Tarbijakaitse ja
Tehnilise Järelevalve
Amet

User manual of the auction environment for an applicant of a superficies licence

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General information

On the basis of section 113[10] of the Building Code, in the event of competing applications for a superficies licence, the Consumer Protection and Technical Regulatory Authority arranges an auction-based competitive tender to determine the applicant for whom superficies licence proceedings are initiated. The auction is conducted in the State Land Auction Environment (hereinafter "auction environment") at the address www.riigimaaoksjon.ee. The auction environment is in Estonian, and the auction is conducted in Estonian.

These instructions are based on the user manual of the State Land Auction Environment of the Land Board and have been adapted and supplemented according to the auction environment of applications for a superficies licence.

When operating in the State Land Auction Environment, it is recommended to use a desktop or laptop computer and newer versions of web browsers (Internet Explorer Edge, Mozilla Firefox, Google Chrome, Safari, etc.). It is recommended to avoid using Internet Explorer. If any errors occur, please switch web browsers or install a newer version of the web browser.

The guaranteed operating time of the service is between 7 a.m. and 10 p.m. Estonian time.

Additional information about the use of the auction environment can be requested on working days from 9 a.m. to 5 p.m. until the date specified in the competitive tender notice by e-mail hoonestusload@ttja.ee. Also from the technical support for the auction environment on working days from 9 a.m. to 12 p.m. and from 1 p.m. to 4 p.m. over the phone at +372 665 0600 or by e-mail riigimaaoksjon@maaamet.ee

Logging in

To participate in the auction and submit bids, you must log into the auction environment. To do this, click on the log in button (Logi sisse) in the upper right corner of the application.

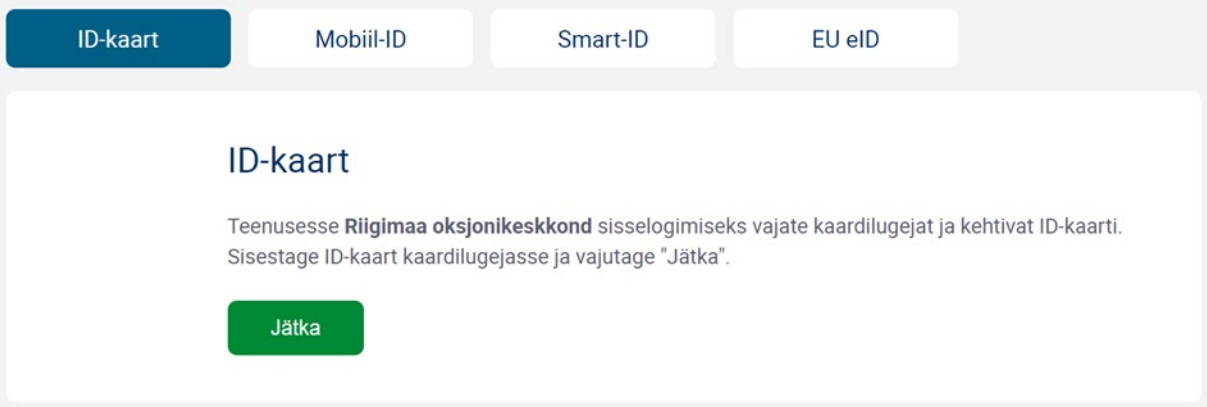


Figure 1. Logging into the auction environment

To log in, identify yourself with an ID card, mobile-ID, Smart-ID, or EU eID, the electronic identify of the European Union Member States.

By logging in under an auction of interest, you can immediately start registering for the auction object from the detailed view of the object of interest (register for the auction (*Registreeru oksjonile*)) (see more under “Registering as a participant for the auction object”).

Subscribing to notifications related to auctions

To subscribe to notifications related to auctions and to change saved settings, log into the auction environment and click on the gear icon for settings (Sätted) to open the profile and settings view.

Figure 2. Subscribing to notifications related to auctions (gear icon)

When participating in an auction, participants are sent notifications about the course of the auction. For example, you will be notified if your one-time bid submitted for the auction has been outbid and, in the event of an automatic bid, when the automatic bid cap has been exceeded. Upon receiving such a notification, you can log into the auction environment and submit a new bid or increase the automatic bid cap.

Notifications are sent to the e-mail address entered in the auction registration form. In the event that you do not wish to receive the aforementioned notifications by e-mail, you can opt out by turning the notifications off using the buttons in front of the notification type. To save your selection, click the save button (Salvesta) in the bottom right corner of the display. If you wish to abandon the changes you have made, select the cancel button (Katkesta) in the bottom left corner. In the event of auctions for a superficies licence, the button for requesting notifications if your bid has been outbid (Soovin saada teavitust kui minu pakkumine on üle pakutud) is appropriate. The button for requesting notifications about the preparation of a payment notice for deposit and participation fee (Soovin saada teavitust tagatisraha ja osavõtutasu tasumise makseteatise koostamise kohta) is not appropriate because no payment is made through the auction environment (Figure 3).

Figure 3. Turning notifications on and off

Object search

On the main page of the application, you can view and search for information about ongoing and ended auctions for a superficies licence without logging into the auction environment (Figure 4). Without logging in, you can view all the information about the auction shown in the auction environment, the current price and the deadline for submitting bids. You can also examine the terms and conditions of the auction and see the location of the object on a map.

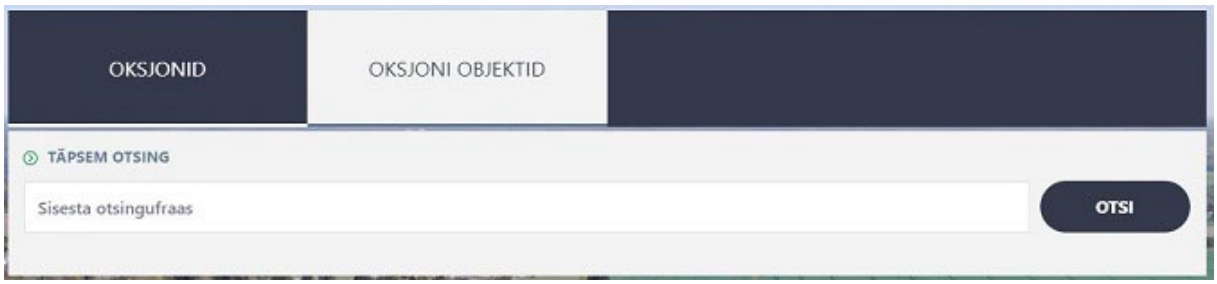


Figure 4. Simple search for auction objects

Auction search – By selecting the auction of interest in the list displayed, a list of auction objects included in the auction for which bids can be submitted will open (Figure 5).

