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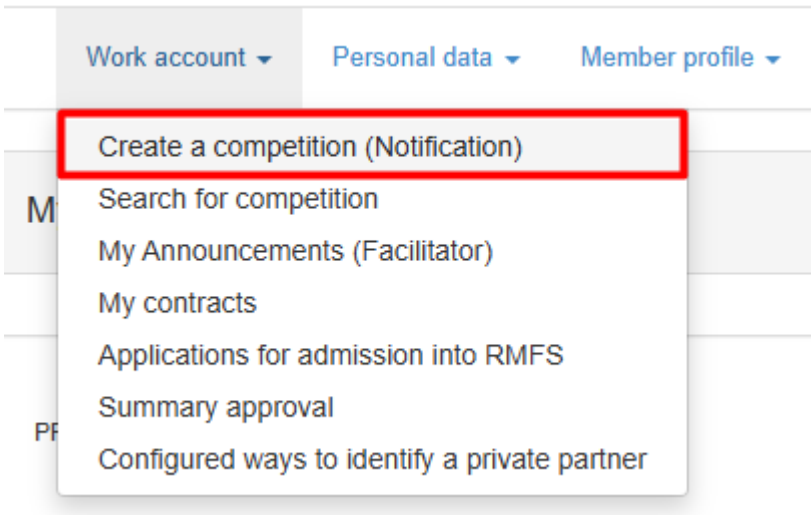
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Organization and conduct of the competition Using the "Direct Negotiations" Method for Selecting a Private Partner

To create a contest, navigate to the "**Work account**" menu and select the "**Create a competition (Notification)**" section.

The contest may be created by a user assigned the "**Organizer**" role in the System.



The competition creation form will then be displayed.

A screenshot of a web form titled 'Create Competition'. The form contains four input fields, each with a label and a red asterisk indicating a required field: 'Method for identifying a private partner', 'Name of the competition (project) in Kazakh', 'Name of the competition (project) in Russian', and 'Name of the competition (project) in English'. Each field is currently empty. At the bottom left of the form, there is a blue button labeled 'Next'.

The "Creating Competition" section contains the following fields and buttons:

Element	Description
Method for identifying a private partner	Entered manually. Select the configured private partner selection method from the drop-down list. (Required field)
Name of the competition (project) in Kazakh	Entered manually. (Required field)
Name of the competition (project) in Russian	Entered manually. (Required field)
Name of the competition (project) in English	Entered manually. (Optional field)
Next	When clicked, the System validates the entered data.

After completing all fields, click the "Next" button.

Note. After proceeding to the next step, the system automatically saves the contest with the status "Draft" in the section "My account" - " My contests (organizer)":

My Competitions (Organizer)									
Nº	announcement name	Method for Selecting a Private Partner	Start date for accepting bids	Deadline for accepting bids	Date of discussion	Number of lots	Status	Actions	
401008-1	Test 23 Russian/ Test 23 Kazakh	Direct negotiations				1	Draft		 

The icon  allows you to edit, and the icon  allows you to delete a competition with the status "Draft".

Clicking the "Next" button opens the Competition Project Creation form.

Create Competition / Create project / lot / Information about the project initiator / Preparation of the regulations / View the competition / /

Create Project

Project name in Kazakh*

Project name in Russian*

Project name in English

Brief description of the project*

Project goals and objectives*

Main technical and economic parameters of a PPP facility*

Key performance criteria*

Planned implementation dates*

Back

Continue

The "Create Project" section contains the following fields and buttons (maximum 1,000 characters):

Element	Description
Project name in Kazakh*	Entered manually
Project name in Russian*	Entered manually
Project name in English	Entered manually
Brief description of the project*	Entered manually
Project goals and objectives*	Entered manually
Main technical and economic parameters of a PPP facility*	Entered manually
Key performance criteria*	Entered manually
Planned implementation dates*	Entered manually
Back	Returns to the previous step
Continue	The System validates that all mandatory fields have been completed. Upon successful validation, the System displays the form for entering information about the Public Partner organization, which will conclude a contract with the prospective private partner after the completion of the tender.

