



TENDER WORKFLOW ORGANISATION

TENDER CONTROL

General product guide for a solo specialist or a small tender team

DEMONSTRATION VERSION · FICTITIOUS DATA

This guide describes capabilities confirmed in the current product. A client-specific rollout requires separate readiness, security and data decisions.

QUICK START

One view for the work that starts after you select a tender

Tender Control helps one person or a team of up to 8 users keep stages, deadlines, tasks, lots, bid securities, samples, notes and documents in one context.

IMPORTANT

The system supports workflow organisation. It does not search tender notices, analyse procurement documents with AI, submit bids or guarantee an award.

First five steps

- Sign in with the Google account approved for the client environment.
- Select “Add tender” and enter the contracting authority, reference and opening date.
- Add relevant lots, tasks, bid security, samples and documents.
- Keep the working stage current: To prepare, To submit or Done.
- Verify every source deadline and requirement in the official procurement documents.

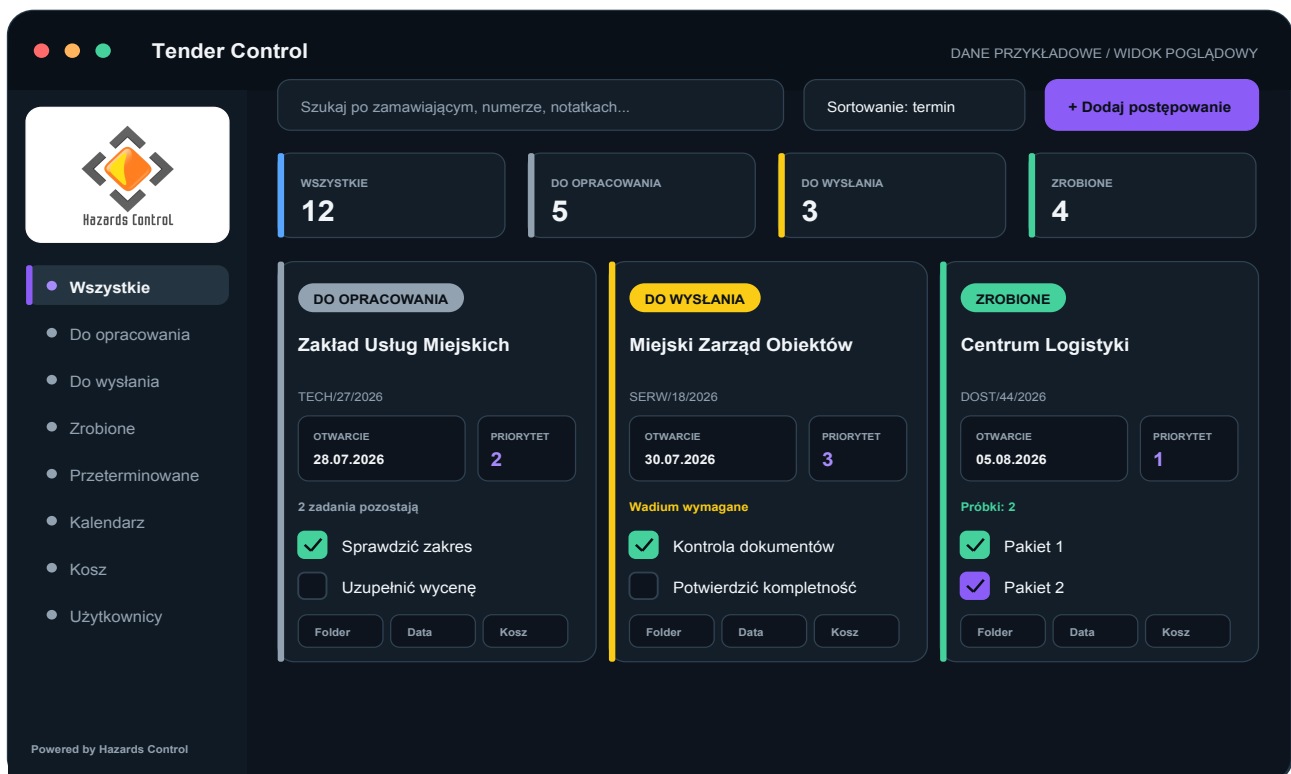
Before real client data is used

- Confirm the exact user list and ADMIN/USER roles.
- Confirm client isolation, access removal and external account identification.
- Complete a backup and restore test.
- Agree what real data, documents and links may be stored and when they are removed.

01 / DASHBOARD AND STAGES

See what needs attention without reconstructing the process

- Status views cover all matters, work to prepare, work to submit, completed and overdue matters.
- Search covers the authority, reference, description, notes, tasks and requirement details.
- The list can be sorted by deadline, priority or authority.
- The publication-date control sets a default for a new matter; it is not a list filter.