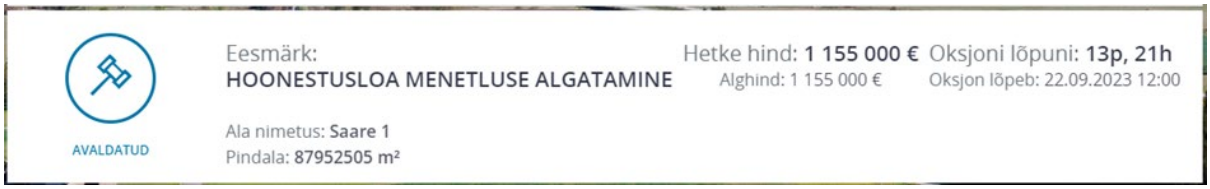


Figure 5. Example of information about an auction object (data is illustrative)

Simple search allows searching for an auction or auction object based on a verbal or numerical fragment entered. For example, you can search of an auction object by a partial or complete area name, partial or complete purpose, or name of the organiser (Figure 4).

Advanced search allows searching for objects based on the name, purpose of the auction (initiation of superficies licence proceedings), auction type (in this case, targeted bid) and organiser of the auction (Figure 6).

To search for ended auctions, check the respective checkbox in the advanced search view (Figure 6).

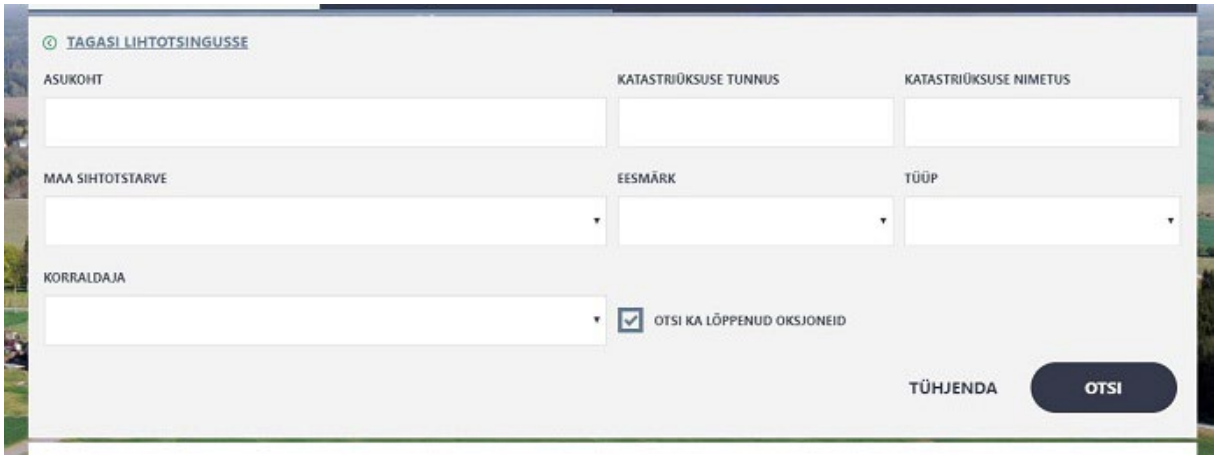


Figure 6. Advanced search for auction objects

To perform a search, enter search parameters and click the search button (Otsi). To clear all searches, click the clear button (Tühjenda).

My active auctions

A logged-in user can quickly and easily find the auction objects they have registered for by clicking the active auctions block (Minu aktiivsed oksjonid) on the main page (Figure 7). By making this selection, a list of auction objects that have not yet ended and for which you can still submit bids is displayed. To select a specific auction object, move to it and click on it.

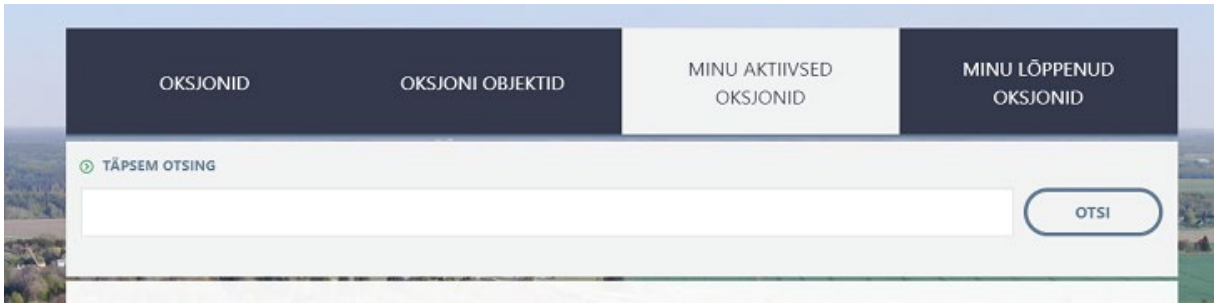


Figure 7. My active auctions

My ended auctions

A logged-in user can quickly and easily find auctions they have participated in by clicking the ended auctions block (Minu lõppenud oksjonid) on the main page (Figure 8). By making this selection, all auctions that have ended and which you have participated in are displayed. To select a specific auction object, move to it in the list that opened and click on it.

