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Economic Operator Guide to the

Public Sector Procurement Platform

General Directorate of State Assets

Subdirectorate General for Coordination of Electronic Procurement

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1 INTRODUCTION

With green underline the words in Spanish that match the photographs and the dynamics of the platform, for greater ease when executing on the platform

The purpose of this guide is to illustrate the operation of the Public Sector Procurement Platform so that Economic Operators (companies, freelancers, citizens, etc.) can easily access the services it offers, in particular information on opportunities of business derived from the public tenders.

The Public Sector Procurement Platform provides access to information on the bids of the General Administration of the State, its autonomous Bodies, Managing Entities and Common Social Security Services and other state public entities.

The bids of the remaining entities of the state public sector are also published on the Platform, as well as of the contracting bodies of the Autonomous Communities and Local Entities (Provincial Councils, Town Councils, Town Councils, etc.), whenever they decide to use the Public Sector Procurement Platform to publicize its bidding procedures.

In addition, agreements are being reached with the Autonomous Communities and local entities that do not have their contracting profile on the Platform to share all the information on all their tenders on the Platform, so that any tender of the Public Sector is accessible from a single search system.

It is already possible to find in the Tender Platform information on published tenders of some of these Autonomous Communities; having integrated their contracting platforms with that of the Public Sector.





2 THE PUBLIC SECTOR CONTRACTING PLATFORM...

... is an online service available 24x7 (24 hours a day, 7 days a week) so that your content is accessible at all times.

To access the Public Sector Procurement Platform, you must enter the following address in your browser:

https://contrataciondelestado.es

A page similar to the one shown below should appear on your browser screen:

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Illustration. Homepage

It is possible to access the basic functionality of the Platform without having to first identify yourself. In other words, the Platform has a wide range of content





and information available to search and query services that do not require user identification.

The Home screen shows the header made up of eight links that allow access to the different areas of information and services offered by the Platform:

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Illustration. Information access main menu

In the upper central part there are icons to access the most important information areas of the Platform.



Tenders (Licitaciones) / Search for Tenders (Buscar Licitaciones) /Contractor profile(Perfil contratante)/ Companies (Empresas) /Public entities(Organismos públicos)

Illustration. Information area access icons

In the lower central part, information of interest about the platform and about public procurement is presented.



Illustration. News and Actuality.





In the upper right part there is a language selector, offering access to the Public Sector Procurement Platform in the official languages of the State, plus English and French:

Bienvenidos | Ongi Etorri | Benvinguts | Benvidos | Welcome | Bienvenue





3 SERVICES AVAILABLE WITHOUT THE NEED TO REGISTER

The Public Sector Procurement Platform offers the following services without the need to register:

- Consultation and search of published tenders
- Consultation and search of contractor profiles

3.1 CONSULTATION OF BIDS

The Public Sector Procurement Platform allows you to search for the tenders published in it using different criteria.

These tenders may have been published directly in a profile of the contractor hosted on the Platform, or correspond to a profile of the contractor that is hosted on another contracting platform (Basque Government, Generalitat of Catalonia, etc.) in which case it would have been published through aggregation mechanisms.

When a tender has been published in a contractor's profile on the Public Sector Procurement Platform, users will be able to consult all the information and public documentation related to the tender dossier on the Platform itself.

In the event that the tender has been published through aggregation mechanisms, the Platform only contains a summary set of data related to the tender, therefore a lkis provided to the user so that they can access the details of the tender in the Platform on which the contractor's profile is hosted.

This information can be consulted in the area of "**Tenders**", where three options æ presented:

- Tenders
- Search
- Detail

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3.1.1 Tenders (Licitaciones)

Shows the list of all tenders published, from the most recent to the oldest.

This list contains both the bids published by the contracting bodies that have registered their profile in the Public Sector Procurement Platform, as well as the bids published in the contracting platforms of other





administrations (Autonomous Communities, Local Entities) that have their own contractor profiles but also share their information in the Public Sector Procurement Platform.

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Citimo documento publicado - Anancilo de Formalizaciós Estado de la listención - Resuelta	100.000 00	mpate

Illustration. List of Tenders

You can advance page by page by accessing all the bids published on the Platform, through the pagination bar that appears at the bottom.



Exception The Minor Contracts (contratos menores) will have a restricted display in the Platform in such a way that they are only visible if they are searched for specifically.

Minor contracts will only appear in bid searches if it is specifically indicated that they are being searched for in the "Minor Contract" type of procedure. To search for Minor Contracts, please take the following steps:

- 1. Access the Tenders tab
- 2. Click on Search
- 3 Select Search Form
- 4 Select type of Procedure "Minor Contract"





3.1.2 <u>Search for tenders (Búsqueda</u>)

The Platform offers three ways to search for tenders:

- Tenders (licitaciones)
- Minor Contracts (contratos menores)
- Guided Search (búsqueda guiada)



Illustration. Search (Búsqueda)





- Tenders (Licitaciones)

The option allows you to filter the list of Bids by multiple criteria and display only those that meet the established conditions. If you want to switch to the "Guided Search (Búsqueda guiada)" mode, you can click on the "Tenders(licitaciones)" link at the top of the form.

This form allows you to find tenders that have been published in the contractor profiles of the contracting bodies found in the Public Sector Procurement Platform, and also in the contractor profiles of other administrations published in other contracting platforms (autonomous communities, local entities).

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Illustration - Search for tenders by form

The search criteria offered in this form are listed in the following table:





ELEMENT	DESCRIPTION
Dossier (<mark>Expediente</mark>)	Tender file number
Type of contract (<mark>Tipo de contrato</mark>)	It refers to the type of contract according to the classification established by the Law according to the object of the contract (Works, Services, Supplies, etc.)
CPV code (<mark>Código CPV</mark>)	Categorization of the contract according to the CPV Codification Standardized code at European level relating to the object of the contract. Allows you to find tenders with a specific object. As it is a hierarchical code, filtering with different levels of precision is possible.

¹ Common procurement vocabulary "Common Procurement Vocabulary" (CPV). This Community-wide classification tries to cover all the casuistry of public contracts regardless of their specific type (supplies, works and services). By standardizing the references used by contracting authorities in the description of the object of their contracts, the CPV improves the transparency of public contracts subject to Community directives. The CPV associates a description of a contract object with each numerical code in order to standardize and facilitate the search for information on contracting procedures. If indicated correctly, the CPV can make the object of a specific contract known to any user of the Platform from any EU member state.





ELEMENT	DESCRIPTION
Contracting organization (<mark>Organización contratante</mark>)	Link to the route of the contractingbody within the public sector structure.
	It refers to the route of the contracting body that appears in the detail of the profile of the contractor or the contracting body.
	For example, introducing"Ministry of Justice" would return a search result including all tenders published by contracting bodies in this department.
	If the term "Education" were introduced in this field, it would return bids from the Ministry of Education, etc.
Contracting name (<mark>Nombre</mark> <mark>O.Contratación</mark>)	Text string contained in the name of the contracting authority.
	For example, the bids of the contracting body "Directorate of the Legal Studies Center" would appear if "Center" is entered in this field, but they would not appear if "Justice" is entered.
State (<mark>Estado</mark>)	 Status of the tender according to its processing phase: Previous Announcement (Anuncio previo): A prior information notice has been published but the tender has not yet been launched Posted (Publicada): In deadline for submissionof offers Preliminary evaluation (Evaluación previa): After the deadline for submitting requests for participation, they are being evaluated. Evaluation(Evaluación): After the deadline for submitting offers, they are being evaluated. Awarded(Adjudicada): The award has been published





ELEMENT	DESCRIPTION
	- Partially Awarded (<mark>Parcialmente)</mark> <mark>adjudicada</mark>): The award to some lots has been published
	 Provisional Award(Adjudicación provisional): The provisional award has been published (only for tenders prior to 2012) Resolved (Resuelta): The tender has been resolved by formalizing a contract or declaring the bid resolved. Partially Resolved (Parcialmente resuelta). Some sections of the tender have been resolved. Withdrawn(Desistida): The withdrawal of the tender procedure has been published. Canceled(Anulada): The tender has been canceled.
Awardee (Adjudicatario)	Name of the successful bidder
Amount (<mark>Importe</mark>)	Range within which the bid base budget (without taxes) or the estimated value of the contract has been placed.
Country (<mark>País</mark>)	Country in which the contract is to be performed.
Place of execution (<mark>Lugar de</mark> <mark>ejecución</mark>)	NUTS code relating to the geographical area, region or province within a country in which the contract is to be performed
Presentation (<mark>Presentación</mark>)	Deadline for submissionof offers or requests to participate
Procedure (Procedimiento)	Type of procedure (Open, Restricted, etc.)
Publication date (<mark>Fecha</mark> publicación)	Publication date

Search criteria includes the CPV code (Common Procurement Vocabulary) that classifies the object of the contract in a standardized way throughout the European Union. Clicking on the link "CPV Selection (Selección CPV)" displays a tree that allows you to select the code of your interest.





Each time you click on a CPV code, it will be added to the list of selected CPVs. If you wish, you can deselect any of them by clicking on





"Remove(Quitar)". Once you have indicated all the CPV codes of your interest, click on "Accept(Aceptar)".

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ta av		12

Illustration. CPV selection (Selección de CPV)

In the Presentation field, you can search for bids whose deadline for submitting requests for participation is within a specified range and, failing that, the deadline for submitting bids (the dates must be explicitly indicated).

When you click on "Search(**Buscar**)" at the bottom of the screen, the results table appears according to the established filter.

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Renabilitación de la corrotaria 3-52 ontre Vigo y Pontito	Constactor	Publicatia	t 030-060,00	01/10/2015	0C_IFF_15_405
201506/25-01 Realizar pruebas del tipo de procedimiento de normas internas	Obrae Constraction	Publicada	€ 530 00 0.00		Concejo de Administración de Baronia de Escritivo 3.1.
2015006 110000 8 Listopor de pruste 2015006-1100008	Obras Construction de subgastas, carreteras, campos de alectózije, víso férielas y centros doportivos	Publicada	630.001,60	11/07/2015	Universidad de Valencia UZU

Illustration. Search result

From the list of results, you can access the details of the tender by clicking on the file number, or the details of the contractor's profile by clicking on the name of the contracting body.





Advanced search (Búsqueda avanzada) (Only Contractor Profiles in the Public Sector ProcurementPlatform)

When a tender has been published in a contractor's profile on the Public Sector Procurement Platform, all the information and public documentation related to the tender dossier may be consulted on the Platform itself.