Faithful interface simulation. All authorities, references, dates and amounts are fictitious.

02 / MATTER DETAILS, LOTS AND TASKS

Keep each action in the correct tender context

- Required base fields are the contracting authority, tender reference and opening date.
- Optional fields include priority, platform link, publication date, description and notes.
- Lots can carry their own description, notes and colour.
- A task may relate to the whole matter or a specific lot and can be marked complete.
- The current version does not assign a task owner, separate sub-deadline or percentage progress.

PAKIETY

PAKIET 1

Przegląd instalacji

PAKIET 2

Serwis urządzeń

PAKIET 3

Dokumentacja odbiorowa

Pakiet może mieć własny opis i uwagi. Kolor łączy go z zadaniami.

WYMAGANIA

WADIUM

WYMAGANE 12 000 PLN

PRÓBKİ

WYMAGANE 2 szt.

ZAKRES POLA

Wadium: wymaganie i kwota. Próbkı: wymaganie i liczba.

ZADANIA

PAKIET 1

☒ Sprawdzić zakres

PAKIET 2

☐ Uzupełnić wycenę

OGÓLNE

☐ Kontrola dokumentów

ŚWIADOME OGRANICZENIE

Bez właściciela, osobnego terminu i procentu postępu.

Interface simulation showing confirmed task, lot, bid-security and sample concepts.

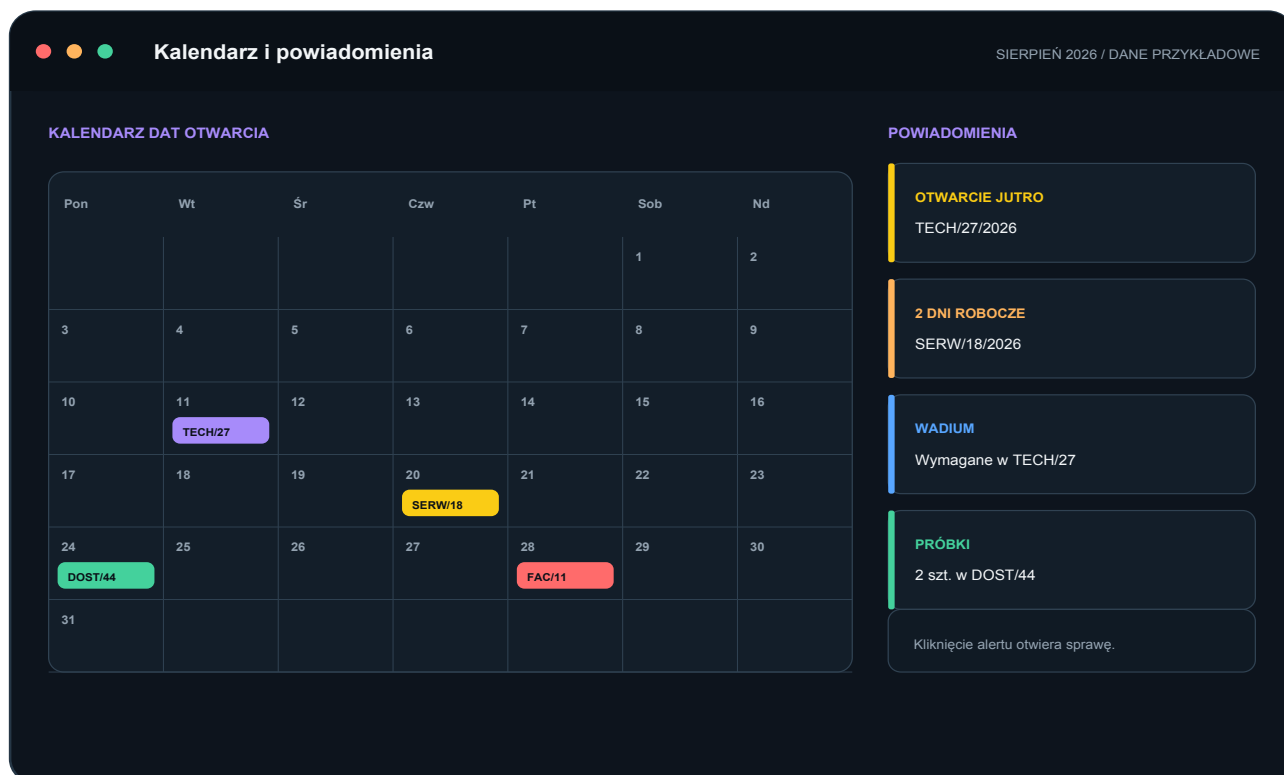
03 / CALENDAR AND ALERTS

Surface time-sensitive work — then verify the source

- The calendar places matters by their opening date.
- Alerts can flag today, tomorrow, two business days before a deadline, urgent matters, bid security and samples.
- Selecting an alert opens the relevant matter.
- Any calculated question-deadline hint is only a system aid.