Create Competition / **Create project / lot** / Information about the project initiator / Preparation of the regulations / View the competition / /

Information about the state partner

Contact details of the responsible contractor*

State partner*

Representative of the state partner*

The "State Partner Information" section contains the following fields and buttons:

Element	Description
Contact details of the responsible contractor*	To be filled in manually
State partner*	To be filled in manually. You must specify the BIN of the Public Partner organization, which after the competition is completed will create a contract with a potential private partner
To find	When you click on the button, the System checks for filling in the mandatory field " Public Partner* ". After successful verification, the System displays a drop-down list in the "State Partner Representative" field
Representative of the state partner*	Is filled in manually from the drop-down list. The system displays employees of the State Partner organization with the role "Manager" in the drop-down list
Cancel	When you click on the button, the System proceeds to the previous step
Save	When you click on the button, the System checks for filling in required fields. After successful verification, the System displays the form of the created lot with the ability to edit and delete it

Create Competition / **Create project / lot** / Information about the project initiator / Preparation of the regulations / View the competition / /

Create Project													
	Lot number	Project name in Kazakh	Project name in Russian	Project name in English	Brief description of the project	Project goals and objectives	Scope (branch) of project implementation	Main technical and economic parameters of a PPP facility	Key performance criteria	Planned implementation dates	Contact details of the responsible contractor	State partner	Representative of the state partner
 	4494249-ПТ1	kaz	rus	eng	bbb	proj		bbb	ccc	dsfgd	+77715698745	Агентство по государственным закупкам товаров, работ и услуг при Правительстве Республики Таджикистан	O***** T***** С****

Back
Next

Element	Description
Delete icon	When you click on the icon, the System allows you to delete the created lot
Edit icon	When you click on the icon, the System allows you to edit the created lot
Back	When you click on the button, the System moves to the previous step (on the "Create competition" form)
Then	When you click on the button, the System saves the lot with the status "Project" and proceeds to the next step (form "Information about the project initiator")

Create Competition / Create project / lot / **Information about the project initiator** / Preparation of the regulations / View the competition / /

Information about the project initiator

Add an initiator

N°	Potential private partner	Representative of a potential private partner	Post	Contact phone number	Email address

Back Next

The "Project Initiator Information" section contains the following fields and buttons:

Element	Description
Add an initiator	When you click on the button, the System displays the "Select user" form. The system allows you to select any registered user in the System
Back	When you click on the button, the System moves to the previous step (on the form " Creating a project/lot ")
Next	When you click on the button, the System saves the added initiator and proceeds to the next step (form " Preparing the rules ").

Description of the project initiator

Potential private partner

Choose

Representative of a potential private partner

Post

Contact phone number

Email address

Cancel

Save

The "Project Initiator Description" section contains the following fields and buttons:

Element	Description
Potential private partner	is filled in manually. You must specify the IIN/BIN of the organization of the Potential private partner who is the initiator of the project
Representative of a potential private partner	is filled in manually
Post	is filled in manually
Contact phone number	is filled in manually
Email address	is filled in manually
Cancel	When you click on the button, The System proceeds to the previous step
Save	When you click on the button, The System checks for filling in required fields. After successful verification, the System displays the created form with information about the project initiator, which can be edited or deleted

Create Competition / Create project / lot / **Information about the project initiator** / Preparation of tender documentation / Competition application criteria / View the competition / /

Information about the project initiator

Add an initiator

	No	Potential private partner	Representative of a potential private partner	Post	Contact phone number	Email address
	1		test	test	877777777777	abc@gmail.com

Back

Next

The "Project Initiator Description" section contains the following fields and buttons (the number of project initiators is technically unlimited):

Element	Description
Add an initiator	When you click on the button, the System displays the "Select user" form. The system allows you to select any registered user in the System
Potential private partner*	Is filled in manually. You must specify the IIN/BIN of the organization of the Potential private partner who is the initiator of the project
Representative of the potential private partner	Filled in manually
Post	Filled in manually
Contact phone number	Filled in manually
Email Address	Filled in manually
Delete icon	When you click on the icon, The system allows you to delete the added initiator
Edit icon	When you click on the icon, The System allows you to edit the added initiator
Back	When you click on the icon click, the System proceeds to the previous step (on the form " Creating a project/lot ")
Then	When you click on the button, the System saves the added initiator and proceeds to the next step (form " Preparing the rules ").

