



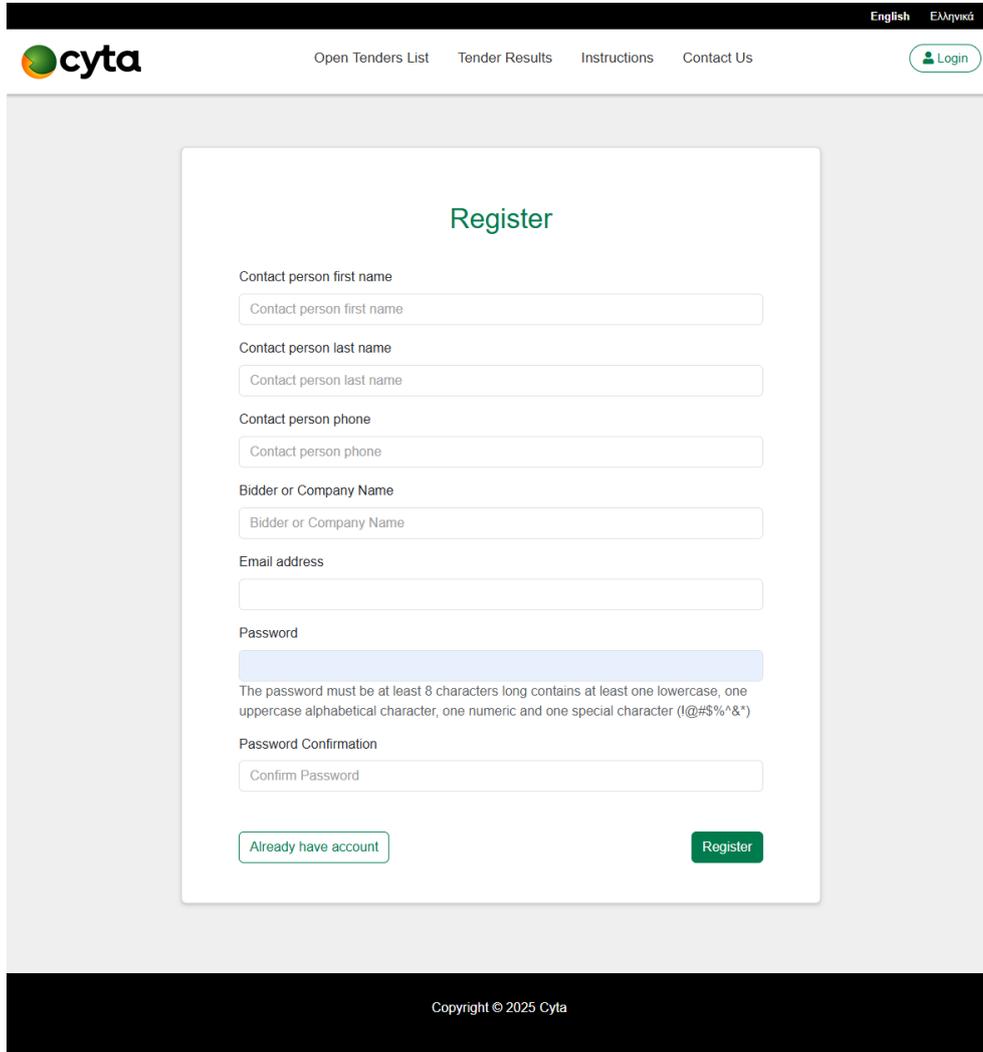
# **Cyta Tenders**

(for bidders)