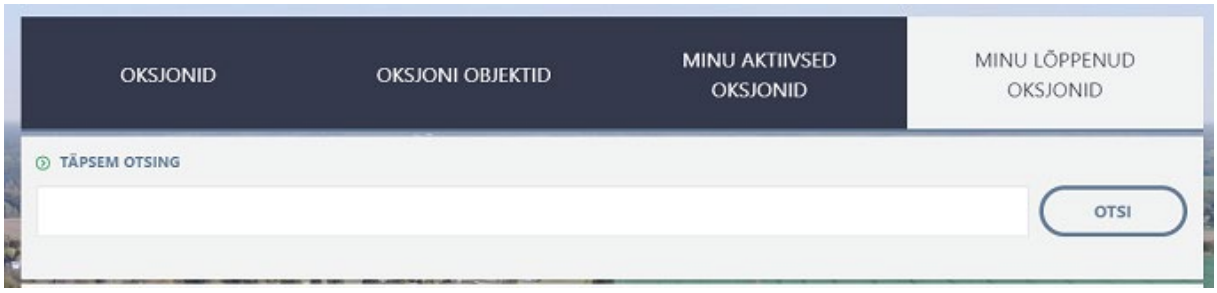
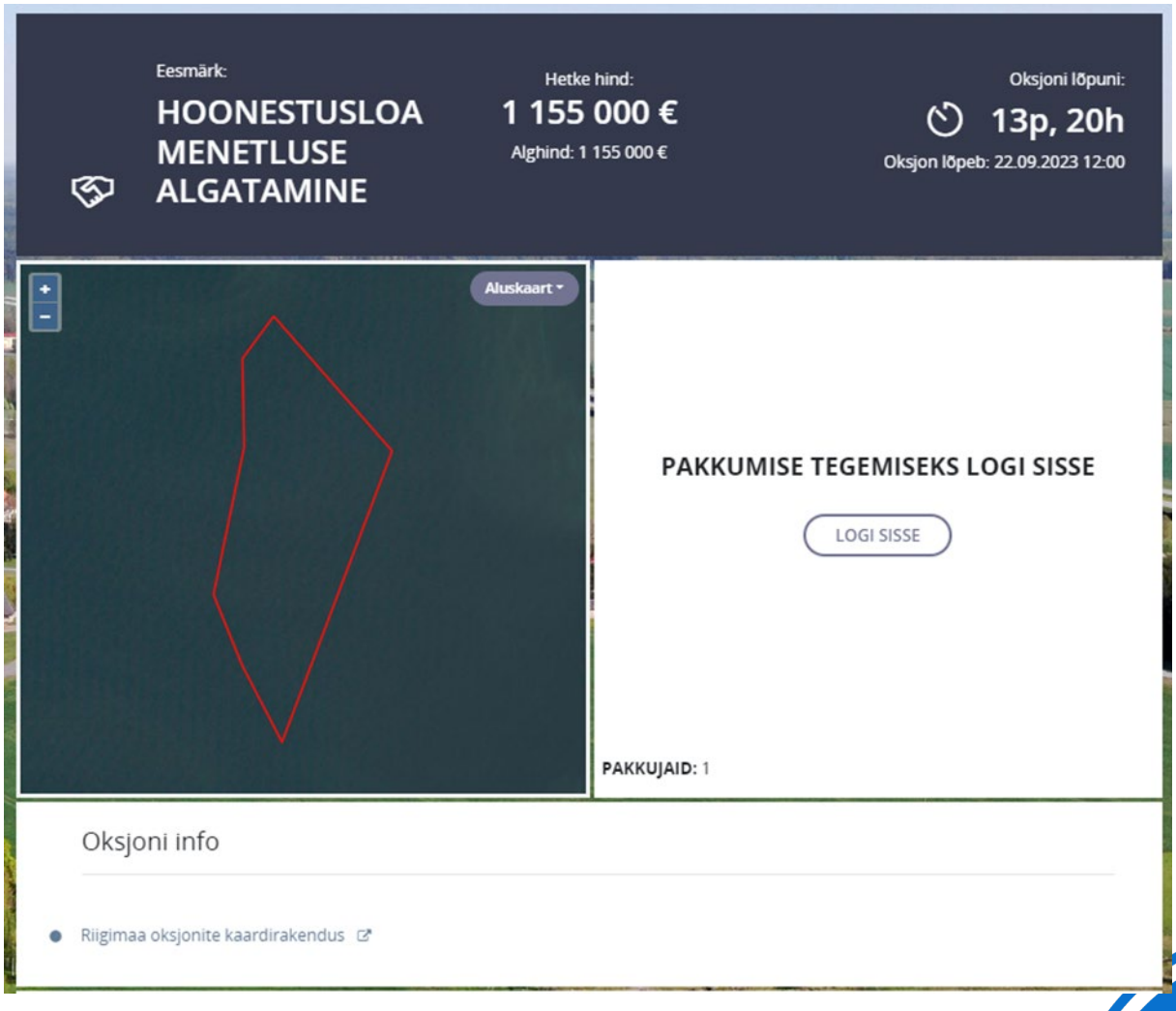


Figure 8. My ended auctions

In the list of my ended auctions, “WON” (VÕIDETUD) is displayed for the auction objects for which you are the winner.

Examining the auction object

Information about an auction object can also be examined without logging into the environment. In the detailed view of the auction object, you can see the current price of the auction object, number of bids and the data of the auction and auction object, additional documents related to the auction object, and the terms and conditions of the auction. You can also see the auction object on a map.