Preparation of the regulations

At the “Peperation of the regulations” stage, a blank form is displayed by default. To add a regulation, the Organizer must click the “Add Rules of procedure” button.

Create Competition / Create project / lot / Information about the project initiator / **Preparation of the regulations** / View the competition /

Preparation of the regulations

Name of the regulation

Name of the regulation in English



Add rules of procedure

Back

Next

In the form that opens, you must fill in the required fields "Name of the regulation in Russian" and "Name of the regulation in the state language"

Adding the rules of procedure

Name of the regulation in Russian

Name of the regulation in the official language

Name of the regulation in English

Save

To close

After clicking the "Save" button, if the checks are completed successfully, the System will display the added regulation in the list of preparing the regulation with the option to delete it.

Create Competition / Create project / lot / Information about the project initiator / **Preparation of the regulations** / View the competition /

Preparation of the regulations

Name of the regulation

eng



Add rules of procedure

Back

Next

To attach a file/document, click on the name of the added regulations in the form of a hyperlink and attach the desired file/document.

The screenshot shows a modal window titled "Adding a document" overlaid on a sidebar menu. The sidebar includes items like "Knowledge Base", "Statistics", "al data", "Member profile", "ject / lot", and "Information about". The modal contains two input fields: the top one has a blue "Attach a file" button, and the bottom one has a green "Add a file" button. At the bottom right of the modal are "Save" and "To close" buttons.

After adding the required document, click on the "Next" button. When you click on the button, the System saves the added rules and proceeds to the next step (the "View the competition " form).

Viewing the competition

The "View the competition " form contains general information about the competition, information about the lot, the initiator of the project, and the rules of procedure.

The screenshot displays the "View the competition" form. At the top is a breadcrumb trail: "Create Competition / Create project / lot / Information about the project initiator / Preparation of the regulations / View the competition /". Below this is a header "Competition Preview no. 400974-1". The form has several input fields: "Competition number" (400974-1), "Name of the competition" (интп), "Competition status" (Draft), "Start date for discussion", and "End of discussion period". Below these are tabs for "General information", "Lots", "Project initiator", and "Regulations". The "General information" tab is active, showing a table with the following data:

General information	
Method for identifying a private partner	Direct negotiations
Project name in Kazakh	kaz
Project name in Russian	rus
Project name in English	eng
Brief description of the project	bbb
Project goals and objectives	proj
Main technical and economic parameters of a PPP facility	bbb
Key performance criteria	ccc
Planned implementation dates	dsfgd

On the preview form, specify the tentative discussion start and end dates.

The minimum interval is specified according to the selected method for determining the private partner.

To publish the contest, click on the "Publish" button. If you need to edit the information, click the "Back" button. Clicking this button returns the System to the previous step.

Attention! Before publishing the competition, make sure that the entered data is correct.

When the **"Publish"** button is clicked, the System performs validation according to the selected private partner selection method.

If the competition is published successfully, the System checks the discussion start date:

- If the discussion start date has not yet been reached, the competition is assigned the **"Published"** status, the lot is assigned the status **"Published"**. Otherwise, the System displays an error message.

400978-1	Test/ Test	One-stage competition				1	Draft	/ x
400976-1	Test/ Test	Two-stage competition	2026-07-07 20 05 02	2026-07-07 20 39 04		1	Completed	
400974-1	pyc/ kko	Direct negotiations				1	Published	

- If the discussion start date has been reached, the competition is assigned the **"Published (Discussion)"** status. Otherwise, the System displays an error message.

400823-1	nn test/ nn test	Direct negotiations				1	Published (Discussion)	
400817-1	test/ test	Direct negotiations				1	Draft	/ x
400809-1	1/ 1	Direct negotiations				1	Published (Discussion)	

Discussion of the rules

After the start date of the discussion, the functionality of direct negotiations will be available for authorized users in the "Discussion" tab.