## Registration

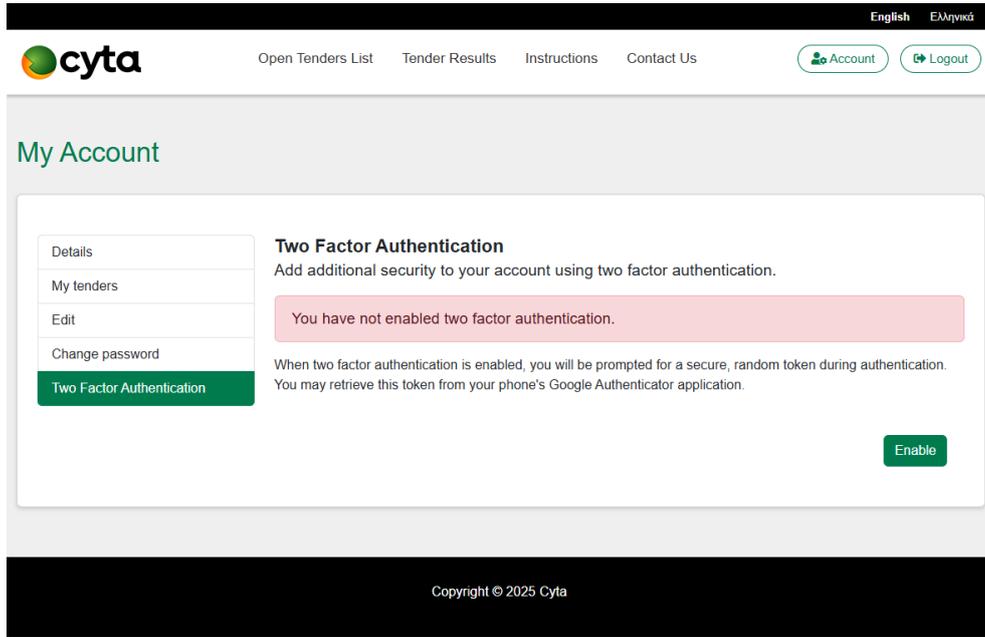
To be able to submit your offer for a **Tender**, you must first register on the website <https://tenders.cyta.com.cy/en/register>.

Once you complete your registration as a bidder, you will receive a confirmation email.



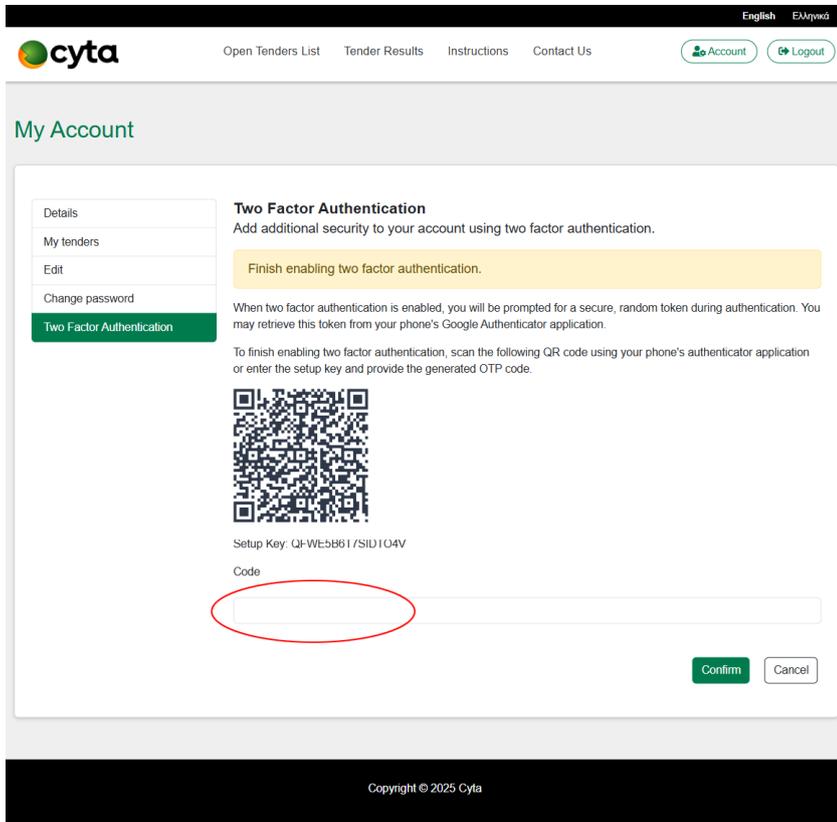
The image shows a screenshot of the CYTA website's registration page. The page has a dark header with the CYTA logo on the left and navigation links: "Open Tenders List", "Tender Results", "Instructions", and "Contact Us" in the center. On the right of the header, there are language options "English" and "Ελληνικά", and a "Login" button. The main content area is a light gray box containing a white registration form titled "Register". The form includes the following fields: "Contact person first name", "Contact person last name", "Contact person phone", "Bidder or Company Name", "Email address", "Password", and "Password Confirmation". The "Password" field has a blue highlight and a note: "The password must be at least 8 characters long contains at least one lowercase, one uppercase alphabetical character, one numeric and one special character (!@#%&\*)". At the bottom of the form, there are two buttons: "Already have account" and "Register". The footer of the page is black and contains the text "Copyright © 2025 Cyta".