If you have more information about these tenders, there is an advanced search form that allows you to filter using a richer set of selection criteria. However, this form excludes from the search those tenders published on the Platform through aggregation mechanisms and that appear in the contractor's profiles that are hosted on other portals (Basque Government, Generalitat of Catalonia, Canary Islands Government, etc.)

To access this form you have to click on the link "Advanced search (<mark>Búsqueda avanzada</mark>)" at the bottom of the bid search form.

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Büsqueda avanzada (selo Portos da Contratorio en la Pistatoria dal Soctor Pátrico)

Illustration - Access advanced search (Búsqueda avanzada)

Click on "Other Search Criteria (Otros criterios de búsqueda)"







This form has a wide set of filtering criteria:

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Illustration - Advanced Search

The "Contracting Organization (Organización contratante)" criterion is indicated by the "Select (Seleccionar)" link, which displays a tree with the structure of the Public Sector registered on the Platform. You can open each item in the tree by clicking on the "+" sign that appears on the left.

When selecting the body or unit in the lower box, a list of the contracting bodies that belong to it is loaded. You can select to filter by agency, or directly select the contracting authority you wish to consult in the lower box, by clicking on "Add (Añadir)".





	Ubicación Organica	
+ OMinisterio	o de la Presidencia	*
+ OMinisterio	o de Sanidad, Servicios Sociales e Igualdad	
+ OMinisterio	o del Interior	
+ OPresidence	zia del Gobierno	
+ OMinisterio	o de Administraciones Públicas (Extinguido)	_
+ OMinisterio	o de Ciencia e Innovación (Extinguido)	=
+ OMinisterio	o de Cultura (Extinguido)	
+ OMinisterio	o de Economía y Hacienda (Extinguido)	
+ OMinisterio	o de Educación (Extinguido)	
+ OMinisterio	o de Educación, Política Social y Deporte (Extinguido)	
+ OMinisterio	o de Igualdad (Extinguido)	-
Subdirección Gene	eral de Gestión Económica y Patrimonial	-
Subdirección Gene Jefatura de Asuntos Dirección General o	eral de Gestión Económica y Patrimonial s Económicos de la Guardia Civil de Protección Civil y Emergancias	* III
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Illustration - Select Organic Location

If you frequently search for tenders from a contracting organization, it may be useful to save the link (URL) to the advanced search for tenders tab with this preset preselected. The linkwill be available at the bottom of the screen when a location is selected. For example, if the motive of interest is the bids of any of the contractor profiles of the Ministry of Interior, select the location through the "Contracting Organization (Organización contratante)" field. The screen in the following image will be displayed where you have the possibility to save the URL for future reference.

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Illustration - Link to search for tenders from the contracting organization

The Required Classification criterion shows by default the coding established by Royal Legislative Decree 773/2015.

You can search for the required classification codes according to the coding established by RD 1098/2001 (files whose specifications were approved before this date) or according to the coding established by RD 773/2015.

Expedients Organización Contratante Nombre D. Contratación		Selectore	Tipo de Complio Sublipa Valor estimado del contrato entre	Tertes Todac	¥	:
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Trefair anuncios de anulación • Otros Collectos de Desmaeda	Tedat	•			111 J	





- Minor contracts (Contratos menores)

Minor contracts allows you to search and filter the minor contracts that have been published on the Public Sector Procurement Platform using different criteria.

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rsporte	ducida	2 million						

The search criteria offered by this form are listed in the following table:





ELEMENT	DESCRIPTION
Dossier (<mark>Expediente</mark>)	Tender file number
Type of contract (<mark>Tipo de contrato</mark>)	It refers to the type of contract according to the classification established by Law according to the object of the contract (Works, Services, Supplies, etc.)
Contracting organization (<mark>Organización contratante</mark>)	Link to the route of the contractingbody within the public sector structure.
	It refers to the route of the contracting body that appears in the detail of the profile of the contractor or the contracting body. For example, introducing"Ministry of Justice" would return a search result including all tenders published by contracting bodies in this department. If the term "Education" were introduced in this field, it would return bids from the Ministry of Education, etc.
Status (Estado)	 Status of the tender according to its processing phase: Previous Announcement (Anuncio previo): A prior information notice has been published but the tender has not yet been launched Posted (Publicada): In deadline for submissionof offers Preliminary evaluation (Evaluación previa): After the deadline for submitting requests for participation, they are being evaluated. Evaluation(Evaluación): After the deadline for submitting offers, they are being evaluated. Awarded(Adjudicada): The award has been published





ELEMENT	DESCRIPTION
	- Partially Awarded (<mark>Parcialmente adjudicada</mark>): The award to some lots has been published
	 Provisional Award(Adjudicación provisional): The provisional award has been published (only for tenders prior to 2012) Resolved (Resuelta): The tender has been resolved by formalizing a contract or declaring the bid resolved. Partially Resolved (Parcialmente resuelta). Some sections of the tender have been resolved. Withdrawn(Desistida): The withdrawal of the tender procedure has been published. Canceled(Anulada): The tender has been canceled.
Awardee (<mark>Adjudicatario</mark>)	Name of the successful bidder
Amount (<mark>Importe</mark>)	Award amount without taxes.
Country (<mark>País</mark>)	Country in which the contract is to be performed
Place of execution (<mark>Lugar de</mark> <mark>ejecución</mark>)	NUTS code of the geographical area,region or province within a country in which the contract is to be performed
Presentation (<mark>Presentación</mark>)	Deadline for submissionof offers or requests to participate
Award date between (<mark>Fecha</mark> <mark>adjudicación entre</mark>)	Publication dates of the award notice. By default, the start date of the range appears filled in to show the minor contracts awarded during the last three months.

When you click on "Search (Buscar)" at the bottom of the screen, the results table appear according to the selected filter.



From the list of results you can access the detail of the minor contract by clicking on the file number, or the detail of the contractor's profile by clicking on the name of the contracting body.

- Guided Search



Illustration - Guided Search

The guided search allows you to progressively choose the selection criteria of the tenders you wish to consult.

Each time a criterion is selected, the Platform offers new query criteria that allows the search to be further narrowed. The number of bids that meet the selection criteria is shown in parentheses.





In the upper part, the set of selection criteria that have been selected in each of the steps is shown by means of a path. The user can return to any of the previous steps by clicking on any step of the path.

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*	Entre 10.000 y 25.000(4) Entre 100.000 y 1.000.000(29) Entre 25.000 y 100.000(13)	^	CENTRO (E)(10) COMUNIDAD DE MADRID(1) ESTE(1)	*
-	Entre 5.000.000 y 10.000.000(23)		NORE STE(2) NOROE STE(4)	Ŧ
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Illustration. Guided search (Búsqueda Guiada)

At any time, you can click on the link "See all the results (*Ver todos los resultados*)" at the bottom, which will take you to a results screen with a form that will allow you to further refine your search results.

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Illustration. Search Result

The criteria that have been selected throughout the different steps appear marked in the selection criteria form, and cannot be modified. From this screen you can return to the guided search by clicking on the step of the path to which you want to return.

If you click on "Clear(Limpiar)", all the selection criteria indicated in the form will be eliminated, except for those selected through the guided search.





3.1.3 <u>Tender detail</u>

To see a specific tender among those that appear in the list, the user can click on it to view in detail the information of said tender.

From the link <u>file number (número de expediente</u>), you can access detailed information of each of the tenders, which includes additional information and links to the published documents that are part of said tender (announcements, specifications, supplementary documentation, etc.).

When the tender corresponds to a contracting body whose profile of the contractor is published on the Public Sector Procurement Platform, on the right side appears the icon of the Platform and the contracting body, and the documents and announcements of this tender can be download directly.

Organo de Contratación	Presidencia de la Diputación	Provincial de Cludad Real		ds			
Estado de la Licitación	Resuelta			0			
Oligito del contrato	Servicio de calebería y sestau	ante en el Patrellon Fen al de Croded Real		to a d			
Presupuesta base da Boitabion	1000,00 Euros			DINUTACION DE			
Velor estimado del contrato	4000.00 Europ			CIUDAD REAL			
Tipo de Contrato	Servicios						
Codige CPV	553.39060-Servicios de catale	ela.					
Lugar de Ejecución	España - Ciudad Real - Ciud	ed Rivel					
Proced mienta da contraración	dinierte de contratación Aclado						
Información							
Resultedu	Adjusticado						
Adjudicataijo	Ameda Villora Femández						
NF de Lipitadores Prepentados	2						
Importe de Adjudicación	2557.00 Euros						
Inporte de Adjuticación Resumen Licitación	2557.00 Elaros						
Importe de Adjuticación Iosumon Licitación Publicación en	2557.00 Euros plataforma	Documento		Verdocumentos			
Importe de Adjunicación Resumen Liettación Publicación en neutocote noreo ce	2557.60 Euros plataforma	Documento An undo de Litetación	HERE AND POL 51	Ver docum entos			
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The following image shows the screen with the complete information of a tender:

Illustration - Complete information of a tender published a profile of the contractor on the platform





The following information is shown for each of the tenders:

ELEMENT	DESCRIPTION
File number (<mark>Número de</mark> <mark>expediente</mark>)	By pressing the file number you can access detailed information about the tender
Contracting authority (<mark>Órgano de</mark> <mark>Contratación</mark>)	Contracting authority that advertises the Tender
Bid Status (<mark>Estado de la licitación</mark>)	Status of the Bid (Published or within the deadlinefor submission, Awarded, Resolved, etc.)
Bid Base Budget (<mark>Presupuesto Base</mark> de licitación)	Base budget without taxes
Object of the Contract (<mark>Objeto del contrato)</mark>	Description of the object of the contract
Estimated value of the contract (<mark>Valor</mark> Estimado del contrato)	Calculated in accordance with the provisions of thePublic Sector Contract Law
CPV code (<mark>Código CPV</mark>)	Categorization of the contract according to the CPV Codification2
Type of contract (Tipo de contrato)	Works, Services, Supplies, etc.
Place of execution (<mark>Lugar de</mark> <mark>ejecución</mark>)	Country, Region, Province
Contracting Procedure (<mark>Procedimiento de contratación</mark>)	Open, Restricted, Negotiated, etc.
Presentation (<mark>Presentación</mark>)	deadline for submission of participation requests (is within the range)
Outcome (<mark>Resultado</mark>)	Awarded, Deserted, Formalized, etc.
Awardee (<mark>Adjudicatario</mark>)	Name of the successful bidder
No. of Bidders Presented (<mark>N° de</mark> Licitadores Presentados)	No. of companies that submitted an offer

² Common procurement vocabulary "Common Procurement Vocabulary" (CPV). This Community-wide classification tries to cover all the casuistry of public contracts regardless of their specific type (supplies, works and services). By standardizing the references used by contracting authorities in the description of the object of their contracts, the CPV improves the transparency of public contracts subject to Community directives. The CPV associates a description of a contract object with each numerical code in order to





standardize and facilitate the search for information on contracting procedures. If indicated correctly, the CPV can make the object of a specific contract known to any user of the Platform from any EU member state.