View competition no. 400823-1

Competition number	400823-1	Start date for discussion	2026-02-02 13:23:59
Name of the competition	nn test	End of discussion period	2026-04-29 13:20:59
Competition status	Published (Discussion)	Remaining time	0 Дней, 0 Часов, 0 Минут, 0 Секунд
Competition publication date	2026-02-02 13:21:17		

General information Lots Project initiator Regulations **Discussion** Conclusion Contract

Discussion

1 11 111	270003625, 1	2026-02-02 15:05:56
Message text sfdsfksdf		

Notifications of received discussions are sent to the personal account and to the e-mail of the Competition Organizer (secretary), the added Initiators of the project, the State Partner and all participants of the chat.

Attention! The "Send message" button will be available before the end of the discussion.

The sent discussion/message is shown in the picture below.

Available actions ▾

View competition no. 400968-1

Competition number

400968-1

Start date for discussion

2026-07-10 16:27:02

Name of the competition

TEST[19] English

End of discussion period

2026-08-31 16:15:10

Competition status

Published (Discussion)

Remaining time

51 День, 23 Часа, 39 Минут, 11 Секунд

Competition publication date

2026-07-10 16:16:17

General information

Lots

Project initiator

Regulations

Discussion

Conclusion

Contract

Discussion

Attention! Before you send a message, please double-check the text you entered, because after successful sending, the System will not allow you to edit or delete the sent message.

Message text

Enter the message text

Discussion

1 11 111

270003625, 1

2026-02-02 15:05:56

Message text

sdfsdfsdf

1 11 111

270003625, 1

2026-02-02 15:05:51

Message text

dfdfgfdg

Attention!

- Open discussions are visible to all authorized/unauthorized users of the Portal.
- The system **does not** allow you to delete or edit sent messages. In this regard, the text notification *"Attention! Before you send a message, please double-check the text you entered, because after successful sending, the System will not allow you to edit or delete the sent message"*

Description of the "Initiate conclusion" button

The **"Initiate conclusion"** action is available for the Organizer in the **"Available actions"** menu.

Available actions ▾

View competition no. 400823-1

Initiate conclusion

End the competition

400823-1

Start date for discussion

2026-02-02 13:23:59

Name of the competition

nn text

End of discussion period

2026-04-29 13:20:59

Competition status

Published (Discussion)

Remaining time

0 Дней, 0 Часов, 0 Минут, 0 Секунд

Competition publication date

2026-02-02 13:21:17

If the deadline for the end of the discussion **has not** arrived, the System will allow you to initiate only a negative conclusion (an unlimited number of times until a positive conclusion is initiated, or the end of the competition is initiated).

Please note that when initiating a negative and final action, the responsibility lies with the User!

The screenshot shows a web form titled "Initiate conclusion". It has two main input sections: "Justification" with a text area and "Application" with a file upload button labeled "Attach a file". At the bottom, there are three buttons: "Go back to the competition", "Negative conclusion" (which is highlighted with a blue background and a white arrow pointing right), and a partially visible "Positive conclusion" button.

If the end date of the discussion is reached, the System displays two buttons "Negative conclusion" and "Positive conclusion".

To initiate any conclusion, you need to fill out the justification and attach the application, then click on the necessary button.

This screenshot is similar to the previous one, showing the "Initiate conclusion" form. However, the "Positive conclusion" button is now fully visible next to the "Negative conclusion" button at the bottom of the form.

After clicking on the "Negative conclusion" or "Positive conclusion" button, the System will display a modal form for confirming the action

The screenshot shows a modal dialog box titled "Action Confirmation" with a close button (X) in the top right corner. The main text inside the modal asks, "Do you really want to initiate a positive opinion?". At the bottom right, there are two buttons: "No" (a light gray button) and "Yes" (a blue button).

Upon confirmation of the action, the System displays the initiated conclusion with the sign positive or negative on the competition review form in the "Conclusion" tab. To view the detailed information, click on the "Browse" button.