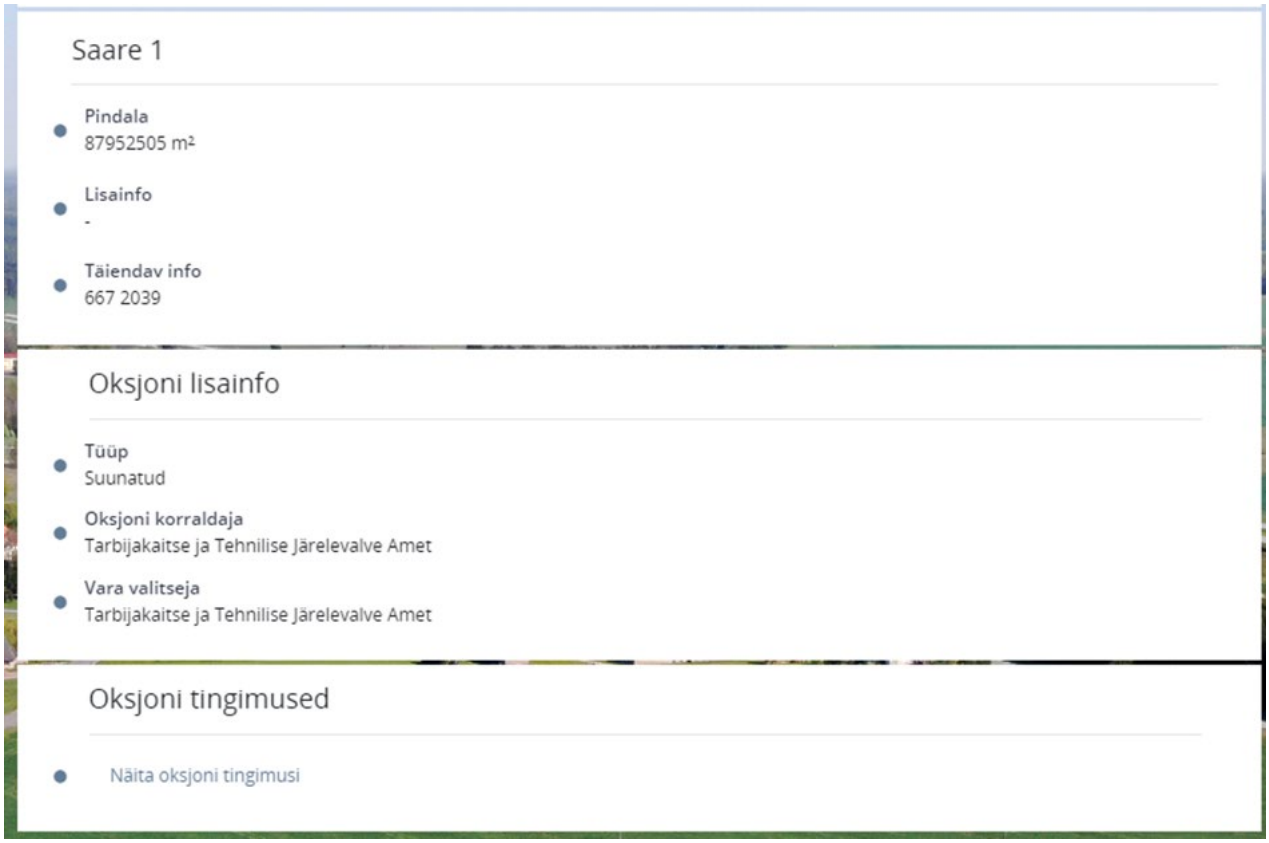


Figure 9. Example of information about an auction object displayed to a user who is not logged in (data is illustrative)

A logged-in user is shown the option to register for the auction object (in the event that the user has not done so yet).

Registering as a participant for the auction object

Registering is required before submitting a bid for an auction object. Registering separately for each auction object is required. You can register on behalf of a company or on the basis of an authorisation, depending on who is the participant of the auction (Figure 10). One company can be represented at an auction by one representative at a time.

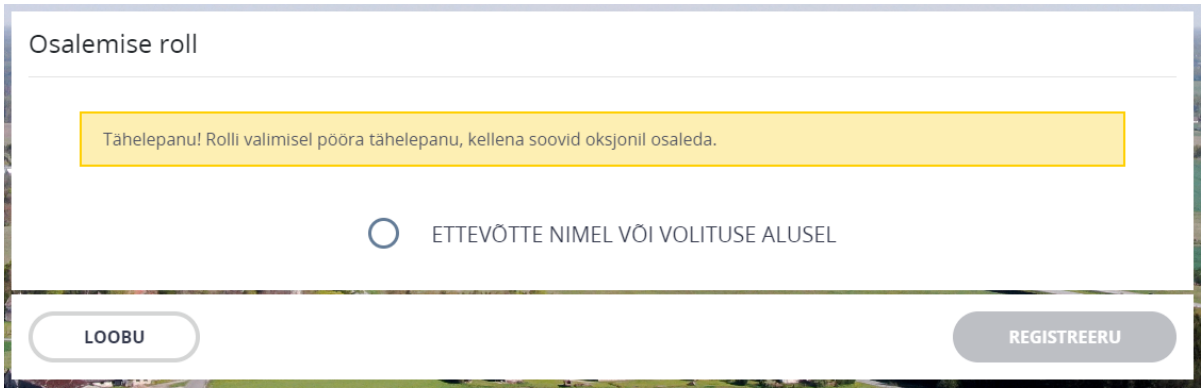


Figure 10. Selecting the role for participation on the auction registration main page

Details of the representative and details of the participant

Details of the representative

When registering for an auction, the details of the logged-in representative (given name, surname and personal identification code) are pre-filled in the registration form that opens once the role for participation has been selected. Additionally fill in the phone number and e-mail address fields (Figure 11). Make sure that the auction organiser can, if necessary, contact you once the auction ends using the contact details provided.

If you want the auction organiser to send documents related to the auction to your e-mail address, all the documentation is sent to the e-mail address you have specified. Notifications about the course of the auction are also sent to this e-mail address if you have subscribed to notifications (see “Subscribing to notifications related to auctions”).

At an auction, both legal entities and natural persons can also submit a bid through a representative who has been granted the right of representation in a form which can be reproduced in writing. In this case, the form for the details of the representative is filled in using the details of the representative.

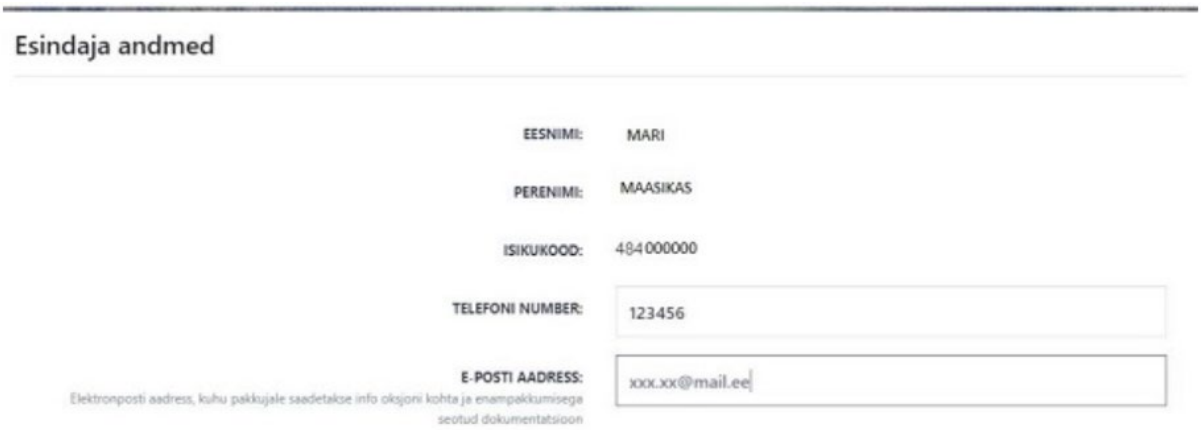


Figure 11. Example of filling in the details of the representative

Details of the participant

When filling in the details of the participant, select the name of the participating company. Next, select whether you are representing a natural person or a legal entity and, in order to participate in the auction, also fill in the registration form using the details of the person or entity (private person or legal entity) on behalf of whom you are participating in the auction (participant) (Figure 12). In the event of auctions for a superficies licence, it is assumed that participants are legal entities. The fields for the registry code and company name are pre-filled. Additionally fill in the phone number and e-mail address fields.

