

Key information about online submission of tenders commencing 3 February 2025 for tenderers

18 December 2024

When a tender is submitted online, the simap.ch platform takes on the role of the mailing service. You simply upload all files for your tender to simap.ch. You can delete, edit and replace your uploaded documents up to the moment you press the “Submit” button – after that you can neither change nor withdraw the offer.

Once the submission deadline has passed, the procurement office can open the tenders and download the respective files. Tenders are automatically deleted from simap.ch one year after the submission deadline.

Form of submission

The procurement office is free to decide for each invitation to tender which forms of submission it wishes to allow:

- online
- by post
- on-site submission
- other forms of submission or combinations thereof

As previously, procurement offices must list the permitted forms of submission in the tender documentation and in the publication, with online submission of tenders being an additional option.

Procurement offices may specify requirements for the naming of files and also request that tenderers group certain files in a ZIP-file in order to reduce the number of uploaded files.

Electronic signatures

Pursuant to [ZertES](#), in Switzerland qualified electronic signatures have the same validity as handwritten signatures and are thus suitable for signing tenders submitted online. The procurement office determines in the tender documentation how the tenders are to be signed.

In release 1.2, simap.ch does not check the electronic signatures. After downloading tenders, procurement offices can check the validity of signatures using [Validator](#) (<https://validator.admin.ch>). From Release 1.4, simap.ch will automatically search the tenders for signatures, check them and display the results.

Training videos, training platform and support

In January and February 2025, we will provide **training videos** for all new functions, showing their step-by-step use directly on the platform [KISSimap.ch](https://kissimap.ch/de/news) (<https://kissimap.ch/de/news>).

From 3 February 2025, the new functions on the [live platform simap.ch](#) will also be available on the [training platform educ.simap.ch](#), where they can be tried out.

The GTC of simap.ch will be amended accordingly.

Should you encounter any problems, please contact [simap.ch-Support](#).