Available actions -

View competition no. 400968-1

Competition number	400968-1	Start date for discussion	2026-07-10 16:27:02
Name of the competition	TEST[19] English	End of discussion period	2026-08-31 16:15:10
Competition status	Published (Discussion)	Remaining time	51 День, 23 Часа, 35 Минут, 16 Секунд
Competition publication date	2026-07-10 16:16:17		

General information
Lots
Project initiator
Regulations
Discussion
Conclusion
Contract

Отрицательное заключение

№	Дата публикации заключения	Conclusion
56	2026-07-10 16:39:47	Browse

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E-F

If a positive agreement has been initiated, the System changes the status of the competition from "Published (Discussion)" to "Authorized Body Contract Draft Approval". Next, an action is performed to agree on the contract.

After the agreement is agreed, the System will display information about the agreement approval in the "Agreement" tab and start the counter to create the agreement in the interval of 90 calendar days.

Available actions -

View competition no. 400968-1

Competition number	400968-1	Start date for discussion	2026-07-10 16:27:02
Name of the competition	TEST[19] English	End of discussion period	2026-07-10 16:50:21
Competition status	Authorized Body Contract Draft Approval	Remaining time	0 Дней, 0 Часов, 0 Минут, 0 Секунд
Competition publication date	2026-07-10 16:16:17		

General information
Lots
Project initiator
Regulations
Discussion
Conclusion
Contract

Contract

Уважаемый пользователь, необходимо прикрепить проект договора

rrr.txt 68 байт	AV Verification: ✔ Verification completed EDS verification: ✔ Checks completed successfully	Delete file
--------------------	--	-------------

Approving Authority(ies)

Choose
Agency for public procurement of goods, works and services under the Government of the Republic of Tajikistan
Add

Save
Send

Remaining time to create the contract
89 Дней, 23 Часа, 55 Минут, 31 Секунда

Description of the "End the competition" button

After agreeing on the contract, the "End the competition" action is available for the Organizer in the "Available actions" menu.

Attention! Completion of the competition is available at any stage of direct negotiations without initiating a positive or negative conclusion. *Please note that when initiating this action, the User is responsible!*

Available actions -

Cancel the competition

End the competition

View competition no. 400529-1

400529-1

Name of the competition

ППГ

Competition status

Authorized Body Contract Draft Approval

Competition publication date

2025-03-12 10:44:32

Start date for discussion

2025-03-12 10:46:03

End of discussion period

2025-03-12 10:52:17

Remaining time

0 Дней, 0 Часов, 0 Минут, 0 Секунд

General information

Method for identifying a private partner

Direct negotiations

Project name in Kazakh

ППГ

It is necessary to fill out the justification and attach the application, and then click on the "End the competition" button.

Completion of the competition

Justification

tes test test

Application

AV Verification: ✔ Проверка пройдена

EDS verification: ✔ Проверка успешно пройдена

Delete file

Go back to the competition

End the competition

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After clicking on the "End competition" button, the System will display a modal form for confirming the action

Action Confirmation

Do you really want to complete the competition?

No Yes

Completion of the competition

Justification

tes test test

Application

AV Verification: ✔ Проверка пройдена

EDS verification: ✔ Проверка успешно пройдена

Delete file

Go back to the competition

End the competition

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Upon confirmation of the action, the System changes the status of the competition from "Authorized Body Contract Draft Approval" to "Completed" and displays the protocol on the results on the competition viewing form in the "Conclusion" tab. To view the detailed information, click on the "View" button.

Available actions ▾

View competition no. 400775-1

Competition number	400775-1	Start date for discussion	2025-11-11 09:58:50
Name of the competition	Тест	End of discussion period	2025-11-11 11:08:09
Competition status	Completed	Remaining time	0 Дней, 0 Часов, 0 Минут, 0 Секунд
Competition publication date	2025-11-11 09:57:11		

Number of submitted applications: 0

- General information
- Lots
- Project initiator
- Regulations
- Discussion
- Conclusion
- Information about the winners
- Contract

Протокол об итогах				
Name of the protocol	Protocol No.	Date of publication of the protocol	Status	Protocol
Final Protocol	529640	2025-11-11 11:18:09	Valid	⬇️ Browse