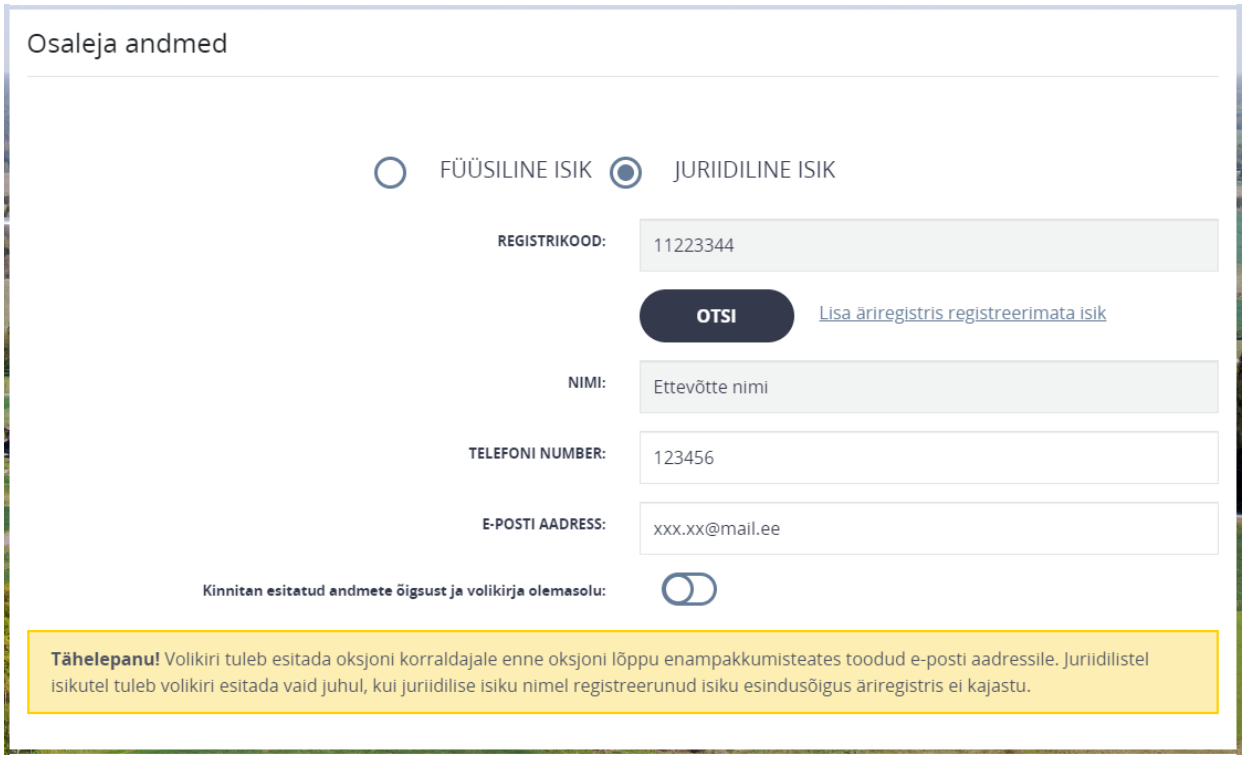


Figure 12. Example of filling in the details of the participant

When participating on the basis of an authorisation, confirm the accuracy of the provided details and the existence of a power of attorney. To do this, click on the button in the block of the details of the participant and activate it.

Before registering, it is mandatory to read the terms and conditions of the auction and confirm that you have read and accept the terms and conditions (Figure 13).

Once all the data fields have been filled in correctly, the registration button (Registreeru) in the bottom right corner of the page activates, which you must click to participate in the auction.

If you decide to not register for the auction, click the cancel button (Loobu) on the left.

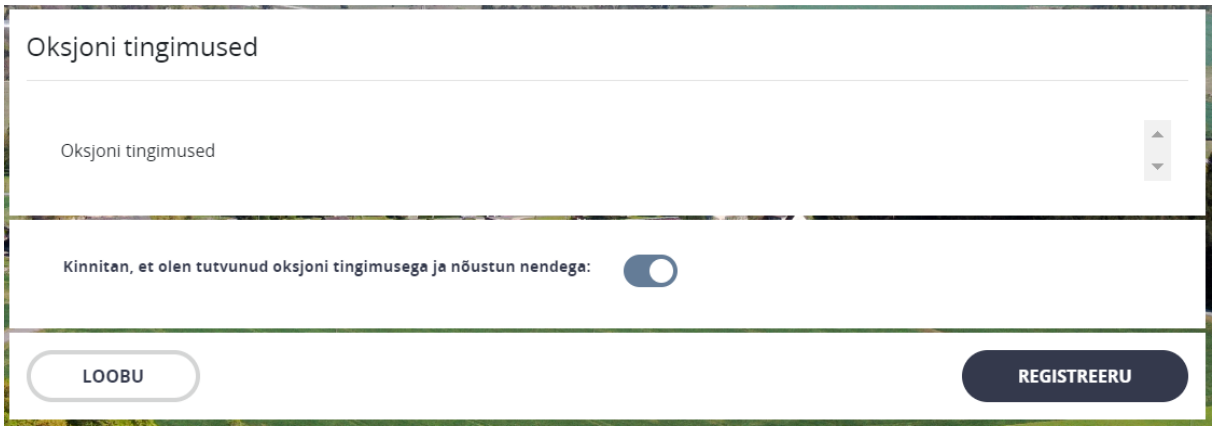


Figure 13. Confirmation of having read the terms and conditions of the auction and registering or cancelling registration for an auction

Changing registration data

If it turns out that you want to change the contact details provided when registering for an auction, you can do so until the end of the auction. You can change the phone number and e-mail address. A person participating in the auction cannot change the person who registered for the auction.

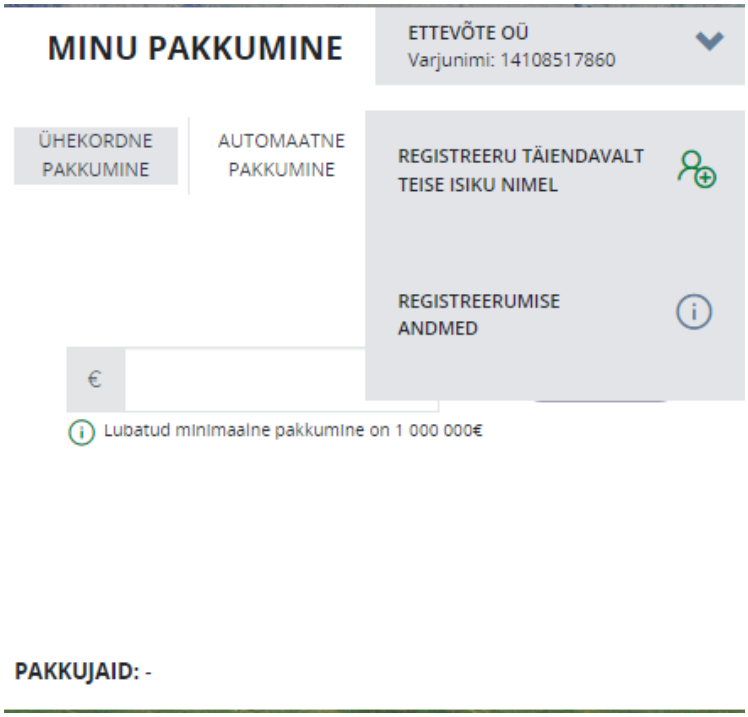


Figure 14. Displaying the option to change registration details

Submitting a bid

A person registered and logged into the auction environment can submit a bid for an object they are interested in.

