

## Basic information and links for potential tenderers established outside Slovenia on how to participate in public procurement system in Slovenia<sup>2</sup>

Dear potential tenderer!

We would like to help all potential tenderers with an unofficial and merely basic information how to participate in public procurement procedures in Slovenia. This is an informative tool, regarding which HSE d.o.o. is not liable for any damages or otherwise, the basis for carrying out the public procurement procedures in Slovenia is Public Procurement Act (Official Gazette no. 91/15, with changes).

Here are some information and links, that may help you.

1. The tender documentation for the public procurement will be available on the »Public procurement portal/Portal javnih naročil« (<https://www.enarocanje.si/?podrocje=portal>) and in the Official Journal of the European Union through the »TED EU portal« (<https://ted.europa.eu/TED/browse/browseByMap.do>).
2. The tender must be submitted through electronic »e-JN information system«, shortcut in English: <https://ejn.gov.si/en/>.
3. General Terms and Conditions for use of »e-JN information system« in English are available at: <https://ejn.gov.si/en/aktualno/pogoji-uporabe.html>.
4. Prior to submitting the tender tenderer must register at »e-JN information system« in accordance with the instructions on <https://ejn.gov.si/en/>.
5. For self-registration in the »e-JN information system«, the tenderer must have a Tax code (ID number<sup>1</sup>) in Slovenia, which is a prerequisite for acquisition of »digital certificate« that is needed for successful registration in the »e-JN information system«. Tenderer can:
  1. fill an application for entry in the Tax register (DR-04 form),
  2. obtain an extract from the Business register of his country,
  3. send above-mentioned documents (1., 2.) by post, to any finance office in Slovenia i.e. Finance office Brežice, Celje, Ljubljana exc. (except to the Special Financial Office and the General Finance Office).

More detailed information for entry of a legal person's data in the tax register are available at: [https://edavki.durs.si/EdavkiPortal/OpenPortal/CommonPages/Opdynp/PageD.aspx?category=davcni\\_register\\_po](https://edavki.durs.si/EdavkiPortal/OpenPortal/CommonPages/Opdynp/PageD.aspx?category=davcni_register_po).

6. For secure electronic communication in public procurement procedure tenderer requires a »digital certificate«. A digital certificate is a computer record containing information about the tenderer and his public key, as well as information about the issuer of the digital certificate and the period of validity of the digital certificate. Qualified digital certificates in Slovenia are issued by four certification authorities:
  1. SIGEN-CA,
  2. Pošta®CA,
  3. AC NLB,
  4. Halcom CA.

More detailed information on how to acquire »digital certificate« are available at: <https://e-uprava.gov.si/si/podrocja/osebni-dokumenti-potrdila-selitev/osebni-dokumenti/digitalno-potrdilo-za-elektronsko-poslovanje>.

7. Contacts of »e-JN information system« that would help the tenderer in case of technical registration or other difficulties are: [ekc@gov.si](mailto:ekc@gov.si), for calls from Slovenia 080 2002 or for calls from abroad +386 (0)1 478 8590 (Mon. - Fri. 8:00 - 22:00).
8. The tenderer must submit its tender to »e-JN information system« in accordance with the »Instructions for using the e-JN system for use of the functionalities of electronic submission of tenders in the e-JN system: TENDERERS«, which are available at <https://ejn.gov.si/en/aktualno/vec-informacij-ponudniki.html>.
9. In time of active public procurement all communication with contracting authority is possible only through »Public procurement portal« and in accordance with the instructions in procurement documentation of the contracting authority.
10. In accordance with slovenian legislation public procurement procedure is conducted in the Slovenian language. HSE will endeavor to use English language in European public procurement procedures in maximum extent that is legally possible.
11. The tenderer may also use an intermediary in Slovenia specialized in public procurement procedures to assist in registration, submitting and managing everything in respect to its tender. Please be informed that the tenderer must carry out the process of engaging the intermediary by itself, the contracting authority may not participate in it.

<sup>1</sup>Entry of a legal entity into the tax register is carried out based on the application for registration of a legal entity in the tax register (form DR-04) - e.g. registration of a foreign legal entity. There is no fee.