## Activate Two-Factor Authentication for increased security.



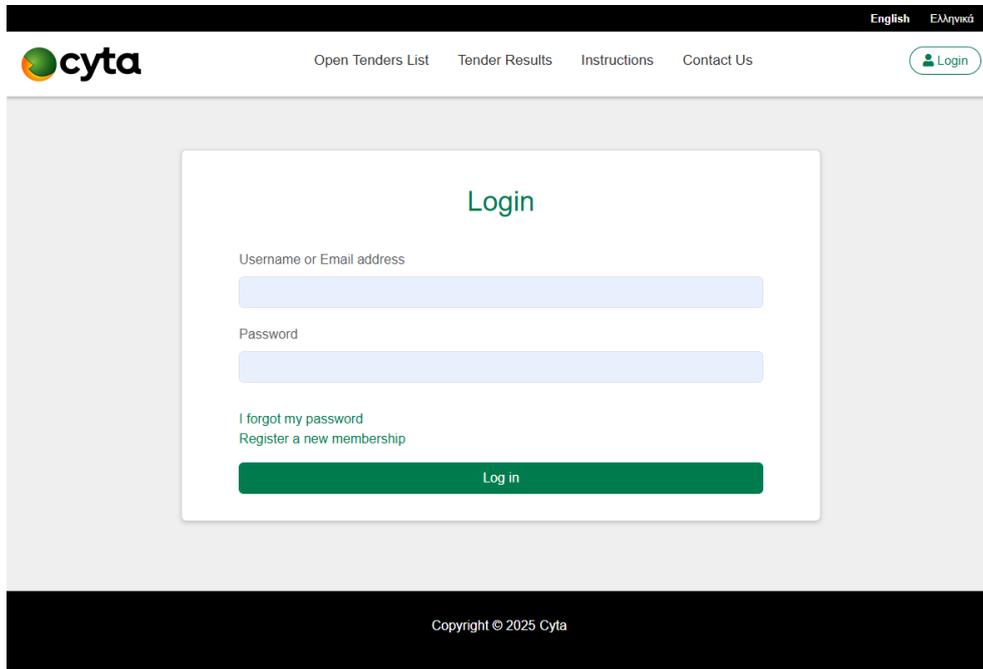
To enable two-factor authentication, we use the **Google Authenticator** app.

Download the app to your mobile device and scan the QR code displayed on the screen. Then, enter the code generated by the app into the platform.

