



Guide to Tendering Services

Electronic Preparation and Submittal of Tenders

General Office of National Government Assets
General Sub-Office for Coordination of Electronic Tendering

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Introduction

This document presents details on the Electronic Tendering Services found at the Public Sector Contracting Platform (referred to in this document as the Platform), for users from enterprises (tenderers and candidates).

The Electronic Tendering Services allow tenders to be prepared and submitted via the Internet. Tenderers can also save their tenders on the system, and members of the assistance body can also open and evaluate the documentation electronically. In order for the system to work properly, a user from the contracting body must configure the procedure, by following some rules that apply to electronic tendering.

Preparation of the tender by the tenderer may take place in response to publication of a call for tenders and the related specification documents, or in the case of procedures taking place by invitation, they may be submitted in response to a request for proposals received from the contracting body or other entity involved. Specifically, this guide explains the way in which tenderers must prepare the documentation and envelopes that must be included in their tenders, which in both cases (those with publication of specification documents and with sending of invitations) is done using the Tool for Preparation and Submittal of Tenders.

In order to make use of these services, it is a compulsory requirement for the user to be registered at the Platform for Public Sector Contracting, and to fill in not only the basic registration data, but also the additional data (see the 'Guide for Economic Operators'). The technical requirements for using the Platform are simple: an Internet connection, a browser with an up-to-date version of Java (preferably v1.8 or later), and an electronic certificate recognised by Spain's General National Government (*Administración General del Estado* or AGE) (@firma).

In order to use this guide, you must first review the contents found in the 'Guide for Economic Operators', since it provides a general description of how to create the tendering case file.

NOTE: Further information about the electronic certificates recognised by the AGE can be found at the following link:

<http://firmaelectronica.gob.es/Home/Ciudadanos/Certificados-Electronicos.html>

2. Tool for Preparation and Submittal of Tenders

2.1 Definition

The Tool for Preparation and Submittal of Tenders (referred to in this document as the 'Tool') is an application made available via the Public Sector Contracting Platform. It allows those preparing tenders to send the related documentation, which is grouped into various virtual envelopes as defined by the contracting body. It also ensures the integrity, authenticity, non-rejection, and confidentiality of the proposals submitted (further details will be found below).

To improve reliability for the tenderer, the documentation and details from the tender can be stored on the local computer until the time when final submittal takes place. At that time, but not before, all the documentation

is encrypted and sent to the Platform's servers, where it remain safeguarded (inaccessible) until the time when it is opened.

2.2 Requirements for Use of the Electronic Tendering Tool

2.2.1 Functional requirements.

- You must be an 'Economic Operator' user already registered at the Public Sector Contracting Platform. This registration must include the basic data and the additional data (Figure 1). For more details on how to register at the Platform, see the 'Guide for Economic Operators'.

PLATAFORMA DE CONTRATACION DEL SECTOR PÚBLICO	
Bienvenidos Quiéramos Bienvenidos Bienvenidos Bienvenidos Bienvenidos	
Juan Pérez (Usuario Operador Económico)	
Editar perfil Guías de Ayuda Finalizar sesión	
Inicio Licitaciones Perfil Contratante Mis Licitaciones Mis Comunicaciones Suscripciones	
Datos Generales Suscripciones Suscripciones DOUE	
Datos básicos	
Datos del usuario	
Usuario	empresaa
E-mail	empresaa@mailinator.com
Datos adicionales	
Datos del usuario	
Nombre	Juan
Apellidos	Pérez
Nº Identificación	12345678Z
E-mail a efectos de comunicaciones	juanperez@mailinator.com
Datos de la empresa	
Nº Identificación	A80598459
Razón social	Empresa A
Modificar datos Borrar Usuario	

(Figura 1: registro del usuario operador económico).

NOTE: If a user only records the basic data, that user will be able to make use of the basic services that the Platform offers to enterprises (subscriptions, search for tenders, notifications), but not those related to Electronic Tendering (electronic preparation and submittal of tenders).

NOTE: It is essential that the email address for purposes of communications with the Economic Operator user is the one provided to the public body for receiving the communications and invitations that will allow electronic tendering. If this is a different email address, the Tool for Preparation and Submittal of Tenders will not be activated, and it will therefore not be possible to submit tenders via the Platform.

NOTE: It is recommended that the email address used for the basic data should be either a personal or work address, but one that identifies the user, for example, pepePerez@empresal.es. However, for purposes of communications it is more appropriate to use a general email address for the commercial department or similar, so that multiple users will have access to the inbox, for example, comerciales@empresal.es.

- The contracting body must configure a tender electronically, then make that configuration available by publishing the announcement and specification documents (for procedures WITHOUT invitation), or by sending the invitation / request for proposals to the candidate/tenderer (for procedures WITH invitation).

2.2.2 Technical requirements.

2.2.2.1 Version 1.8 of Java virtual machine installed.

Using the Java control panel (Figure 2), check which version you have by clicking on the 'General' tab (Figure 3) and then on the **About** button (Figure 4).

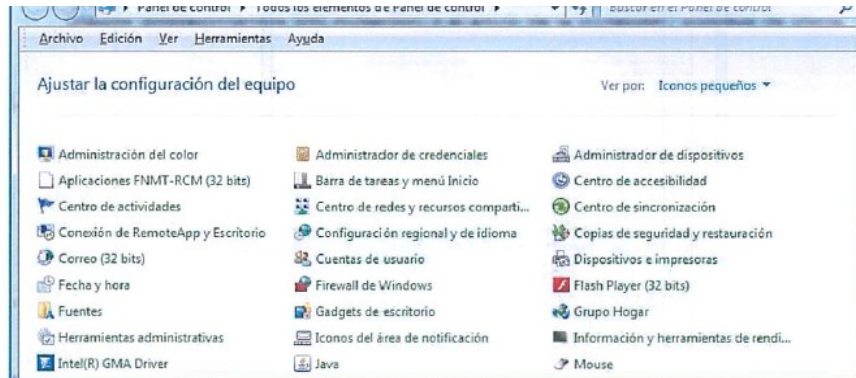


Figura 1: acceso al panel de control de Java

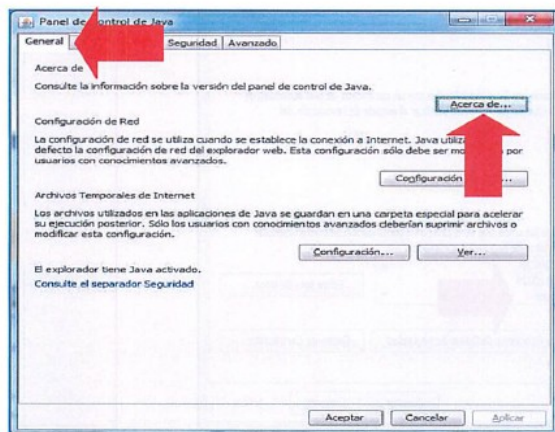


Figura 2: Panel de control de Java

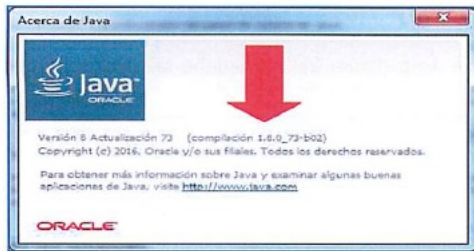
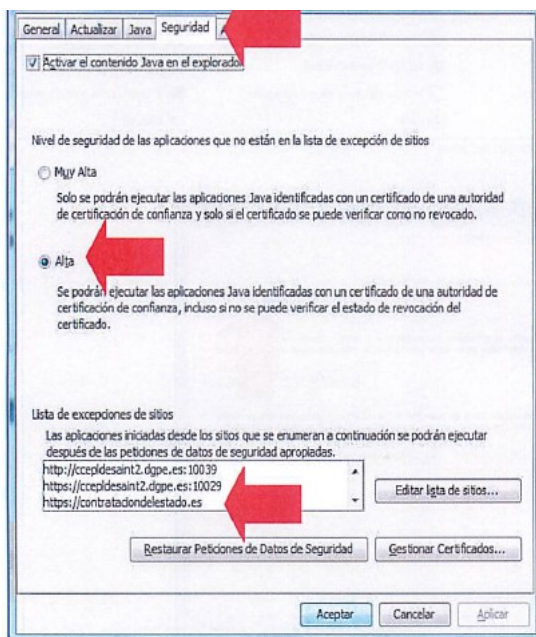


Figura 3: Acerca de Java. Versión

The security level in the Java settings should be set to High. To check this, go to the Java control panel (Figure 3), and then click on the 'Security' tab (Figure 5).



(Figura 5: Seguridad de Java: nivel y listado de excepciones).

Also add <https://contrataciondelestado.es> as an exception (Figure 5).

Your Internet connection must allow downloading of the Tool and subsequent sending of your tender. Therefore, keep in mind that your company's communications system might have a firewall activated that blocks downloading of the Tool. In order to send your tender later, outgoing port 443 cannot be blocked. It may also be possible that your connection does not have sufficient bandwidth to send files that are multiple MBs in size.

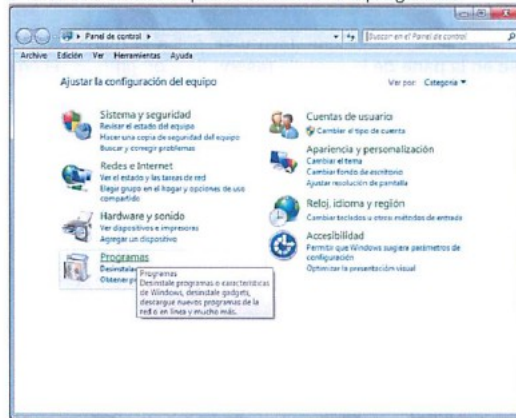
Assign the Java program to the file extension '.jnlp'. As an example, the steps to be followed to do this in Windows 7 are shown here.

1º Desde el botón de inicio acceder al panel de control



(Figura 6: Acceso al panel de control).

2º Una vez abierto el panel de control ir a programas.

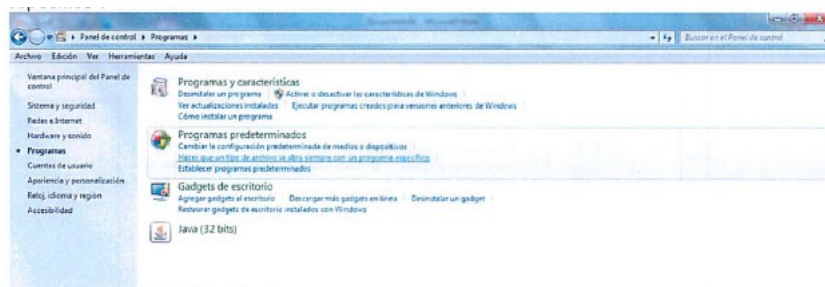


(Figura 7: Acceso a "Programas" desde Panel de control).

1) Use the Start button to access the Control Panel.

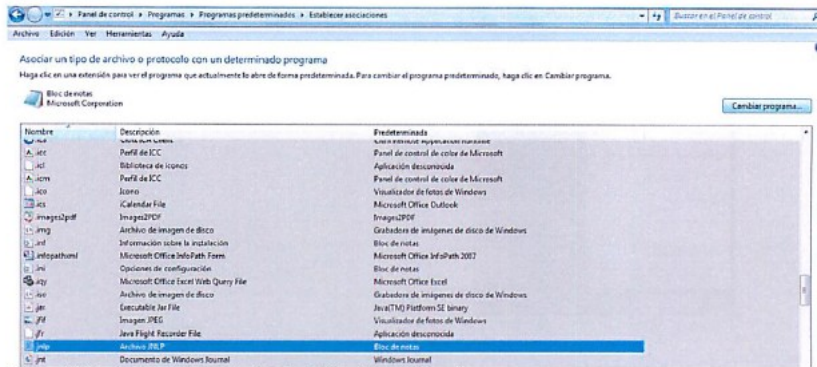
2) Once the Control Panel is open, go to Programs.

3) In Programs, click on 'Make a file type always open in a specific program'.



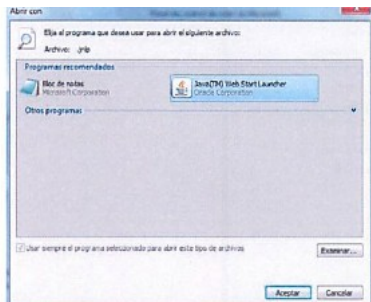
(Figura 8: Acceso a "Tipos de archivo").

4) Select the extension .jnlp and then click on the 'Change program' button, which is located in the upper right corner of the window.



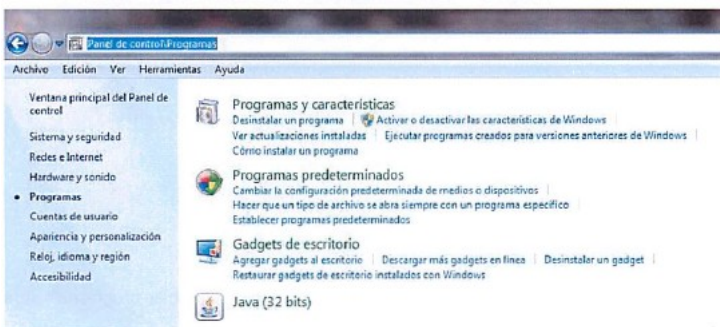
(Figura 9: Selección de la extensión .jnlp de la lista de extensiones).

5) In the new window that opens, select Java and then click on the 'Accept' button. If the Java icon does not appear in the part of the window displaying recommended programs, you must search for it in 'Other Programs'.



(Figura 10: Asignación del programa Java a la extensión .jnlp).