For offshore wind farm auctions, the starting price is 15,000 euros per square kilometre, and the price increment is 50,000 euros.

The environment assigns an anonymous pseudonym to all participants. After obtaining the right to submit a bid, you can see all bids submitted for the auction by clicking on the option to see all bids (Vaata kõiki pakkumisi) in the section for submitting a bid. Under the option to see all bids, you can see the pseudonyms given to persons who have submitted a bid for the auction object, all the bids submitted and the time of submitting bids. The names of persons who have submitted a bid are hidden until the end of the auction.

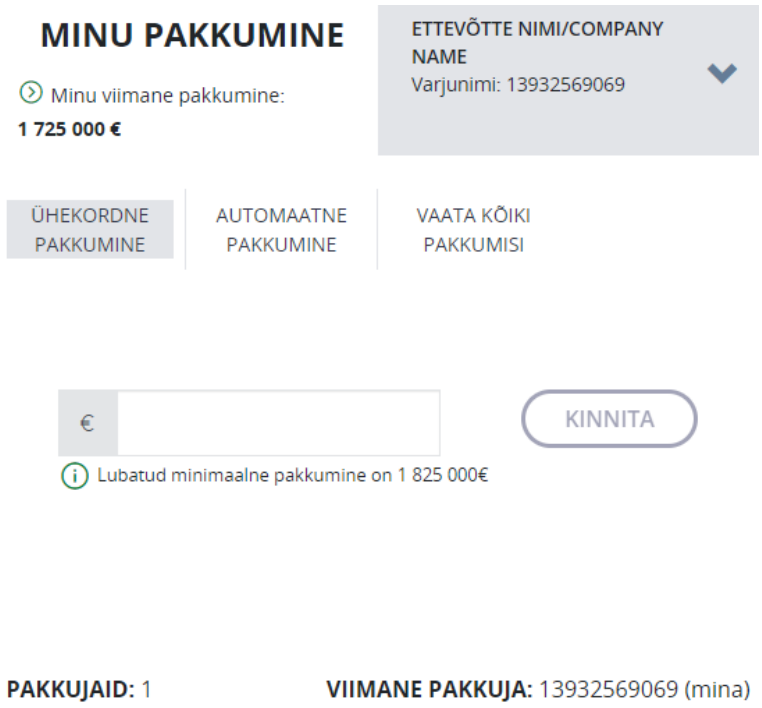


Figure 15. Example of the page for submitting bids, incl. the pseudonym format

Before submitting a bid, the participant is obligated to examine the information published about the auction object in the environment and all the appended documents. Before submitting a bid, the participant is also obligated to read the terms and conditions of the auction and confirm that they have read and accept them.

A participant can submit an unlimited number of bids until the deadline, which may not be lower than the starting price, taking into account the minimum bid permitted. Auction participants enter their bids electronically and bids are submitted as whole numbers without cents. All bids are recorded in the list of all bids.

One-time bid

In order to submit a one-time bid for an auction object, enter the bid amount in the respective field in the bids section, which may be the amount of the minimum bid permitted shown underneath the field or an amount greater than that. After entering the appropriate amount, click the confirm button (Kinnita). The bid confirmation window opens, displaying the amount of the bid entered in words. To change or cancel your bid, click on the cancel button (Loobu); to confirm your bid, click on the confirm button (Kinnita). After confirming, your bid is deemed to have been submitted and is displayed in the list of all bids and your last bid is also shown to you in the bids section.

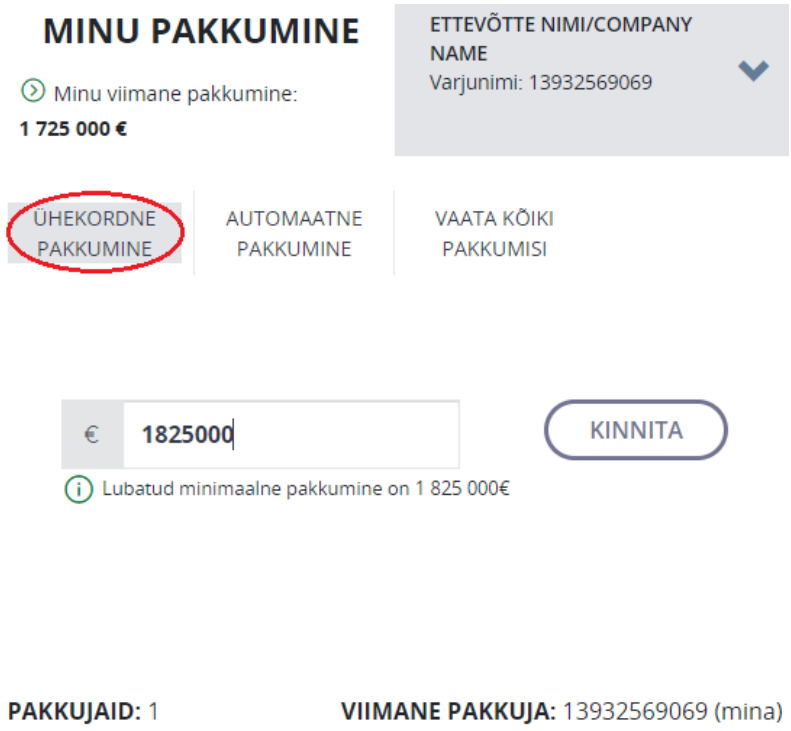


Figure 16. Entering a one-time bid amount

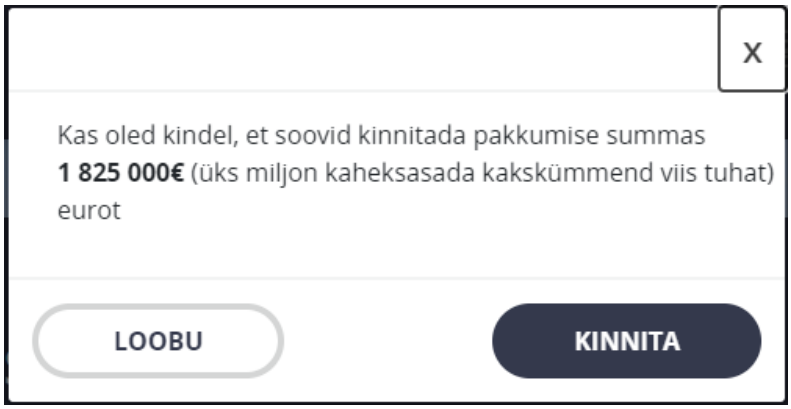


Figure 17. Window for confirming a one-time bid. Confirming or cancelling a one-time bid amount

If the bid you submitted is outbid by another bidder, you will receive a notification to the e-mail address you provided when registering for the auction, unless you have deactivated the option for submitting notifications (see “Subscribing to notifications related to auctions”). If your bid has been outbid, you can submit a new bid or set up an automatic bid, unless the auction has already ended.