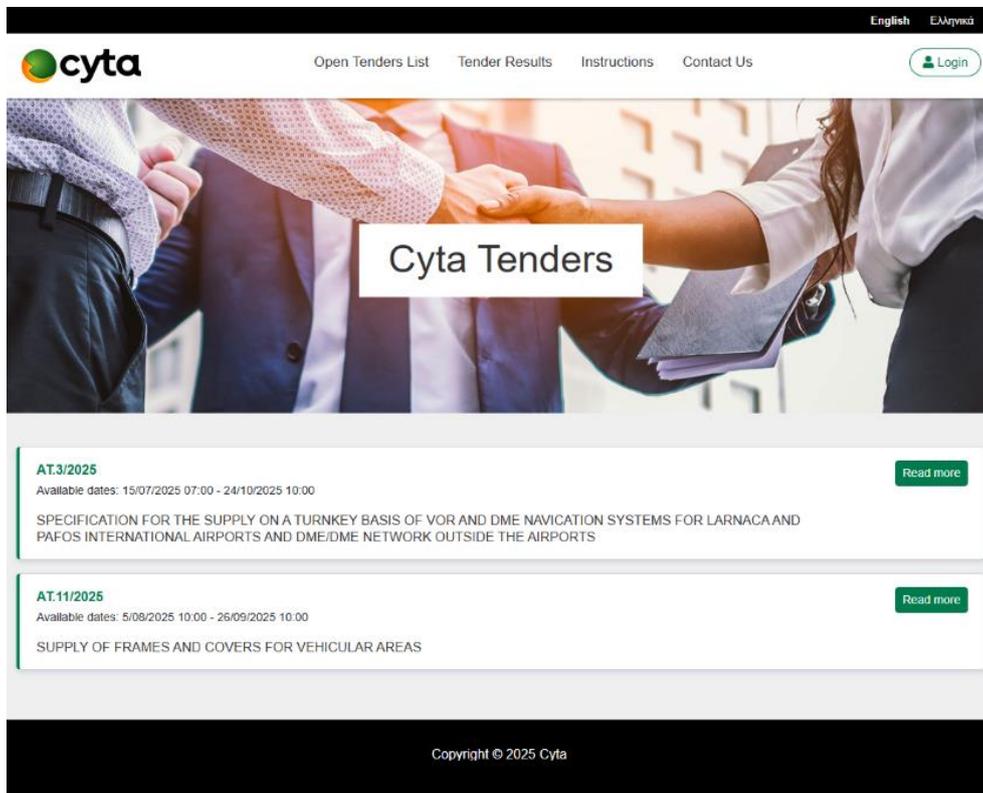


## Login

You can log in to the website using the credentials you provided during registration.

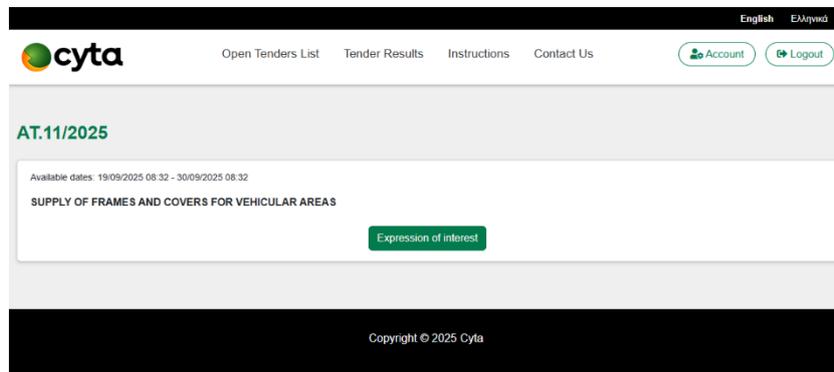


Find the **Tender** you are interested in and click **[Read more]** to view all related information.