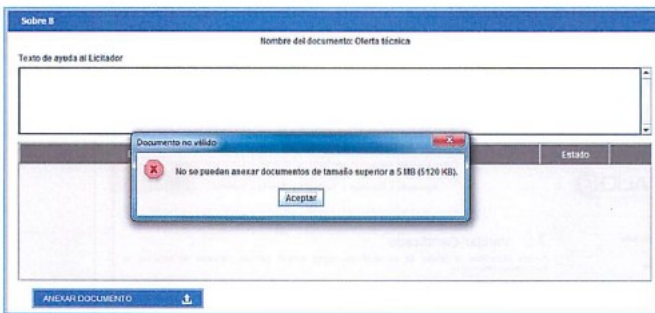
NOTE: If you are having problems with uploading and signing files in the Tool, you must install the 64-bit version of the Java virtual machine instead of the 32-bit version. The example below shows how to view which version of Java you have in the Windows 7 Professional operating system (Control Panel - Programs). If you need technical assistance for performing this update, please write to: licitacione@minhafp.es



NOTE: Although we are describing the steps to take in the Windows environment, the Tool can also be used on other platforms, such as Linux or MacOS. If you would like to receive a guide for configuring Ubuntu, you can request it at licitacionE@minhafp.es.

2.2.2.2 Maximum size of documents

The Tool for Preparing and Submitting Tenders uses the @firma solution for signing of documents. However, @firma cannot be used to sign documents that are larger than 5 MB in size. If you upload a document with a larger size, the window seen in Figure 11a will appear.



(Figura 11a: Se ha superado el tamaño máximo de archivo).

In order to upload and then sign that documentation, you can do the following:

- In general, images tend to be inserted in high resolution, without compression. Please reduce the resolution of your images so that documents can be generated with the same information but with a smaller size, and compress the files themselves using programs such as zip or rar.
- Even though only one input is displayed for uploading documents, you can attach more than one. You can split up your tender so that each part is no larger than 5 MB, then sign each part.

NOTE: Please perform the steps above and remember that as with any other application that allows documents to be uploaded, limitations on size need to be imposed.

NOTE: If the document you are uploading does not require a signature, you do not need to take this limitation into account.

There is also a limit on the capacity of the Java technology, which imposes certain limits on the total size of the tender, as follows:

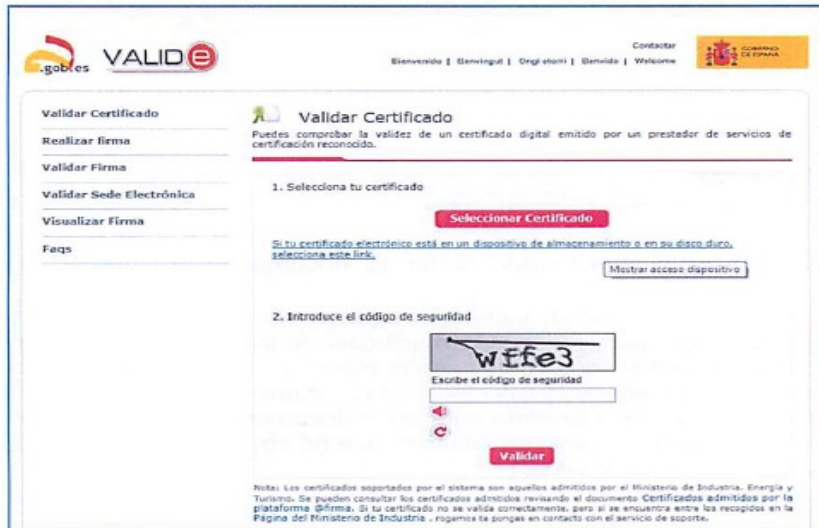
- If you are using a 32-bit version of Java:
The total size of files that need to be signed cannot exceed 27 MB.
- If you are using a 64-bit version of Java:
The total size of files that need to be signed cannot exceed 38 MB.

2.2.2.3 Electronic certificates

We recommend that before signing the documents and envelopes, you should verify that a valid certificate is available. To do this, go to the following URL: <https://valide.redsara.es/valide/>

And then go to Validate Certificate.

You must then select your certificate and enter the security code.



(Figura 11b: comprobación de certificado válido).

2.2.2.3.1 Certification entities permitted

The Tool allows documents and envelopes to be signed using any electronic certificates issued by providers of certification services recognised by the @firma platform. For more information, go to the following link:

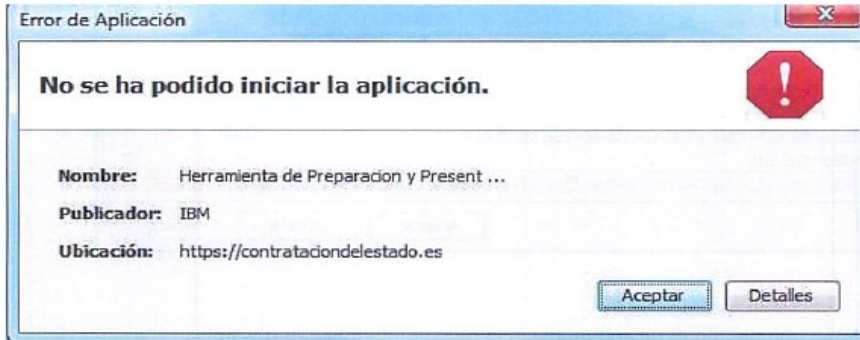
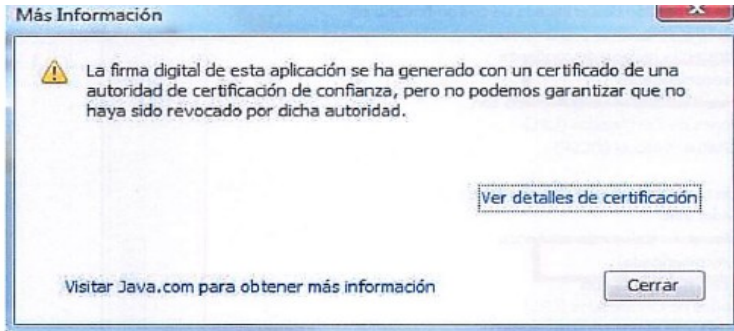
administracionelectronica.gob.es/PAe/aFirma-Anexo-PSC

NOTE: If your enterprise is based in a foreign country, please contact the contracting body.

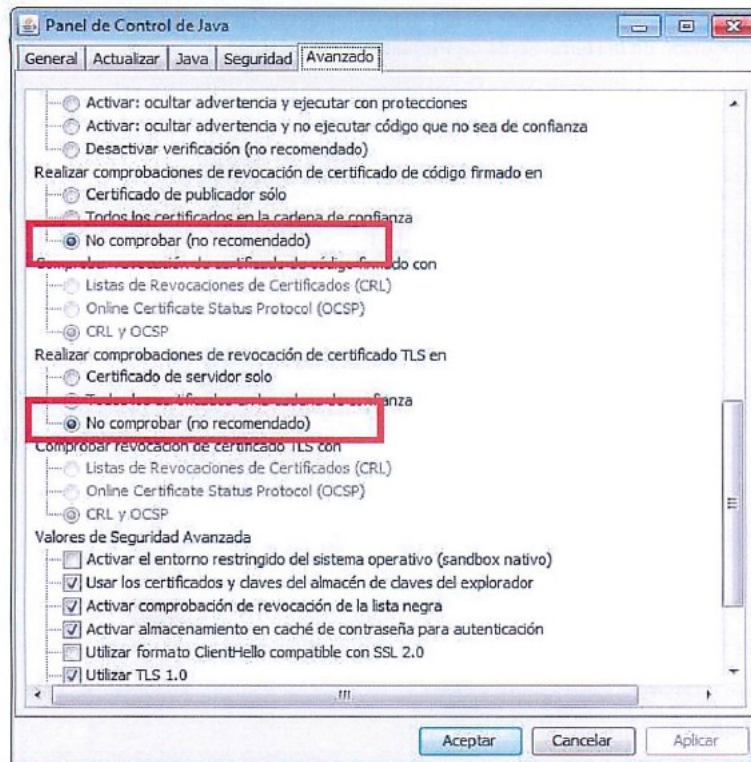
2.2.2.3.1.1 Problems when trying to download the Tool

There are certain automatic updates to Java that, in a manner that may not be noticeable for the user, perform modifications to the settings on your local computer that could prevent the Tool for Preparation of Tenders from running.

If you see the following messages when you click on the Prepare Tender/Request for Participation in My Tenders, or on the Reply link in My Communications:



we recommend that you should go to the Java control panel and modify the following settings:



NOTE: If you continue to see the same message, we recommend that you should review the technical requirements described at the beginning of this guide, or else contact licitacionE@hacienda.gob.es

2.2.2.3.1.2 Problems when trying to sign

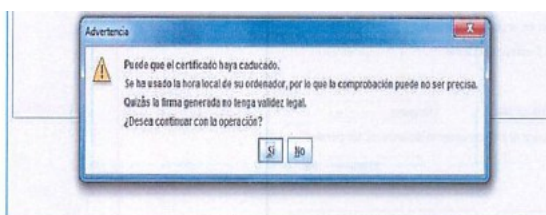
2.2.2.3.1.2.1 Certificate storage empty

If the tenderer is trying to sign without having a certificate installed in the browser, the Tool will not open the pop-up window used for selecting certificates. Please import/install the certificate into your browser.

If you have performed the operation described above but are still having problems when trying to sign the documents, contact licitacionE@hacienda.gob.es.

2.2.2.3.1.2.2 Signing with an expired certificate

If your electronic certificate has expired but you are unaware of this, you will get the following error message when trying to sign using the Tool (Figure 11c):

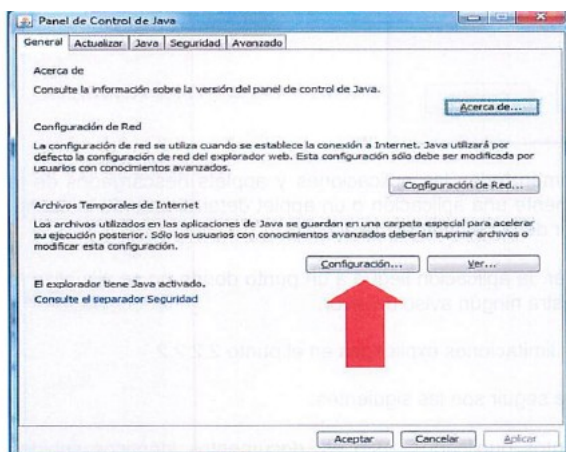


(Figura 11c: advertencia de certificado caducado).

2.2.2.3.1.2.3 Size of the tender

It may be the case that the individual size of each of the documents that must be signed is less than 5 MB, which means that the Tool should allow them to be signed, but nevertheless you are unable to complete signing of a document. This could be due to the fact that the total size of the tender does not leave enough space in the memory of the Java virtual machine to complete the task.

If this occurs, we recommend that you should clear the Java memory cache. To do this, go to the Java control panel and using the General tab, click on the Settings button located in the Temporary Internet Files section.



This will cause the Settings for Temporary Files box to appear.



Click on the Delete Files button, and the following dialog box will then be displayed:



When you click on Accept, all the downloaded applications and applets will be removed from the cache. If you only want to delete one specific

application or applet from the cache, you can do this from the General tab using the View button.

It may also be the case that when you try to sign, the application arrives at a point where the signature is not displayed, but there is no error notice displayed either.

This is caused by the limitations explained in point 2.2.2.2.

In this case, you should follow these recommendations:

- All duplicated documents, that is, identical documents uploaded more than once, can be replaced by a single document by indicating where the original was uploaded. For example, if the contracting body has requested the ESPD document three times, upload it just once, and then for the other times, explain where the first document uploaded is found.
- Scanned documents (deeds, documents signed by hand, etc.):

You should try to scan these at the lowest resolution possible, but while also ensuring that the documents can be properly viewed.

NOTE: The Public Sector Contracting Platform can make use of a small application that helps reduce the size of PDF documents. You can request this at licitacionE@hacienda.gob.es

- Catalogues stored on the Internet:

If catalogues stored on the Internet are requested during the tendering, it is not essential to include these. Instead, it is sufficient to include a document indicating where the catalogue is stored and how it can be downloaded.

NOTE: Always consult the Specification Document. You can also ask the contracting body about whether this can be done for the catalogue.

- Plans, maps or blueprints:

If plans, maps, or blueprints must be included, this can potentially increase the total size of the files that need to be signed. If you find that it is impossible to upload these, consult with the contracting body about the possibility of sending them in some other way.

See point 5.5.

2.3 Access to the Electronic Tendering Tool

Access to the Tool for Preparation and Submittal of Tenders is different depending on the type of procedure involved.

2.3.1 Procedures WITHOUT invitation

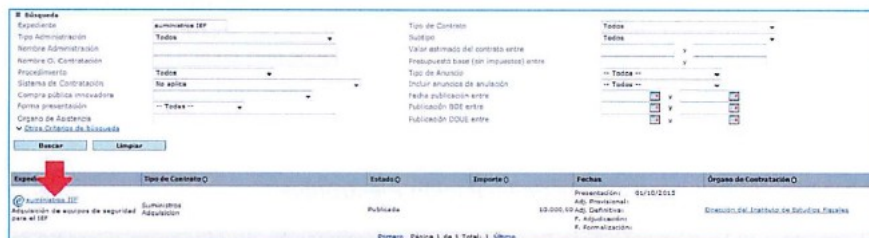
If the procedure begins with publication of a call for tenders and the specification documents (not with an invitation to tender), as in the case of open, restricted, negotiated with publication, and competitive dialogue tenders, the process for accessing the Tool consists of the following steps:

1. The tenderer searches for tenders published on the Platform (Figure 12). For more information about how to navigate within the Platform, see the 'Guide for Economic Operators'.



(Figura 12: búsqueda de licitaciones en la Plataforma).

2. A specific procedure is selected from the search results (Figure 13). Those preceded by the @ symbol are electronic procedures.



(Figura 13: Acceso a una licitación concreta desde la búsqueda de licitaciones).

3. Once inside the details for the procedure, it must be added to 'My Tenders' by clicking on the 'Add this Tender to My Tenders' link (Figures 14 and 15).

NOTE: If you are viewing the Platform as an anonymous user you will not see this option.

My Tenders represents the set of contracting procedures that are of interest to a tenderer. Enterprise users receive notices by email when updating occurs to one of the tenders they are interested in. You can find more information in the 'Guide for Economic Operators'.

NOTE: The option to add a tender to My Tenders is only available to registered users. If you are viewing the Platform as an anonymous user you will not see that option.