ELEMENT	DESCRIPTION
Amount (<mark>Importe</mark>)	Award amount without tax
File Update Date.(<mark>Fecha de</mark> <mark>Actualización del Expte</mark> .)	Last modification of the published information

When the tender has been published in a contractor's profile that is not found on the Public Sector Procurement Platform, an icon identified from the procurement platform to which it corresponds will be displayed on the right side, and at the bottom a link will be displayed to allow you to download all the documentation and details that appear in the contractor's profile.

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Illustration - Detail of the tender published on the contracting platform of the Basque Government





3.2 CONSULTATION OF THE CONTRACTOR'S PROFILES

In the Contractor Profile section (**Perfil del contratante**), information regarding general data that identifies the contracting body, general information regarding the contractual activity of the contracting body, and all those bids published on the Public Sector Procurement Platform by a specific body are included.

Accessing the Contractor Profile (**Perfil del contratante**) menu option, a form appears that allows the selective search of profiles.

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Illustration - Search for the Contractor's Profile.

The first time this screen is accessed, the list of profiles appears empty, waiting for the user to enter the desired criteria and apply them using **Search (Buscar)**.

The fields of the "Search Criteria (Criterios de búsqueda) " form are as follows:

ELEMENT	DESCRIPTION
Contracting organization (<mark>Organización contratante</mark>)	Drop-down that allows you to navigate through the structure of the Public Sector registered on the Platform to select which part of it you want to consult.
Name of Contracting Authority (Nombre del Órgano de Contratación)	Name of the Contracting Authority.
Legal nature (<mark>Naturaleza Jurídica</mark>)	General Administration of the State Autonomous Community Local Entity Mercantile Society, etc.
Active (<mark>Activo</mark>)	A Contracting Authority can be active or inactive (when it no longer acts as such, usually due to an administrative reorganization).
OC Autonomous Community (<mark>Comunidad Autónoma OC</mark>)	Autonomous Community to which the Contracting Authority belongs.





ELEMENT	DESCRIPTION
OC Province (<mark>Provincia de OC</mark>)	Province to which the Contracting Authority belongs.
Location (<mark>Localidad</mark>)	Locality to which the Contracting Authority belongs.

When you click on the link "Select (Seleccionar) " of the contracting organization, a tree is displayed that allows you to navigate through the structure of the Public Sector registered on the Platform. This tree marks with a red circle the organisms that have already become extinct due to administrative restructuring.

When selecting the body or unit in the lower box, a list of the contracting bodies that belong to it is loaded.

You can select to filter by agency, or directly select the contracting authority you wish to consult in the lower box, by clicking on "Add (Añadir)".







Illustration - Organic Location Selection

If searches are frequently carried out on contractor profiles within an organization, it may be useful to save the link (URL) to the search tab with this preset. The link will be available at the bottom of the screen. For example, to save the URL of the search window for contractor profiles of the Ministry of the Interior, select that location through the "Contracting Organization(Organización contratante)" field. The screen in the following image will be displayed where you have the possibility to save the URL for future reference.

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Illustration - Search for profiles by contracting organization

Actions to find a Contracting Authority

ACTION	DESCRIPTION
Look for (<mark>Buscar</mark>)	Perform the search according to the criteria established in the filter.
Clean up (<mark>Limpiar</mark>)	Clear all search filter fields.

The search results list contains the following items:

ELEMENTS	DESCRIPTION
Contracting authority (<mark>Órgano de</mark> contratación)	Name of the Contracting Authority.
Organic Location (<mark>Ubicación</mark> <mark>Orgánica</mark>)	Administration to which the Contracting Authority belongs.
State (<mark>Estado</mark>)	A Contracting Authority can be active or inactive
Open tenders (<mark>Licitaciones</mark> abiertas)	Number of tenders currently in progress.

To access the detail of a Contractor Profile, click on the link of the <u>name of the</u> <u>pertinent contracting authority</u>.

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Illustration - Contractor Profile Lists

The search results can be sorted in ascending or descending order by clicking on the arrows in the columns: "Contracting Body (Organo de contratación)" and "Organic Location (Ubicación orgánica)".

By clicking on the link of the <u>name of the contracting authority</u>, a screen with four tabs is displayed:

- Profile of the contractor (Perfil del Contratante), which contains the general data of the Profile.
- Documents (Documentos), which includes information of a general nature that the contracting authority wishes to make known about its activity.
- Tenders (Licitaciones), which allows you to consult all the tenders published by the selected contracting authority.
- Minor contracts (Contratos menores), allows the consultation of minor contracts that have been published by the selected contracting body.
- 3.2.1 <u>Contractor Profile (Perfil del contratante)</u>

The Contractor Profile (Perfil del contratante) tab shows the detail of the contractor profile:

	Licitaciones Contratos Menores Jeratura de Asúntos Economicos de la Guardia Civ
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ce: Patasion Contacto del Perfit Telefone: Fix:	Abnan Maaka Eegania I <mark>ICIEI Contratante</mark> Anshizaba Anshizaba

Illustration - Contractor profile detail

The description of the data is as follows:





ELEMENT	DESCRIPTION
Contracting organization (<mark>Organización contratante</mark>)	Location of the contracting body within the Public Sector.
Name of Contracting Authority (Nombre Órgano de contratación)	Name of the Contracting Authority.
NIF	Tax identification number.
Language (<mark>Idioma</mark>)	Main language of the Contracting Authority.
Website Address (<mark>Dirección del Site</mark> del Órgano)	Website of the Contracting Authority
Direct link via hyperlink (<mark>Enlace</mark> <mark>directo vía hiperenlace</mark>)	Direct link to the page of the contracting body in the Public Sector Procurement Platform. The icon allows you to copy the Internet address of the contractor profile.
Exercise (<mark>Actividad</mark>)	Activities developed by the Contracting Authority.
Postal Address (<mark>Dirección postal</mark>)	Postal address of the Contracti ng Authority
Contractor Profile Contact (<mark>Contacto del Perfil del Contratante</mark>)	Contact details of the Contracting Authority.

Actions in contractor profile

ACTION	DESCRIPTION
Return (<mark>Volver</mark>)	Return to the Contractor Profile search page

3.2.2 <u>Documents (Documentos</u>)

In the Documents section (Documentos) there is a list of the documents published by the contracting authority in its contractor profile. These documents are of a general nature, and are not associated with a specific tender. Among them you will be able to find information on framework agreements, internal contracting instructions, particular specifications for categories of contracts of a similar nature, economic









	Normativa específica de co	Intratació	n	9	
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	Ctros documentos	Characterizati	-011Mar 2018	-	Selia do temo
-	Contratación Pilolas Electronica - Pilyca Pictal	Aracia critical			

Illustration - General documents of the contractor profile

The description of the data displayed is as follows:

ELEMENT	DESCRIPTION
Epigraph (<mark>Epígrafe</mark>)	Describes the type of documentation associated with this section.
Document Name (<mark>Nombre del</mark> document)	Name of the document.
Download (<mark>Descargar</mark>)	Link that allows you to view the document.
Date (<mark>Fecha</mark>)	Document publication date.
Description (Descripción)	Description of the published document.
Time stamp (<mark>Sello de tiempo</mark>)	Time stamp that identifies when the document has been published on the Public Sector Procurement Platform.

Actions in the documents of the contractor profile

ACTION	DESCRIPTION
Return (<mark>Volver</mark>)	Link that returns to the Contractor Profile search page.
Epigraph (<mark>Epígrafe</mark>)	Clicking on it alternately collapses or expands the corresponding section, thus allowing you to view or hide the list of documents under that heading.
Download <mark>(Descargar</mark>)	Link that allows you to view the document.




Time stamp (Sello de tiempo)
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Link to access the document's time stamp.

3.2.3 <u>Tenders(<mark>Licitaciones</mark>)</u>

The Tenders (Licitaciones) tab shows all the tenders published by the Contracting Authority along with their processing status.

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Illustration - Search for tenders in the contractor profile

The page is divided into a search part and a results part. The search part shows the data of the contracting body (Administration (Administración) and Contracting Body (órgano de contratación) and the criteria to search for tenders.





The Search Criteria are as follows:

ELEMENT	DESCRIPTION
Dossier (<mark>Expediente</mark>)	File number.
Type of contract (<mark>Tipo de contrato</mark>)	(Special Administrative, Collaboration between the public and private sector, Concession of public works, Management of public services, Works, Private, Services, Supply).
Object of the Contract (<mark>Objeto del</mark> <mark>contrato</mark>)	The text will be searched for literally (free text search).
Status <mark>(Estado</mark>)	Status of the bidding process. You may search for the following statuses: Prior Announcement, Published, Prior Evaluation, Evaluation, Awarded, Partially Awarded, Awarded Provisionally, Resolved, Partially Resolved, Withdrawn, Closed.
Procedure (Procedimiento)	

The actions (Search(Buscar), Clean(Limpiar), Return(Volver), etc.) that can be carried out and the meaning of the fields in the result are analogous to those already explained in other sections of this document.

3.2.4 Minor contracts (Contratos menores)

The Minor Contracts tab shows the minor contracts that have been published by the Contracting Authority.

By default, all published minor contracts awarded in the last three months and sorted by awardee are displayed.





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The page is divided into a search part and a results part. The search part shows the data of the contracting body (Administration (Administración) and Contracting Body (órgano de contratación) and the criteria to search for minor contracts.





The Search Criteria are as follows:

ELEMENT	DESCRIPTION
Dossier (Expediente)	File number.
Type of contract (<mark>Tipo de contrato</mark>)	(Special Administrative, Collaboration between the public and private sector, Concession of public works, Management of public services, Works, Private, Services, Supply).
Object of the Contract(<mark>Objeto del</mark> contrato)	Text will be searched for literally (free text search).
Status (<mark>Estado</mark>)	Status of the bidding process. You may search for the following statuses: Prior Announcement, Published, Prior Evaluation, Evaluation, Awarded, Partially Awarded, Awarded Provisionally, Resolved, Partially Resolved, Withdrawn, Closed.
Awardee (<mark>Adjudicatario</mark>)	Text to look for in the name of the awardee. The text will be searched for literally.
Award date between (<mark>Fecha</mark> adjudicación entre)	Date range to search between the award announcement publication dates. It will search by default among the announcements published in the last three months.

