



Electronic Tender Services Guide:

Preparation and Presentation of bids

General Directorate of State Assets

**Sub-Directorate General for Electronic Procurement Coordination**

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Version: 7.3 Date: 01/19/2022

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## 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

This document details the Electronic Bidding Services in the Public Sector Procurement Platform (hereinafter Platform) for Business Users (bidders and candidates).

Basically, electronic bidding services allow the bidder to prepare and submit bids by computer, the electronic custody thereof by the system and the electronic opening and evaluation of the documentation by the members of the assistance body. The user of the procurement authority therefore needs to set up the procedure according to the rules that apply to electronic tenders.

The preparation of the submission by the bidder may respond to the publication of the call for tender and the specifications or, in the case of invitation procedures, result from the receipt of a bid request from the procurement body/interested party.

Specifically, this guide documents how the bidder should prepare the documentation and envelopes that make up the bids using the Bid Preparation and Presentation Tool in both cases (the publication of documents and sending of invitation).

As regards the use of these services by the bidder, it is an essential pre-condition to be a registered user of the Public Sector Procurement Platform and fill in not only the basic registration data, but also the additional data (See "Economic Operator's Guide"). The technical requirements for its use are very simple: an internet connection, a browser with an updated Java version (preferably at least v1.8) and an electronic certificate recognised by the General State Administration (@firma)

Note: More information about electronic certificates recognised by the General State Administration is available here:

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

For the use of this guide it is necessary to review that specified in the "Economic Operator's Guide", as it describes the general functions available for the economic operator user..

## 1. Bid preparation and submission tool

### 1.1 Definition

The Bid Preparation and Submission Tool (hereinafter, the Tool) is an application that the Public Sector Procurement Platform makes available to the bidder for the submission of bid-related documentation, grouped in electronic envelopes defined by the procurement authority, that ensure the integrity, authenticity, non-repudiation and confidentiality of the proposals.

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For greater confidence of the bidder, the documentation and details of the bid during its preparation remain in the client team until it is presented. At that time and not before, all documentation shall be sent encrypted to the servers of the Platform, where it is kept under guard (inaccessible) until the time it is opened.

## 1.2 Requirements for the use of the Electronic Tendering tool

### 1.2.1 Functional requirements.

- Being an "Economic Operator" registered in the Public Sector Contracting Platform. The registry shall include both basic data (**Datos básicos**) and additional data (**Datos adicionales**) (Illustration: economic operator user record). For more details on how to register on the Platform, see the "Economic Operator Guide". **General data (Datos generales)**.

PLATAFORMA DE  
**CONTRATACION**  
DEL SECTOR PÚBLICO

Bienvenidos | Ongi Etorri | Benvinguts | Benvidos | Welcome | Bienvenue  
Juan Pérez (Usuario Operador Económico)

Editar perfil | Guías de Ayuda | Finalizar sesión

Inicio | Licitaciones | Perfil Contratante | Mis Licitaciones | Mis Comunicaciones | Suscripciones

**Datos Generales** | Suscripciones | Suscripciones DOUE

**Datos básicos**

Datos del usuario

Usuario: empresaa  
E-mail: empresaa@mailinator.com

**Datos adicionales**

Datos del usuario

Nombre: Juan  
Apellidos: Pérez  
Nº Identificación: 12345678Z  
E-mail a efectos de comunicaciones: juanperez@mailinator.com

Datos de la empresa

Nº Identificación: A80599459  
Razón social: Empresa A

Modificar datos | Borrar Usuario

Illustration: registration of the economic operator user

**NOTE:** if the user only registers the basic data, they can enjoy the basic services bided by the Platform to companies (subscriptions, search for tenders, notices) but not those related to Electronic Bidding (electronic preparation and submission of bids). Given its importance, if no email is given for Notifications, the user will be shown an on-screen notice, with an email message sent periodically as a reminder.

**NOTE:** for economic operator user notification purposes, the mail must be that provided by the public body to receive the notification and invitations that allow it to bid electronically. If another email address is given, the Bid Preparation and Presentation Tool will not be enabled, meaning that documentation cannot be submitted through the Platform. In such cases, a new economic operator user should be created that incorporates the email provided to the procurement authority or the existing user changed by deleting the wrong email and replacing it with the correct address.

**NOTE:** the email setting out the basic data should be a personal or work email that identifies the user, for example, johnsmith@company1.com. However, we recommend that the email address used for notification purposes should be a generic address from the commercial department or similar, the inbox of which is accessed by several users, for example, sales@company1.com.

The procurement authority should set up a tender electronically, making that configuration available by publishing the notice (procedures WITHOUT invitation) or by sending the invitation/bid request to the candidate/bidder (procedures WITH invitation).

### ***1.2.2 Technical requirements.***

It is essential that you review compliance with the following technical requirements. We remind you that when you prepare your bid you are working exclusively locally, without any connection to the Platform.

#### ***1.2.2.1 Version 1.8 of Java virtual machine installed.***

On the Java control panel (Illustration: Java control panel access), check the version in the "General" tab (Illustration: Java control panel) and click on the **About icon** (Acerca de) (Illustration: About Java. Version).

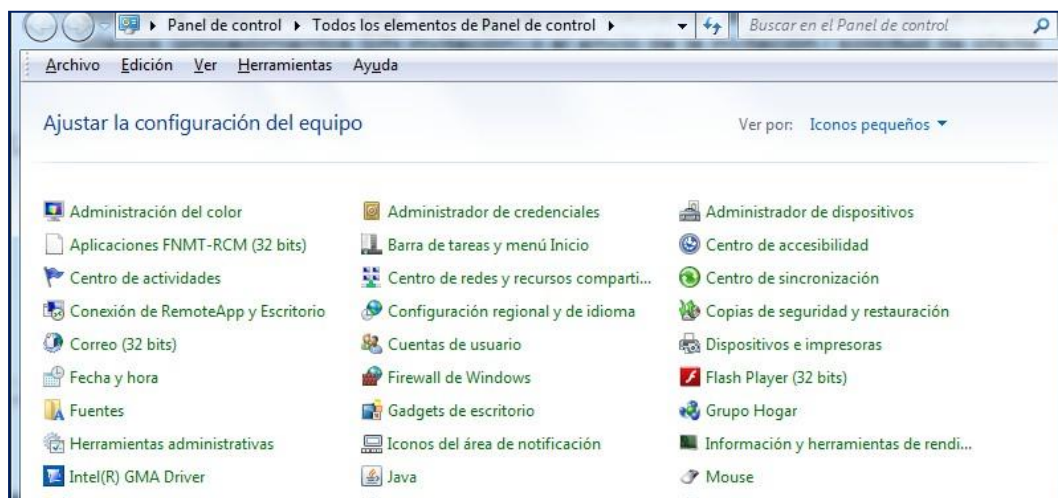


Illustration: access to the Java control panel

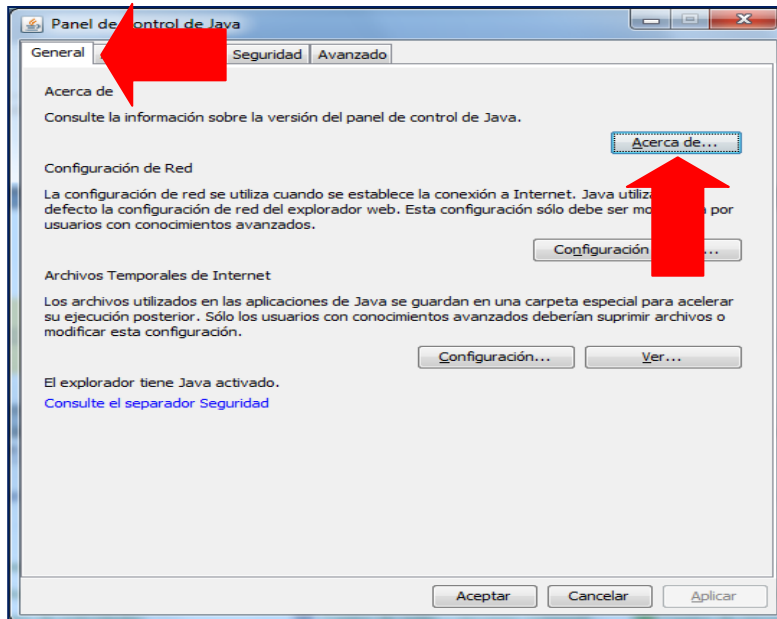


Illustration: Java Control Panel



Illustration: About Java. Version

- High (Alta) security level in Java console. To check this (Illustration:Java Control Panel), click on the "Security" tab (Seguridad) Illustration: Java Security: level and list of exceptions).

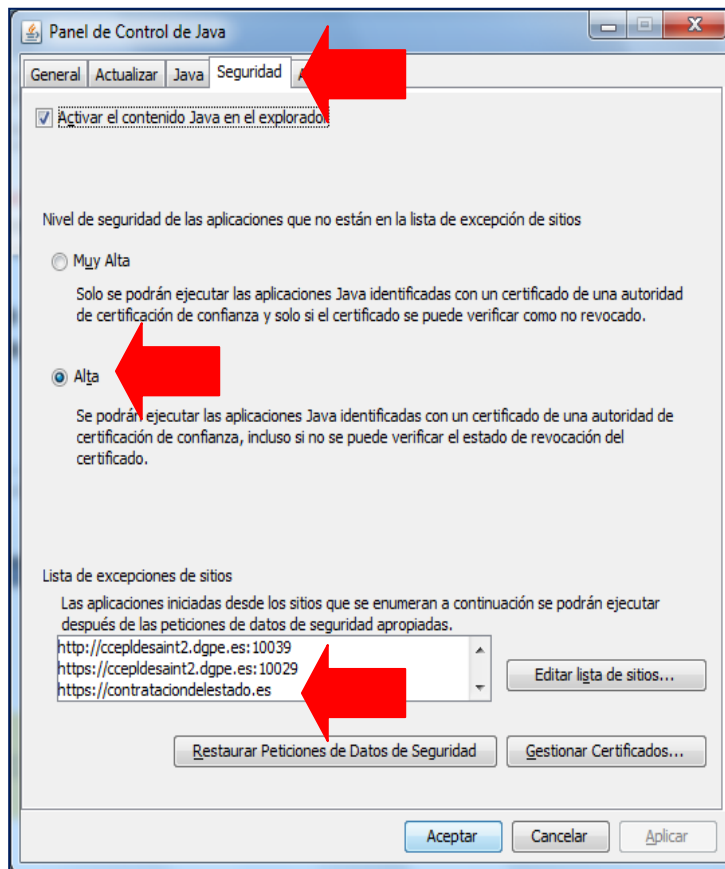


Illustration: Java security: level and exception listing

- Add <https://contrataciondelestado.es> as an exception (Aceptar) (Illustration: Java security:exception level and listing).
- An internet connection is required to allow the Tool to be downloaded and the bid to be sent. Therefore, bear in mind that your company's Notifications system may have enabled a firewall that blocks the downloading of the Tool. For the subsequent sending of the bid, output port 443 must not be blocked. The connection may also not have sufficient bandwidth for a large download.
- Assign the Java program to the extension ". jnlp". By way of example, the following shows how to do this in Windows 7 and Windows 10.