Si lo desea podemos enviarle cualquier novedad que se produzca sobre esta licitación mediante nuestro servicio «Mis Licitaciones». [Añadir esta licitación a «Mis Licitaciones»](#)

Datos Solicitar información Pasos/acciones realizadas

Licitación
 Expediente: suministros SEF
 Tipo: Suministros
 Subtipo: Adquisición
 Título: Adquisición de equipos de seguridad para el SEF

Compra pública innovadora: No
 Importe: 10000,00 Euros
 Lugar de Ejecución: España - ES ESPAÑA
 Órgano de Contratación: Dirección del Instituto de Estudios Fiscales

Procedimiento: Abierto
 Trámite: O-Enlace
 CPV: 33000000-Equipo de seguridad, extinción de incendios, policía y defensa.

Clasificación Exigida:

Recepción de ofertas: 01/10/2015 19:00 Apertura de ofertas: 01/10/2015 23:00

(Figura 14: Añadir licitación a Mis Licitaciones I).

Si lo desea podemos enviarle cualquier novedad que se produzca sobre esta licitación mediante nuestro servicio «Mis Licitaciones». [Añadir esta licitación a «Mis Licitaciones»](#)

Datos Solicitar información Pasos/acciones realizadas

Licitación
 Expediente: suministros SEF
 Tipo: Suministros
 Subtipo: Adquisición
 Título: Adquisición de equipos de seguridad para el SEF

Compra pública innovadora: No
 Importe: 10000,00 Euros
 Lugar de Ejecución: España - ES ESPAÑA
 Órgano de Contratación: Dirección del Instituto de Estudios Fiscales

Procedimiento: Abierto
 Trámite: O-Enlace
 CPV: 33000000-Equipo de seguridad, extinción de incendios, policía y defensa.

Clasificación Exigida:

Recepción de ofertas: 01/10/2015 19:00 Apertura de ofertas: 01/10/2015 23:00

Se va a añadir la licitación con número de expediente suministrado SEF a la lista de licitaciones de su interés («Mis Licitaciones»). La Plataforma de Contratación del Estado le enviará cualquier novedad que se produzca sobre la misma.

Aceptar Cancelar

(Figura 15: Añadir licitación a Mis Licitaciones II).

4. Once the tender to **My Tenders** you will can go there and select it (Figure 16). Once inside the details for the tender, click on the 'Preparation of Tender / Request for Participation' link (Figure 17).

Inicio Licitaciones Perfil Contratante Mis Licitaciones Mis Comunicaciones Editar Perfil Editar perfil

Búsqueda de Mis Licitaciones
 Expediente:
 Órgano de Contratación:
 Procedimiento:
 Órgano de Adjudicación:

Buscar Limpiar

Tipo de Contrato:
 Valor estimado del contrato entre forma presentada:

Expediente	Título	Órgano de Contratación	Estado	Fecha de Publicación	Fecha de Última Modificación	Impugnación
25/04/2016-1	Adquisición de equipos de seguridad para el SEF	Dirección del Instituto de Estudios Fiscales	Publicada	01/10/2015	27/09/2015	Elaborar

Página 1 de 1 Total: 1

(Figura 16: Acceso al detalle de la licitación desde Mis Licitaciones).

Licitaciones Búsqueda Detalle

Esta licitación está incluida en la lista de licitaciones de su interés «Mis Licitaciones». La Plataforma de Contratación del Estado le enviará cualquier novedad que se produzca sobre la misma. [Eliminar esta licitación de «Mis Licitaciones»](#)

Datos Solicitar información Pasos/acciones realizadas

Expediente: 25/04/2016-1
 ADMINISTRACIÓN GENERAL DEL ESTADO > Ministerio de Hacienda y Administraciones Públicas > Subsecretaría de Hacienda y Administraciones Públicas > D.G. del Patrimonio del Estado > S.G. de Coordinación de la Contratación Electrónica

Licitación electrónica: [Preparar oferta/solicitud de participación](#)
[Tablon de Licitacion](#)

Órgano de Contratación: Subdirección General de Coordinación de la Contratación Electrónica

Estado de la Licitación: Evaluación Previa

Objeto del contrato: Mejores Sistema Licitación Electrónica

Presupuesto base de licitación: 100000,00 Euros

Valor estimado del contrato:

Tipo de Contrato: Servicios

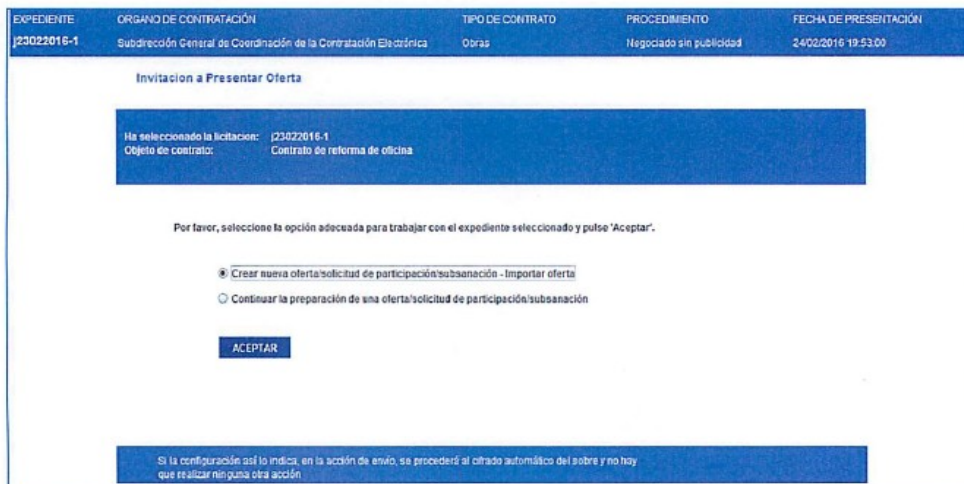
Código CPV: 72000100-Servicios TI: consultoría, desarrollo de software, internet y apoyo

Lugar de Ejecución: España - ESPAÑA

Procedimiento de contratación: Basado en Acuerdo Marco

(Figura 17: Acceso a la herramienta desde enlace Preparar oferta/solicitud de participación en Mis Licitaciones).

5. The Tool will automatically start up on the local computer (Figure 18), and the information that the contracting body recorded during Configuration of the Tender for the procedure will be recovered. This information was also released via publication of the call for tenders and specification documents.



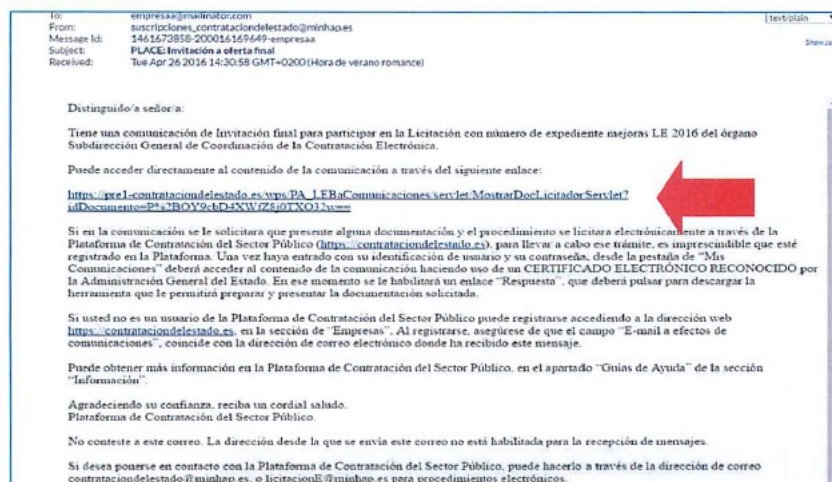
(Figura 18: Portada de la herramienta).

NOTE: If you are having problems when trying to download the Tool, this may be caused by not having the 'jnlp' file type associated with the Java program. To fix this issue you will need to perform a modification using your computer's control panel, as described in point 2.2.2.

2.3.2 Procedures WITH invitation

If the procedure began with an invitation to the candidate to submit a tender (not by publication of a call for tenders or specification documents), as is the case in procedures based on a framework agreement, or those of the negotiated without publication type, or minor contracts, the following steps must be used to access the Tool:

1. The tenderer receives an email at the address used for purposes of communications, to inform the tenderer that it has received an invitation to submit a proposal (Figure 19).
2. In order to view the contents of the notification along with the specification documents, you can either:
 - a. View the contents of the notification directly at the link found in the email itself (Figure 19).



(Figura 19: Correo con acceso al contenido de la comunicación).

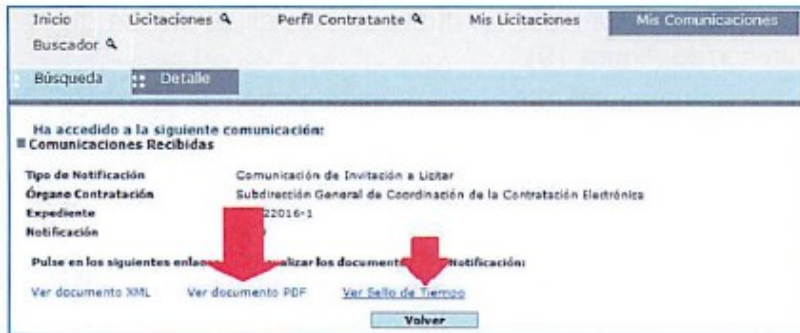
b. If you cannot access the contents of the notification directly from the email itself, you can access them via My Notifications, by locating the invitation (Figure 20) and then clicking on the Access link.



(Figura 20: Acceso a la herramienta desde Mis Comunicaciones).

In this case, in order to view the contents of the notification you must possess a recognised electronic certificate.

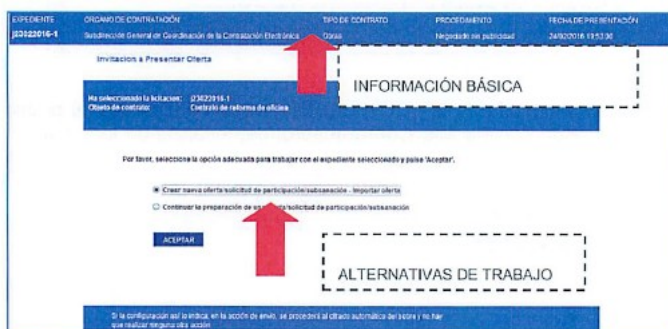
Once you have accessed View PDF Document (Figure 21), the system will display the notification, which will allow you to view the details about the procedure and download the specification documents and any other complementary documentation, using the links provided for that purpose.



(Figura 21: Descarga del contenido de la comunicación y el sello de tiempo).

3. Once you have viewed the notification using either of the two methods described, the Reply link becomes activated. This allows you to download the Tool for Preparation and Submittal of Tenders, in the same manner as done for procedures without invitation, as seen in Figure 22.

NOTE: It is possible that the Economic Operator will see No Reply instead of the Reply link. This either means that a non-electronic procedure is involved (and therefore that use of the Tool is not possible) or that the notification involved does not require a response from the tenderer.



(Figura 22: Portada de la Herramienta correspondiente a una Invitación a presentar Oferta).

2.4 Description of the Tool

The Tool is generated for each tendering and phase of the procedure. Therefore, the documentation required will vary depending upon the case file and also upon the phase (it will not ask for the same information to be submitted in relation to a repair as it will in relation to an invitation to submit a proposal).

Nevertheless, the way the information is organised and the actions that can be taken are located in the same positions and they perform the same functions. Therefore, once you become familiar with the Tool, you can use it to submit any documentation at the Public Sector Contracting Platform within the context of an electronic procedure.

The Tool consists of a main screen (Figure 22) that displays:

- Basic information about the tendering:
 - o Case file
 - o Contracting body
 - o Contract type
 - o Procedure
 - o Date (deadline) for submittal
 - o Type (invitation to prepare tender, repair, request for documentation, etc.)
 - o Subject matter of the contract
- Work options:
 - o Create new tender / request for participation / repair - Import tender
 - o Continue with preparation of a tender /request for participation / repair

The first time you download the Tool onto your computer, it will only be possible to create a new tender / request for participation / repair or to import the tender or documentation that has been produced on another computer.

The 'Continue' option is only activated if the Tool has been downloaded at least once before on the same computer. Select that option if you want to continue working on the tender, using the contents that have already been completed up until then. If you want to delete what has already been done, you must select 'Create'.

NOTE: The Tool is downloaded on the local computer, which means that only the work you have performed on that same machine is taken into account. For example, if you previously worked on computer 1 but later you download the Tool onto computer 2 in order to continue working on the tender, you will need to export the tender from computer 1 by saving it onto some sort of device (USB drive, DVD), then import it onto computer 2. If you do not want to save what has already been done, just select 'Create' instead of importing it onto computer 2.

Select the option you want and then click on 'Accept'. The application will automatically go to the screen seen in Figure 23.



(Figura 23: Aspecto del interior de la Herramienta).

This internal part of the Tool for Preparation and Submittal of Tenders consists of the following areas:

- The Categories are displayed vertically on the left side. Each of these refers to a block of information that will be recovered, although some must also be entered, depending on the particular case:

1. Tender data: basic data for that case file.
2. Tenderer data: displays information about the enterprise. The name of the legal representative(s) must be entered.
3. Authorisations: to approve or deny authorisation for the competent body to view information held by third parties.
4. Lots: used only if the subject matter of the contract is divided into lots.
5. Envelopes: shows the contents of the envelopes and what must be provided. These are arranged in alphabetical order based on the envelope identifier that the contracting body has specified. This category is used to allow documents to be signed.

- **The horizontal bars** display actions as well as the basic information (the same as on the main screen). The Actions (which cause functions to be executed) are displayed horizontally in the upper part:

- Hide Menu: this makes the categories no longer visible.

- Import Proposal: this allows information prepared on another computer to be brought up on the local computer. This is especially useful when tenders are being submitted by a joint venture (called a UTE in Spanish) or to continue with preparing a tender that was started on a different computer.

- Export Proposal: a copy of the information prepared is saved on the local computer so that it can then be imported onto another computer. This is essential when tenders are being prepared by a joint venture.

- Validate: this action checks whether any steps required in order to prepare and send the tender are missing (for example, a requirement has not been verified or a document has not been signed).

- Prepare Sending: makes it possible to submit the documentation. This in turn consists of multiple actions, which will be described further below.