SOURCE VERIFICATION

The team must always confirm the real deadline in the procurement documents and contracting-authority communications.

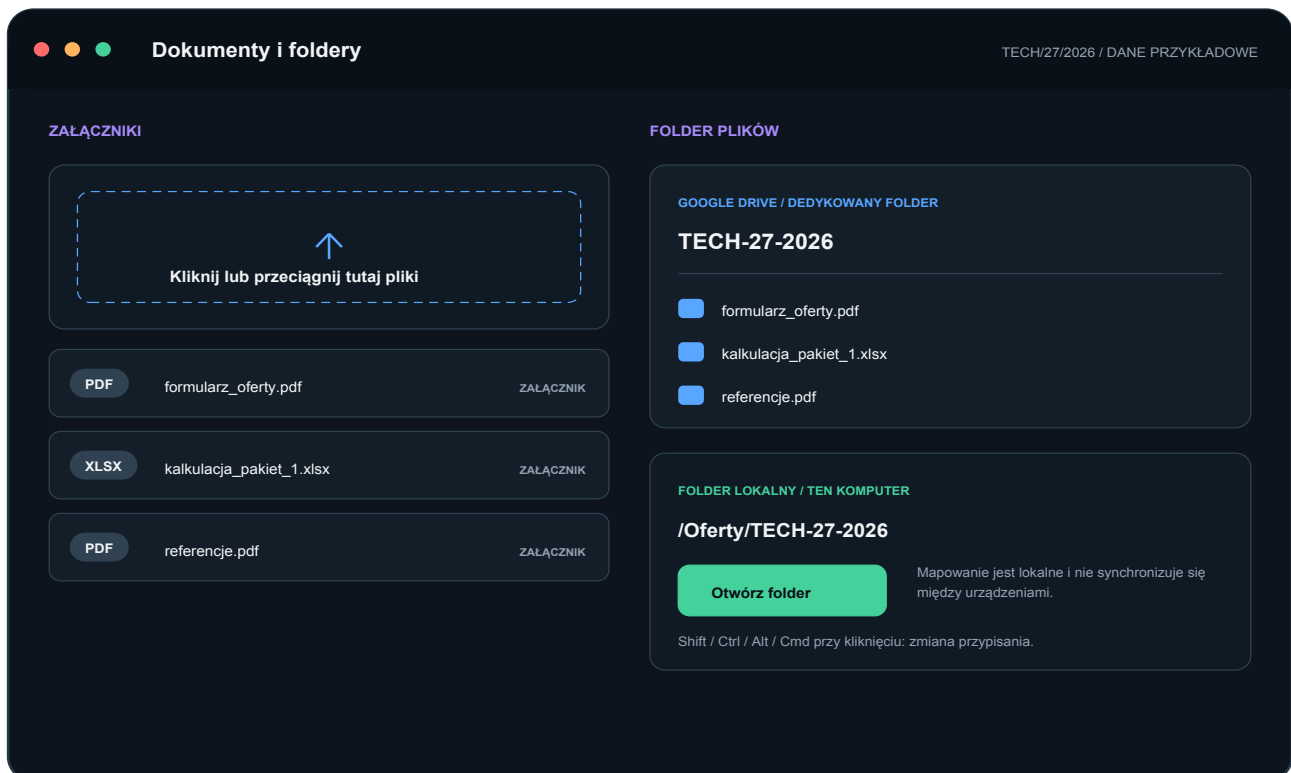


Interface simulation with fictitious dates and alerts.

04 / DOCUMENTS, FOLDERS AND OFFLINE VIEW

Know where the latest material belongs

- Attachments may be uploaded individually or in groups to a dedicated Google Drive folder.
- Removing an attachment moves that file to the Google Drive bin.
- A desktop installation may remember a local folder on a specific computer.
- Google Drive attachments and a local folder are separate mechanisms.
- Offline mode is a last-synchronised read-only view, not a backup.