The actions (Search(Buscar), Clean (Limpiar), Return(Volver), etc.) that can be carried out and the meaning of the fields in the results are analogous to those already explained in other sections of this document.





4 SERVICES FOR REGISTERED COMPANIES

The Public Sector Procurement Platform permits obtaining information on the bids published in a transparent regime for any user. For this reason, it is not necessary to register in it to obtain this information. In other words, it is information accessible to any user who wishes to consult it.

However, an economic operator can carry out other actions with the help of the Contracting Platform, such as monitoring tenders, asking questions about a specific tender, subscribing to receive information of interest or accessing the communications of the contracting bodies. In other words, the Platform may require a series of "personalized services".

To use these additional functionalities, a company must register on the Platform and must enter its username and password to access it.

The only information required to register as an economic operator is an email address, so any interested user can access these personalized services for free.





4.1 Access as a registered user

Companies may access the personalized services offered by the Public Sector ProcurementPlatform through the page "**Companies** (**Empresas**)"

By entering a username (<mark>ID de usuario</mark>) and password (<mark>Contraseña</mark>) you will be able to access the services that are detailed in this section:

- Ask questions to the contracting authority about a published tender
- Receive daily information on tenders of your interest published on any Public Sector portal or in the Official Journal of the European Union
- Receive notifications about any news regarding your favorite tenders
- Access electronic notifications sent by contracting bodies

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Illustration - Business Access





How to register

An economic operator can register in the Platform through the page "Companies (empresas)" pressing the icon Register (Registrarse).

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Illustration - Link to user registration

When the option of <u>Register (**Registrarse**</u>), a form appears with some minimum data that must be filled in:



CONTRATACIÓN Del sector público

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Illustration - User data when registering





The fields of the form are detailed below.

ELEMENTS	DESCRIPTION
Username (<mark>Usuario</mark>)	This is the identifier with which the Platform will be accessed later. It cannot be modified. It has a maximum of 32 alphanumeric characters.
E-mail	User's email account. This email address is used to send an account activation email and password recovery information. It must be a valid email address .
Password (<mark>Contraseña</mark>)	Password for authentication on the Platform. It must consist of a minimum of 5 characters.
Reintroduce Password (<mark>Reinserte</mark> <mark>contraseña</mark>)	To ensure that a correct password has been entered.
Image (<mark>Imagen</mark>)	The information that appears in the image must be filled in for the form to accept therequest.

Actions on Record:

ACTION	DESCRIPTION
To accept (<mark>Aceptar</mark>)	Send the form data to the Portal.
Clean up (<mark>Limpiar</mark>)	Clear the form data.
Cancel (<mark>Cancelar</mark>)	Exits the registry.
Check availability (<mark>Comprobar</mark> disponibilidad)	Check that both the username and the E- mail are not already in use.
Generate password (<mark>Generar</mark> <mark>contraseña</mark>)	Generates a password that meets the required complexity.





Once the requested data has been entered, you must press **Accept (Aceptar)** to request registration. The Platform will display a message informing that the user account has been created successfully, and that the user will receive an e-mail with a link to confirm the registration.

This email provides instructions that must be followed in order to activate the user account on the Public Sector Procurement Platform.

The email contains the selected username and a link to the page of the Public Sector Procurement Platform, which must be clicked on to activate registration. When selecting this link, a screen is displayed where "User (usuario)" and "Password(contraseña) " must be entered.

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nio Avia Lagal Porocetta da data	Acapter Concellen registre	

Illustration - Registration Confirmation

Enter the user ID and password you indicated when registering and press Accept (Aceptar) to activate your account.

The system will inform you that the registration has been completed successfully, and from that moment you will be able to start a session and access the services offered by the Platform as a registered user.

If the registration is not successful, due to a problem with the password, you will see a message like the one shown below.

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In this case, you must return to the link received in the email and proceed to Cancel the registration (Cancelar registro)





Confirmación de Reg	
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4.1.1 How to recover the password

In case of forgetting the password, it is possible to indicate a new one by clicking on the link <u>Forgot password?</u> in the right area of the page **"Companies (Empresas)**".

RPÚBLICO			
nos Públicos	Información	Contacto	Buscador
Em	presas	User ID Contrase	ña traseña? Entrar

Illustration - Link to password recovery

The following page will be displayed:

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¿Olvidó contraseña?		
Usuariu Correg electronica		functionin deserve un valut, unearie o conversioninino.
Escribe los caracteres que veau en la in	agen M	E pro mos ayudu a solhar que programas entransitedos puedan cener caentes y enviar corres efectiónico ne destado.
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Illustration - Password Recovery, Step 1





Enter the username and / or the email you indicated when registering and press **Accept (** Aceptar) . Also write the characters that appear in the image.

A message will appear informing you that the user exists and that a message will be sent to the email with the instructions to obtain a new password:

Correo elec	trónico			h		
Se ha encon	trado un usuario c	on los datos indicados.				
Se ha encon Se le enviar	trado un usuario c á un mensaje con l	on los datos indicados. as instrucciones para rea	lizar el c	ambio de <mark>con</mark> t	raseña.	
Se ha encon Se le enviar	trado un usuario c á un mensaje con l	on los datos indicados. as instrucciones para rea	lizar el c	ambio de conti	aseña.	
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Illustration - Password Recovery, Step 2

Press Accept (Aceptar) to confirm that you wish to continue:

Inicio	DEL SECTOR POBLI
¿Olvidó contraseña?	
Correo electrónico	
Se le ha enviado un correo elec contraseña.	ctrónico con las instrucciones para resetear su
Volver	

Illustration - Password Recovery, Step 3

The email contains the selected username and a link to the page of the Public Sector Procurement Platform, which must be clicked to activate the password change. When selecting this link, a screen is displayed where the new password (Contraseña nueva) must be entered:





Correo electrónico	
Contraseña nueva	(*) <u>Generar contraseña</u>
Repetir contraseña	(*). Complejidad de la contraseña
Moamar con	circeaño La contreseño debe tener de 8 e 30 caracteres. Sólo se admiten letras mayúsculos y minúsculas (excepto ñ y acentos), números y los simbolos+**@#\$%&{0-?;]]0. El grado complejidad debe ser al menos 60. La contraseña no debe contener el identificador de usuario. Para conseguir una seguridad óptima, cambie su contraseña periódicamente.
Los campos marcados con (*) son obligat	crics.

Illustration - Password Recovery, Step 2

Actions in Password Recovery:

ACTION	DESCRIPTION
Accept (Aceptar)	Submit the form.
Cancel (<mark>Cancelar</mark>)	Returns to the home screen without saving any changes made.
Return (<mark>Volver</mark>)	Go back to the home screen, once the password recovery process is finished.
Clean up (<mark>Limpiar</mark>)	Clear the form data.

4.1.2 Modification of data and user cancellation

A registered user can edit their profile to incorporate more information or modify the one they already have, as well as to unsubscribe as a user. The option to edit the profile is in the upper right part of the Portal screen.



Illustration - User data access

When the option <u>Edit profile (Editar perfil</u>) is selected, the following form appears:

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Illustration - User data

The data in the form are as follows:

ELEMENTS	DESCRIPTION
Username (<mark>Usuario</mark>)	User identifier to enter the Public Sector Procurement Platform. Mandatory.
E-mail	Email address. Mandatory.
Password (<mark>Contraseña</mark>)	Field to change the user's password.
Name (<mark>Nombre</mark>)	User's first name.
Surnames (<mark>Apellidos</mark>)	User's last name.
Identification number (user)(<mark>N°</mark> Identificación)	User's tax identification number.
E-mail for communication purposes (Email a efectos de comunicaciones)	Email address where you will receive the email messages informing





	that a communication has been made (see My Communications section) by a contracting authority.
Identification number (company) (<mark>N°</mark> Identificación)	Tax identification number of the company.
Business name (<mark>Razón social</mark>)	The company's legal name.

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Modify data (<mark>Modificar datos</mark>)	Takes you to the window that allows you to modify thedata.
Delete user (<mark>Borrar usuario</mark>)	Unsubscribe the user from the Platform.

These two actions are explained below:

4.1.2.1 Modify user data

When clicking on **Modify data (**Modificar datos) the screen shown below is displayed, with the unprotected fields (except for the User (Usuario) field that cannot be modified) allowing you to make the desired changes. The user's E-mail is mandatory (it cannot be left empty). If the password (Contraseña) is left empty, it will not be changed.

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Illustration - Modification of user data

By pressing **Next (**Siguiente), you can access an information and confirmation screen. In a similar way to the user registration process on the Platform, the change of user











and the change of e-mail for communication purposes is carried out in two phases, in each case sending a message to the corresponding e-mail with the instructions to complete the change. The rest of the modifications will take effect immediately. On this screen, pressing **Finish** (**Finalizar**) the order is given for the changes to be saved. Press **Cancel** (**Cancelar**) to exit without making any changes.

4.1.2.2 User cancellation

By clicking on **Delete user (Borrar usuario)**, the screen below is displayed, where the user is provided with information about the subscriptions and electronic communications (read and pending reading):

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Para borrar al usuarilo	
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Illustration - User unsubscribe

By clicking on **Finish** (**Finalizar**), the order is given that the user cancellation be carried out, after which you will no longer be able to access the Platform as a registered user (and therefore you will not be able to access the electronic communications that you have) nor will you receive information related to your subscriptions. Pressing **Cancel** (**Cancelar**) the delete option is not carried out.

4.2 Home

By correctly introducing your username (Usuario) and password(Contraseña) on the "Companies(Empresas)" page, the Home page will be displayed showing the Home(Inicio), Tenders (Licitaciones), Employer Profile (Perfil del contratante), My Tenders (Mis licitaciones), My Communications (Mis comunicaciones), Subscriptions (Suscripciones), Information tabs(Infomación), Contact (Contacto) and Search (Buscador).





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Illustration - Registered User Main Menu

In the upper central part there are icons of direct access to the main services offered to economic operators.



Illustration.- Shortcut icons

A Welcome message appears below, indicating the date and time of the last time the user accessed the Platform.

Bienvenido	ACME
Último login: 06/07/2016-13:48:20	(Usiania Operador Ebenómico)

Illustration - Welcome message

A list of **Notices (Avisos)**, that the Platform shows when an event has occurred that you should pay attention to:

- A question has been answered
- You have received a communication from a contracting authority
- There has been a change in one of the tenders you are monitoring

Avisos

08/07/2015

Se ha rectificado un Anuncio de Licitación en la licitación con expediente Suministros 1/2014 del órgano Dirección General de Patrimonio.

Illustration - Notices





Information about the Platform that may be of interest to you is displayed in the lower central part.