The user does not need to prepare the tender in an uninterrupted manner. In fact, it is assumed that in most cases preparation of the tender will be discontinuous. If work on the tender has already been started, the main screen of the Tool will ask the tenderer if it wants to continue, as one of the possible work options.

NOTE: If preparation of the tender is going to be continued on a different computer, the portion completed on the first computer must be exported to a storage device and then imported onto the second computer. In order to keep what is being imported, always select the option 'Create new tender / request for participation - Import tender' on the computer that will be used to continue the preparation.

If the contracting body makes a correction to the call for tenders and specification documents, there are two circumstances that may result from this:

- If the tenderer has not yet started preparation of the tender, there is no impact.
- If the tenderer has already started preparing the tender, then the next time that user enters the Tool, the system displays a notice that a newer version now exists. The only option possible is to start a new preparation, otherwise the one submitted will not coincide with the most recent version of the specification documents.

WARNING: the Tool for Preparation and Presentation will not be available after the final date and time for submittal of tenders has passed. After that date, you will be able to view what has been submitted or prepare documentation corresponding to another phase (for example, repairs or requests for documentation). **Users are advised not to wait until the final hours of the process before downloading the Tool.**

This can cause technical difficulties not necessarily related to the functioning of the Tool or production of the tender, for example, inability to download the Tool because the user's company has restrictive settings on its system firewall.

3. Preparation of tenders

3.1 Initial issues

When the Tool starts up, certain warnings or messages may be displayed that can be confusing for the user.

Some of these are displayed below:



(Figura 24: Java no está instalado o no es la versión correcta).

SOLUTION: install the correct version of Java, or activate it if it has already been installed. The current version is 1.8. If you have any questions about this or are unable to administer/install software on your computer, contact your company's IT Department.



(Figura 25: Advertencia de seguridad).

SOLUTION: Click on the Continue button.

3.2 General description

As already explained above, the Tool is generated for each tendering and phase. In other words, the contents of the Tool will differ for each procedure or even for each phase of the same procedure. However, the way that the documentation/tenders are prepared is similar in all cases. This means that the explanations provided below apply to preparation of any type of response being submitted by the tenderer to the competent body within the context of a contracting procedure (tenders, repairs, or requests for documentation).

In general, preparation of documentation using the Tool involves verification by the tenderer of everything being requested by the contracting body, whether this means entering some text or values, providing authorisation for viewing the tenderer's information in third-party systems, or attaching and signing documents.

In particular, preparation of the tender consists of using the Tool for the process of verifying all the prerequisites required for participation, as well as for submitting the economic proposal and, when applicable, the technical proposal.

One of the advantages of using the Tool to produce the tender is that it makes it possible to disconnect the user preparing the tender (commercial department) from the one signing it (the legal representative), and even from the one submitting it (the messenger). This is all possible thanks to the features that will be explained further below.

This guide will illustrate the basic procedure used to prepare tenders that include three envelopes (envelope with general documentation, envelope with criteria submitted for judgment of value, and envelope with criteria evaluated using a formula). However, there are multiple types of cases in relation to the envelopes and means used for verification.

NOTE: The Tool will indicate to the tenderer everything that must be verified, along with how this must be done (format, signature, in which envelope). Anything that does not appear in the Tool does not need to be provided. For example, if the contracting body has not defined a technical envelope, the tenderer does not need to attach a technical proposal.

This process also includes signing of any documentary evidence in cases where that is a compulsory requirement.

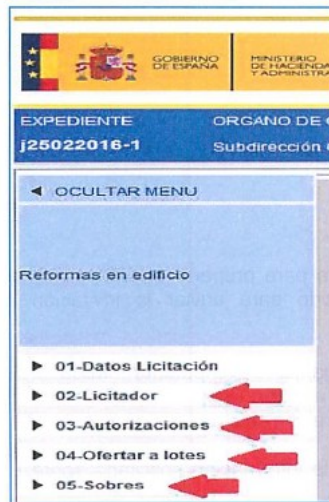
In general, information must be entered (or actions performed) in three categories (Figure 23), or four in cases where there are lots:

02-Tenderer: here you must enter the name, surname(s), and Tax ID Number (NIF in Spanish) of the legal representative, as well as the nature of the authorities delegated. You can also modify the information about your enterprise if any errors exist.

03-Authorisations: authorisation can be granted or denied for viewing your information appearing in third-party systems.

04-Tender for lots: the lot or lots that will be included in the tender must be selected. The Tool will take into account whether proposals must be submitted for all lots, or whether just one or some can be included.

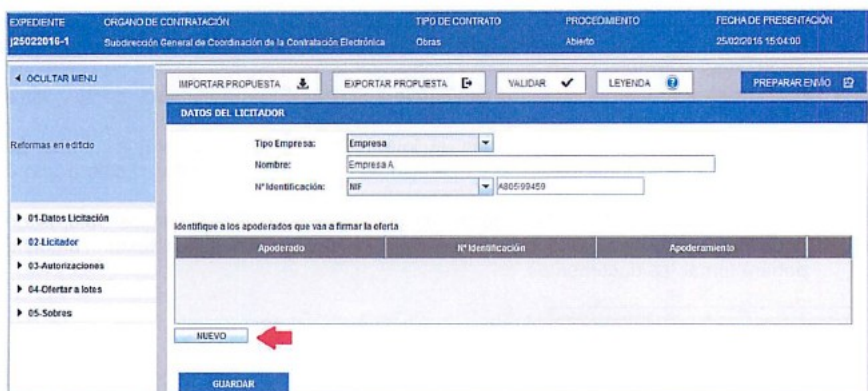
05-Envelopes: the tenderer must attach the documents and also enter values or text for any criteria/requests where this is required. The tenderer must also sign the documents.



(Figura 26: Categorías de la herramienta).

3.3 Tenderer category

This category is accessed by clicking on the category 02-Tenderer in the side menu. The window seen in Figure 27 is the one that will then open by default. In that window, clicking on the 'New' button will open up the form used to enter the legal representatives.



(Figura 27: Categoría licitador).

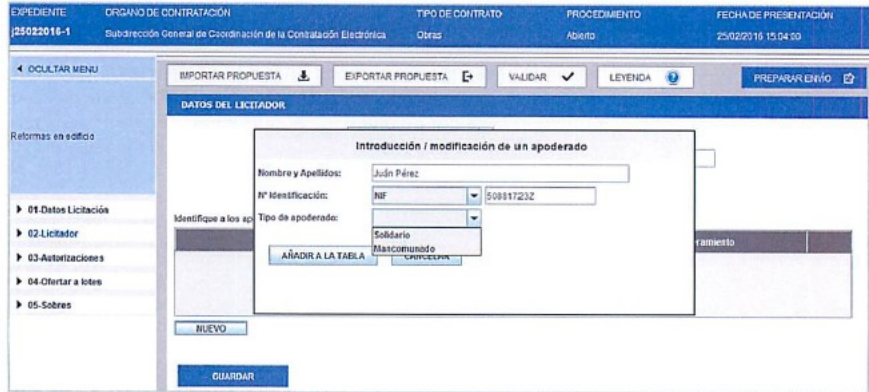
Information related to the enterprise is displayed in the upper part, specifically:

- Name of Enterprise
- Identifier

This is filled in automatically based on the user that has downloaded the Tool in order to prepare the tender, or the information that the competent body has entered in order to send the invitation to tender.

That information can be modified. For example, if the competent body enters the name of the enterprise incorrectly in the invitation to tender, then the user preparing the tender can modify the information in the Tool to ensure that the name of the enterprise is entered correctly.

Once that form has opened (Figure 28), the requested information regarding the legal representative can be filled in and added to the table.

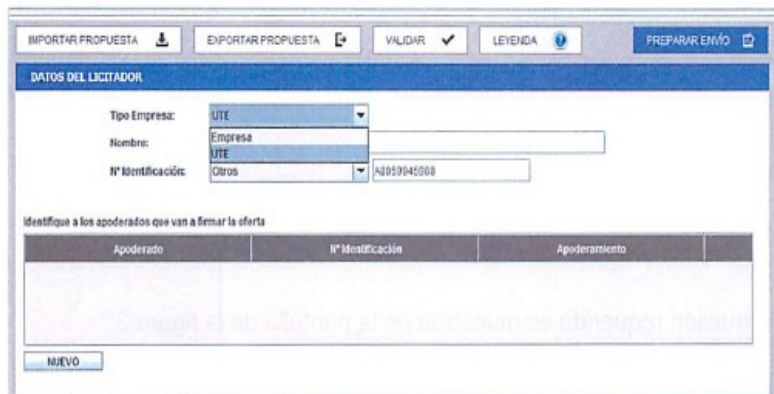


(Figura 28: Categoría licitador – Registro de la información del apoderado).

The actions described in this section can be repeated as many times as necessary if more than one representative must be entered.

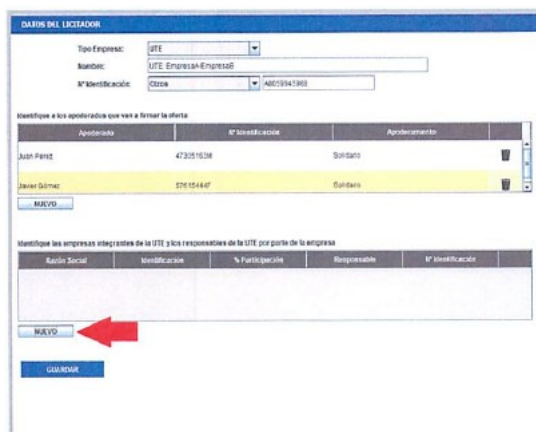
Once finished, you must click on 'Save' before selecting another category from the side menu.

If a joint venture is tendering, you must select the 'UTE' option in the enterprise type field, as seen in Figure 29.



(Figura 29: Categoría licitador – selección UTE).

Once that option has been selected, then in addition to details on the legal representatives who will be signing the tender, an additional section is displayed where the enterprises included in the joint venture must be entered. In order to do this you must click on the New button at the bottom of the window, as seen in Figure 30.



(Figura 30: Categoría licitador – alta empresa UTE).

The Tool then displays the form seen in Figure 31, where the information related to each enterprise that is part of the joint venture is entered, along with that enterprise's legal representative.

(Figura 31: Categoría licitador – formulario alta empresa UTE).

Once the required information has been entered, the screen seen in Figure 32 is displayed.

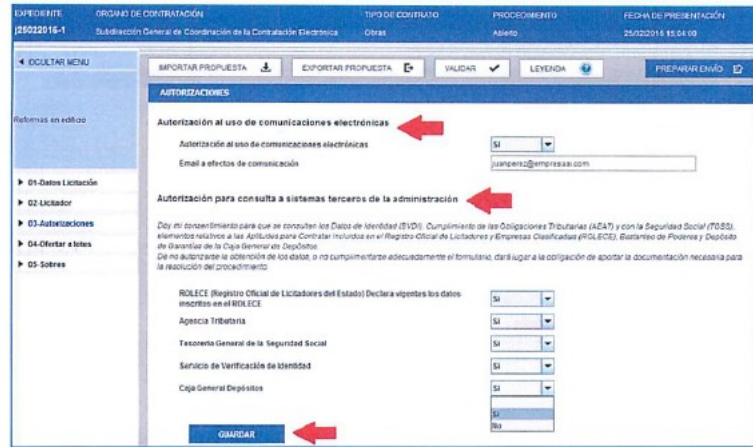
(Figura 32: Categoría licitador – visión final).

3.4 Authorisations category

The Authorisations category is accessed using the side categories menu. The system then displays a screen like the one seen in Figure 33. That screen must be used to select the type of authorisations being granted, both for use of

electronic communications and for access by the public entity to third-party systems.

NOTE: Authorisation or denial for viewing of information possessed by third parties takes place in the context of a specific contracting procedure, for the time period during which that procedure lasts.



(Figura 33: Categoría Autorizaciones).

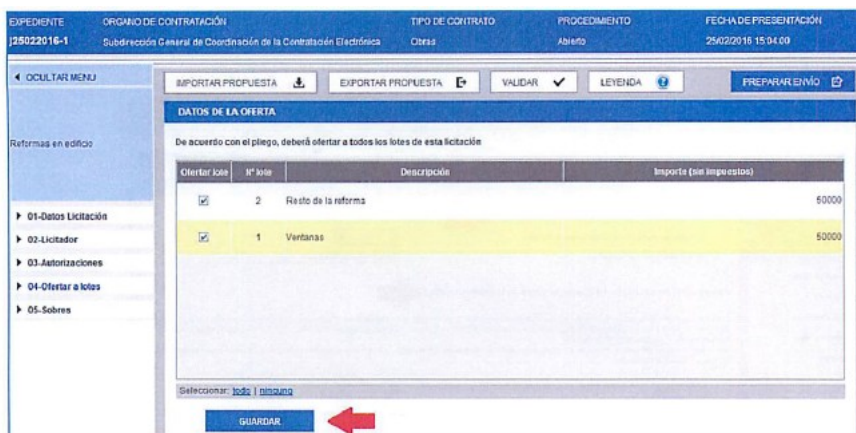
Before selecting another category or action, you must save your modifications by clicking on the 'Save' button.

3.5 Lots category

This category is used to select the lots for which the tender will be submitted (Figure 34). You must keep in mind that the contracting body can establish a series of rules:

- Compulsory tendering on all lots
- Compulsory tendering on just one lot
- Tendering on one or some lots allowed

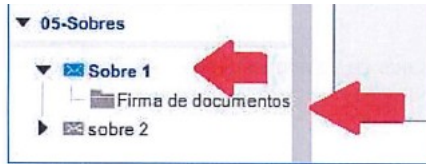
The application will restrict the possible selections that the economic operator can choose.



(Figura 34: Categoría lotes – Selección de los lotes a los que licitará).

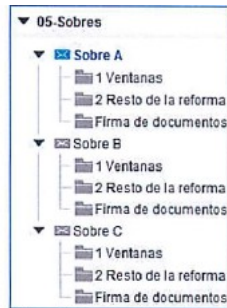
3.6 Envelopes category

This category is used to add everything being requested into each envelope and to sign the documents. When this category is selected in the side menu, the envelopes will appear as seen in Figure 35, arranged in alphabetical order based on the name that was given to them by the contracting body when they were defined.



(Figura 35: Categoría Sobres – Contenido y opción de firma de documentos).