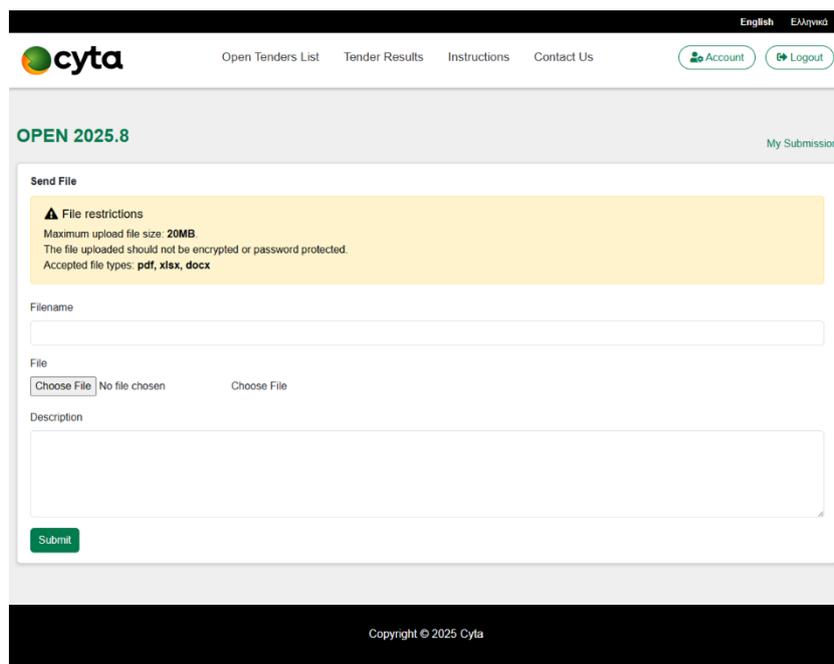
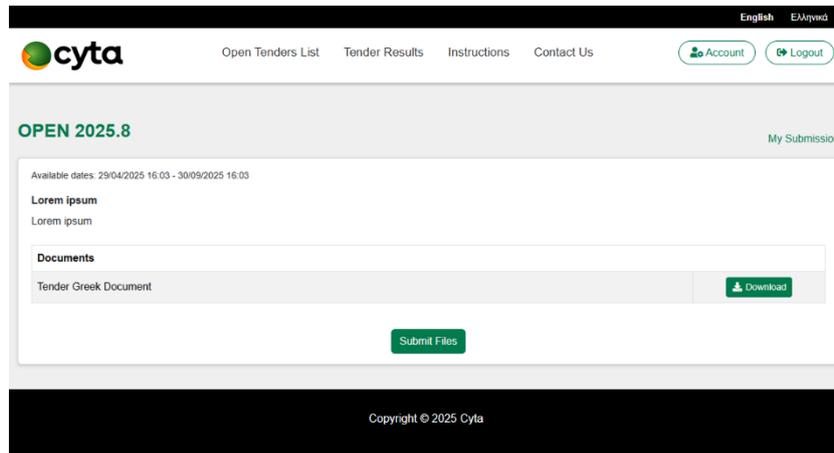


## Expression of interest

Next, you can express your interest in a specific Tender by clicking [Expression of interest].

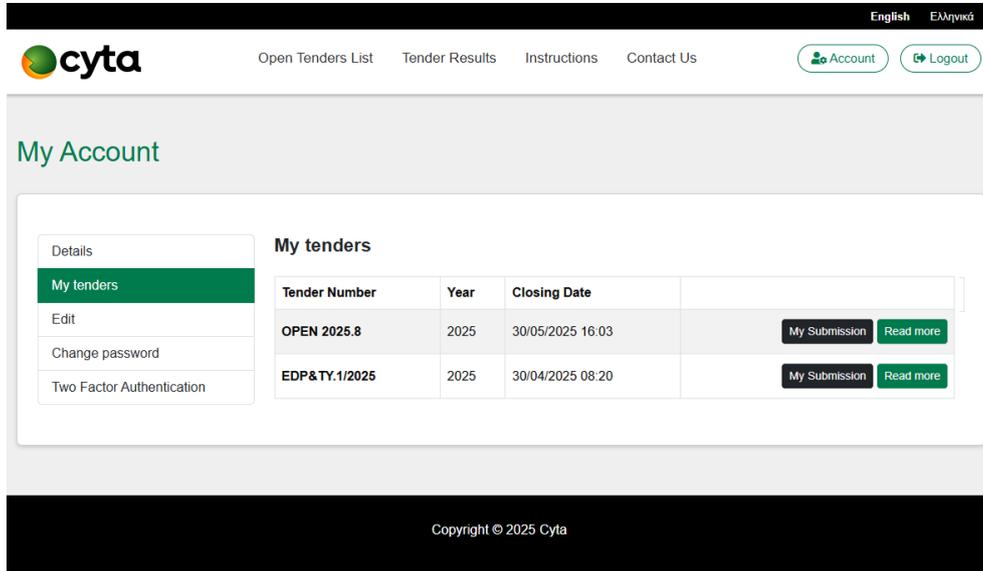


By clicking [Upload Files], you can upload the documents with the details of your offer for the Tender.