## Settings in Windows 7

1. Click on the start icon to access the control panel (Panel de control)

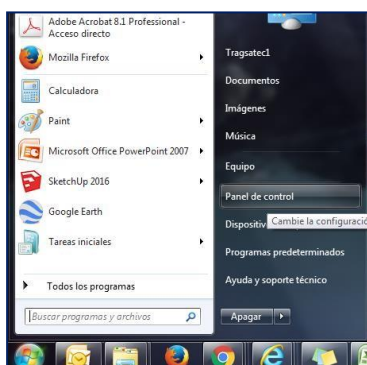




Illustration: Access to the control panel

2. Once the control panel is open, go to programs (Programas).

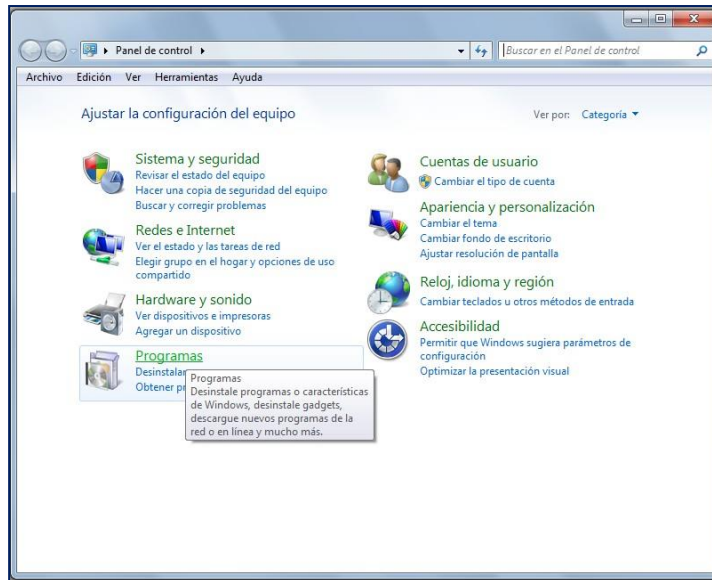


Illustration: Access to "Programs" from Control Panel

3. In programs, click on "Open file type with a specific program" ("Hacer que un tipo de archivo se abra siempre con un programa específico").

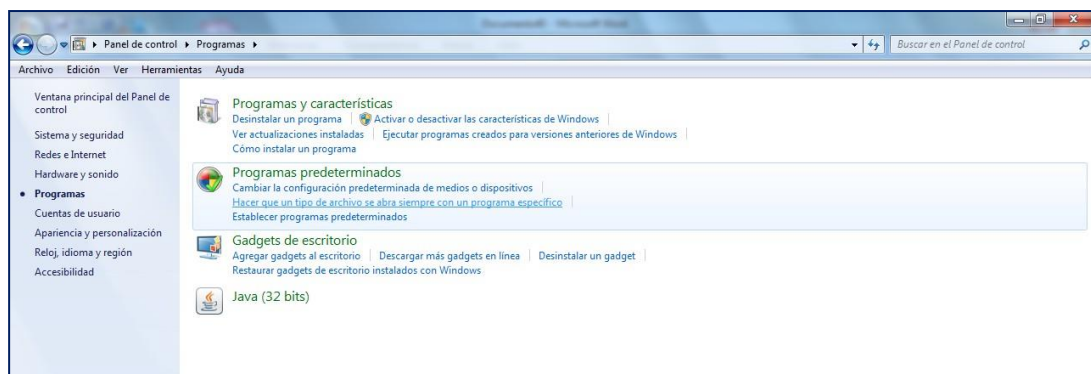


Illustration: Access to "File Types"

4. Select the .jnlp extension and click on "Change program" (Cambiar programa) in the top right corner of the screen.

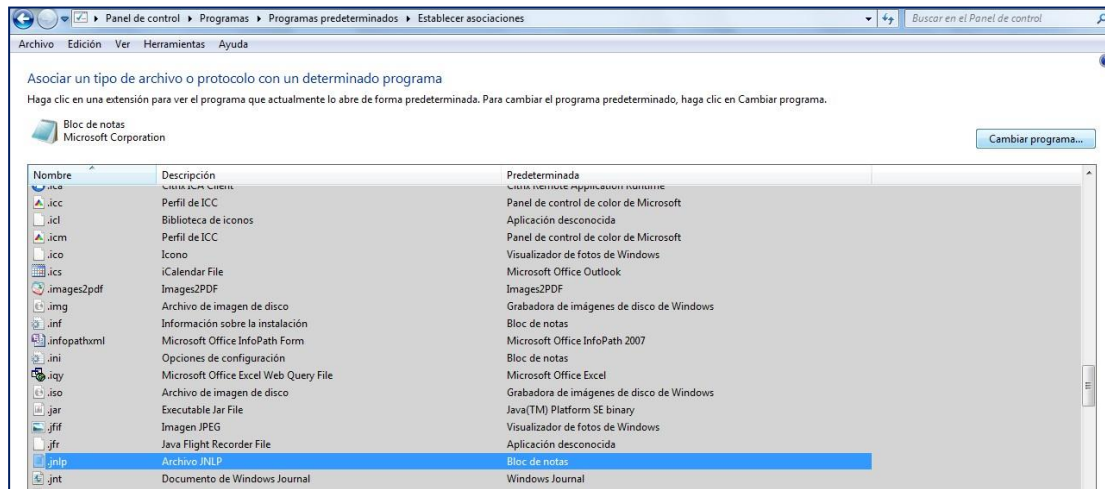


Illustration: Selecting the .jnlp extension from the list of extensions

5. In the new pop-up screen, select Java and click “accept” (Aceptar). If the Java icon does not appear on the part of the screen reserved for recommended programs, search for “Other programs” (Otros programas).

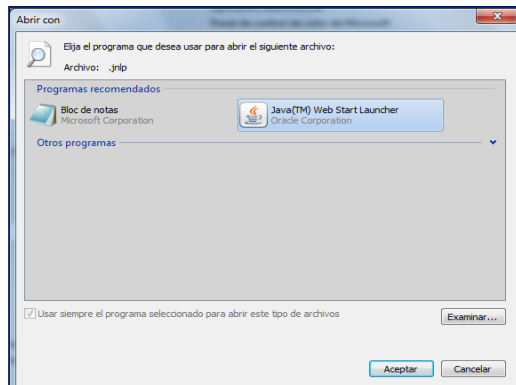


Illustration: Mapping the Java program to the .jnlp extension

**NOTE** In the event of problems uploading and signing files in the Tool, install the 64-bit Java virtual machine instead of the 32-bit version. By way of example, the following shows how to check your Java machine in the Windows 7 Professional operating system (Control Panel Programs). If you require technical advice on how to make this update, please write to: [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

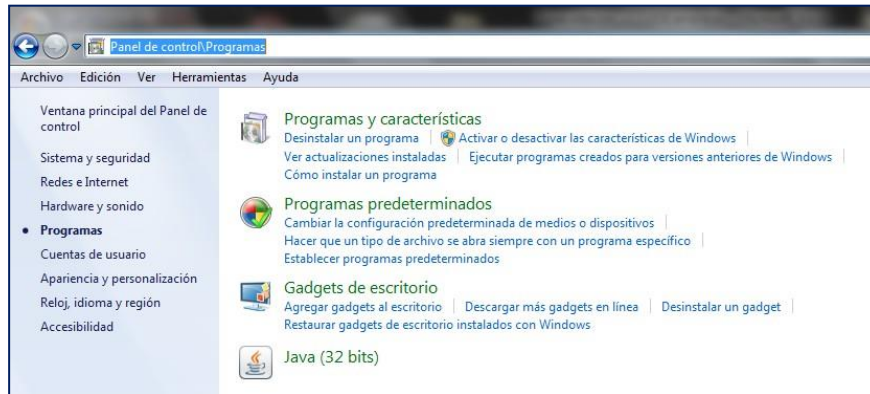


Illustration: Control Panel > Programs

## Settings in Windows 10

If you are working with Windows10 operating system, follow the steps below:

1. Download the .jnlp bidding file for a first time:



Illustration: Link Prepare Bid/Request to Participate (Preparar oferta/solicitud de participación)

2. Save the file (Guardar):

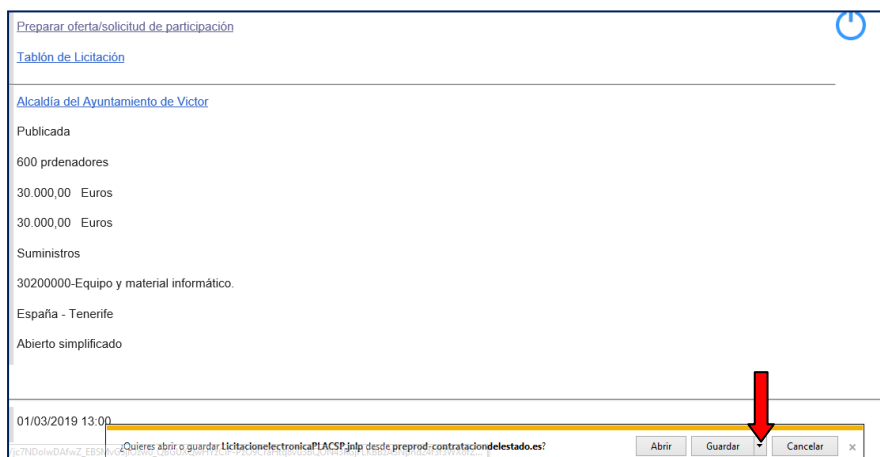


Illustration: Save File

3. Open the folder **(Abrir carpeta)** where the .jnlp file has been saved:

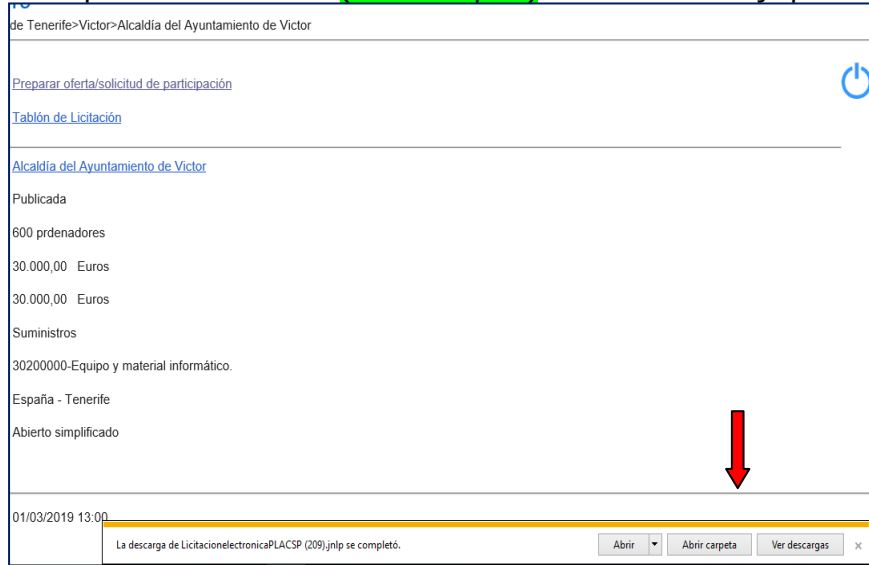


Illustration: Open Folder

The .jnlp file will be selected:

Win640OpenSSL-1_1_1.exe	17/09/2018 11:35	Aplicación	42.987 KB
xsl.zip	04/02/2019 15:03	Archivo WinRAR Z...	243 KB
LicitacionelectronicaPLACSP (209).jnlp	05/02/2019 13:11	JNLP File	3 KB