If the tendering is divided into lots, the information required for each lot must be completed in the various envelopes (Figure 36).



(Figura 36: Categoría lotes).

There are two views available for envelopes of the general documentation type and administrative envelopes:

Documents View (Figure 37): shows the tenderer the documents that must be submitted.

Visualización por documento
 Visualización por requisito

Documentos que acreditan el cumplimiento de requisitos

Documento	Requisito que acredita	Información	Documento subido	Estado
Declaración responsable (Formato solicitado: WORD)	* Cumplimiento con las obligaciones tributarias * Cifra anual de negocio * Capacidad de obrar * No prohibición para contratar * Cumplimiento con las obligaciones con la Seguridad Social	Plantilla		●

(Figura 37: Vista documentos: ¿qué tengo que presentar?).

Requirements View (Figure 38): Shows the candidate the requirements that must be fulfilled. This view includes not only requirements that must be verified using documents, but also those requiring entry of values or texts or granting of authorisation to view information in third-party systems.

Visualización por documento		Visualización por requisito		
Requisitos previos de participación				
Tipo	Descripción	Tipo acreditación	Acreditación	Estado
Cumplimiento con las obligaciones tributarias	El candidato deberá acreditar el cumplimiento de las obligaciones tributarias mediante declaración responsable	Documento		●
No prohibición para contratar	Se deberá acreditar que no está incurso en ninguno de las prohibiciones para contratar que establece el RCL 3/2011	Documento		●
Clasificado	C14 - Demoliciones: (Desde 360 000 Euros hasta 640 000 Euros); C15 - Estructuras metálicas: (Desde 840 000 Euros hasta 2 400 000 Euros); C21 - Estructuras de fábrica u hormigón: (Desde 120 000 Euros hasta 360 000 Euros)	Sistema de terceros		●
Otros documentos a incorporar en el sobre				
Documento	Información	Documentos subidos	Estado	
Declaración responsable con anexos (Formato estándar PDF)			●	

(Figura 38: Vista requisitos – ¿qué condiciones he de cumplir?).

Documentos que acreditan el cumplimiento de requisitos				
Documento	Requisito que acredita	Información	Documento subido	Estado
Declaración responsable (Formato estándar WORD)	* Cumplimiento con las obligaciones tributarias * Cifra anual de negocio * Capacidad de obrar	Plantilla		●
	* No prohibición para contratar * Cumplimiento con las obligaciones con la Seguridad Social			

(Figura 39: Plantilla v enlace al anexo de documentos).

As seen in Figure 39, the system allows the tenderer to download templates/programs provided by the contracting body for production of documents or tenders.

NOTE: Clicking on the Template link allows these to be downloaded to your local computer and filled out according to the requirements established by the competent body. Keep in mind that these templates tend to correspond to the annexes that appear on the final pages of the specification documents.

To attach a document (whether based on a template or freely structured), click on the corresponding link as shown in Figure 39, and the window seen in Figure 40 will appear.

Requisitos que se acreditan

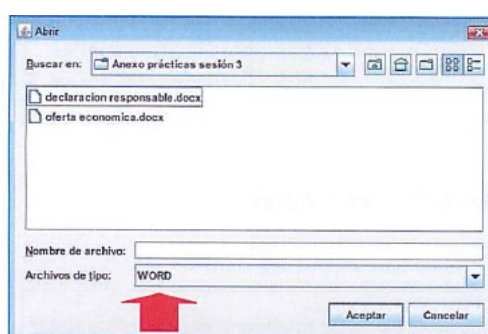
Cumplimiento con las obligaciones tributarias
Cifra anual de negocio
Capacidad de obrar
No prohibición para contratar
Cumplimiento con las obligaciones con la Seguridad Social

Documento	Tamaño	Estado

[ANEXAR DOCUMENTO](#)

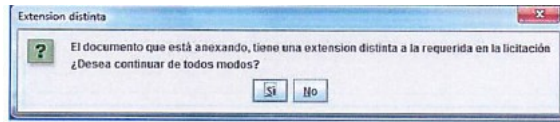
(Figura 40: Anexo de documentos).

The set of requirements that will be verified using that specific document are displayed in the upper part. Clicking on the 'Attach Document' button allows the browser to be used to select the document that must be attached (Figure 41).



(Figura 41: Selección del documento para anexas).

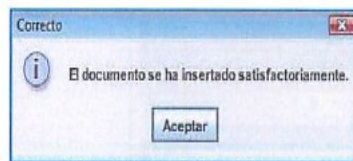
The system suggests the format for the documents that the tenderer must upload, based upon the format established by the contracting body during Configuration of the Tender.



(Figura 42: Selección del documento para anexar).

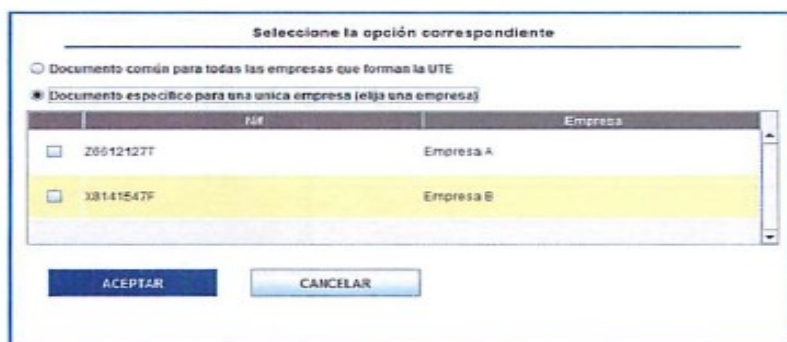
If the tenderer tries to upload a document in a format that does not coincide with the one requested by the contracting body, the system produces a warning (Figure 42). However, the attachment can still be completed by using the drop-down list for the Files of Type field as seen in Figure 43. The body responsible for evaluation will be in charge of deciding whether or not the document is acceptable.

Once the document has been attached, the system confirms that it has been added properly by displaying the following message.



(Figura 43: Mensaje de confirmación).

If the document is being presented by a joint venture (UTE), the screen seen in Figure 44 will be displayed, where it must be specified whether the document is being used in common for the entire joint venture or if it is specifically for one enterprise.

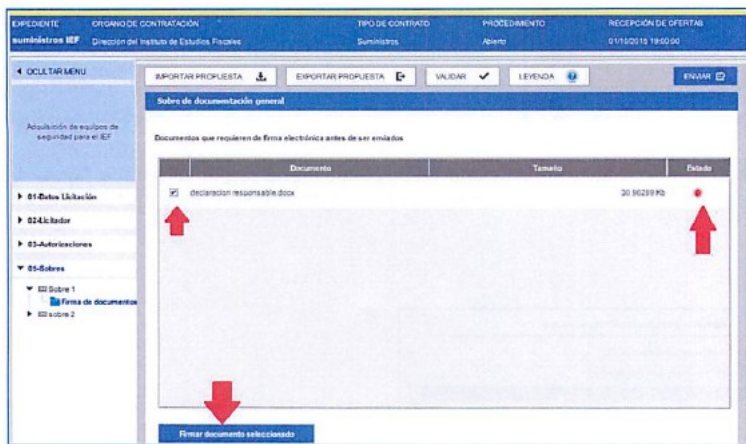


(Figura 44: Cargar documento UTE).

In cases where a required document is not common for the entire joint venture, but where instead each associated enterprise must upload its own document(s), then it is an essential condition that ALL of the enterprises must upload the pertinent document in order to satisfy that requirement.

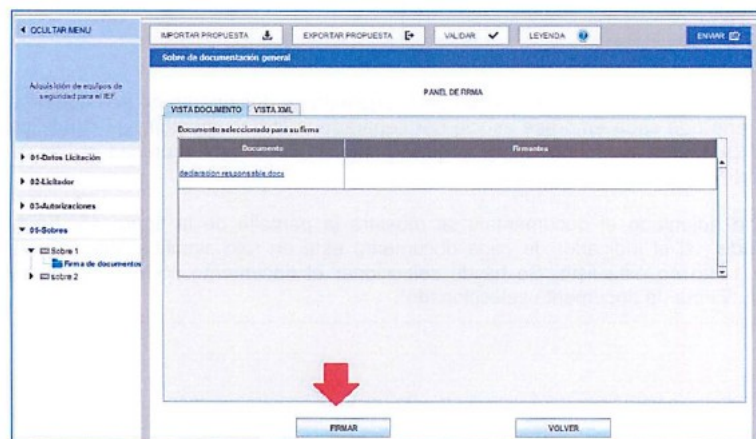
Once the document(s) have been attached, the screen seen in Figure 45 is displayed. If the indicator that is provided for each document in the 'Status'

column is red, it means that the document has not been signed and is therefore not ready. This means that you must select the corresponding document and then click on the 'Sign Selected Document' button.



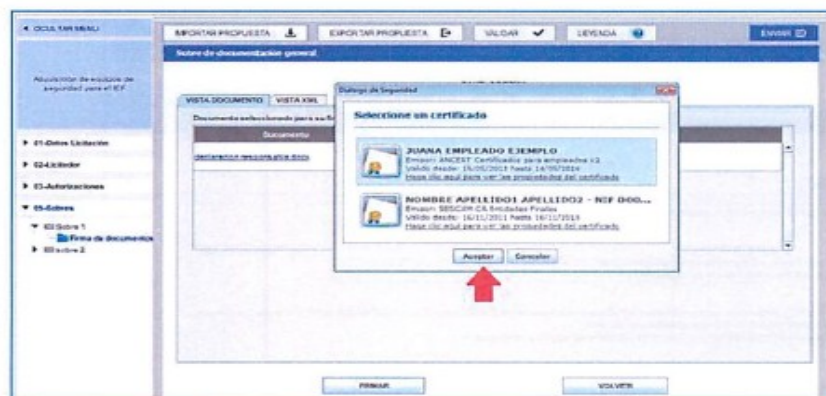
(Figura 45. Selección del documento para su firma).

When you click on that button, the Tool is prepared for signing of the document (Figure 46).



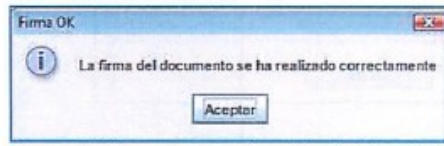
(Figura 46 Firma del documento).

The electronic certificates available are then presented (whether those from the browser or those stored on an encrypted card) (Figure 47).



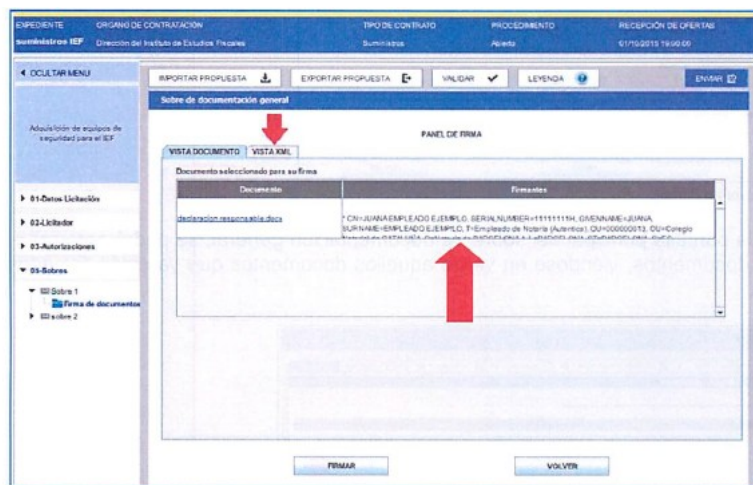
(Figura 47 Selección del certificado).

If the signature process is completed correctly, the message seen in Figure 48 is displayed.

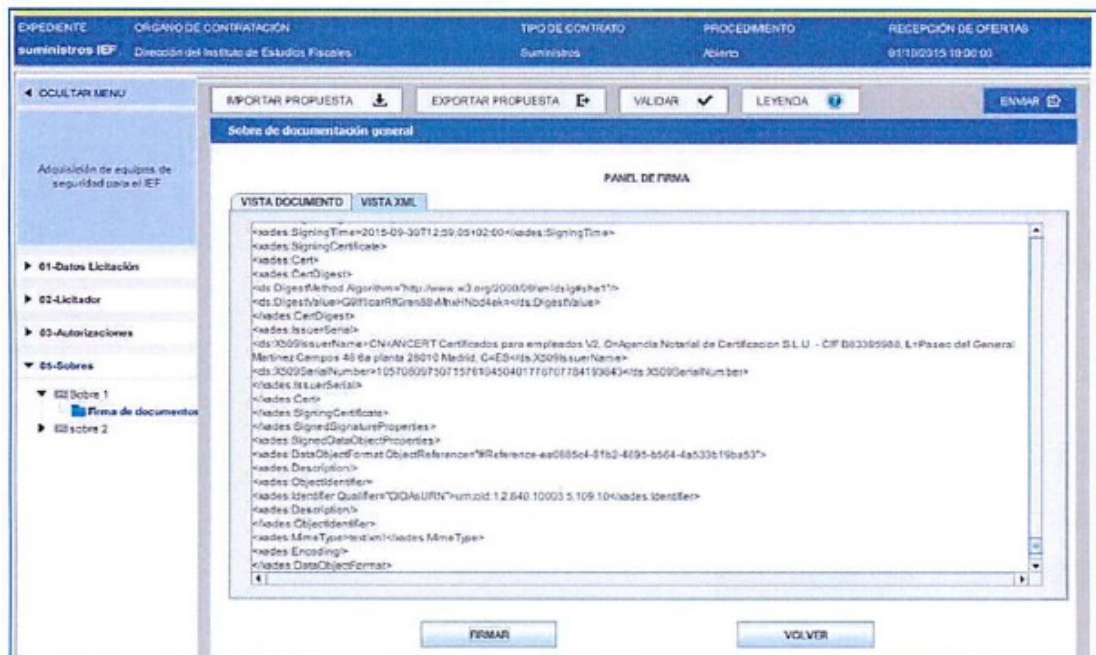


(Figura 48: Mensaje de confirmación de Firma del documento).

Once the signing is completed, the system shows the identity of the signatory (Figure 49). If you click on the xml view tab, you can view the signature in the XADES format (Figure 50).