Automatic bid

To set up an automatic bid, enter the maximum amount you are willing to bid in the field for the automatic bid cap in the automatic bid view of the section for submitting a bid (Figure 18). After

confirming the automatic bid cap, the auction environment will increase your bid on your behalf by the smallest possible price increment every time your bid is outbid by another bidder. The minimum amount permitted for setting up the bid cap is shown in the view for setting up the bid cap, no maximum bid cap is defined in the environment. If you attempt to set up an amount for the automatic bid cap that is smaller than the minimum bid cap, you will get an error message.

To confirm the maximum amount for the automatic bid, click the confirm button (Kinnita). A window for confirming the bid cap opens, showing the amount of the bid cap entered in words. To change or cancel the bid cap, click on the cancel button (Loobu); to confirm the bid cap, click on the confirm button (Kinnita).

You cannot set the automatic bid cap to the same amount that has already been set as the bid cap by another bidder. When you confirm the respective amount, you will receive an error message.

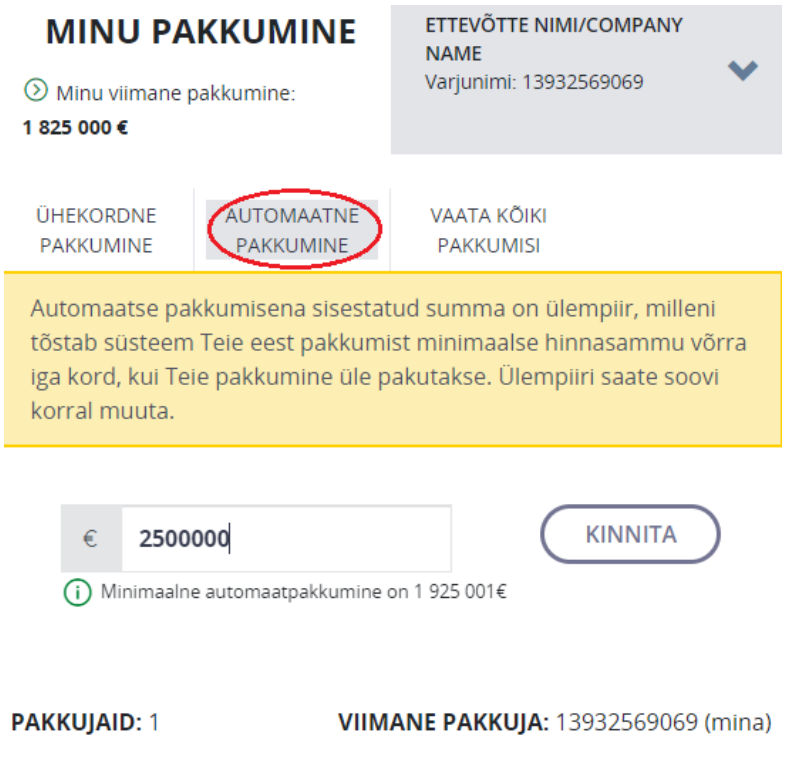


Figure 18. Entering the amount of the automatic bid (entered data is illustrative)

To cancel an automatic bid, click on the link for cancelling the automatic bid (Tühista automaatne pakkumine) in the view for automatic bid (Figure 19). You can cancel the automatic bid cap as long as the environment has not yet submitted a bid equal to the amount of the bid cap on your behalf. If the highest bid submitted for the auction object is equal to or greater than the automatic bid cap set by you, the automatic bid can no longer be cancelled.

To change the amount of the **automatic bid cap**, click on the change button (Muuda) (Figure 19). To change the automatic bid, enter the new bid cap after clicking the change button (Muuda) and click the update button (Uuenda). You can update the automatic bid cap to increase the bid cap. You can only lower the bid cap to an amount that the environment has not yet bid on your behalf.

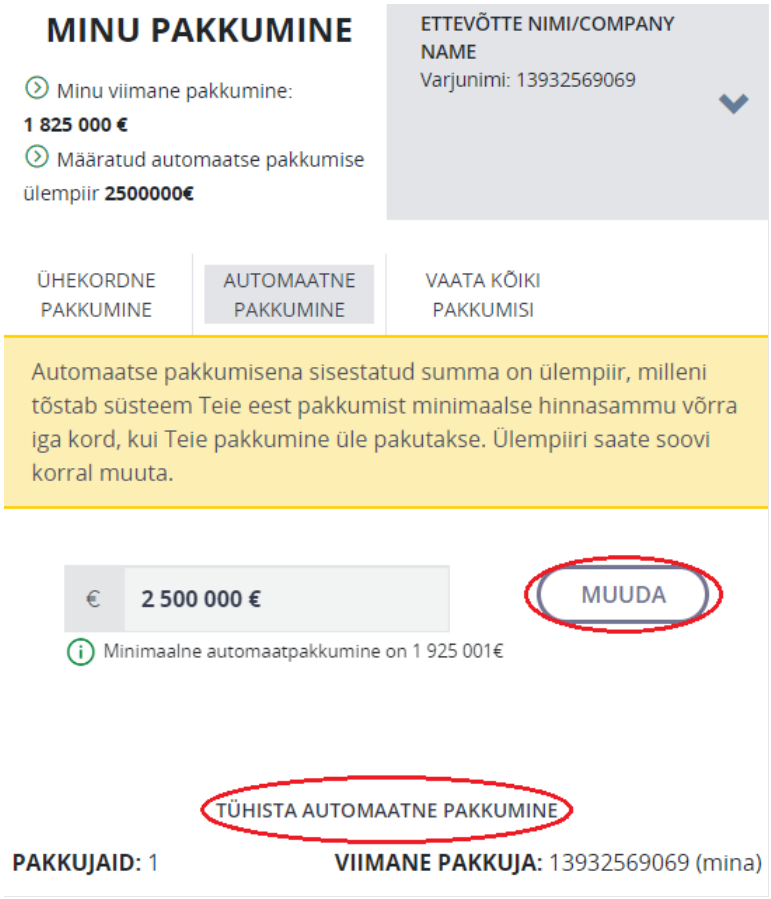


Figure 19. Changing and cancelling the amount of the automatic bid cap

Bidding over the automatic bid cap. If the amount of the automatic bid cap you set up is outbid by another bidder, you will receive a notification to the e-mail address you provided when registering for the auction, unless you have deactivated the option for submitting auction notifications (see "Subscribing to notifications related to auctions"). If your automatic bid cap has been outbid, you can set up a new automatic bid cap or submit a manual bid, unless the auction has already ended.