Illustration: Selected .jnlp file

4. Once the .jnlp file is located, right click on properties **(Propiedades)**

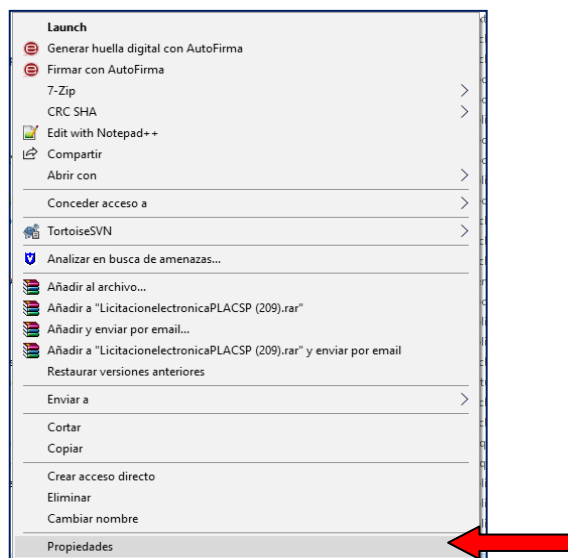


Illustration: Right Icon and Properties

5. Once inside properties, click on Change icon **(Cambiar)**:

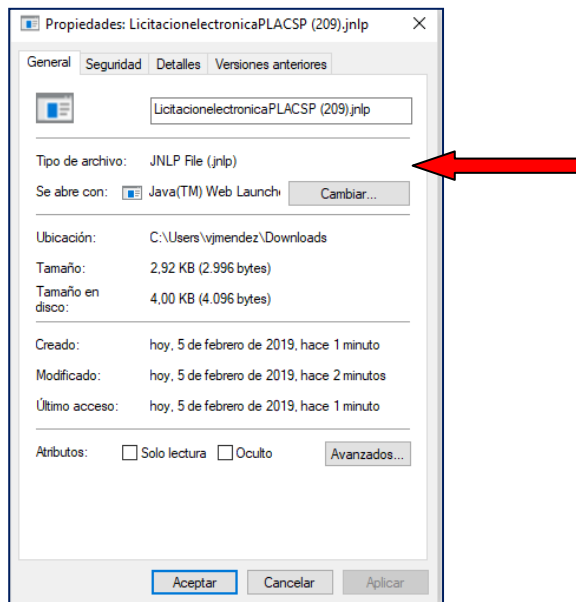


Illustration: Change Icon

6. On the screen that appears, "How do you want to open .jnlp files from now on?" (¿Cómo quieres abrir los archivos .jnlp a partir de ahora?), click on "More applications" (Más aplicaciones).

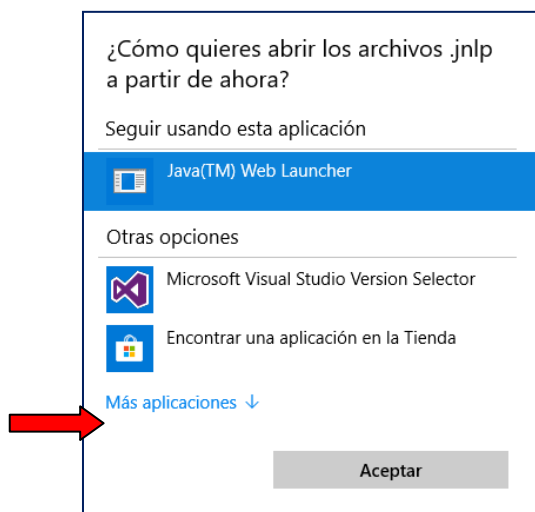


Illustration: Click on "More applications"

7. Scroll to the end and click on "Look for another app on this PC" (Buscar otra aplicación en el equipo).

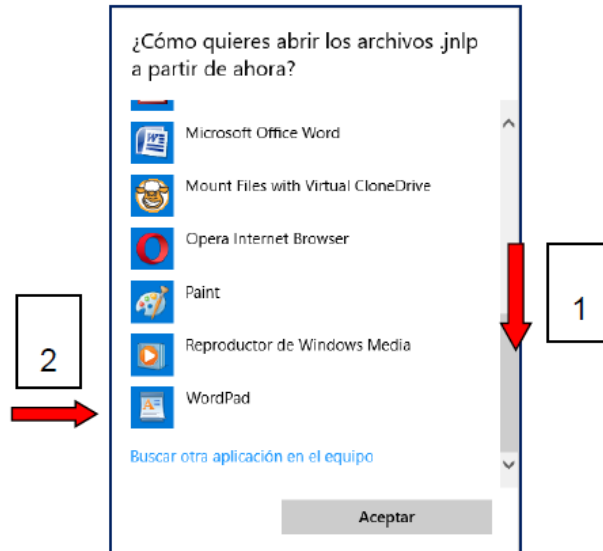


Illustration: Find another app on your computer

You now have two options:

Depending on whether your Java is 64 or 32 bits. To know which Java version you have installed we will do the following: Go to the Java control panel and in the "Java" tab, click on "View". If in the "Architecture" column it says "x86" it means that you have 32-bit Java. If it says "x86\_64" it means that you have 64-bit Java.

**Option 1)** If we have 64-bit Java installed, the path to look for is:

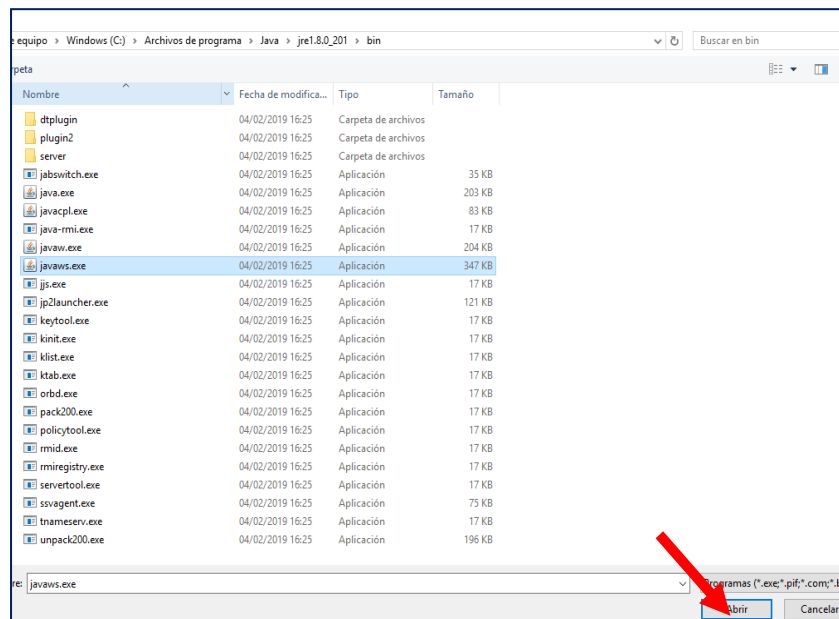


Illustration: 64-bit java directory

And select the file C:\Program Files\Java\jrexxx\bin\javaws.exe and press the Open icon (Abrir).

And on the next screen give the Apply (**Aplicar**) and OK (**Aceptar**) icons

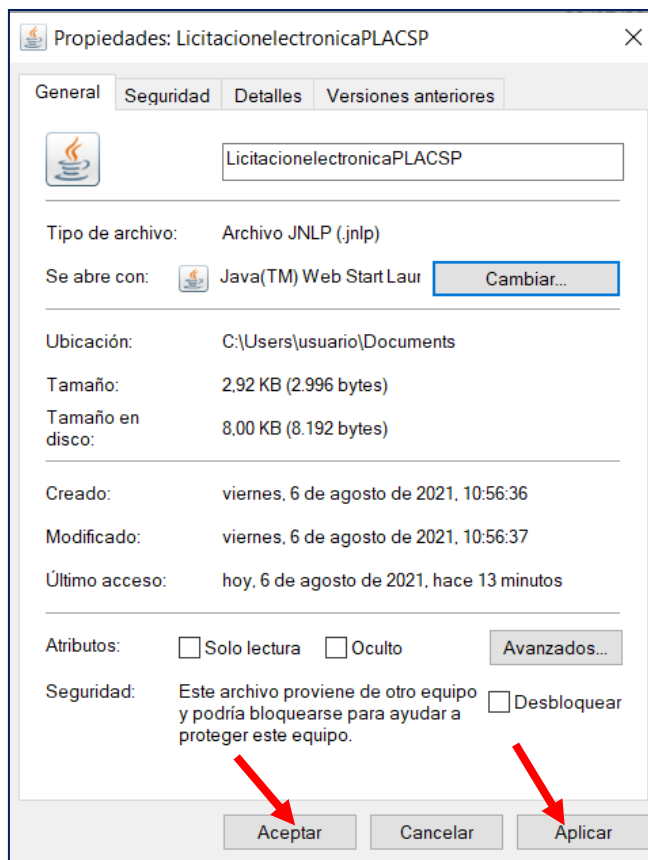


Illustration: Apply and accept changes

**Option 2)** If it is 32-bit java, the path would be:

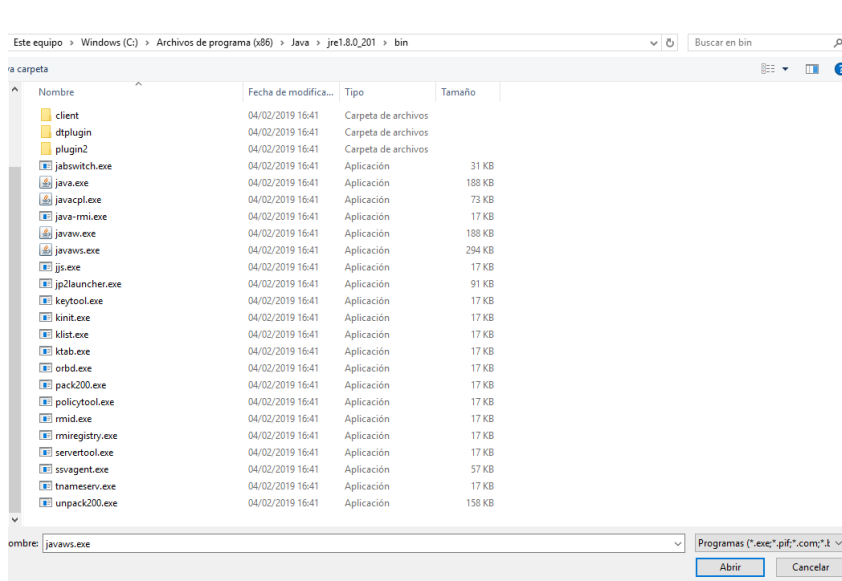


Illustration: 32-bit java directory

And select the file C:\Program Files (x86)\Java\jrexxx\bin\javaws.exe

Where jrexxx is the version of java.

If you wish, the 64-bit and 32-bit version: <https://www.java.com/en/download/manual.jsp>

**WARNING:** we recommend you have the 64-bit version installed in any case, otherwise your local computer may experience slowness when uploading documentation, especially if the bid file is large or the contractual purpose is divided into batches.

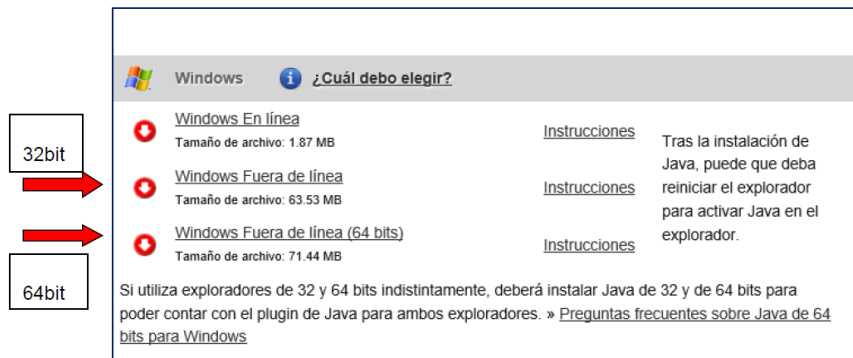


Illustration: Download java versions

**NOTE:** This guide gives the instructions for a Windows environment. The Tool can also be used on other platforms such as Linux or MacOS. Request a guide for configuring Ubuntu at [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

### 1.2.2.2 Maximum documents/bid size

The Tool establishes a series of limitations regarding the documentation attached to it both individually and globally.