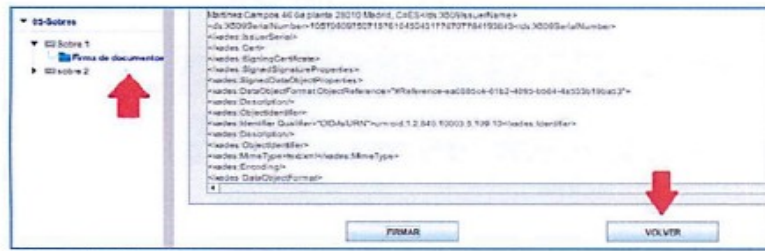


(Figura 49: Identidad del Firmante).



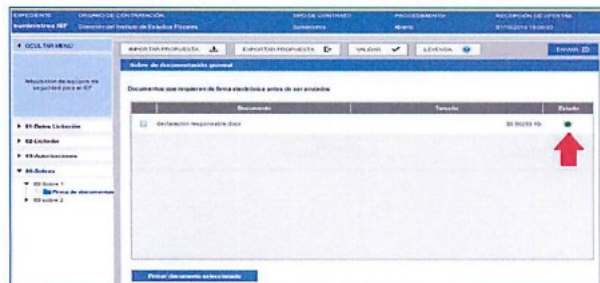
(Figura 50: Vista firma XADES).

To return to the list of documents for signing, click on the 'Back' button or on the 'Sign Documentation' link in the categories side menu.



(Figura 51: Vista Volver en Firma).

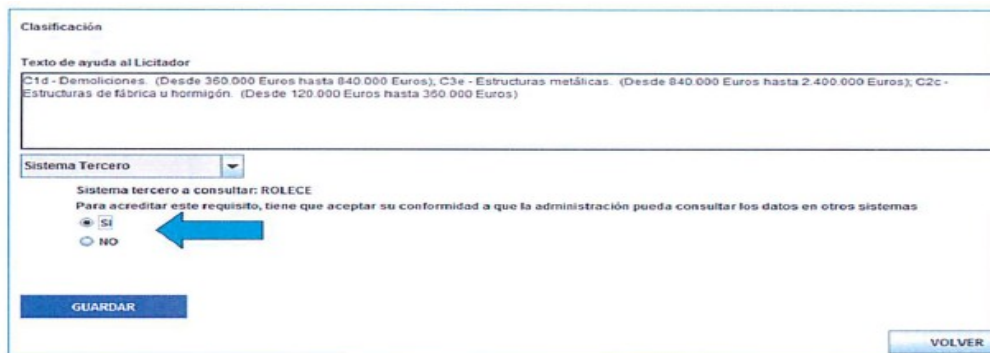
You will again be able to view the status of the documents on the main screen for the general documentation envelope, with the documents already signed showing a green indicator (Figure 52).



(Figura 52: Documento firmado).

NOTE: The Tool also allows the possibility of co-signing, that is, having the signatures of more than one signatory appear on the same document.

If a requirement must be verified by authorising viewing in a third-party system, this can be accessed from the Requirements View (Figure 39), then by clicking on the corresponding requirement (Figure 53).



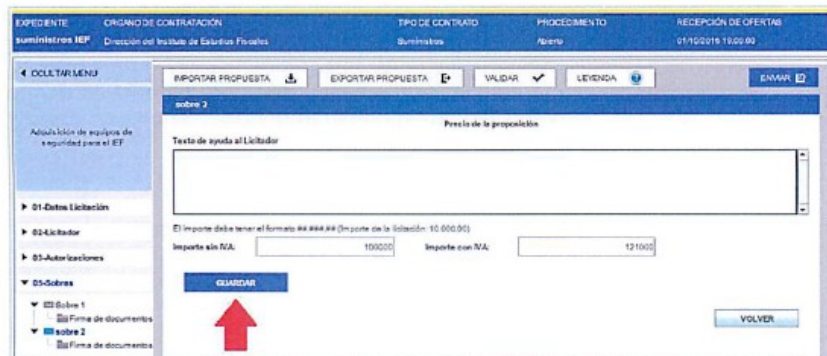
(Figura 53: Autorización para consultar sistema tercero: sobre de documentación general).

Preparation of the rest of the envelopes is very similar. For example, Figure 54 shows the contents of the envelope for criteria evaluated using a formula. Navigation to that envelope's contents has taken place by clicking on 'Envelope 2' in the categories side menu. As in the previous example, the system will display the options in the central frame.



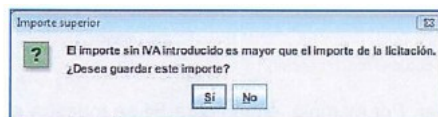
(Figura 54: Vista sobre económico).

If the awarding criterion is blue and underlined, this means that you must click on it in order to enter a value. In the example shown, this involves the price for a proposal. The Tool activates the boxes used to enter the amount both with and without taxes (Figure 55). Once these values have been entered, click on the 'Save' button.



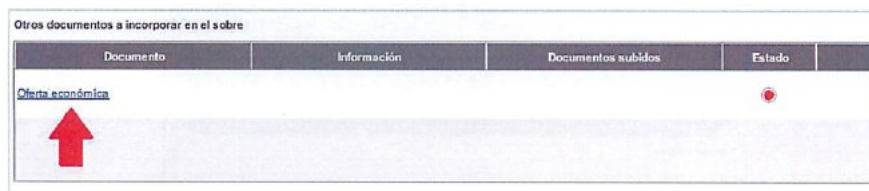
(Figura 55: Registro criterio precio).

The system checks the price entered for the proposal and displays a warning if it is higher than the baseline budget for the tender.



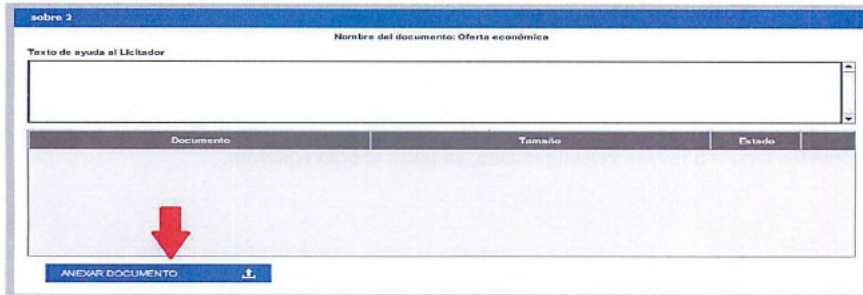
(Figura 56: Vista sobre económico).

Once the price has been entered and saved, you must then attach the economic proposal, as seen in Figure 57, clicking on the link in order to add the documentation.



(Figura 57: Vista Anexo oferta económica).

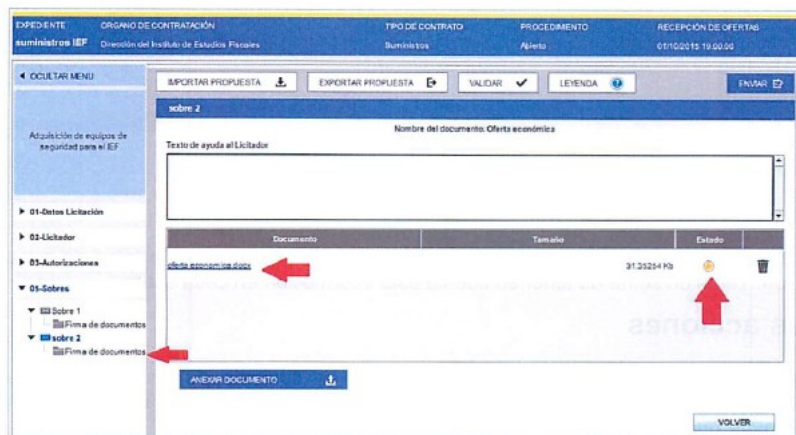
Click on the link to attach the document. The contracting body may have included instructions for the candidate in the 'Help Text for the Tenderer' box (Figure 58).



(Figura 58: Anexo oferta económica).

Once the document has been attached you can view the name of the file and its status. As seen in Figure 59, the status indicator for the document is yellow by default. This implies that it is not yet ready, since a signature is still required. To do this you must click on 'Sign Documents' in the side menu.

NOTE: In addition to adding one or more documents for each entry, you can also delete one or more documents by clicking on the trash can icon.



(Figura 59: Aspecto del documento oferta económica antes de su firma).

The process for signing the economic proposal in the Tool is the same as the one used for any other document, as described in Figures 45 through 53.

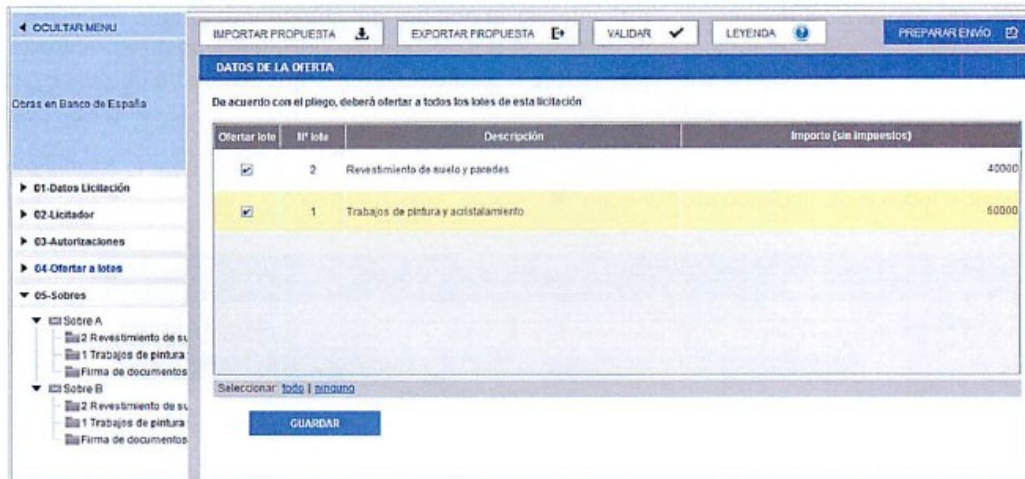
Once signed, the envelope for criteria evaluated using a formula is displayed with the validation indicators in green (Figure 60).



(Figura 60: Aspecto del sobre económico después de su firma).

3.7 Special case for lots

If the tender is divided into lots, the screen seen in Figure 61 will be displayed.



(Figura 61: Categoría Ofertar a Lotes).

The procedure is still similar to the one already described, but you must indicate which lot or lots are being submitted. This information must also be taken into account in each envelope.

4. Other actions

The upper part of the Tool allows a set of actions to be performed, which are displayed as buttons (Figure 63). All of these will be described in this section, except for **Prepare Sending**, which has its own specific section.



(Figura 67: acciones de la Herramienta).

4.1 Validate action

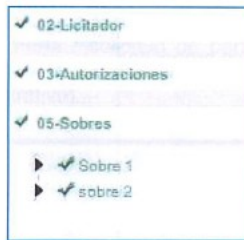
Once the required information has been recorded by entering text or values, or by uploading documents, it is very useful to perform the Validate action.

- The tenderer can use this action to verify, among other aspects, whether verification is missing for any requirements/criteria where it is required.
- This validation also includes verification that signatures exist on the documents where they are compulsory.

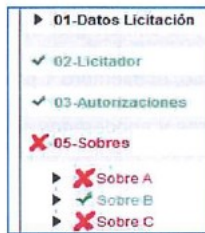


(Figura 63: Acción Validar).

All the categories that have been completed correctly will be displayed in green (Figure 64), but those appearing in red (Figure 65) still require some action to be completed (attaching or signing a document, or entering a value or text field for a requirement or criterion):



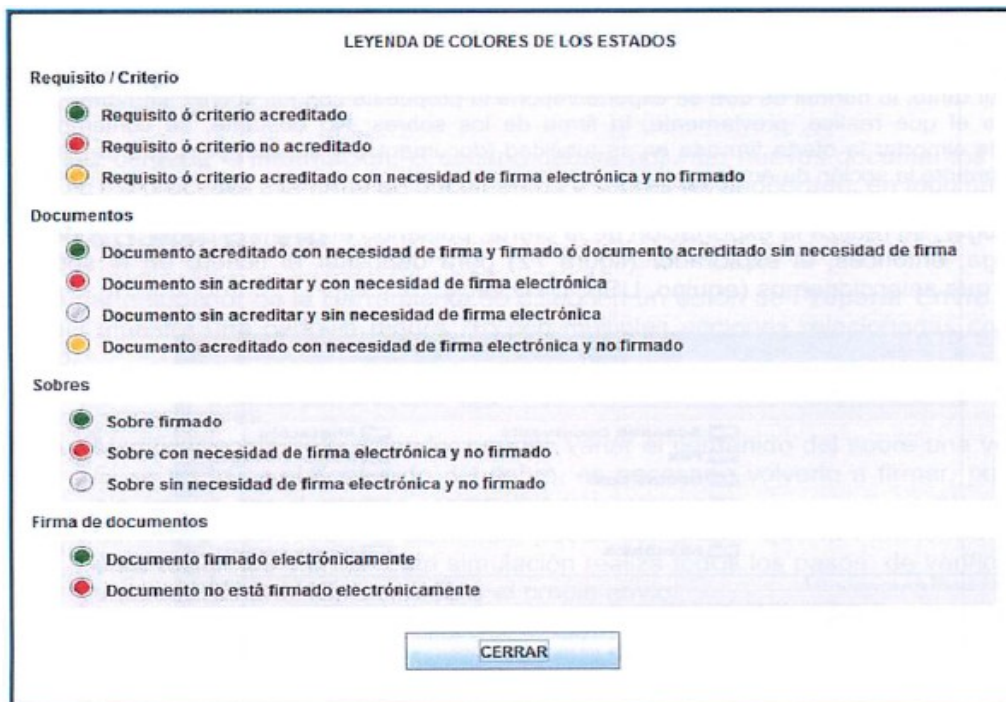
(Figura 69: Categorías debidamente cumplimentadas).



(Figura 70: Categorías no cumplimentadas).

4.2 Legend

The legend shows the meaning of the coloured indicators that are displayed next to requirements/criteria and documents for the envelopes (Figure 71), which indicate whether they have been properly verified.



(Figura 71: Leyenda).