Actualidad de la Plataforma

25/06/2015 Se ha habilitado un nuevo de servicio de Suscripciones a anunicios publicados en el Diario Oficial de la Unión Europea. Acceda al área Suscripciones

Illustration - Platform Update

4.3 Request additional information about a tender

The Contracting Platform allows you to request information from the contracting body about the content of the information published in a tender in your contractor profile.

When you access as a registered user, the Detail tab of the tender (<mark>Detalle de la licitación</mark>) (See section

Contracts *minors*

Minor contracts allows you to search and filter the minor contracts that have been published on the Public Sector Procurement Platform based on different criteria.

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Regional	ducida	Inte						

The search criteria offered by this form are listed in the following table:





ELEMENT	DESCRIPTION
Dossier (<mark>Expediente</mark>)	Tender file number
Type of contract (<mark>Tipo de contrato</mark>)	It refers to the type of contract according to the classification established by Law according to the object of the contract (Works, Services, Supplies, etc.)
Contracting organization (<mark>Organización contratante</mark>)	Link to the route of the contractingbody within the public sector structure.
	It refers to the route of the contracting body that appears in the detail of the profile of the contractor or the contracting body. For example, introducing"Ministry of Justice" would return a search result including all tenders published by contracting bodies in this department. If the term "Education" were introduced in this field, it would return bids from the Ministry of Education, etc.
Status (Estado)	 Status of the tender according to its processing phase: Previous Announcement (Anuncio previo): A prior information notice has been published but the tender has not yet been launched Posted (Publicada): In deadline for submissionof offers Preliminary evaluation (Evaluación previa): After the deadline for submitting requests for participation, they are being evaluated. Evaluation(Evaluación): After the deadline for submitting offers, they are being evaluated. Awarded(Adjudicada): The award has been published





ELEMENT	DESCRIPTION
	- Partially Awarded (<mark>Parcialmente adjudicada</mark>): The award to some lots has been published
	 Provisional Award(Adjudicación provisional): The provisional award has been published (only for tenders prior to 2012) Resolved (Resuelta): The tender has been resolved by formalizing a contract or declaring the bid resolved. Partially Resolved (Parcialmente resuelta). Some sections of the tender have been resolved. Withdrawn(Desistida): The withdrawal of the tender procedure has been published. Canceled(Anulada): The tender has been canceled.
Awardee (Adjudicatario)	Name of the successful bidder
Amount (<mark>Importe</mark>)	Amount of the award without taxes.
Country(<mark>País</mark>)	Country in which the contract is to be performed
Place of execution (<mark>Lugar de</mark> <mark>ejecución</mark>)	NUTS code of the geographical area, region or province within a country in which the contract is to be performed
Presentation (<mark>Presentación</mark>)	Deadline for submissionof offers or requests to participate
Presentation (<mark>Presentación</mark>)	Deadline for the presentation of offers, in case the smaller contracts have them.
Award date between (<mark>Fecha</mark> adjudicación entre)	Range of publication dates of the award notice. By default, the start date of the range is preset to show the minor contracts awarded during the last three months.

When you click on "Search (**Buscar**)" at the bottom of the screen, the results table is displayed according to the selected filters.



From the list of results, you can access the detail of the minor contract by clicking on the file number, or the detail of the contractor's profile by clicking on the name of the contracting body.

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_	Por Estado	_	Por Tipo Contrato				
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					Marhad	an lon requilinde	1245051

Illustration - Guided Search

The guided search allows you to progressively choose the selection criteria of the tenders you wish to consult.

Each time a criterion is selected, the Platform offers new query criteria that allows the search to be further narrowed. The number of bids that meet the selection criteria is shown in parentheses.





In the upper part, the set of selection criteria that have been selected in each of the steps is shown by means of a path. The user can return to any of the previous steps by clicking on the appropriate step in the path.



Illustration. Guided search

At any time, you can click on the link "See all the results (Ver todos los resultados)" at the bottom of the page, which will take you to a results screen with a form that will allow you to further refine your search results.

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138/2019 Cantro Socia	al Solo Ribera		Óbrac Construcción		Publi sada		1,452,959,9	16	20/07/2016	Alcele	lin del As	nantami	ento de Hib	era de An	ibe

Illustration. Search Result

The criteria selected throughout the different steps appear marked in the selection criteria form, and cannot be modified. From this screen you can return to the guided search by clicking on the step of the path to which you want to return.

If you click on "Clear (Limpiar)", all the selection criteria indicated in the form will be eliminated, except those selected through the guided search.





Minor contracts allows you to search and filter the minor contracts that have been published on the Public Sector Procurement Platform based on different criteria.

Warda Werneras			100-00				
Expediente			Pas	Todas	141		
lipe de Contrato Organización contratante	Todos	1021	Lugar de Ejerceción Presentación			ý.	11
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The search criteria offered by this form are listed in the following table:





ELEMENT	DESCRIPTION
Dossier (<mark>Expedientes</mark>)	Tender file number
Type of contract (<mark>Tipo de contrato</mark>)	It refers to the type of contract according to the classification established by Law according to the object of the contract (Works, Services, Supplies, etc.)
Contracting organization (<mark>Organización contratante</mark>)	Link to the route of the contractingbody within the public sector structure.
	It refers to the route of the contracting body that appears in the detail of the profile of the contractor or the contracting body. For example, introducing"Ministry of Justice" would return a search result including all tenders published by contracting bodies in this department. If the term "Education" were introduced in this field, it would return bids from the Ministry of Education, etc.
Status (Estado)	 Status of the tender according to its processing phase: Previous Announcement (Anuncio previo): A prior information notice has been published but the tender has not yet been launched Posted (Publicada): In deadline for submissionof offers Preliminary evaluation (Evaluación previa): After the deadline for submitting requests for participation, they are being evaluated. Evaluation(Evaluación): After the deadline for submitting offers, they are being evaluated. Awarded(Adjudicada): The award has been published





ELEMENT	DESCRIPTION
	- Partially Awarded (<mark>Parcialmente adjudicada</mark>): The award to some lots has been published
	 Provisional Award(Adjudicación provisional): The provisional award has been published (only for tenders prior to 2012) Resolved (Resuelta): The tender has been resolved by formalizing a contract or declaring the bid resolved. Partially Resolved (Parcialmente resuelta). Some sections of the tender have been resolved. Withdrawn(Desistida): The withdrawal of the tender procedure has been published. Canceled(Anulada): The tender has been canceled.
Awardee (<mark>Adjudicatario</mark>)	Name of the successful bidder
Amount (<mark>Importe</mark>)	Amount of the award without taxes.
Country (<mark>País</mark>)	Country in which the contract is to be performed
Place of execution (<mark>Lugar de</mark> <mark>ejecución</mark>)	NUTS code of the geographical area,region or province within a country in which the contract is to be performed
Presentation (<mark>Presentación</mark>)	Deadline for submissionof offers or requests to participate
Presentation (<mark>Presentación</mark>)	Range of dates for the presentation of offers, in case the smaller contracts have them.
Award date between (<mark>Fecha</mark> adjudicación entre)	Range of publication dates of the award notice. By default, the start date of the range is preset to show the minor contracts awarded during the last three months.

When you press the "Search (Buscar)" link at the bottom of the screen, the results table will be displayed according to the established filter.



From the list of results, you can access the detail of the minor contract by clicking on the file number, or you can access the detail of the contractor's profile by clicking on the name of thecontracting body.

*		BIERNO MINISTERIC ESPARIA DE HACENCIA V ADHEMISTRACI		C	JNIR	AIA		N I	
	Inicio	Licitaciones	Perfil Contrata	ante	Empresas	Organism	os Públicos	Información	Contacto
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	Resuelta Public	a(243) :ada(656)		Obras(6	779) mial/12\	-			
	Provisio	nal(1797)	-	Privado	(422)				
							Verto	dos los resultado	(34526)

Illustration - Guided Search

The guided search allows you to progressively choose the selection criteria of the tenders you wish to consult.

Each time a criterion is selected, the Platform offers new query criteria that allows the search to be further narrowed. The number of bids that meet the selection criteria is shown in parentheses.

Economic Operator Guide v4.3

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In the upper part, the set of selection criteria that have been selected in each of the steps is shown by means of a path. The user can return to any of the previous steps by clicking on it on the path.



Illustration. Guided search

At any time, you can click on the link "See all the results (Ver todos los resultados)" at the bottom of the page, which will take you to a results screen with a form that will allow you to further refine your search results.

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138/2015 Cantro Social	19cto Ribera		Obrac Construction		Publi sada		1,452,999,96	20/07/201	5 Alcald	in del Ayuntami	ento de Hibe	ra de Amiba

Illustration. Search Result

The criteria selected throughout the different steps appear marked in the selection criteria form, and cannot be modified. From this screen you can return to the guided search by clicking on the step of the path to which you want to return.

If you click on "Clear (Limpiar)", all the selection criteria indicated in the form will be eliminated, except those selected through the guided search.





The Request Information (Solicitar información) option allows the economic operator to see the queries that economic operators have made to the contracting authority regarding a specific tender, and also allows them to ask more questions about it, thus complying with the principle of transparency.

esea pod	emos enviarle co	alower noved ad que	se produzca sobre esta licit	ación mediante nuestro servir	in «Mis Licitaciones».	Añadir esta licitaci	ón a «Mis Licitac	lones
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		a hacer prequitas		1				
Fecha	/ hora limite par							

Illustration - Request Information

The Request Information (Solicitar información) tab contains the following elements:

	DESCRIPTION
ELEMENTS	
Contracting authority (<mark>Órgano de</mark> contratación)	Name of the contracting body.
Dossiers (<mark>Expedientes</mark>)	Tender file number.
Title (<mark>Título</mark>)	Title of the object of the contract.
Deadline to ask questions (<mark>Fecha</mark> límite para hacer preguntas)	Date from which questions are no longer accepted.





Upgrade (<mark>Actualización</mark>)	Date and time of the last time the question was updated, that is, the question or its answer was asked.
Question (Pregunta)	Question asked about the dossier.
Status (<mark>Estado</mark>)	Indicate "Pending" if the question has not yet been answered by the Contracting Authority, or "Answered" if it has already been answered.
Answer (<mark>Respuesta</mark>)	Response of the contracting authority.

Actions that can be performed from the Request Information (Solicitar información) tab:

ACTION	TAB DESCRIPTION
New Question (<mark>Nueva pregunta</mark>)	It allows raising a new question to the contracting authority regarding the tender.