The Tool uses the @firma solution for signing documents. @firma cannot sign documents that exceed 5 MB. If a larger document is uploaded, the screen in Figure 11a will be displayed (No se pueden anexas documentos de tamaño superior a 5 MB(5120 KB)).

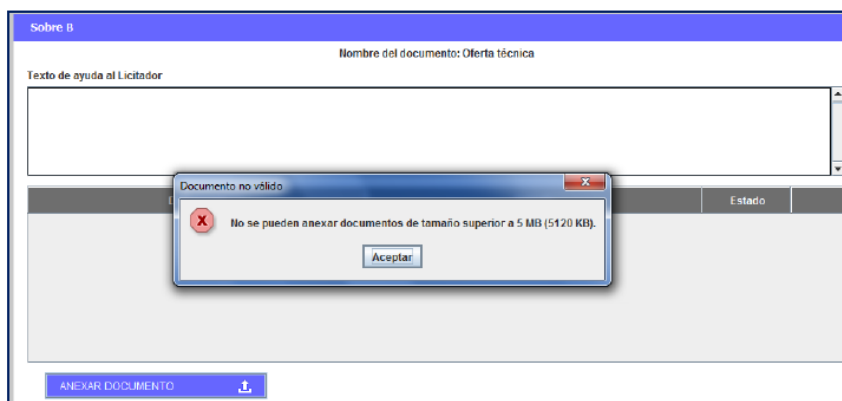


Illustration: Maximum file size exceeded

To reduce the size of individual documents, consider the following recommendations:

- Generally, images are usually inserted uncompressed in high resolution. Reduce image resolution so that documents with the same information



and of a smaller size can be created.

- If the specifications do not require it, do not upload externally-signed documentation to the Platform.
- Never print an electronic document and then scan it for the sole purpose of inserting a handwritten or electronic signature. If the document is to be signed by means other than through the Platform, use Autofirma or some other electronic signature device.
- Remember that even if you see a single entry to upload documents, more than one can be attached. The bid can be split so that it does not exceed 5 MB per piece, with each piece signed

**NOTE:** Follow the above steps bearing in mind that, as in the rest of the applications in which there is a document upload, limitations in this regard have to be imposed.

There is also limitation in the ability of Java technology to manage the documentation attached in the Tool, meaning that the total sum of the bid cannot exceed a certain size. These values are indicative, but it may be that, in certain cases, a total size somewhat smaller than the values set cannot be managed.

- If a 32-bit version of Java is being used:

Make sure that the set of files that make up your bid does not exceed 27 MB.

- If a 64-bit version of Java is being used:

Make sure that the set of files that make up your bid does not exceed 38 MB.

If the size of the bid does not come close to these limits and you still experience issues that prevent you from signing documents, displaying menu options etc. please contact our support service immediately [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

In any event, remember that OUR RECOMMENDATION is that you update the version of your java virtual machine from 32 to 64 bits.

**NOTE:** To check the memory capacity of your Java virtual machine and to have greater control over the size of the bid, some features have been added to the tool which show the memory of the available JVM and the volume that each envelope takes up. See Section 1.4

### **1.2.2.3 Electronic certificates**

Before signing the documents and envelopes, it is advisable to make sure that you have a valid certificate. Browse to the following address: <https://valide.redsara.es/valide/> and access Validate Certificate. (Validar certificado).

Select your certificate (1. Selecciona tu certificado) and enter the security code (2. Introduce el código de seguridad).

If your electronic certificate is on a storage device or on your hard drive, select this link

The screenshot shows the VALIDe website interface. On the left is a sidebar with links: Validar Certificado, Realizar firma, Validar Firma, Validar Sede Electrónica, Visualizar Firma, and Faqs. The main content area is titled 'Validar Certificado' and includes a sub-header 'Validar Certificado' with a description: 'Puedes comprobar la validez de un certificado digital emitido por un prestador de servicios de certificación reconocido.' Below this are two steps: 1. 'Selecciona tu certificado' with a 'Seleccionar Certificado' button and a link 'Si tu certificado electrónico está en un dispositivo de almacenamiento o en su disco duro, selecciona este link.' with a 'Mostrar acceso dispositivo' button. 2. 'Introduce el código de seguridad' with a visual security code 'wffe3' and a text input field 'Escribe el código de seguridad'. A 'Validar' button is at the bottom. A note at the bottom states: 'Nota: Los certificados soportados por el sistema son aquellos admitidos por el Ministerio de Industria, Energía y Turismo. Se pueden consultar los certificados admitidos revisando el documento Certificados admitidos por la plataforma @firma. Si tu certificado no se valida correctamente, pero si se encuentra entre los recogidos en la Página del Ministerio de Industria, rogamos te pongas en contacto con el servicio de soporte.'

Illustration: valid certificate check

#### 1.2.2.3.1 Certification entities admitted

The Tool allows documents and envelopes to be signed with those electronic certificates issued by certification service providers recognised by the @firma platform. For further information, consult the following link:

[https://sede.administracion.gob.es/PAG\\_Sede/LaSedePAG/SistemasFirmaAceptados.html](https://sede.administracion.gob.es/PAG_Sede/LaSedePAG/SistemasFirmaAceptados.html)

In the event of validation problems with the electronic certificate and if it has been issued by a certification service provider, file an incident at <https://ssweb.seap.minhap.es/ayuda/consulta/CAID>

#### 1.2.2.3.2 Foreign companies

If you are a foreign company, we firstly recommend that you go to <https://valide.redsara.es> and verify your electronic certificate. If the result is negative and you are sure that it has been issued by an authorised provider in your country, contact <https://ssweb.seap.minhap.es/ayuda/consulta/CAID> to submit a support request.

In any case, since the main thing is that you present your bid, select the value "Others" in the field corresponding to your identification document. This will allow you to submit your bid without electronically signing the documents or envelopes using the Tool. Likewise, if it is a joint venture formed with a foreign company, act in the same way for the foreign participant. However, we recommend that you sign the documents by other means and notify the contracting authority of this circumstance.

**WARNING:** Spanish companies should not choose the other value, unless they are a joint venture, but they will have to enter the NIF of each of its components.

### 1.3 Access to the Electronic Bidding tool

Access to the Tool for the preparation and submission of bids is different by virtue of the type of procedure.

#### 1.3.1 Procedures WITHOUT invitation (Procedimientos SIN invitación)

If the procedure begins with the publication of the call for tenders (licitaciones) and the conditions (i.e. not with an invitation to bid), as in the case of those that are open, restricted or negotiated with advertising and competitive dialogues, the tool may be accessed as follows:

1. The bidder (licitador) seeks tenders (licitaciones) published on the Platform (Illustration: search for tenders on the Platform). For further information on browsing within the platform, consult the "Economic Operators Guide".



Illustration: search for tenders on the Platform

2. Select a specific procedure (procedimiento) from the search result (Illustration: Access to a specific tender from the tender search). Those preceded by the @symbol are electronic procedures.



Illustration: Access to a specific tender from the tender search

3. Once in the procedure detail, it should be added to "My Tenders" (Mis licitaciones), by clicking on the [Add to My Tenders](#) link (Illustration: Add tender to My Tenders I and Illustration: Add tender to My Tenders II).

**NOTE:** My Tenders is the set of procurement procedures of interest to a bidder. Business users receive email notices when bids of interest are updated. Consult the "Economic Operators Guide" for further information.

**NOTE:** In most cases the notices are email messages. Since this medium is not reliable, we recommend that, at least in the procedures in which you are bidding electronically or intend to do so, check the PLACSP from time to time in case there are any changes that may affect the presentation of your bid. Also, you should check with your IT department if you do not receive the notices. It is very likely that there is some security element in your communications network that is blocking the entry of emails from PLACSP.

**NOTE:** The option to add a tender to My Bids is only available to registered users (**usuarios registrados**). This option will not be found by consulting the Platform as an anonymous user.

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

**Datos** Solicitar Información Pasos/acciones realizadas

**Licitación**

Expediente: suministros IEF

Tipo: Suministros

Subtipo: Adquisición

Título: Adquisición de equipos de seguridad para el IEF

Compra pública innovadora: No

Importe: 10000,00 Euros

Lugar de Ejecución: España - ES ESPAÑA

Órgano de Contratación: Dirección del Instituto de Estudios Fiscales

Procedimiento: Abierto

Trámite: Ordinaria

CPV: 35000000-Equipo de seguridad, extinción de incendios, policía y defensa.

Clasificación Exigida:

Recepción de ofertas: 01/10/2015 19:00 Apertura de ofertas: 01/10/2015 21:00



Illustration: Add bid to My Tenders I (**Añadir esta licitación a "Mis Licitaciones"**)

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

**Datos** Solicitar Información Pasos/acciones realizadas

**Licitación**

Expediente: suministros IEF

Tipo: Suministros

Subtipo: Adquisición

Título: Adquisición de equipos de seguridad para el IEF

Compra pública innovadora: No

Importe: 10000,00 Euros

Lugar de Ejecución: España - ES ESPAÑA

Órgano de Contratación: Dirección del Instituto de Estudios Fiscales

Procedimiento: Abierto

Trámite: Ordinaria

CPV: 35000000-Equipo de seguridad, extinción de incendios, policía y defensa.

Clasificación Exigida:

Recepción de ofertas: 01/10/2015 19:00 Apertura de ofertas: 01/10/2015 21:00

**Seguimiento de Expedientes**

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

**Aceptar** **Cancelar**



Illustration: Add bid to My Tenders II – **Aceptar (Aceptar)**

- Once added, browse to **my bids (Mis licitaciones)**, choose the tender (**Licitación**)(Illustration: Access to the details of the tender from My Tenders), and

once in the tender details, click on the link "[Prepare bid/request for participation](#)" ([Preparar oferta/solicitud de participación](#)) (Illustration: Access to the tool from the link Prepare bid/request for participation in MyTenders)

The screenshot shows the 'Mis Licitaciones' section of the platform. It includes a search bar with filters for 'Expediente', 'Órgano de Contratación', 'Procedimiento', and 'Órgano de Asistencia'. Below the search bar is a table of tenders. A red arrow points to the first tender entry:

Expediente	Título	Órgano de Contratación	Estado	Fechas	Fecha de Última Modificación	Seguimiento
Administración IEF	Adquisición de equipos de seguridad para el IEF	Dirección del Instituto de Estudios Fiscales	Publicada	Forma de Presentación: Electrónica Adj. Provisional: 01/10/2015 Adj. Definitiva: F. Adjudicación: F. Formalización:	29/09/2015	<a href="#">eliminar</a>

At the bottom of the table, it says 'Página 1 de 1 Total: 1'.

Illustration: Access to the details of the tender from My Tenders

The screenshot shows the details of the tender 'Expediente: 25/04/2016-1'. It includes a navigation bar with 'Licitaciones', 'Búsqueda', and 'Detalle'. Below the navigation bar, there is a section for 'Licitación electrónica' with a red arrow pointing to the link 'Preparar oferta/solicitud de participación'. Other links include 'Tablón de Licitación' and 'Subdirección General de Coordinación de la Contratación Electrónica'. The main content area displays details about the tender, including the 'Órgano de Contratación', 'Estado de la Licitación', 'Objeto del contrato', 'Presupuesto base de licitación', 'Valor estimado del contrato', 'Tipo de Contrato', 'Código CPV', 'Lugar de Ejecución', and 'Procedimiento de contratación'.