## My Account

In your account, you can view the **Tenders** you have expressed interest in and the files you have uploaded.

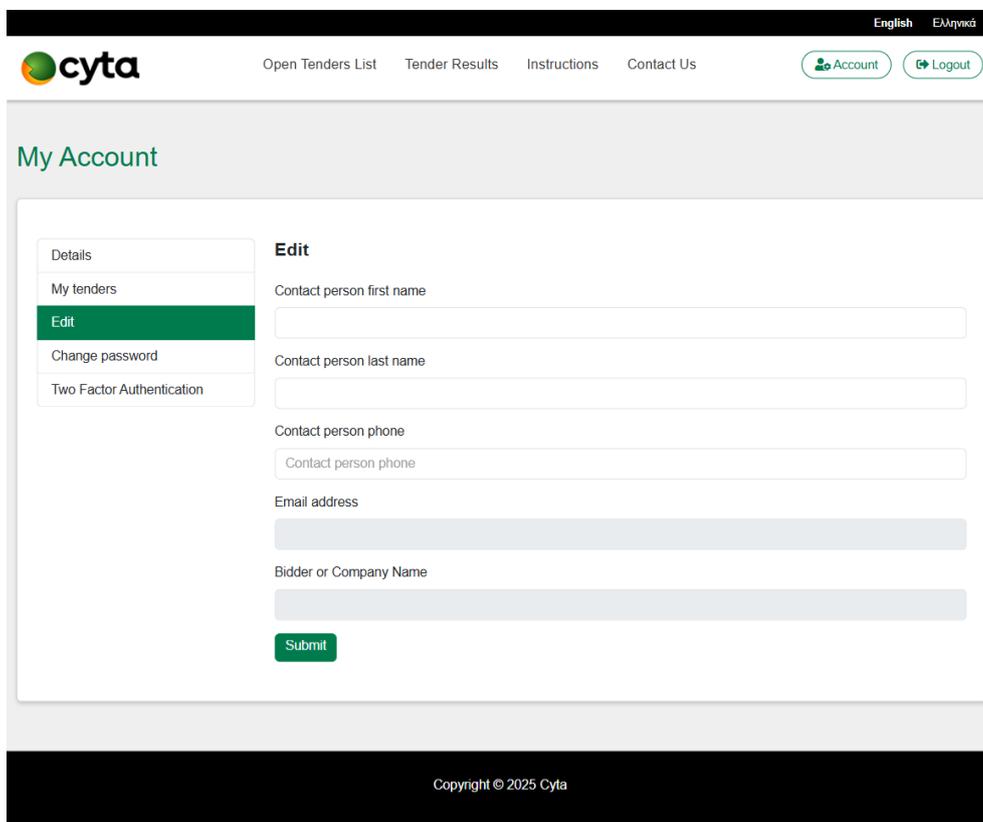


The screenshot shows the 'My Account' page with the 'My tenders' section active. The page header includes the 'cyta' logo, navigation links for 'Open Tenders List', 'Tender Results', 'Instructions', and 'Contact Us', and user options for 'Account' and 'Logout'. The 'My Account' title is displayed in green. On the left, a sidebar menu lists 'Details', 'My tenders' (highlighted), 'Edit', 'Change password', and 'Two Factor Authentication'. The main content area, titled 'My tenders', contains a table with the following data:

Tender Number	Year	Closing Date	
OPEN 2025.8	2025	30/05/2025 16:03	<a href="#">My Submission</a> <a href="#">Read more</a>
EDP&TY.1/2025	2025	30/04/2025 08:20	<a href="#">My Submission</a> <a href="#">Read more</a>

The footer of the page displays 'Copyright © 2025 Cyta'.