4.3 Import / export tender

Importing / exporting of a tender serves the following purposes:

- It allows a tender to be prepared by the various members of a joint venture (UTE).

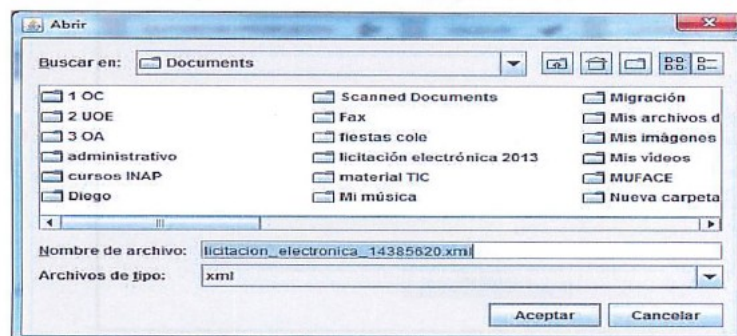
- It allows work on a tender to be continued using a different computer.
- It allows a tender to be sent to a legal representative for signing using that person's own means.
- It allows the signed tender to then be sent to the preparer (in cases where the legal representative decides not to be the one to submit it).

EXAMPLE 1: member 1 of the joint venture prepares its tender. It is then exported along with the signed documents. It is sent to member 2 by email (or by courier on some electronic storage medium). That member imports the tender, attaches its own documentation (for example, an individual classification certificate), and signs it along with another common document (for example, the economic proposal). Member 2 then exports it with the envelopes and with its own signature, so that member 1 can also sign the envelopes after importing them. Finally, member 1 performs the submittal. This procedure can be replaced by simply preparing the tender on just one computer. However, that would require all the preparers and legal representatives to hold a meeting in order to produce and sign the proposals as a group (the members cannot 'loan the electronic certificate').

EXAMPLE 2: A commercial officer from a company produces the tender in its entirety, but it still needs the signature of the legal representative. Since that person is away on a business trip and cannot be met with physically, the commercial officer exports the proposal and then sends it to the legal representative by email. The representative connects using the preparer's credentials (if she does not have her own) and downloads the Tool. She selects the 'Import Tender' work option on the Tool's main screen. Next she clicks on the 'Import Proposal' button, which loads the information into the Tool. She signs the documents and envelopes and then performs the submittal.

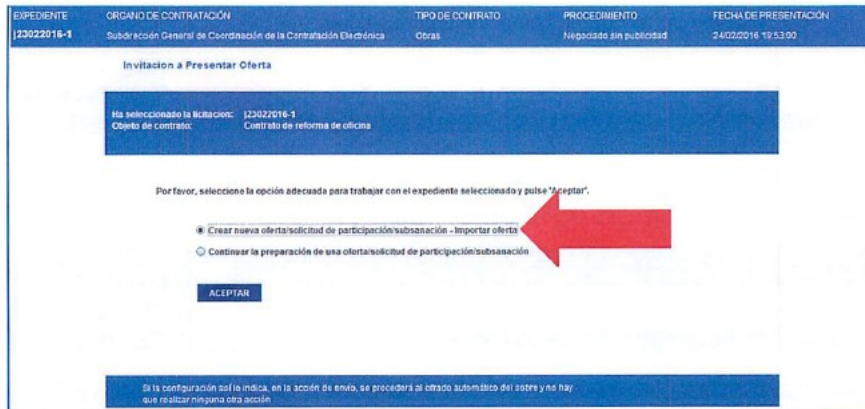
NOTE: The tender can be exported/imported as many times as necessary, with signatures included. The only thing you must remember is not to sign the envelope if any of the documents inside the envelope are missing signatures. The usual procedure is therefore to export/import the proposal with the envelopes still unsigned, with the person who performs the submittal being the one to sign them beforehand.

However, it is also possible to export a tender with all its signatures in place (documents and envelopes) so that someone else can just perform the submittal. First the tender is exported by clicking on the 'Export Proposal' button. The browser then opens up a window (Figure 72) so that the file can be saved on the electronic storage medium you select (computer, USB drive, DVD, etc.).



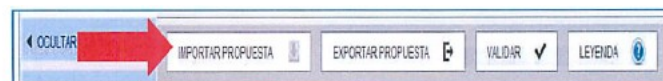
(Figura 72: Exportación de propuesta a un equipo local o dispositivo externo).

In all cases, the person receiving the proposal must select the work option 'Create proposal / Request for participation - Import tender' (Figure 73). Otherwise, the information received from someone else (such as another member of a joint venture, a commercial officer, or an administrator) will not be retrieved.



(Figura 73: Alternativa de trabajo Importar Oferta).

To finish the importing process, you must click on the 'Import Tender' button (Figure 74), so that the Tool is filled in using all the information received.



(Figura 74: Botón Importar Propuesta).

Once the information is loaded, the user must attach new documents (in the case of a joint venture), or else sign the documents and envelopes (the legal representative, in all cases).

5. Prepare Submittal

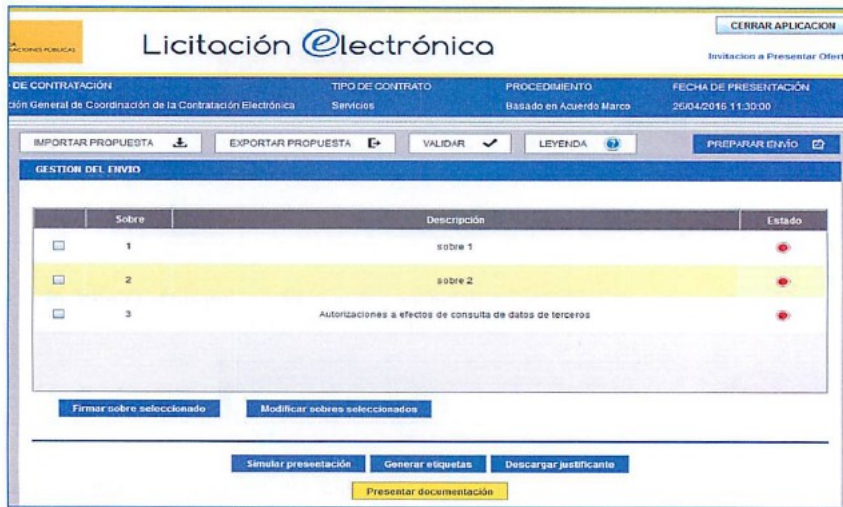
There is a 'Prepare Submittal' button in the upper part of the Tool (Figure 75), which causes a screen to be displayed with multiple actions related to the submittal itself (Figure 76).

- Sign envelopes
- Modify selected envelope: allows the contents of the envelope to be modified after signing. If the contents of the envelope are modified it must be signed again, since the initial electronic signature will no longer be valid.
- Simulate submittal: the candidate can verify that the Platform is activated for receiving tenders. This simulation performs all the verification steps for the documentation and encryption, except for the actual sending.
- Submit documentation: send the documents and automatically generate the receipt document. This step also encrypts the tenders, which is an essential requirement for the sending.

- Download receipt document: after the submittal has been performed the receipt document can be downloaded. However, when the sending occurs this document is also displayed on the screen so it can be saved or printed.
- Generate labels: in cases where an envelope is hand-delivered (for models or samples), the system allows labels to be generated for easy identification by the competent body performing the evaluation.



(Figura 75: Botón Preparar Envío).



(Figura 76: Acciones posibles de Preparar Envío).

5.1 Sign envelopes

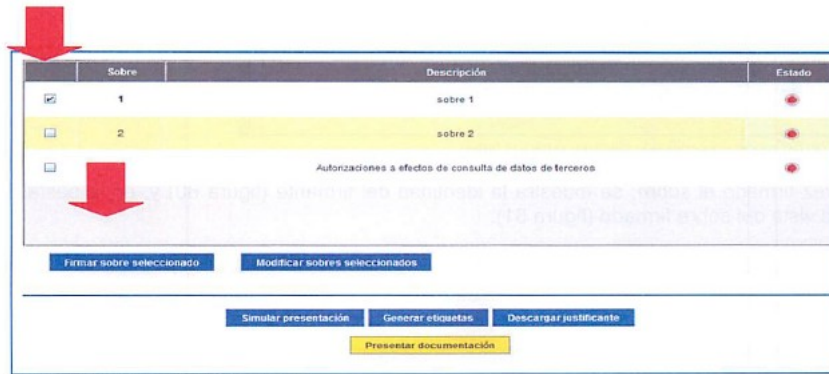
In general, submittal of documentation in envelopes will require each of the envelopes for the tender to be signed, including the one with authorisations for viewing information held by third parties. However, whether the signature is compulsory depends exclusively on whether the competent body has established that the signature is essential for tendering. In any case, the tenderer will know whether or not the envelope needs to be signed, because the 'Status' indicator will be red if the signature is required but has not yet been performed.

NOTE: Remember that if any aspect of the tender is missing, such as attaching a document or signing an envelope or a document, the Tool will not allow the tender to be submitted, but instead a notice about this will appear.

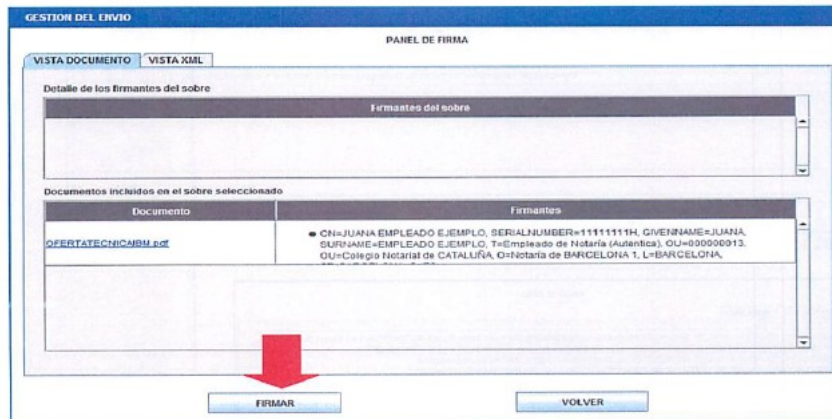
The signature process is similar to the one illustrated for signing a document. First, you must mark the checkbox for the envelope to be signed (Figure 77), then you must click on the 'Sign Selected Envelope' button. This will immediately take you to a second screen where you must click the 'Sign' button (Figure 78). You will then be required to provide the electronic certificate (Figure 79), and the signing will then take place.

It may be the case that the application will not allow you to sign, but there will not be any error displayed either. The cause for this is explained in point 2.2.2.2.

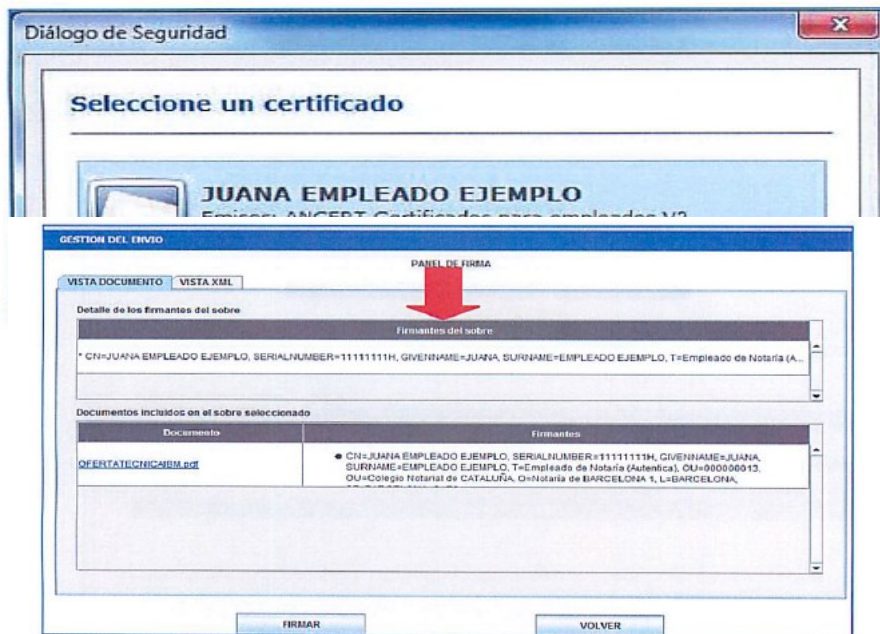
In this case, the size of the tender must be reduced by about 2 MB, since the total size is at the edge of the technical limit for Java. To do this, click on 'Modify Selected Envelope', perform the size reduction, and then sign the envelope again.



(Figura 77: Selección del sobre para su firma).

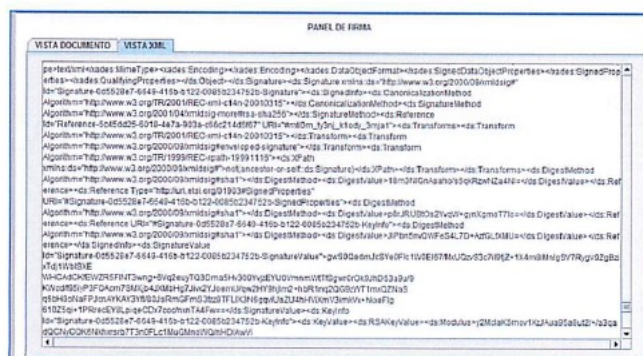


(Figura 78: Vista Firma del sobre con el contenido).




(Figura 80: Identidad del firmante del sobre).

Once the envelope has been signed the identity of the signatory is displayed (Figure 80), and the signed envelope can be viewed in the xml tab (Figure 81).



(Figura 81: Vista del sobre firmado).

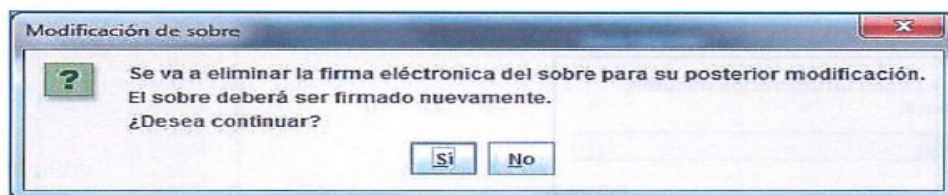
<input checked="" type="radio"/> Visualización por documento <input type="radio"/> Visualización por requisito		Documentos que acreditan el cumplimiento de requisitos		
Documento	Requisito que acredita	Información	Documento subido	Estado
Declaración responsable (Formato solicitado: WORD)	<ul style="list-style-type: none"> * Cumplimiento con las obligaciones tributarias * Cifra anual de negocio * Capacidad de obrar * No prohibición para contratar * Cumplimiento con las obligaciones con la Seguridad Social 	Planilla		

(Figura 37: Vista documentos: ¿qué tengo que presentar?).