Illustration: Access to the tool from the Prepare bid/request for participation link in My Tenders

5. Depending on the browser and the configuration, two cases can occur:

- The tool does not start automatically and the following steps will have to be followed:

- Choose the download location

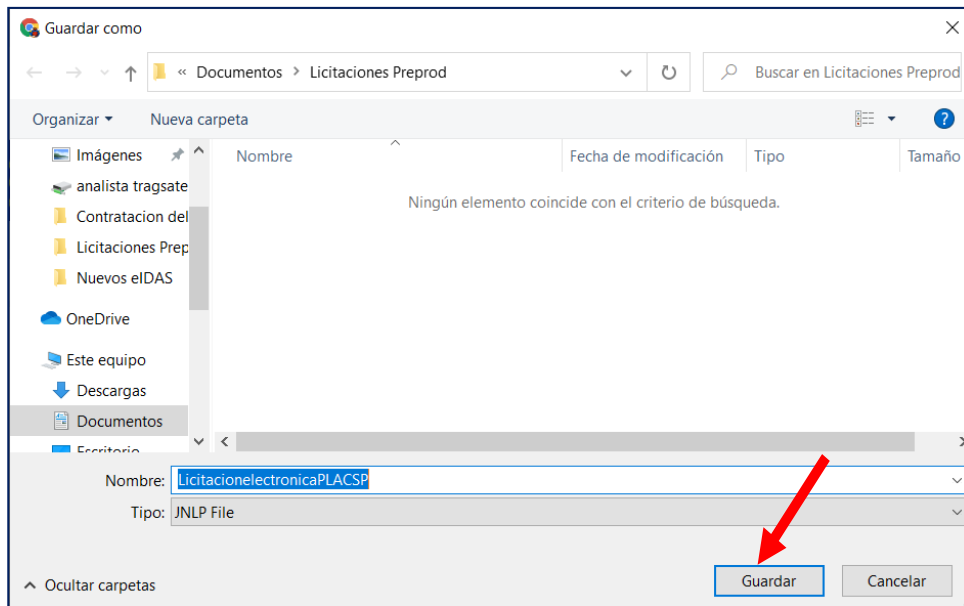


Illustration: Save Tool (**Guardar herramienta**)

- After that open it



Illustration: Open Tool (**Abrir herramienta**)

- A security warning appears where you have to accept the risks and run (**Acepto los riesgos y deseo ejecutar esta aplicación / Ejecutar**)



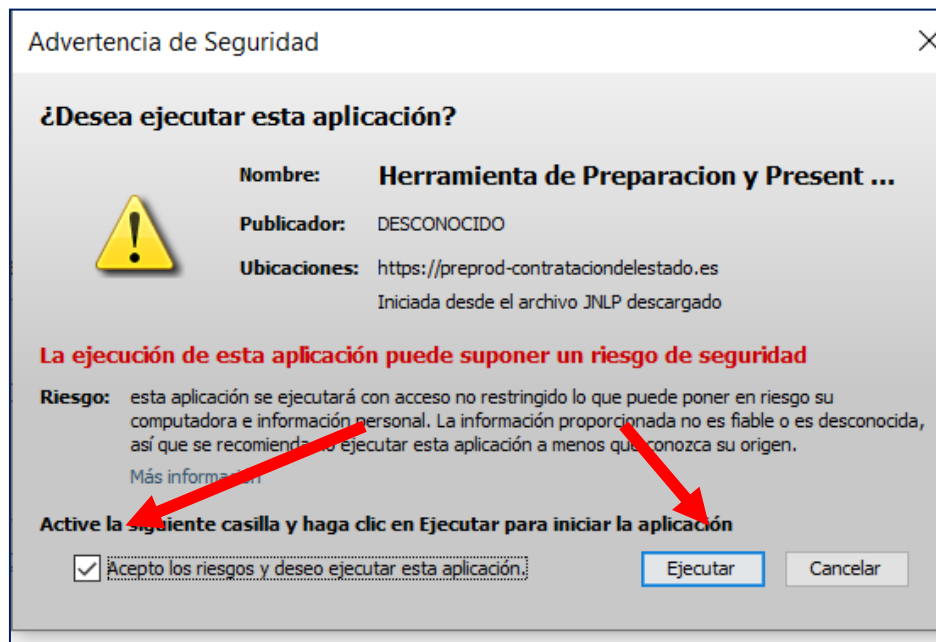


Illustration: Safety Warning

- After this, the tool starts on the local computer (Illustration: Cover of the tool)

- The Tool is automatically started on the local computer (Illustration: Tool cover) to prepare your bid. The first thing that is shown is a panel with basic data of the procedure you are bidding on and some alternatives that will be explained later and that may or may not be enabled, depending on the status of your bid.

EXPEDIENTE	ORGANO DE CONTRATACIÓN	TIPO DE CONTRATO	PROCEDIMIENTO	FECHA DE PRESENTACIÓN
J23022016-1	Subdirección General de Coordinación de la Contratación Electrónica	Obras	Negociado sin publicidad	24/02/2016 19:53:00

**Invitación a Presentar Oferta**

Ha seleccionado la licitación: J23022016-1  
 Objeto de contrato: Contrato de reforma de oficina

Por favor, seleccione la opción adecuada para trabajar con el expediente seleccionado y pulse 'Aceptar'.

☒ Crear nueva oferta/solicitud de participación/subsanación - Importar oferta  
☐ Continuar la preparación de una oferta/solicitud de participación/subsanación

**ACEPTAR**

Si la configuración así lo indica, en la acción de envío, se procederá al cifrado automático del sobre y no hay que realizar ninguna otra acción

Illustration: Tool cover

Expediente (proceedings), órgano de contratación (contracting authority), tipo de contrato (type of contract), procedimiento (procedure), fecha de presentación (date of presentation).

**NOTE:** We remind you that, during the bid preparation phase, that is, from the time you

load the Tool until you press the send icon (**enviar**) to submit your bid, YOU ARE WORKING EXCLUSIVELY LOCALLY AND YOU ARE NOT CONNECTED TO THE PLACSP.

### 1.3.2 Procedures WITH invitation (**Procedimientos CON invitación**)

If the procedure starts with an invitation to present a bid to the candidate (i.e. no call for tenders or specifications is published), as in the case of procedures based on a Framework Agreement (**Acuerdo marco**), negotiated without publicity (**negociado sin publicidad**), and minor contracts (**contratos menores**), access to the Tool consists of the following:

1. The bidder receives an email at the address for communication purposes indicating they have received an invitation to submit a bid (Illustration: Email with access to the content of the communication).
2. To access the content of the communication and view the specifications, you can choose between:
  - a. Viewing the content of the notification directly in the link presented in the email itself (**Puede acceder directamente al contenido de la comunicación a través del siguiente enlace**)(Illustration: Mail with access to the content of the communication).

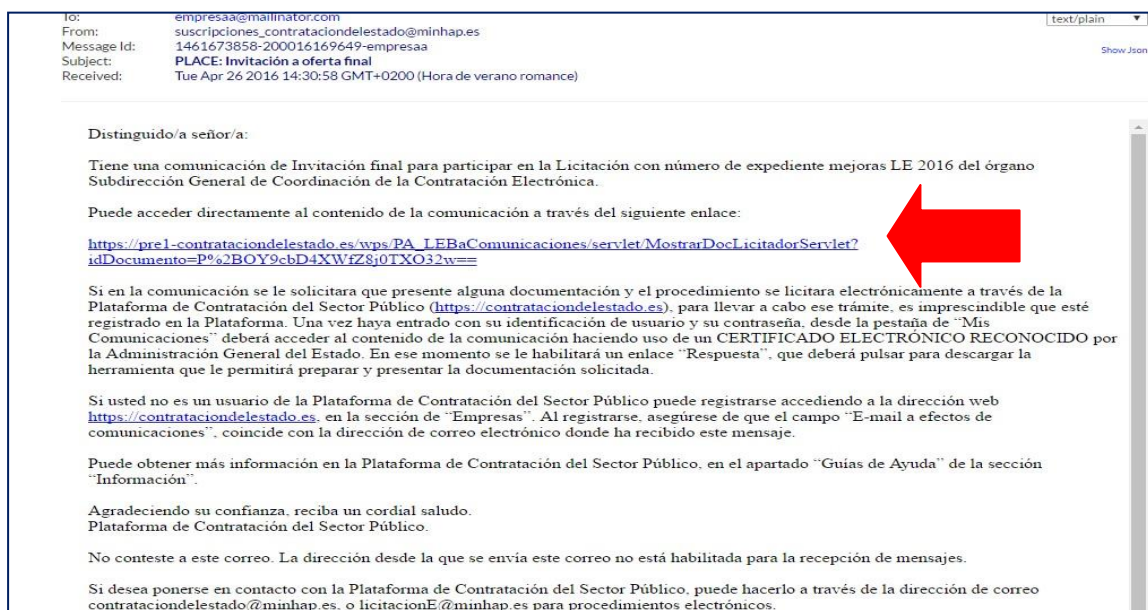


Illustration: Mail with access to the content of the communication

- b. If you do not access the content of the communication directly from the email itself, you can do so from **My Communications (Mis comunicaciones)**, by finding the invitation (**Comunicación de invitación a Licitar**) (Illustration: Access to the tool from My Communications) and clicking on the Access link (**Acceso**):



Expediente	Título	Órgano Contratación	Fecha comunicación	Comunicación	Tipo de Comunicación	Fecha Acceso	Respuesta
<a href="#">23022016-1</a>	Contrato de reforma de oficina	Subdirección General de Coordinación de la Contratación Electrónica	24/02/2016 16:14	<a href="#">Acceso</a>	Comunicación de Invitación a Licitar	2016-02-24 18:55:01.0	<a href="#">Responder</a>
<a href="#">m15_02_2016-1</a>	la prestación de los servicios de carácter informático para el diseño, construcción, pruebas, implantación y despliegue de nuevas funcionalidades de Licitación Electrónica en los diferentes entornos que la Dirección General del Patrimonio del Estado tiene habilitados para la Plataforma de Contratación del Sector Público (PLACSP)	Subdirección General de Coordinación de la Contratación Electrónica	15/02/2016 12:32	<a href="#">Acceso</a>	Comunicación de Invitación para Oferta Final	2016-02-15 12:35:56.0	<a href="#">Responder</a>

Illustration: Access to the tool from My Communications

In this case, a recognized electronic certificate is required to access the content of the notification.

Once in [View PDF document](#) ([Ver documento PDF](#)) (Illustration: Download of the content of the communication and the time stamp ([Ver Sello de Tiempo](#))) the system presents the notification, where you can see the details of the procedure and download the specifications and any other complementary documentation in the links for this purpose.

Ha accedido a la siguiente comunicación:

**Comunicaciones Recibidas**

Tipo de Notificación: Comunicación de Invitación a Licitar

Órgano Contratación: Subdirección General de Coordinación de la Contratación Electrónica

Expediente: 23022016-1

Notificación: m15\_02\_2016-1

Pulse en los siguientes enlaces para actualizar los documentos de la Notificación:

[Ver documento XML](#) [Ver documento PDF](#) [Ver Sello de Tiempo](#)

[Volver](#)

Illustration: Communication Content Download and Time Stamp

- Once the notification has been accessed by either of the two means described, the Answer ([Responder](#)) link of My Notifications is activated from **My Communications** ([Mis comunicaciones](#)), which enables the Bid Preparation and Submission Tool to be downloaded in the same way as for procedures without an invitation, see point 5 of the section 1.3.1. Procedure without an invitation. ([Procedimiento sin invitación](#))

**NOTE:** Instead of the Answer ([Responder](#)) link, the economic operator may find the No Answer ([sin respuesta](#)) value shown. These mean that either it is a non-electronic procedure (and therefore the authorisation of the Tool is not permitted), or it is a notification that does not require an answer from the bidder

EXPEDIENTE	ORGANO DE CONTRATACIÓN	TIPO DE CONTRATO	PROCEDIMIENTO	FECHA DE PRESENTACIÓN
J23022016-1	Subdirección General de Coordinación de la Contratación Electrónica	Obras	Negociado sin publicidad	24/02/2016 19:53:00

**Invitación a Presentar Oferta**

Ha seleccionado la licitación: J23022016-1  
Objeto de contrato: Contrato de reforma de oficina

Por favor, seleccione la opción adecuada para trabajar con el expediente seleccionado: "Aceptar".