In the event that there are already questions related to a specific tender, these are displayed in the list of questions that appears at the bottom of the screen along with their status:

"Pending (**Pendiente**)" questions posed by the tenderer that have not yet been answered by the Contracting authority. The bidder sees the questions made by himself in Pending status, the questions asked by other bidders are not visible to the rest of the bidders until they are answered by the Contracting Authority.

"Answered (Respondida)", if the question has already been answered.

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Illustration - Information request, pending question and question answered





The answer is accessible by clicking on the <u>guestion text (</u><u>Pregunta</u>) link, as shown in the next figure:

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Illustration - Request for information, access to response





To ask a new question, click on the link **New question (Nueva pregunta**).

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Illustration - New question

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Send (<mark>Enviar</mark>)	Submit the question to the platform.
Cancel (<mark>Cancelar</mark>)	Cancel the creation and submission of a new question.

When the contracting authority answers your question, you will receive a notice by email, and also a notice on the Home page.





4.4 My Bids

By activating the Tenders (Licitaciones) tab, you can search and access the details of a tender in the same way that unregistered users can. (See section)

If the user is registered, a link will appear at the top of this page that allows adding the tender to a list of tenders of interest (My Tenders (Mis licitaciones)). The Public Sector Procurement Platform will send you any news that occurs about it.

NOTE: Please, bear in mind that this link will not appear if you access the details of the bids from the "Tenders (Licitaciones)" tab of the "Contractor Profile (Perfil del contratante)".



Illustration - Add tender to the list of tenders of interest (My Tenders)

The My Tenders (Mis licitaciones) page allows the registered economic operator to have direct access to a list of tenders of interest.

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The search for My Tenders (Mis licitaciones) is offered in 2 levels, hiding by default the 2nd level (filter criteria used less frequently).

Thus, the first level will be:

- File number (Número de expediente)
- Status (Estado)
- Contracting authority (Órgano de contratación)
- Type of contract (Tipo de contrato)
- Form of presentation (Forma de presentación)
- End of presentation date range (fecha de fin de presentación)

The second level will be displayed when clicking on "<mark>Show more search filter options(</mark> Mostrar más opciones del filtro de búsqueda"and will include:

usisoohes	PefilOcreane	Mis Listuciones	We Completedules	Suppropries	Variace CSV	i illarest	idni Compino	Suscidur	Dáxio abiertes
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Nootaundi ondenes de	firede televisite	-							
	allitebr	-							

- Procedure type (Tipo de procedimiento)
- Country (País)
- Place of execution (Lugar de ejecución)
- CPV
- Amount (from to)(Importe (desde-hasta))



The data in the My tenders (Mis licitaciones) tab are as follows:

|--|

ELEMENTS	DESCRIPTION
Dossiers (<mark>Expediente</mark>)	Tender file number and link to the tender details.
Title (<mark>Título</mark>)	Title of the object of the contract.
Contracting authority (<mark>Órgano de</mark> <mark>contratación</mark>)	Name of the contracting body.
Status (<mark>Estado</mark>)	Processing status of the tender (Published, Evaluation, Awarded, Resolved, Partially resolved).
End of presentation date (<mark>Fecha fin</mark> <mark>de presentación</mark>)	Key date of the tender: Submission of offers.
Last modification (<mark>Última</mark> modificación)	Date on which the file was last modified, the last event that has happened will be displayed, showing the name of the event and its date in the cell.
Update tracking (<mark>Seguimiento de</mark> <mark>actualización</mark>)	For those tenders that have been downloaded by the user.





ELEMENTS	DESCRIPTION

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Dossiers (<mark>Expedientes</mark>)	By clicking on the link you will access the screen that shows the details of the tender.
Multiple selector (Selector multiple)	Multiple selector in the list of tenders
Remove from My Bids (<mark>Eliminar de</mark> <mark>mis licitaciones</mark>)	A "Delete" option at the bottom of the list to allow the user to perform this multiple elimination. This elimination only removes the tracking of those bids by the bidder. The user will be informed about the action by a message before proceeding with said elimination

Every time there is any news about any of the tenders included in the list of "My Tenders (Mis licitaciones)", the user will be informed by an email message and also a notice on the Home page when accessing as a registered user

The events that produce these warnings are the following:

- Publication of announcements. (Publicación de anuncios)
- Rectifications and corrections of errors (Rectificaciones y correcciones de errores)
- Publication of documents associated with the tender (Publicación de documentos asociados a la licitación)




- Answer to a question (Contestación a una pregunta)

For those tenders that have been downloaded by the user and the announcement of the tender or the specifications have been republished after the last download of the tender, a notice will be displayed in the list in the last column.

When hovering over the icon, a message will be displayed:

"The announcement of the tender or the tender documents have been updated after you downloaded the tender for the last time."(<mark>El anuncio de la licitación o los</mark>

pliegos han sido actualizados después de que haya descargado por última vez la licitación)

	Editional d	TEUR O	Digiano da Consulación	© EL1809 ©	For to the dol principal (CPD)	Uitme Modificación Q		1
n	End. Printizati acti	414P180228_201_B	Subdiversitio Derevatice Constitución da la Constatación El Interciona	Publinda	GR.05/2914	Publication de Arunna de places 07.05.2940	•	
E	ignus and Tigan	Freeba RDR Lichacion centrale de Telécomonicacianos	Subdivision General de Constitues an de la Constitue de Electronica	Politicada	08-05-2018	Frutekonovni Weizylani Ce de Formalizacija 10 roži (2016)		
				Eliminar de Mix Licitaciones				7

To remove a tender from the list of tenders of interest "My Tenders (Mis licitaciones)" you can follow one of the following procedures:

 From the My tenders (Mis licitaciones) tab, you can delete one or more bids using the multiple selector in the list and click on "Delete (Eliminar)" at the bottom of the list to allow the user to perform this elimination. The following figure shows an example in which the follow-up of the first tender is to be removed from the list:

imei tadi oo d cha	ro de expediente o e Contrato fin de presentac	(Tados Y) Todos ión desde a hasta		Nombre O. Co	ntratación Iación	Todos	~	
Mos A	trer mås opcione Iceptar Expediente	Cancelar Título © Reforma edicificio Banco de Españo	Örgano de Contrats Subdirección General de Co	ación 🗢 pordinación de la	Estado 🍳	Fecha fin de presentación	Última Modificación	0
	1737	Contratación seguro colectivo para las Fuerzas Armadas para el año 2012	Contratación Electrónica Subdirección General de Se Económicos y Pagadurías -	ervicios B2B	Evaluación	17/10/2011	Publicación de Anuncio de licitación 24/10/2011	2
	002/Prueba	Adquisición de material informático	Gerencia del Consorcio de I Santiago B2B	la Ciudad de	Evaluación	31/10/2011	Publicación de Anuncio de pliegos 25/10/2011	8
	@ PIC2019_24514	Contratación del servicio de fisioterapia en el ámbito territorial de la Comunidad de Madrid para FRATERNIDAD MUPRESPA	Fundación de apuestas del	Estado	Evaluación	04/04/2019	Publicación de Anuncio de pliegos 03/04/2019	9





Illustration - Link to remove Tender from the My interest list Bids from My Bids





2. Access the detail of the tender that you want to delete from the My Tenders (Mis licitaciones) or Search for Tenders (Búsqueda de licitaciones) tabs and click on the link <u>Delete this tender from My Tenders (Eliminar esta licitacion de</u> <u>mis licitaciones</u>) as indicated in the following figure:

	Listaciones	Perfil Contratante	Mis Licitaciones	res Comunicaciones	Suscripciones	Información	Contacto	Buscador
sciones	Büsqueda	Details						
a licitació	n està incluida en s	a lista de las aciones da	su interés «Mis Licitacio	nesa. La Plataforma de Contro	nación del Estado le el	wata cualquier nover	fad que se produz	cə solvə la misma
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MINISTR	ACIÓN GENERAL	DEL ESTADO > Ministe	ino de Fomento > S. de E	do Infraestructuras, Transpo	rte y Vivianda > S.Grai	do infranstructuras	D.G. de Caneter	25
Organo	de Contratación	Onec	ción General de Carretera	*				
Estado	de la Licitación	Evalu	ación.					C
Objeto a	del Contrato	Contr	ato de servicios. Ejecució	n de diversas operaciones de	conservación y explota	ción en la CN-322 y	CN+ 322a.	C
		PP.K Pond	K Varies Trames Varies eración técnica: 50	Provincia de Albacete. Vario:	s criterios de adjudicaci	dn. Ponderación eco	ndmica 50	
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Valor Es	stimado del contra	10						
Tipe de	contrato	Servi	cios					
	CPV:	7131	1000-Servicios de consult	oría en ingeniería civil				
Código								
Código Lugar d	te Ejecución							

Illustration –Remove tender from the list of tenders of interest (Mis

Tenders)

In both cases you must confirm (Aceptar) (or cancel (Cancelar)) the operation in the dialog box:

Mis Licitacion	ies					
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Illustration - Dialog box for removing a tender from the interest list of My Tenders

IMPORTANT: PLACSP bids that have been resolved for more than a month and have no movement during that time, will be eliminated from the MY TENDERS (Mislicitaciones) tab.





4.5 My Communications (Mis comunicaciones)

The Public Sector Procurement Platform offers contracting bodies and bidders a service for sending notifications and communications in the development of an award process.

Contracting bodies can send invitations, rectification requirements, documentation requirements, and award notifications to bidders participating in a tender electronically through the Public Sector Procurement Platform.

In order to be notified through the Platform, the company must give its consent to the contracting body by providing the email address of the user who has registered in it.

To access communication there are two ways:

- The economic operator must be registered in the Public Sector Procurement Platform with the same email address where the notification of the communication was received, and have a digital certificate of a natural person accepted by the @firma validation Platform (such as the electronic DNI or the one issued by the National Currency and Stamp Factory, among others). In this way, there is a record of who and when the communication is accessed (the ID of the person who has accessed the communication).
- 2. From the email you have received, a NOTICE (Aviso) appears and then a link that takesyou to the communication. In this case, the email from where the communication is accessed is reflected.

When a contracting authority sends you a communication, you will be informed of this circumstance by means of an email message sent to the address that you have provided to the contracting authority for this purpose.



Illustration - Notice message about Communication received





If you access the communication directly from the link in your email, the communication file in pdf format will be downloaded

e admisión o exclusión 1014-2 te de Contratación del Estado el 19.00.2017 a las 10.64 horas
troteción
Contecto
Correctionico Concepcion gorzalez@minhap.ex
nnap.oe
uston

From that moment on, the Contracting body that has sent you the Communication has an access notice (Acceso a comunicación...) (as shown below)

	rest a diministrative	
Acc rea Platato	eso a comunicación lizado a traves de la rma de Contratación del Estado	
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ENVIADO Empresa CIF/NIF/NIE Correo del destinatario Fecha y Hora	primers emprese 40095 concepcion gos salez@minhep.es 16-03-2017 18:54	
LEDO		
DN del certificado	conception.gordalez@minHap.ec	
Fectie y Hore	16-03-2017 18:54	

If you access the Platform with your registered user, you will be shown a notice on the Home page that you have a communication pending reading.