NOTE: Various problems related to electronic signing and certificates have been described in the section on Technical Requirements. Please review that section if you are having any problems during the signing process.

5.2 Modify envelopes

The Tool allows the contents of an envelope to be modified (**Modify Selected Envelope** button) at any time before it is submitted. However, if the envelope you want to modify has been signed, you must first make the change and then sign it again, as the Tool itself will warn you (Figure 82).

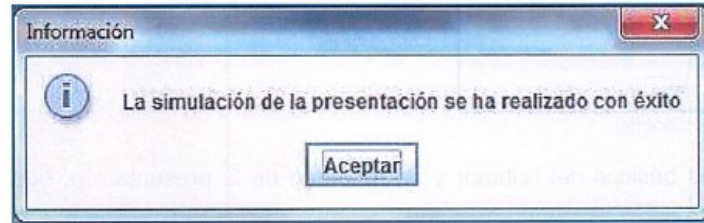


(Figura 82: Advertencia de modificación de sobre ya firmado).

5.3 Simulate submittal

The Tool allows you to verify whether the Public Sector Contracting Platform is available to receive your tender or documentation before you try to submit it. Remember that until you click the 'Send' button, the documentation remains on your local computer. This makes it useful to verify whether the servers are activated before trying to send.

Click on the '**Simulate Submittal**' button, and if everything is correct the Tool will notify you of the positive result (Figure 83). You can then proceed with sending of the envelopes.



(Figura 83: Resultado satisfactorio en la simulación de la presentación).

5.4 Submit documentation

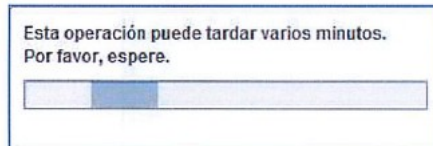
The action Submit Documentation causes sending of the tender/documentation that has been produced on the tenderer's local computer, so that it is then housed on the servers of the General Government Assets Office.

During the sending process the envelopes are encrypted, if that has been specified by the contracting body.

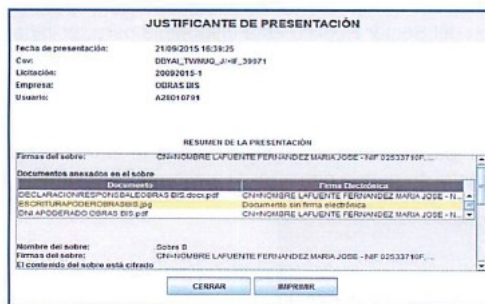
Encryption of the envelopes allows the confidentiality of their contents to be guaranteed. This provides a fundamental security layer to ensure safeguarding of the tenders, although there are other layers as well.

The action of encrypting the envelopes happens without being visible to the user sending the tender, since it is one of the core actions involved in submitting the envelopes.

NOTE: The contents of the envelopes cannot be viewed on the submittal receipt document if they have been encrypted. When you click on 'Submit Documentation', The system displays a pop-up window showing the advancement of the process (Figure 84), and finally the receipt document is displayed on the screen (Figure 85).



(Figura 84: Ventana emergente de avance del proceso en la presentación).



(Figura 85: Visualización en pantalla del justificante).

The receipt document contains the basic information for the tenderer and a summary of the submittal, which includes:

- The set of envelopes that make up the tender, including the one for authorisations.

- The contents of the envelopes (can be viewed as long as they are not encrypted).
- Signature for the documents and envelopes.

The receipt document can also be downloaded and printed (Figure 86), and it can be sent to the email address used for purposes of communications (Figure 87).

JUSTIFICANTE DE PRESENTACIÓN
PLATAFORMA DE CONTRATACIÓN DEL SECTOR PÚBLICO
Código seguro de verificación: D6SAG_QVJHU_VIDOT_15261

Fecha de presentación: 25/09/2015 13:39:42
 Número de expediente: 1-15092015
 Objeto del contrato: Obras de rehabilitación del edificio de la calle Antonio Gala, n 34
 Organismo de contratación: RET- 2 - Organismo de Contratación

EMPRESA
 Razón social: Reformas Tierra S.L
 Número de identificación: 12345678Z

RESUMEN DE LA PRESENTACIÓN

SOBRE A

Documentación incluida en el sobre:

- DNI_Apoderado_ReformasTierra.pdf
- Firmas(s):
 - CN=NOMBRE ESCUINAS TARIFA RAFAEL - NIF 30945127F, OU=701001944, OU=FNMT Clase 2 CA, O=FNMT, C=ES
- Plantilla_Poder_Notarial_ReformasTierra.pdf
- Escritura_Poder_ReformasTierra.pdf
- Declaracion_Responsable_ReformasTierra.docx
- Firmas(s):
 - CN=NOMBRE ESCUINAS TARIFA RAFAEL - NIF 30945127F, OU=701001944, OU=FNMT Clase 2 CA, O=FNMT, C=ES
 - Direccion_Carabalis_Bafama_Tierra_San...

(Figura 86: Documento PDF del justificante).

Estimado usuario,

Ha presentado una proposición para la licitación de número de expediente 1-15092015
 Puede descargar el justificante de presentación en <http://pe3.contrataciondelestado.es/pe3portalinicio/verificarCSV> utilizando el siguiente código seguro de verificación (CSV) D6SAG_QVJHU_VIDOT_15261.

Este correo ha sido autogenerated, por favor, no responda.

***** Aviso Legal *****

Este mensaje y cualquier fichero adjunto está dirigido únicamente a sus destinatarios y contiene información confidencial. Si usted considera que ha recibido este correo electrónico por error por el asunto, por el remitente o por cualquier otra razón, le informamos que cualquier revisión, alteración, impresión, copia o transmisión de este mensaje o de cualquier fichero adjunto está prohibida y puede constituir un acto ilegal. Por favor, notifique el error al remitente recordando a este e-mail y elimine el mensaje y su contenido inmediatamente. El Ministerio de Hacienda y Administraciones Públicas se reserva las acciones legales que le correspondan contra todo tercero que acceda de forma ilegítima al contenido de cualquier mensaje exterior procedente del mismo.

(Figura 87: Correo con el CSV del justificante).

The receipt document includes a Secure Verification Code (CSV in Spanish), which guarantees the integrity of the document by comparison at the Public Sector Contracting Platform (Figure 88).

Inicio Licitaciones Perfil Contratante Empresas Organismos Públicos **Verificar CSV** Información Contacto Buscador

Verificación CSV

Código Seguro de Verificación (*)

Escribe los caracteres que veas en la imagen

Esto nos ayuda a evitar que programas automatizados puedan obtener documentos en acciones no deseadas.

Los campos marcados con (*) son obligatorios.

Ver Documento Original Descargar Documento ENI Limpiar

(Figura 88: Verificación del CSV en la Plataforma de Contratación del Sector Público).

5.5 Generate labels

For procedures where any of the envelopes cannot be sent electronically because of their nature (models, samples, etc.), the Tool allows labels to be generated. These link the envelope's electronic fingerprint with the element that will be submitted for registration physically.

These labels cannot be generated until the sending has occurred.

When you click on the 'Generate Labels' button, the system sends the information needed to print the labels for the physical envelope to the printer.

5.6 Problems with submittal

5.6.1 Sending of documentation never finishes

There are two significant cases where an error can occur during sending:

- The simulation is correct, but sending of the documentation never finishes.

This case means that the connection with the platform is correct, but there has been some sort of error when entering the tender into it.

This can in turn produce one of two situations:

1. The platform displays a notice about a specific error.
2. The platform does not display any error notice, [but] the bar disappears or the wait time is longer than 10 minutes.

In either of those two cases, you must contact licitacionE@hacienda.gob.es to resolve the problem.

NOTE: For example, a joint venture has entered decimal places when describing its composition. The application will display a notice showing a FormatNumber error.

- The sending never finishes both during the simulation and the actual submittal.

There are in turn three cases that can cause this error:

1. The upload speed for the Internet connection is too slow.

The maximum time for sending documentation is 10 minutes. The formula that can be used to approximately determine whether your connection is fast enough is as follows:

$$t_{carga} = \frac{\text{Tamaño Licitación (KB)} \cdot 1.5(\text{tiempo en la Plataforma})}{\left(\text{Vel}_{carga}(\text{Mbps})/8\right) \cdot 1024/1.2(\text{pérdidas línea})}$$

[Translations for terms seen in formulas above and below:

carga > upload

seg > seconds

Vel > Speed

tamaño licitación > size of tender

tiempo en la Plataforma > time on the Platform

pérdidas línea > line losses]

NOTE: There are numerous speed test sites available on the Internet for checking the speed of your connection.

For example, if your connection has an upload speed of 0.51 Mbps (ADSL lines) and your file size is 25 MB:

$$t_{carga} = \frac{25000 \text{ (KB)} \cdot 1.5 \text{ (tiempo en la Plataforma)}}{\left(\frac{0.51 \text{ (Mbps)}}{8} \right) \cdot 1024 / 1.2 \text{ (pérdidas línea)}} = \frac{37500}{54.4} \approx 690 \text{ seg}$$

In other words, you may not be able to upload the documentation.

The recommended solutions that may solve this problem are:

- > Export the proposal, which will generate a fully signed xml file, then import it onto another computer with a better connection.
- > Connect the computer to a mobile phone with a 4G connection if possible (these mobile connections usually have an acceptable uploading speed).
- > Reduce the size of the proposal if possible and as determined by the tenderer.

2. There is no connection with the platform.

This is more difficult to detect. The Tool cannot establish the tunnel for connection with the platform. This tends to occur frequently with computers connected to a domain server, due to security policies.

If you encounter this situation, you can also try the solutions recommended for the previous case:

- > Temporarily disconnect the computer from the domain server, connecting it directly to the Internet, then try sending again (do this only if the domain administrators and company policies allow it).
- > Check with the administrator regarding the possibility that the domain server is blocking the application's external connection.
- > Review point 3 (anti-virus).

3. Anti-virus

Modern anti-virus programs have firewall mode tools that can prevent sending of proposals.

Such cases have been reported with at least two of these anti-virus programs: Kaspersky and Avast (and both in computers not connected to a domain server and those connected to a domain server).

In some cases simply deactivating the anti-virus in the regular manner described for it is not enough.

If you encounter that situation, try to uninstall it completely, then perform the sending, and then reinstall it.

NOTE: Remember that you must not send the documentation more than once if it has already been performed correctly.

5.6.2 Sending has been successful, but the receipt document cannot be downloaded

Cases have been reported where the tenderer cannot download the receipt document, but the tender has been submitted successfully.

In this case, immediately contact the Platform (licitacionE@hacienda.gob.es) or the contracting body, to find out whether the sending has taken place correctly.

DO NOT try to submit it again. Double submittals can be grounds for exclusion.

6. Monitoring the procedure

The system allows tenderers to monitor the set of actions they have performed in relation to a specific contracting procedure.

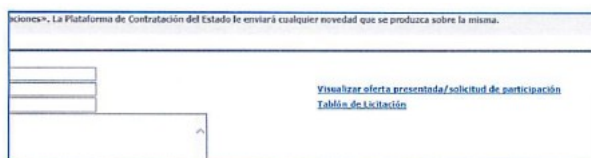
This monitoring takes place using My Tenders (Figure 89).

Tipo acción	Descripción de la publicación	Fecha
Descarga Configuración	Acabado de edificios	01/06/2015 17:22:28
Descarga Configuración	Acabado de edificios	27/05/2015 18:16:19
Presentación	Acabado de edificios	27/05/2015 19:07:03
Envío Admisión/Exclusión Provisional	Admisión / Exclusión Provisional	27/05/2015 19:51:32
Descarga Subsanación	Acabado de edificios	27/05/2015 19:55:40

(Figura 89: Pasos / Acciones Realizadas).

NOTE: If the procedure is taking place by invitation, go to My Communications, add the procedure to My Tenders, and once you are there, you will have the Steps/ Actions Performed available.

The system offers the possibility of Viewing the Tender Submitted, as long as the status of the procedure has reached evaluation or later. This feature starts up the Tool in read mode, which will allow you to view the tender, but without the ability to perform any actions (Figure 90).



(Figura 90: Visualizar oferta presentada y Tablón de Licitación).



(Figura 91: Portada de la Herramienta para visualizar oferta presentada).

Finally, be aware that as a party involved in the procedure, the tenderer has a Dashboard for the Tendering available (Figure 92), where the competent body for evaluation can provide various documents related to evaluation of the tenders, for example, the list of evaluations for the various candidates or the tender submitted by the awardee selected.



(Figura 92: Vista documentos del Tablón de Licitación).

7. GLOSSARY OF TERMS

GLOSARIO DE TÉRMINOS	
Plataforma PLACSP	Plataforma de contratación del Sector Público http://contrataciondelestado.es/

OC	Órgano de Contratación.
OE	Operador económico.
XML	Extensible Markup Language (Lenguaje de marcas extensible).
CSV	Código Seguro de Verificación
UTE	Unión Temporal de Empresas
USB	Universal Serial Bus
XAdES	Firma Electrónica Avanzada XML

[Translations for table above:

Plataforma PLACSP > Public Sector Contracting Platform

Órgano de Contratación > Contracting Body

Operador económica > Economic operator

XML > Extensible Markup Language

CSV > Secure Verification Code

UTE > Temporary Business Union (joint venture)

USB > Universal Serial Bus

XAdES > XML Advanced Electronic Signature]

8. CONTACT US

Remember that if you experience any problems while preparing and submitting a tender, you can contact:



licitacionE@hacienda.gob.es

Please include the case file number in your email along with the name of the contracting body for the tender. Also send all evidence you can provide in order to assist us with solving your problem.

IMPORTANT: if you do not contact us via this channel during the period allowed for submitting tenders, it will not be possible for the contracting body to consider your claims.