Additionally, you can update your personal information.

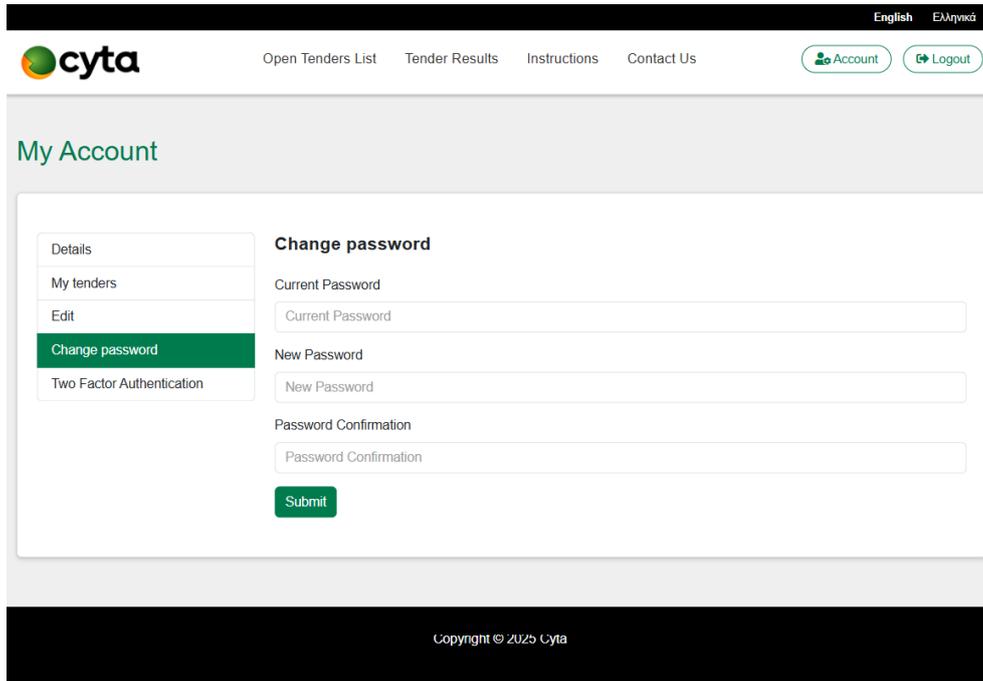


The screenshot shows the 'My Account' page with the 'Edit' section active. The page header and navigation are identical to the previous screenshot. The 'My Account' title is displayed in green. On the left, the sidebar menu lists 'Details', 'My tenders', 'Edit' (highlighted), 'Change password', and 'Two Factor Authentication'. The main content area, titled 'Edit', contains the following form fields:

- Contact person first name
- Contact person last name
- Contact person phone
- Email address
- Bidder or Company Name

A green 'Submit' button is located at the bottom of the form. The footer of the page displays 'Copyright © 2025 Cyta'.

## Change your password.



The screenshot shows the 'My Account' page on the CYTA website. The page has a dark header with the CYTA logo and navigation links: 'Open Tenders List', 'Tender Results', 'Instructions', and 'Contact Us'. There are also 'Account' and 'Logout' buttons. The main content area is titled 'My Account' and contains a sidebar with links: 'Details', 'My tenders', 'Edit', 'Change password' (highlighted in green), and 'Two Factor Authentication'. The 'Change password' form is displayed, featuring three input fields: 'Current Password', 'New Password', and 'Password Confirmation', each with a placeholder text. A green 'Submit' button is located below the fields. The footer of the page contains the text 'Copyright © 2025 Cyta'.

## Email Notifications

You will receive email notifications when:

1. Registration on the platform is completed.
2. An updated document has been uploaded to the **Tender** of your interest.
3. Revised **Tender** closing date.
4. You are selected for a «**Restricted Tender**».