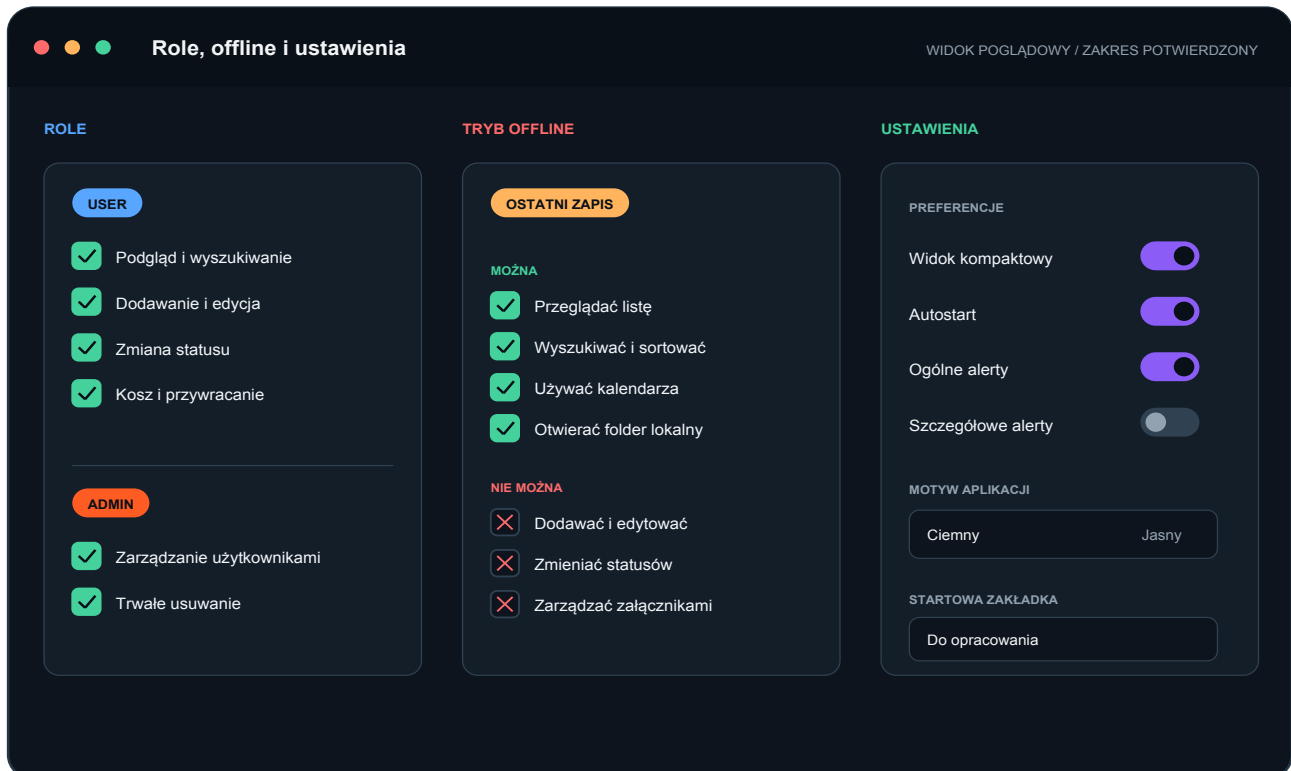


Interface simulation. File names and locations are demonstrative only.

05 / USERS, ROLES AND SAFE OPERATION

Suitable for one user; structured for a small team

- USER can view, add, edit, move matters between stages, send them to the bin and restore them.
- ADMIN additionally manages users and permanent record deletion.
- A user signs in with the exact Google address approved by the administrator.
- Deactivation should block access without deleting historical records.
- A client rollout must document account removal, data retention and end-of-service handling.



A solo workflow is supported; role controls become especially important for team use.

TROUBLESHOOTING

What to check first

SITUATION	CHECK
No access	Confirm that the signed-in Google address exactly matches an active approved user.
Data looks stale	Check the connection, wait briefly and refresh the online view.
Changes will not save	Check connectivity and wait for every attachment upload to finish.
Platform link fails	Use a complete URL beginning with https://.
Local folder does not open	Select the folder again on that computer; it may have been moved.
No calendar event	Confirm that the matter has a valid opening date.
No notifications	Check application preferences, operating-system permissions and background operation.
Offline data is old	Reconnect and refresh; offline is only the last stored snapshot.

SUPPORT REQUEST

Include the company, user address, a concise description and a screenshot with no confidential data.
Contact: hazardscontrol@hazardscontrol.pl.

PRODUCT BOUNDARIES

What the current system does not do

- It does not import notices from BZP or TED.
- It does not analyse procurement documents with AI or OCR.
- It does not generate, sign or submit bid documents.
- It does not provide full offline editing.
- It does not replace human verification of requirements and deadlines.
- It does not guarantee the result of any procurement procedure.

NEXT STEP

See the real product before deciding

Book a free consultation and a demonstration of the real product using fictitious data. If the fit is confirmed and the readiness gates are complete, an optional one-month pilot for 1–8 users is offered at the working price of PLN 2,500 net, with no automatic renewal.

WORKING MATERIAL

Version 1.0 / 28 July 2026. Before client delivery, align this guide with the exact application version and agreed client procedures.