☒ Crear nueva oferta/solicitud de participación/subsanación - Importar oferta  
☐ Continuar la preparación de una oferta/solicitud de participación/subsanación

**ACEPTAR**

Si la configuración así lo indica, en la acción de envío, se procederá al timbrado automático del sobre y no más que realizar ninguna otra acción.

Illustration: Cover of the Tool corresponding to an Invitation to submit a Bid

### 1.3.3 Problems trying to download the Tool

When the tool starts up, you may get certain warnings or messages that may confuse the user.

A set of these follow:

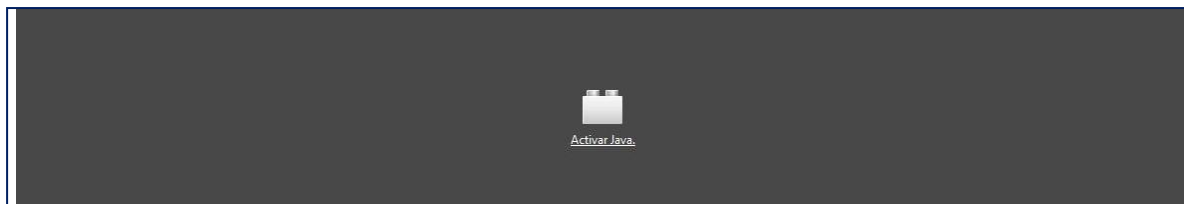


Illustration: Java is not installed or is not the correct version

**SOLUTION:** install the correct version of Java or activate it if already installed. For now, 1.8. If you have any questions or cannot manage/install programs on your computer, contact the company's IT Department.



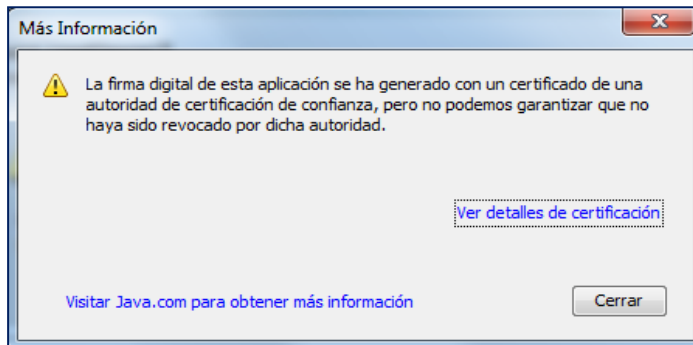
Illustration: Safety Warning

**SOLUTION:** Click the Continue icon (**Continuar**).

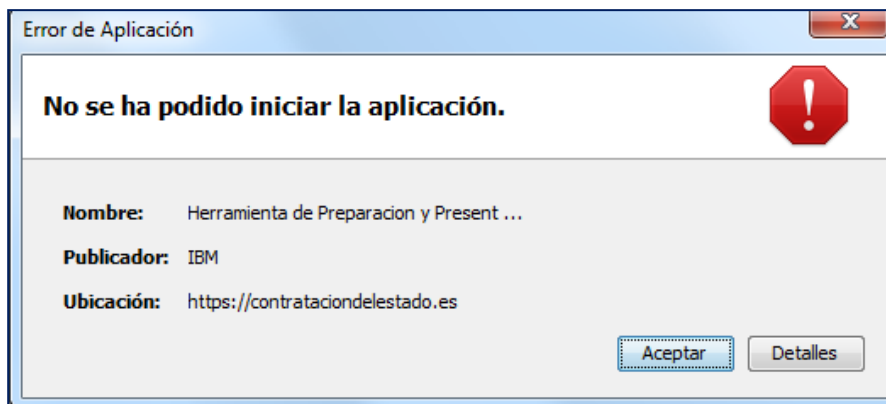
If you have problems downloading the tool by clicking on the link to access it, it may be because the ".jnl" file is not associated with the java console. To solve this incident modify the association from the control panel of your computer, as indicated in point 2.2.2.

There are also certain automatic Java updates which transparently make changes to the configuration of your local computer that may prevent the running of the Bid Preparation Tool.

If when you click on the Prepare bid/request to participate link (**Preparar oferta/solicitud para participar**) in **My Tenders** (**Mis ofertas**) or the Answer link (**Responder**) in **My Communications** (**Mis comunicaciones**) you get the following messages:

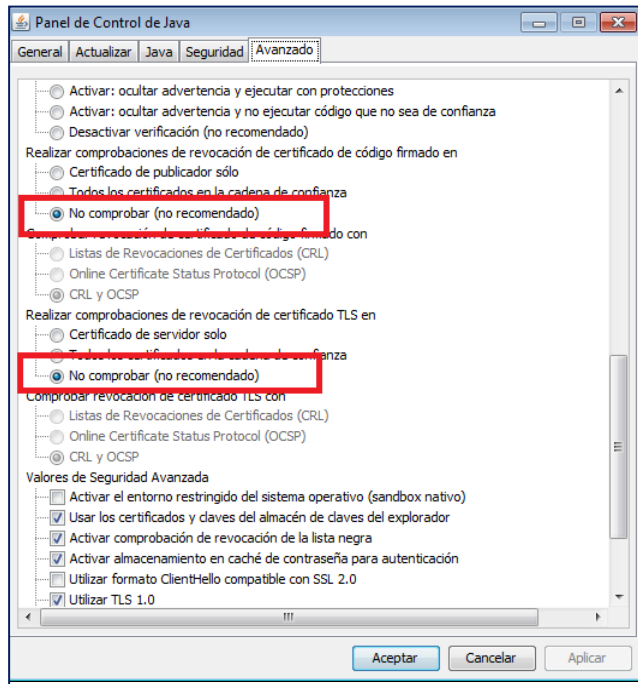


**Illustration: More information** (The digital signature of this application has been generated with a certificate from a trusted certification authority, but we cannot guarantee that it has not been revoked by said authority).



**Illustration: Application Error** (Could not start the application)

We recommend that you browse to the Java Console and change the following configuration options.



**Illustration: Java Control Panel.** Avanzado/realizar comprobaciones de revocación de certificado de código firmado en/No comprobar(no recomendado) (Advanced/Perform code-signed certificate revocation checks/Do not check(not recommended)). Avanzado/realizar comprobaciones de revocación de certificado TLS en/No comprobar(no recomendado) (Advanced/Perform TLS certificate revocation checks on/Don't check(not recommended)).

Also check that the TLS options are ticked.

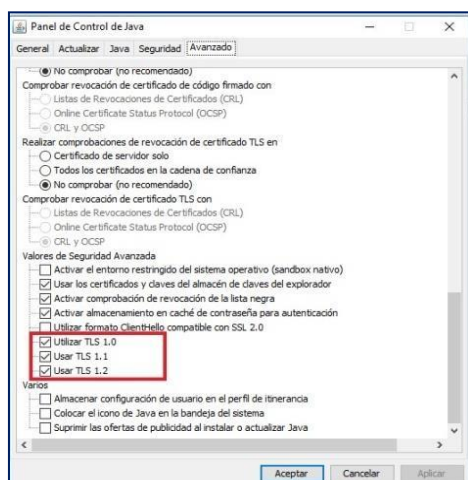


Illustration: Safety Warning

**NOTE:** if you continue to get the same message, we recommend that you review the technical requirements that have been described at the beginning or, failing that, contact [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

## 1.4 Tool Description (**Descripción de la herramienta**)

The Tool is loaded for each tender and phase of the procedure, therefore, the required documentation varies depending on the file, but also on the phase (you will not be asked to provide the same information in a correction as in the invitation to submit a bid).

However, the organisation of the information and the actions that can be performed are located in the same position and fulfil the same function. Therefore, once you become familiar with the Tool, it will allow you to present any documentation within an electronic procedure on the Public Sector Procurement Platform.

The Tool consists of a panel (Illustration: Panel of the Tool corresponding to an Invitation to submit a Bid) in which it is presented:

- Basic information of the tender (**licitación**):
  - Dossier (**Expediente**).
  - Contracting Authority (**Órgano de contratación**).
  - Type of contract. (**Tipo de contrato**)
  - Procedure (**Procedimiento**).
  - Submission (deadline) date (**fecha de presentación**).
  - Type (invitation to prepare an bid, rectification, request for documentation, etc) (**Tipo**).
  - Object of the contract (**Objeto del contrato**)..

EXPEDIENTE	ORGANO DE CONTRATACIÓN	TIPO DE CONTRATO	PROCEDIMIENTO	FECHA DE PRESENTACIÓN
ngg-1210208_017	Subdirección General de Coordinación de la Contratación Electrónica	Suministros	Abierto	03/01/2022 13:15:00

**Preparación de Oferta**

Ha seleccionado la licitación: ngg-1210208\_017  
Objeto de contrato: dddddd

Illustration: Basic Information

-Work alternatives:

- Create new bid/request to participate/correction – import bid.
- Continue preparing an bid/request (**Preparación de oferta**) to participate/remedy

The first time you download the Tool to your computer, it is only possible to create a new bid/request for participation/correction or import the bid/documentation that has been prepared on another computer.

The "Continue"(**Continuar**) option is enabled whenever the Tool has been downloaded at least once on the same computer. Choose this option when you want to continue making

the bid, preserving what has been done so far. If you wish to delete what has already been done, choose "Create" (**Crear**).

**NOTE:** The Tool is downloaded locally, meaning it will only take into account what you have done on that device. For example, if you have worked on Unit 1 and subsequently download the Tool on Unit 2, to continue making the bid you will have to have exported the bid on Unit 1, save it on a device (USB, DVD) and import it into Unit 2. If you do not want to preserve what has been done so far, simply select "Create" (**Crear**) and do not proceed to import into Unit 2.

Select the required option and press "To accept" (**Aceptar**). The application will automatically redirect to the Illustration: Appearance of the interior of the Tool.

The screenshot shows the 'Plataforma de Contratación del Sector Público' interface. At the top, there is a header with navigation tabs: EXPEDIENTE, ORGANISMO DE CONTRATACIÓN, TIPO DE CONTRATO, PROCEDIMIENTO, and FECHA DE PRESENTACIÓN. Below this, a sub-header displays the current tender details: AB\_190405, Subdirección General de Coordinación de la Contratación Electrónica, Suministros, Abierto, and 15/05/2019 23:55:00.

