submitted bids in real time. The promoter decides who will have access to the selected eAuction by assigning permissions.
- **Promoter:** A company, institution or contracting authority which declares its interest in purchasing, or sometimes selling, goods or services by eAuction and defines the conditions for participation in the eAuction.
- **Participant:** A company or individual who as a supplier in an on-line eAuction, or as a buyer in a sales eAuction, responds to changes in competitors' bids (or to the promoter's demands) by a modification of their own bids within the defined time in order to succeed in the eAuction.
- **Provider:** A company, institution or individual providing eAuction software and know-how which is necessary for the preparation and carrying out of eAuctions.
- **Administrator:** A person appointed by the promoter for the task of preparing and carrying out an eAuction using the eAuction system.
- **Observer:** A person who by virtue of the decision of the promoter is authorized to observe the course of an eAuction. The extent of the information available to the observer is established by the promoter (or the administrator).
- **Invitation to tender:** (hereinafter Invitation): An electronic document containing all the information about the content and timescale of an eAuction. The document is sent by email to potential participants, or may be made available on the Internet. In some cases it is also referred to as an invitation to an eAuction.

- **eAuction content:** The goods, services or construction work required by the promoter (or offered in the case of a sales tender).
- **Qualifying criteria:** (hereinafter Criteria): The qualifications, terms and conditions which are defined by the promoter and must be fulfilled by a participant to qualify for an eAuction.
- **Optional conditions:** The conditions which are offered as part of a participant's bid during an eAuction.
- **Rounds:** Predefined periods of time during which the participant may fulfil the promoter's demands. They are most commonly Entry, Verification and Auction rounds, but promoters may select a different number and composition of rounds.
- **Reports:** Automatically generated reports created after the end of the eAuction by the system. The reports contain and document all actions undertaken during the eAuction, from the beginning of the preparation until its completion.

II. Administrator

The administrator prepares the eAuction within the promoter's eAuction hall. He tailors the invitations to the promoter's demands and emails them to the participants, or on occasion makes them available in the eAuction Hall on the Internet. The administrator is responsible for ensuring compliance with the eAuction setup information provided in the invitation and throughout the course of the eAuction.

III. Participants

The participants express their interest in participating in an eAuction by completing a registration form and submitting it to the contracting authority. This registration form is part of the electronic invitation. The participant enters the eAuction Hall by using the unique login data sent after completing and submitting the registration form. The participant is required to maintain the confidentiality of such data and not allow its abuse.

IV. Course of an Auction Round

Following the start of the Auction round, participants receive information by which they can adjust their bids. Participants are informed about the range of information which will be displayed in the eAuction Hall in the invitation or in other documents related to the eAuction. An eAuction usually ends when the participants stop changing their bids, i.e. within a predefined time period none of the participants submits an improved bid. The time limit for the completion of an eAuction is extended by an amount that has been preset when there is a new bid submitted by a participant. If no bids are submitted in this period, the eAuction is completed and the option for changing bids is stopped.

In justified cases, the administrator may, at the request of the promoter, terminate the eAuction manually.

V. Evaluation of an eAuction

After the end of the auction, the promoter proceeds in accordance with their internal rules and applicable law. The choice of the most advantageous bid or bids solely depends on the promoter, as well as the decision to announce a further round of the eAuction or its complete annulment.

In the case of public sector organizations, the selection process must be fully in compliance with the applicable legislation.

VI. Validity and Effectiveness

The rules of electronic auctions are valid and effective from 14.01.2015.

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