If there are technical obstacles to participating in the auction and submitting bids, immediately report this using the contact details listed in the footer of the auction environment and to the auction organiser at the e-mail address hoonestusload@ttja.ee.

End of auction

To participate in the auction, you can submit bids until the end of the auction. The auction ends on the date and time specified by the auction organiser, which is displayed both in the list of auction objects as well as in the detailed view of the auction object. The time left until the end of the auction is also shown in the detailed view and list of auction objects. The auctions organised in this environment have an extended end. The period of an extended end is 15 minutes.

An auction with an extended end ends on the date and time indicated in the competitive tender notice and the auction environment, provided that no new bids have been submitted during the period of an extended end by the time indicated in the notice and the auction environment.

If a bid is submitted before the deadline during the period of an extended end, the time of the receipt of this bid is deemed to be the new start of the period of an extended end and the auction is extended. The auction is extended as long as new bids are received during the period of an extended end. The auction ends when no new bids are received during the period of an extended end.

For example, in the event that the deadline for submitting bids is set at 11 a.m., if the last bid is submitted less than 15 minutes before the deadline for submitting bids (e.g. at 10:50 a.m.), the end of the auction is automatically postponed by 15 minutes from the submission of the last bid (e.g. 11:05 a.m.). The deadline for submission of tenders is postponed as long as bids are submitted during the period of an extended end. If no bids are received during the period of an extended end (15 minutes), the auction ends.

In case of technical errors that could have affected the auction result, the auction results are not confirmed and a new auction is held.

Examining the auction results and report

The winner of the auction is the person who submitted the highest bid. The name of the winner of the auction is shown in the section of submitting bids for the auction object after the end of the auction and is visible to all participants who submitted bids. All participants who submitted bids can see the auction results in the section of submitting bids under auction results (Oksjoni tulemused).

Auction results are recorded in the auction report, which is generated automatically in the auction environment. The report is available to all participants who submitted bids immediately after the auction winner is announced. The auction report number, details of the auction object, time of the end of the auction and the names of all participants who submitted bids in the order of the highest bids submitted by the bidders are shown under auction results. The auction report can be printed out.

In addition to the highest bids submitted by all bidders, all the bids submitted during the auction can also be seen on the auction results page.

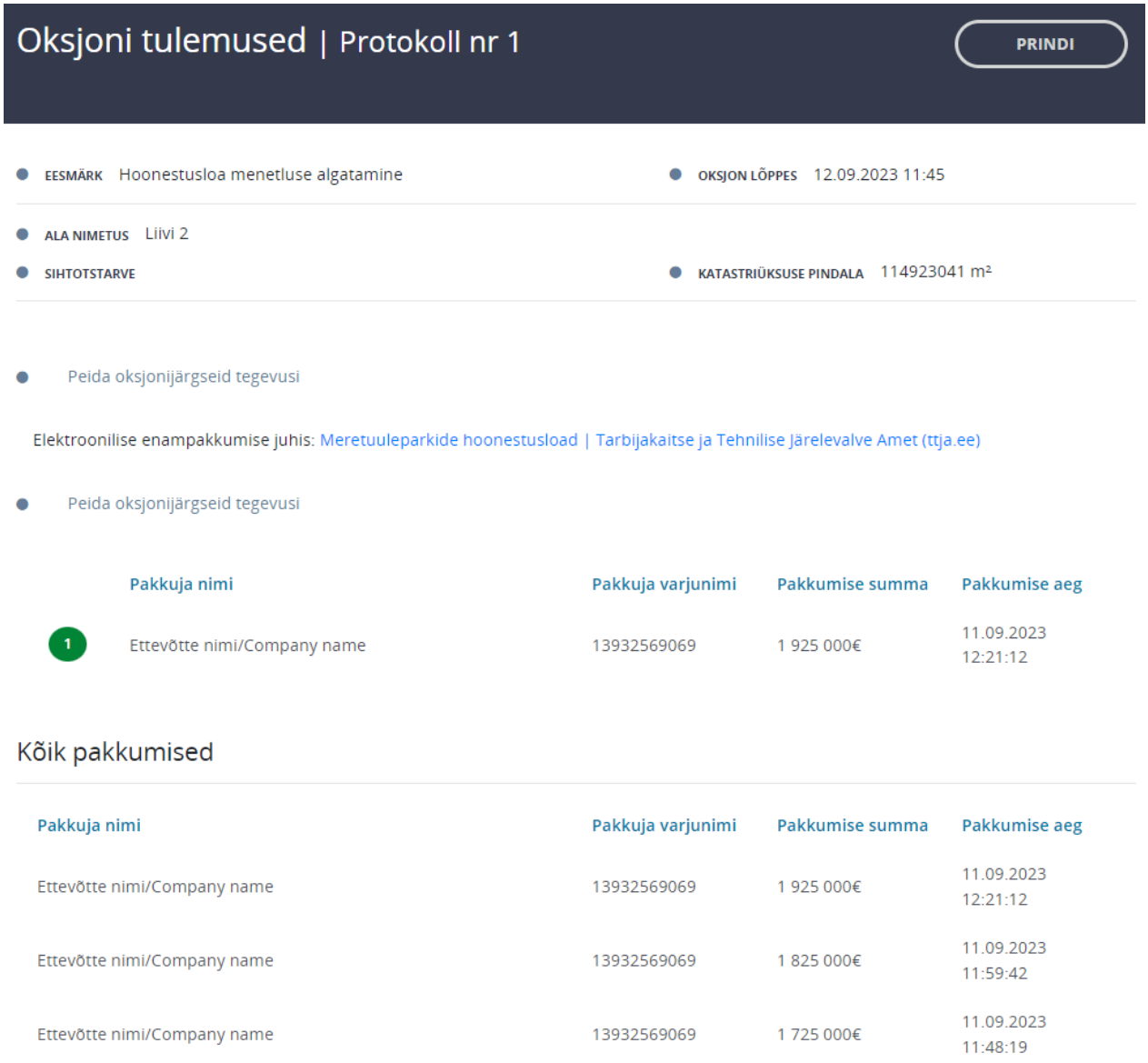


Figure 20. Auction results report