The main interface is divided into three sections:

- Left Sidebar:** Contains a menu with options: OCULTAR MENU, Suministro de antivirus para los equipos del centro, 01-Datos Licitación, 02-Licitador, 03-Autorizaciones, and 05-Sobres.
- Top Action Bar:** Includes buttons for IMPORTAR PROPUESTA, EXPORTAR PROPUESTA, VALIDAR, LEYENDA, and PREPARAR ENVÍO.
- Main Content Area:** Displays 'DATOS DE LA LICITACIÓN' (Tender Data) with the following details:
 

Título	Suministro de antivirus para los equipos del centro
Expediente	AB_190405
Tipo	Suministros
Subtipo	Adquisición
Importe	9000 EUR
Lugar de ejecución	ES300 - Madrid
Organismo de contratación	Subdirección General de Coordinación de la Contratación Electrónica
Procedimiento	Abierto
Tramitación	Ordinaria
CPV	48000000 - Paquetes de software y sistemas de información.
Fecha de Presentación	15/05/2019 23:55:00
Apertura de ofertas	30/05/2019 10:45:00

At the bottom of the interface, there is a footer with the following information:

- Directorio de trabajo: C:\Users\immestre\LeLic\35226861\35226861.xml
- Tamaño de la oferta: 19.22 KB
- Mostrar información del sistema
- Mostrar tamaños de la oferta

Illustration: Appearance of the inside of the Tool

The interior of the bid preparation and submission tool consists of the following areas:

- **Vertically** On the left hand side, Categories are displayed vertically. Each refers to a block of retrievable information, but also needs to be recorded, depending on the cases:
  - o *Tender data*: basic dossier data .(**Datos licitación**)
  - o *Bidder data*: company information. You need to register the proxy/proxies.(**Licitador**)
  - o *Authorizations*: : to give or refuse authorisation to the competent body in

order to consult the data held by third parties. (Autorizaciones)

- *Batches*: only if the contract object is divided (Lotes)
- *Envelopes*: this shows the contents of the envelopes and what needs to be provided. It is sorted alphabetically by the envelope identifier specified by the procurement authority. The signing of documents is enabled from this category. (Sobres)
- **Horizontally** Actions and basic information are shown horizontally (as in the panel). The Actions (referring to the performance of functions) are shown horizontally at the top:
  - hide menu: categories will no longer be visible.
  - import proposal: a preparation that has been made on another computer is recovered locally. It is used, above all, to present bids from a temporary joint venture or to continue the preparation of the bid on another unit. (Importar propuesta)
  - export proposal: a copy of the preparation is stored locally which can then be imported into another unit. Essential for the preparation of bids in temporary joint venture. (Exportar propuesta)
  - Validate: this action allows you to check whether there is a missing step in the presentation necessary for the submission of the bid (for example, an uncredited requirement or an unsigned document). (Validar)
  - Prepare sending: this enables documentation to be presented. In turn, it is made up of several actions, which will be seen later. (Preparar envío)
  - Key: shows what the different colors mean in each option (Leyenda).

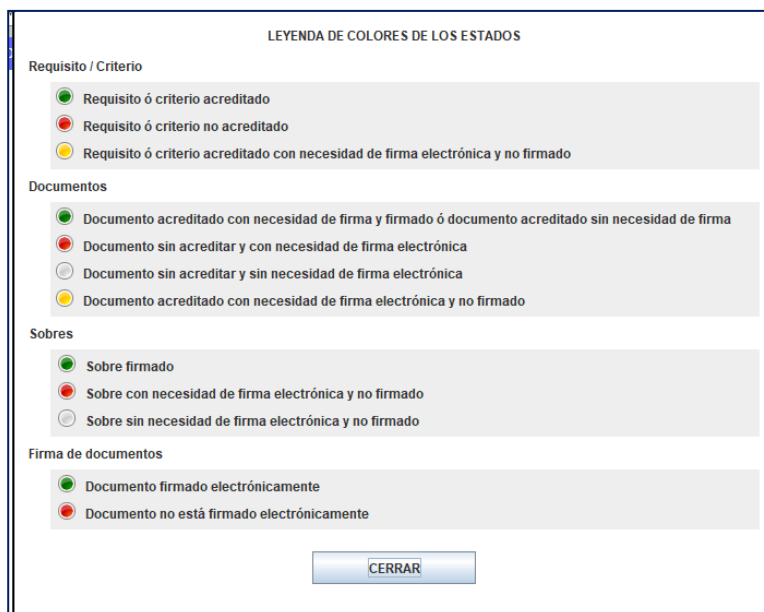


Illustration: Key

The bottom bar shows important information relating to the bid submission. Starting from the left, we see the working directory or address of the bidder's local team where the

electronic file corresponding to the bid being prepared is being saved, then the total size of the bid. Finally, there are two icons.

The first icon is titled "Show system information" (**Mostrar información del sistema**) and it shows the information related to the PC being used: operating system, Java version, available memory of the virtual machine, among others (Illustration: Show system information).

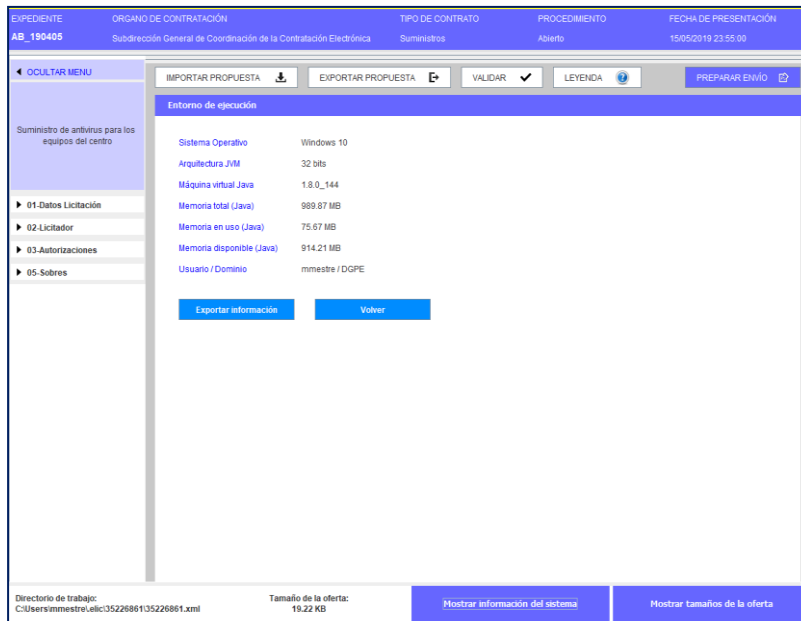


Illustration: Show system information

The second icon is called "Show bid sizes" (**Mostrar tamaños de la oferta**). When clicked, it shows the total size of the bid that is being prepared, broken down by envelopes (Illustration: Show bid size).

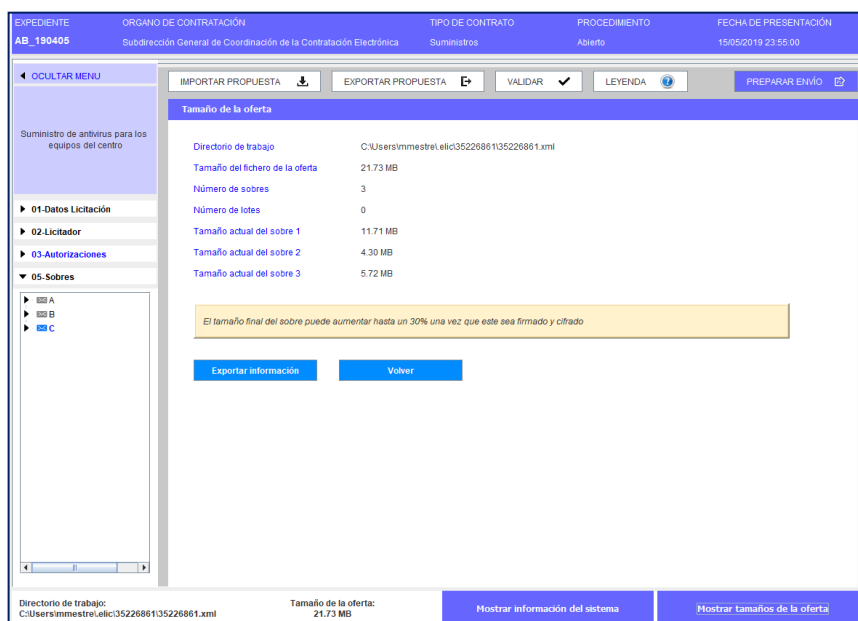


Illustration: Show Bid Size



The information that appears on both screens can be exported using the "Export information" (**Exportar información**) icon so that it can be communicated more easily to the PLACSP technical team, if necessary.

The user does not have to prepare the bid uninterruptedly. In fact, it is presumed that it will complete the bid discontinuously in most cases. If the bid has already been started, the tool panel suggests the bidder should continue with it as one of the possible work alternatives

**NOTE:** If the preparation of the bid is continued on another unit, the bid must be exported from the first unit to a storage device and be imported into the second. To preserve what is imported, always select the option Create new bid/participation request (**Crear nueva oferta/solicitud de participación**) – Import bid on the unit where you are going to prepare it–

When the authority makes a rectification of the call for tenders and the specifications, two circumstances may occur:

- If the bidder has not yet started the preparation of the bid, there is no impact. If
- the tenderer has started the preparation of the bid but has not yet sent it, has closed the tool and before reopening the tool, the Contracting Authority has made some modification, when reopening the tool the previously entered information. For this reason, we strongly recommend that bidders keep all the documentation necessary to present the bid on the same computer that is used to prepare the bid, so that in the event that the casuistry explained above occurs, they can enter and present the bid automatically. satisfactory.

**WARNING:** the Preparation and Submission Tool will not be available after the final bid submission date (and time) has been reached. After this date, you will be able to view what has been submitted or prepare documentation corresponding to another phase (for example, corrections or documentation requirements). The user is advised not to delay the download of the Tool for the last few hours of the process.. Technical problems may arise that are not necessarily related to its operation or to the preparation of the bid, for example, the impossibility of downloading the Tool due to the restrictive configuration of the firewalls of the company user's facilities.

**WARNING CANARY ISLANDS BIDS:** the time that appears in the End date for submission of bids field in the Tool always refers to peninsular time. If you detect differences between what appears in the tender specifications and the Tool, you should contact the contracting authority.

## 2. Bid preparation

### 2.1 General Description

---

As already noted, the Tool is generated for each tender and phase. That is, the content of the Tool will differ in each procedure or even phase thereof. However, the way to prepare the documentation/bids is similar in any case. Therefore, what is explained below applies to the preparation of any type of response, within the framework of a contracting procedure, addressed to the competent body by the bidder (bids, corrections or documentation requirements).

In general, the preparation of the documentation through the Tool implies the accreditation by the bidder of everything requested by the body, whether it is the introduction of a text or value, the authorization to consult its data in third-party systems or the annex and signature of documents.

In particular, the preparation of the bid consists of the process of accrediting all the required prerequisites for participation, as well as informing the economic and technical bid, if any, in the Tool.

One of the advantages of the Tool regarding the preparation of the bid is that it is possible to separate the user who prepares the bid (commercial), from the one who signs it (proxy), and even from the one who sends it (messenger). All this thanks to functionalities that will be explained later.

This guide will illustrate the procedure fundamentally for the preparation of bids that include three envelopes (administrative documentation, envelope of criteria subject to value judgment, envelope of criteria evaluable by formula). However, the casuistry in terms of envelopes and forms of accreditation is multiple.

**NOTE:** the bidder will find in the Tool indication of everything that has to be accredited and how (format, signature, in what envelope). Anything that does not appear in the Tool should not be provided. For example, if the contracting authority has not defined a technical envelope, the bidder must not attach a technical bid.

This process also entails the signing of those documentary evidence in which it is an essential requirement.

In general, you have to record information (or perform actions) in three categories (Illustration: Tool Categories) or four in the case of batches (**lotes**):

- **02-Bidder:** Enter the name, surnames and NIF of the proxy, as well as the nature of the power of attorney. Also, you can modify the information of your company if there is any typo or indicate that the bid will be presented as a joint venture. (**Licitador**)
  - **03-Authorizations:** authorization is granted or denied to consult your data that works in third-party systems. (**Autorizaciones**)
  - **04-Bid to batches:** the batch or batches that will contain the bid are selected. The Tool will take into account whether it is necessary to bid on all batches or only on one or more batches. (**Ofertar a lotes**)
  - **05-Envelopes:** the bidder must attach the documents and specify the values in those criteria/requirements in which the introduction of a text is required. Also, you will need to sign the documents. (**Sobres**)
-



Illustration: Tool Categories

## 2.2 Bidder Category(Licitador)

This category is accessed by pressing the category on the side menu.02-Bidder(Licitador). The screen that opens by default is that of Illustration: Bidder category.