Illustration. Notice on screen of communication received

To access the content of your communications, you must use the My Communications (Mis comunicaciones) page. where you will find all the electronic communications that have been sent to you through the Platform.



Illustration. Access to My Communications

When accessing the screen, Recent Communications (less than 30 days) are loaded by default

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The screen has two parts, an upper one to configure the search criteria (**Búsqueda**) and another to show the result with the communications.





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Mostra	sólo comunica	ciones recientes (meno	s de 30 días)					
Buscar	Lin	opiar						
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abierto -ALG	infraestructura	OC_IEF_19_704	29/10/2019 15:45	Acceso	Exclusión			de
	de sistemas y	20						Presentación

Illustration - My Communications Tab

The search fields are as follows:

ELEMENTS	DESCRIPTION
File No (N° Expediente)	Tender file number.
Communication Type (Tipo de comunicación)	Type of communication. A registered economic operator can receive communications from:
	-Everything(<mark>Todo</mark>)
	-Invitation to the process (<mark>Invitación al proceso</mark>)
	- Provisional admission or exclusion (<mark>Admisión o exclusion provisional</mark>)
	- Definitive admission or exclusion (<mark>Admisión o exclusion definitive</mark>)
	- Provisional award (<mark>Adjudicación</mark> provisional)
	- Final award (<mark>Adjudicación definitiva</mark>)
	- Offer reception (<mark>Recepción de oferta</mark>)







ELEMENTS	DESCRIPTION
	- General Documentation
Communication sent date (<mark>Fecha</mark> <mark>de envio de la documentación</mark>)	Date range the communication was sent. Only one of the limits can be indicated
Communication status Accessed / Not accessed / All (Estado de la Comunicación Accedidas/No accedidas/Todas)	List only the communications that have already been read (accessed) by the economic operator, or those that have not, or both.
Response deadline (<mark>Fecha límite respuesta</mark>)	Range of deadlines to reply
Show only Pending Communications (Mostrar solo comunicaciones pendientes)	Filter to show only those communications with pending response
Show only recent communications (<mark>Mostrar solo comunicaciones</mark> recientes)	Filter to show only recent Communications (less than 30 days)

The data in the list of communications are as follows:

ELEMENTS	DESCRIPTION
Dossiers (<mark>Expediente</mark>)	Tender file number and link to its details.
Title (<mark>Título</mark>)	Title of the object of the contract.
Contracting authority (<mark>Órgano de</mark> <mark>contratación</mark>)	Name of the contracting body.
Communication Date (<mark>Fecha de comunicación</mark>)	Date the communication was sent.
Communication (Comunicación)	Link to access communication.





comunicación) process, provisional admission or e definitive admission or exclusion, provisional adjudication, definitive adjudication, adjudication, receipt resignation or withdrawal, docume requirement, general documentati
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Т





ELEMENTS	DESCRIPTION
Access Date (<mark>Fecha de acceso</mark>)	Date on which the communication was accessed. If it is not shown, it means that the communication has not been read.
Response deadline (<mark>Fecha límite de</mark> <mark>respuesta</mark>)	Those communications that have a pending response from the bidder will be highlighted.
Answer (<mark>Respuesta</mark>)	

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Look for (<mark>Buscar</mark>)	Performs a search according to the data set in the filter.
Clear (<mark>Limpiar</mark>)	Clear all search filter fields.
Dossier (<mark>Expediente</mark>)	By clicking on the link you will access the screen that shows the details of the tender.
Access (<mark>Acceso</mark>)	Access the communication.
Order (<mark>Ordenar</mark>)	Order according to the following criteria to. Dossier (Expediente)
	de Contratación)
	<i>c.</i> Communication date (<mark>fecha de comunicación</mark>)
	<i>d.</i> Date of access (<mark>fecha de</mark>
	acceso) and Benly deadline(fecha límite
	de respuesta)

4.5.1 Access the content of a communication





To access the content of the communication, from the My Communications (Mis comunicaciones) tab, select the communication you want to consult and click on Access (Acceso).

Mostrar Mostrar Buscar	solo comunic sólo comunic	aciones con respuesta p aciones recientes (meno mpiar	endiente is de 30 días)		1			
Expediente	Título	Órgano Contratación	Fecha comunicación	Comunicaci	Tipo de Comunicación	Fecha Acceso	Fecha lim. respuesta	Respuesta
AM17/12	Acuerdo marco para el suministro de servidores	Subdirección General de Coordinación de la Contratación Electrónica	17/12/2018 12:18	Acceso	Comunicación de Invitación a Licitar			No Aplica - Fuera de Plazo de Presentación
27/04/2016-1	Servicios para la mejora de la Licitación Electrónica.	Subdirección General de Coordinación de la Contratación Electrónica	27/04/2016 11:43	Acceso	Comunicación de Invitación a Licitar			No Aplica - Fuera de Plaza de Presentación
j14042018-1	prueba para comprobar la invitación en las licitaciones electrónicas	Subdirección General de Coordinación de la sContratación Electrónica	14/04/2018 11:08	Acceso	Comunicación de Invitación a Licitar			No Aplica - Fuera de Plaz de Presentación

Illustration - Access to a communication

At this moment, the user will be required to select a digital certificate:

Mensaje	le página web 🛛 👔
?	A continuación se le va a solicitar un certíficado digital para identificarle. Pulse Aceptar para continuar con el proceso
	Cancelar Cancelar

Illustration - Electronic certificate request notice to continue

Ha accedido a la siguiente comunicación:

Follow the instructions of your browser to access the following screen:

Tipo de Notificación Comunicación de Adjudicación Órgano Contratación OC02 B2B Expediente PRU-maill Notificación 2011-NOT-00005514 Pulse en los siguientes enlaces para visualizar los documentos de la Notificación: Ver documento PDE Ver Sello de Tiempo

Illustration - Communication information

Communication is provided in both xml and PDF formats. You can access them by clicking on <u>View XML document</u> (<u>Ver documento XML</u>) or <u>See PDF document (</u><u>Ver documento PDF</u>)





respectively. Clicking on <u>See PDF document (Ver documento PDF</u>) you will be able to access the information more comfortably.

The link <u>See Time Stamp (Ver sello de tiempo</u>) will display a window with the basic information about the time stamp (which guarantees the moment in which the electronic communication was issued), and you will be able to access the downloaded document in xml format and the time stamp itself:

Número de Expediente	PRU-mail
Indentificador del Anuncio	2011-NOT-00005514
Tipo de Anuncio	Comunicación de Adjudicación
Contenido del Anuncio	Descargar Anuncio xml
Hash del contenido	mnssBgbZZW44qbujkfhg5mo5M+g=
Sello de Tiempo	Sello de Tiempo
Autoridad que expide:	4: C=ES,O=FNMT,OU=FNMT Clase 2 CA,OU=Publicos,OU=500070015,CN=DESCRIPCION TSA2 FNMT CLASE 2 CA - ENTIDAD FNMT RCM - CIF Q28260043
Fecha de expedición:	3 de febrero <u>de 2011 12:3</u> 6:25
	Sello de Tiempo

Illustration - See time stamp

4.6 Subscriptions (Suscripciones)

Registered users can subscribe by indicating search criteria. In this way, they will receive daily – through the means of communication that they specify (SMS, E-mail or RSS) – information about the announcements of the tenders published on the Public Sector Procurement Platform that meet said criteria.

You can access this service through the page Subscriptions (Suscripciones)

Illustration - Access to subscriptions

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)			\boxtimes		(3	
	Licitacion		Mis Licitacion	nes	Mis Comunicacion	ies	Suscri	ipciones	

By clicking on any of these links you access the user profile data screen, which is explained in the section **4.1.2 Modification of data and user cancellation**





Click on the Subscriptions (Suscripciones) tab to view your active subscriptions:

			DEL SECTOR PUBLICO		runter berrit 1	comme in when the	a murrar ace
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osGenerales	1		-				
	Suscripciones DOUE						
1							
Nombre		7	Tipo de Comunicación			Acción	
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	Limaciones DSGenerales les Directores	Lintuciones Perfil Contratante DSGENERAICS les Territories DOUE	Linaciones Perfi Contratante Mis Linaciones DSGenerales les Summers Suscipciones DOUE	Lintuciones PerFi Contratante Mis Lie tuciones Mis Contratante OSGENERALES les Turnante Suscripciones DOUE Nombre Tigo de Comunicación	Linaciones Parfi Centratante Mis Licitaciones Mis Comunicaciones Sustinguiones OSGENETAICS les Turner Suscriptiones DOUE Nombre Tupo de Comunicación	Linaciones Perfi Certratante Mis Linaciones Mis Comunicación Sustinguiones minimación DSGCENERALES les Turnera Suscinguiones DOUE Nombre Turo de Comunicación	Lintecones Petil Centratante Mis Linteciones Mis Centranteciones Suscripcionias mformación Contacte OSGENERALES les Turneral Suscripciones DOUE Nombre Turo de Comunicación Acción

Illustration - Subscriptions, subscription list

The details of the list of active subscriptions are as follows:

ELEMENTS	DESCRIPTION
Name (<mark>Nombre</mark>)	Name of the subscription and link to its data.
Communication means (<mark>Tipo de</mark> <mark>comunicación</mark>)	Means of communication to be used. It may be SMS, E-mail or RSS.
Action (<mark>Acción</mark>)	The "trash" icon will allow you to delete the subscription.

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Name (<mark>Nombre</mark>)	By clicking on the link, you can access the screen that shows the subscription configuration data, and you can modify them.
Action (<mark>Acción</mark>)	Clicking on the "trash" icon will delete the subscription.
New Subscription (<mark>Nueva</mark> <mark>suscripción</mark>)	Clicking on "New Subscription" will open the subscription creation page.

Click on **New Subscription (Nueva suscripción)** and the screen will open to enter the selection criteria for the tenders on which you want to obtain information published on the Platform.





Nombre de la puechpolón					
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Illustration - Criteria for configuring a subscription





The meaning of the fields is as follows:

ELEMENTS	DESCRIPTION
Subscription name (<mark>Nombre de la </mark> suscripción)	The name by which you want to identify the subscription.
Subscription description (<mark>Descripción de la suscripción</mark>)	A reminder what thesubscription was created for.
Communication options (<mark>Opciones</mark> <mark>de envío</mark>)	Means of communication by which you wish to receive publications that meet the specified criteria. Possible values are SMS, E-Mail, and RSS. In the case of SMS it is necessary to provide a phone number.
Contracting organization (<mark>Organización contratante</mark>)	Location of the contracting body within the Public Sector.
Name of Contract (<mark>Nombre O.</mark> Contratación)	Contracting authority that carries out the tender.
Procedure (<mark>Procedimiento</mark>)	Type of procedure (Open, Competitive dialogue, Negotiated with advertising, Negotiated without advertising, Restricted, Internal rules).
Type of contract (<mark>Tipo de</mark> procedimiento)	Type of tender (Special Administrative, Collaboration between the public and private sector, Concession of public works, Management of public services, Works, Private, Services, Supplies).
Subtype (<mark>Subtipo</mark>)	Subtype of tender, dependent on the previous type.
CPV code (<mark>Código CPV</mark>)	CPV code. Multiple CPVs can be selected to perform a search.
Selected CPVs (CPV Seleccionados)	Set of CPVs selected for the search.
Innovative Public Procurement (<mark>Compra Pública Innovadora</mark>)	Indicates whether the contract is classified as an innovative public purchase, in any of its modalities: Public Purchase of Innovative Technology or Pre-commercial Public Purchase.





ELEMENTS	DESCRIPTION
Classification Required (<mark>Clasificación requerida</mark>)	Classification required, multi-select list to narrow the list of tenders to the minimum classification required.
Special conditions (Condiciones especiales)	It allows selecting one or more special conditions considered in the tender: contract reserved for a specific profession, contracts reserved for special employment centers or sheltered workshops, contracts reserved for sheltered employment programs, preference for companies with workers with disabilities, preference for companies dedicated to the promotion and labor insertion of people in a situation of social exclusion. Allows selection by multiple classifications (keep the Control key pressed while selecting / deselecting each value).
Country (<mark>País</mark>)	Country where the contract is executed.
Amount (<mark>Importe</mark>)	Range of bid amounts.

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Add (<mark>Añadir</mark>)	Add a CPV.
CPV selection (<mark>Selección CPV</mark>)	It shows the complete list of CPVs with their code and description, and allows their selection.
Remove (<mark>Quitar</mark>)	Removes the selected CPVs from the list.
Accept (<mark>Aceptar</mark>)	Confirm the creation of the subscription as defined.
Cancel (<mark>Cancelar</mark>)	Cancel the creation of a new subscription.

The selection of the CPV is identical to that explained for the search for tenders (section **3.1.2 Search for tenders**)





The selection of the contracting organization works in a similar way to that described for the search for contractor profiles (section **3.2 CONSULTATION OF PROFILES OF THE CONTRACTOR).**

You can modify the configuration criteria of your subscriptions whenever you want by editing your content.

In the case an RSS type subscription is defined, the URL of the results is available to be copied in the "RSS" icon as shown in the image below.



IMPORTANT ANNOUNCEMENT

Because the obligation of the PLACSP to guarantee the publicity of the calls for bids, their results and all the documentation related to public contracts that the contracting authority deems to make available to third parties does not imply the obligation to provide that information to potential bidders through a subscription service (which is not contemplated in a compulsory or optional way in the public procurement regulations), it is considered convenient that the PLACSP have such subscription or alert services for economic operators.

These services are therefore complementary in nature, and cannot be considered in any case a substitute for searching PLACSP for contracting procedures. Thus, if the company wants to guarantee the location of business opportunities, it should ultimately consult the PLACSP bidding search engine directly. Note, in particular, that subscription services are





based on email, which is not a reliable means since the reception and reading of the message by its recipient cannot be guaranteed.

Likewise, the economic operator user is responsible for correctly defining the subscription selection criteria. Thus, the need to establish several filter criteria is recalled in order to reasonably limit the result of the subscription since, otherwise, and if the 500 daily notices are exceeded, there is a risk that the mail will not be received due to exceeding the limits allowed by the shared mail service of the Ministry of Finance.





4.7 Subscriptions DOUE (Suscripciones DOUE)

Registered users can also subscribe to the announcements of the tenders published in a supplement to the Official Journal of the European Union (DOUE) on public procurement. In this type of subscription, the daily reception of the communications is made through email.

The way to create and modify DOUE subscriptions is very similar to the process indicated above, accessing the service through the page "**Subscriptions (Suscripciones)**"



Illustration - Access to Subscriptions

By clicking on any of these links you can access the user profile data screen, which is explained in the section **4.1.2 Modification of data and user cancellation**

Click on the DOUE Subscriptions (Suscripciones DOUE) tab to view your active subscriptions:

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E	DatosGenera	les						
			tionsb-a				ALC	ian
							10	

Illustration - DOUE subscriptions, subscription list

The details of the list of active DOUE subscriptions are the following:

ELEMENTS	DESCRIPTION
Name (<mark>Nombre</mark>)	Name of the DOUE subscription and link to its data.
Action (<mark>Acción</mark>)	The "trash" icon will allow you to delete the subscription.





Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Name (<mark>Nombre</mark>)	By clicking on the link, you will access the screen that shows the configuration data of the DOUE subscription, and you can modify them.
Action (<mark>Acción</mark>)	Clicking on the "trash" icon will delete the subscription.
New Subscription(<mark>Nueva</mark> <mark>sucripción</mark>)	Clicking on the "New Subscription" link will open the subscription creation page.

Click on **New Subscription** (Nueva suscripción) and the screen will open to enter the selection criteria for the announcements of the tenders of your interest published in the Official Journal of the European Union.

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PV Second Ularma		Allects =	e Quter	
ale'NUTE Existences				- Guit

Illustration - Configuration criteria for an DOUE subscription





The meaning of the fields is as follows:

ELEMENTS	DESCRIPTION
Subscription name (<mark>Nombre de la </mark> suscripción)	The name with which you want to identify the DOUE subscription.
Subscription description (Descripción de la suscripción)	A reminder what thesubscription was created for.
Communication options (<mark>Opciones</mark> <mark>de Envío</mark>)	It is not necessary to indicate anything, only the reception of communications by email is enabled.
Ad type (<mark>Tipo de anuncio</mark>)	It allows the selection of the type of announcement, the values can be: Prior information announcement, Tender announcement, Award announcement, Amendment / additional information. It is allowed to select more than one value, by default "All" are considered selected.
Type of contract (<mark>Tipo de contrato</mark>)	Type of contract according to the typologies admitted in DOUE: Public Works Concession, Not applicable, Works, Services, Unspecified, Supplies. It is allowed to select more than one value, by default "All" are considered selected.
Procedure (Procedimiento)	List of contracting procedures admitted in DOUE: Award of a contract without prior publication of a tender notice, Direct award, Competitive dialogue, Negotiated without a call for tender, Not applicable, Other, Open procedure, Negotiated procedure, Accelerated procedure, restricted procedure, expedited procedure, unspecified. It is allowed to select more than one value, by default "All" are considered selected.
CPV code <mark>(Código CPV</mark>)	CPV code. Multiple CPVs can be selected for subscription.
Selected CPVs (CPV Seleccionados)	Set of CPVs selected for subscription.





ELEMENTS	DESCRIPTION
Country / NUTS3 (<mark>País/NUT3)</mark>	Code of territorial unit of publication / execution of the contract. Multiple items can be selected for subscription.
Country / NUTS Selected <mark>(País/</mark> NUTS Seleccionados)	Set units territorial selected for subscription.

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
Add <mark>(Añadir)</mark>	Add a CPV / territorial unit (according to context) if we know its code. If it is unknown, you can go to the selection assistant, <u>CPV selection</u> or <u>Country</u> <u>selection</u> <u>Country / NUTS</u> .
CPV selection <mark>(Selección CPV)</mark>	It shows the complete list of CPVs with their code and description, and allows their selection.
Country Selection / <mark>NUTS (Selección</mark> <mark>País/NUTS)</mark>	It shows the complete list of territorial units with their code and description, and allows their selection.
Remove <mark>(Quitar)</mark>	Removes the CPVs / territorial units (depending on context) selected from the list.
Accept <mark>(Aceptar)</mark>	Confirm the creation of the subscription as defined.
Cancel <mark>(Cancelar)</mark>	Cancel the creation of a new subscription.

The selection of the CPV is identical to that explained for the search for tenders (section **3.1.2 Search for tenders**)

³ Nomenclature of Territorial Units Statistics «Nomenclature des Unités Territoriales Statistiques »(NUTS). This classification used by the European Union allows territorial demarcation for statistical purposes, in the context of contracting it allows to indicate the place of performance of the contract.





The selection of the country / NUTS is done through a selection tree similar to that of CPV codes. In this case you can select groupings of countries (European Economic Area, European Union, etc.), Countries, Regions, Provinces that are accessed by displaying the different nodes of the tree.

DatosGenerales	
RESULTADOS DE LA BÚSQUEDA	
🔁 Países/NUTS	
🖨 🗁 EEA-Espacio Económico Europeo	
🕂 🧀 IS - Islandia	
- 🧀 LI - Liechtenstein	
- 🧰 NO - Noruega	
🖶 🦲 OTH-Otros	
🖨 🧀 UE-Unión Europea	
🌐 🧰 AT - ÖSTERREICH	
🌐 🧰 BE - BELGIQUE-BELGIË	
🕸 🦲 BG - BULGARIA	
Image: CY - KYΠΡΟΣ / KIBRIS	
E CZ - CESKÁ REPUBLIKA	
I DE - DEUTSCHLAND	
III DK - DANMARK	
III EE - EESTI	
III ES - ESPAÑA	
III III FI - SUOMI / FINLAND	
🖶 🗁 FR - FRANCE	
B E FR1 - ILE DE FRANCE	
FR2 - BASSIN PARISIEN	
FR21 - Champagne-Ardenne	
FR22 - Picardie	
FR23 - Haute-Normandie	
FR24 - Centre	
T III FK25 - Basse-Normandie	

Illustration - Country Selection / NUTS

Aceptar

The operation is the same as for the CPV code selection tree. Each time an item is clicked on, it is added to the list of selected items. If you want to delete any of the selected elements, click on it in the selected box and then on "Remove (Quitar)".

You can modify the configuration criteria of your subscriptions whenever you want by editing your content.

= Gutar





5 CONTACT US

Please contact us for more information.

We would also like to know your opinion, receive suggestions and complaints, about the Public Sector Procurement Platform. This will help us to improve the Platform and make it more useful for everyone.

To contact us, you can go to the following email:



contrataciondelestado@minhafp.es