Illustration: Bidder Category

At the top, information related to the company is displayed, specifically:

- Company Type (Tipo Empresa)
- Company Name (Nombre)
- Identification number (Nº Identificación)

- SME (PYME)

For the first field, the Tool defaults to the Company value. As we will see later, the temporary joint venture (UTE) must be modified when the bid is presented in this way.

For the next two fields, the values are inherited from the user who has downloaded the BidPreparation Tool or from the information that the Competent Body has entered to send the invitation to bid.

You also have to select if the company is an SME or not

This information can be altered. For example, the competent body incorrectly enters the company name in the invitation to bid. The bidder user may change the data in the Tool and record the correct name of the company.

On said screen (Illustration: Bidder category – Registration of proxy information), if the icon “New” the form is accessed to register the proxies (apoderados).

Once the screen is accessed, therequested information about the proxy is filled in and added to the table.

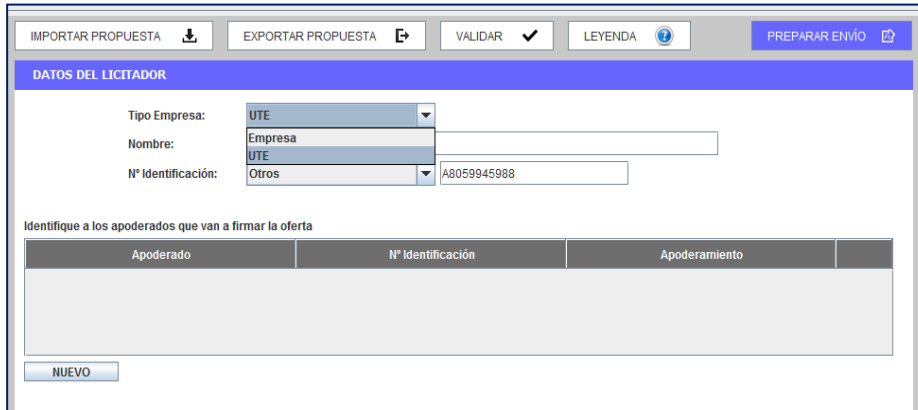
Illustration: Bidder category – Registration of proxy information


If necessary, the action described in this section must be repeated as many times as proxies need to be registered.

Once finished and before selecting another category from the side menu, press “save”(Guardar).

**NOTE:** if the bidder is not a legal person, but is self-employed, for example, register his name in the proxy information. You can choose any of the proxy type values, considering that this value is for informational purposes only.

In the event of being a temporary union of companies (UTE), the option “UTE” must be selected in the type of company field, as shown in the Illustration: Bidder category – UTE selection



IMPORTAR PROPUESTA  EXPORTAR PROPUESTA  VALIDAR  LEYENDA  PREPARAR ENVÍO 

**DATOS DEL LICITADOR**

Tipo Empresa: UTE  
 Nombre: Empresa  
 N° Identificación: Otros A8059945988

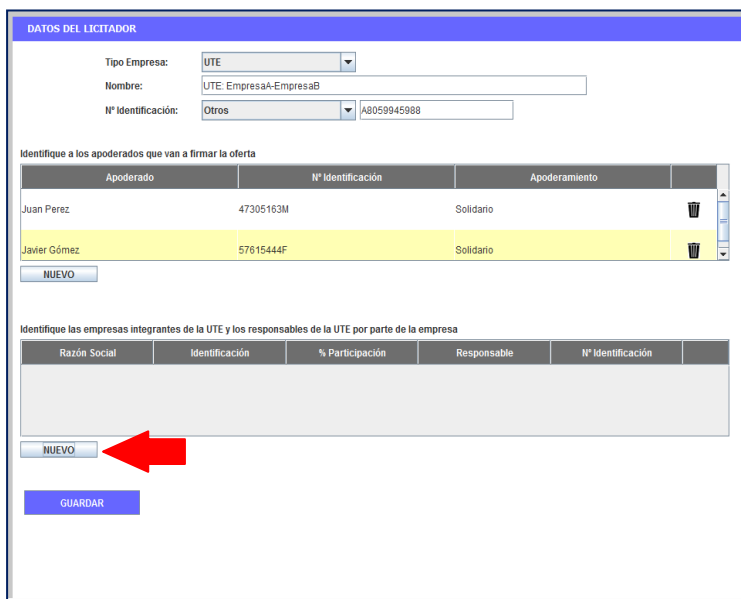
Identifique a los apoderados que van a firmar la oferta

Apoderado	N° Identificación	Apoderamiento

NUEVO

Illustration: Bidder category – UTE selection

Once this option is selected, in addition to detailing the proxies who are going to sign the bid, an additional section is shown in which the companies that are part of the UTE should be included. To do this, as shown in the Illustration: Bidder category – registration of UTE members, the new icon (Nuevo) must be pressed in the lower area of the screen.



**DATOS DEL LICITADOR**

Tipo Empresa: UTE  
 Nombre: UTE: EmpresaA-EmpresaB  
 N° Identificación: Otros A8059945988

Identifique a los apoderados que van a firmar la oferta

Apoderado	N° Identificación	Apoderamiento
Juan Perez	47305163M	Solidario
Javier Gómez	57615444F	Solidario

NUEVO

Identifique las empresas integrantes de la UTE y los responsables de la UTE por parte de la empresa

Razón Social	Identificación	% Participación	Responsable	N° Identificación

NUEVO

GUARDAR

Illustration: Bidder category – registration of UTE members

The tool shows the form in the Illustration: Bidder category – UTE company registration form, where the data related to the company that is part of the UTE and its representative are entered

**Introducción / modificación de un apoderado**

Razón Social: Empresa A

Nº Identificación: NIF Z6612127T

% de Participación: 50

Representante de la empresa en la UTE

Nombre y Apellidos: Juan Pérez

Nº Identificación: NIF 47305163M

**GUARDAR APODERADO** **CANCELAR**

Illustration: Bidder category – UTE company registration form

**NOTE:** Do not enter values with decimals for the “% Participation” (“% de Participación”) field. Always fill in whole numbers.

Once the required information has been entered, the data is displayed as in the Illustrationscreen: Bidder category – final view.

IMPORTAR PROPUESTA **EXPORTAR PROPUESTA** **VALIDAR** **LEYENDA** **PREPARAR ENVÍO**

**DATOS DEL LICITADOR**

Tipo Empresa: UTE

Nombre: UTE: EmpresaA-EmpresaB

Nº Identificación: Otros A8059945988

Identifique a los apoderados que van a firmar la oferta

Apoderado	Nº Identificación	Apoderamiento
Juan Perez	47305163M	Solidario
Javier Gómez	57615444F	Solidario

**NUEVO**

Identifique las empresas integrantes de la UTE y los responsables de la UTE por parte de la empresa

Razón Social	Identificación	% Participación	Responsable	Nº Identificación
Empresa A	Z6612127T	50	Juan Pérez	47305163M
Empresa B	X8141547F	50	Javier Gómez	57615444F

**NUEVO**

**GUARDAR**

Illustration: Bidder category – final vision

### 2.3 Authorizations Category (Autorizaciones)

The Authorizations category is accessed through the categories side menu. The system displays a screen like the one in the Illustration: Authorizations Category. On this screen, you must select what type of authorizations are allowed both in relation to the use of electronic communications and access to third-party administration systems. Autorización al uso de comunicaciones electrónicas (Authorization to use electronic communications). Autorización para consulta a sistemas terceros de la Administración (Authorization to consult third-party systems of the Administration).

**NOTE:** the authorization or refusal to consult the data held by third parties is carried out

within the framework of a specific contracting procedure and throughout the time that said procedure extends.

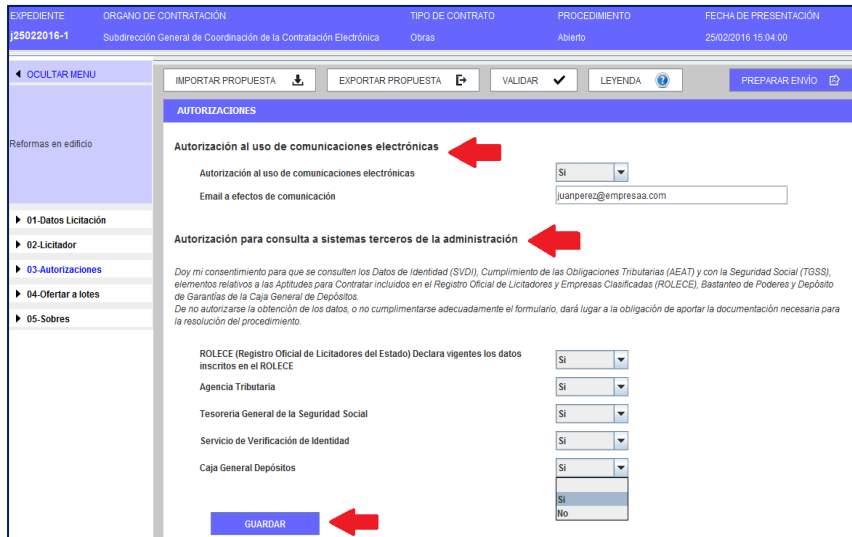


Illustration: Authorizations Category

Before selecting another category or action, the modifications must be saved by pressing the "save" icon (**Guardar**).

## 2.4 Batches Category (**Lotes**)

In this category, the batches to be tendered are selected (Illustration: Batches category

– Selection of the batches to which it will bid). Bearing in mind that the Contracting Authority can establish a series of rules:

- Compulsory bidding for all batches
- Compulsory bidding for a single lot
- Bidding for one or several batches
- Use of integrative bids

The application will restrict the possible selections that the economic operator can carry out. Once the batch set has been selected, you must click **Save** (**Guardar**).

Illustration: Batches category – Selection of the batches to which you will bid

## 2.5 Envelopes Category (**Sobres**)

This category is used to include everything that is requested in each envelope and to sign the documents. When the category is selected from the side menu, as shown in the Illustration: Envelopes Category – Content and document signing option, the envelopes are sorted alphabetically based on the name given by the contracting authority in the definition thereof.



Illustration: Envelopes Category – Content and document signature option

If the tender consists of batches, the information required for each lot must be filled in the different envelopes (Illustration: Batches category).

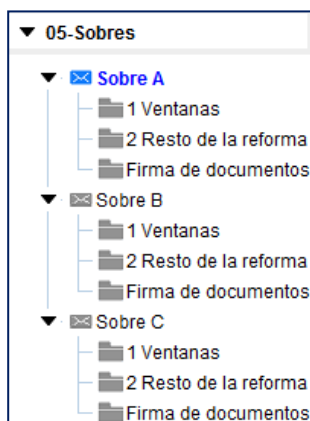


Illustration: Batches Category

If the tender also includes inclusive bids, the documentation required for them must be



completed in the envelopes (Illustration: Batches category with inclusive bid).



Illustration: Batches category with integrated bid

Envelopes of the general documentation type or administrative envelopes have two views:

- Documents view (Illustration: Batches with integrated bid category): informs the bidder which documents must be submitted: Administrativo (administrative), Económico (economic), Técnico (Technical).

☒ Visualización por documento
 ☐ Visualización por requisito

Documentos que acreditan el cumplimiento de requisitos

Documento	Requisito que acredita	Información	Documento subido	Estado
<a href="#">Declaración responsable</a> (Formato solicitado: WORD)	* Cumplimiento con las obligaciones tributarias * Cifra anual de negocio * Capacidad de obrar * No prohibición para contratar * Cumplimiento con las obligaciones con la Seguridad Social	<a href="#">Plantilla</a>		

Illustration: View documents: what do I have to present?

- Requirements view (Illustration: Requirements view – what conditions do I have to meet and how do I prove them?): tells the candidate what requirements they must meet. This view includes not only document accreditation, but also that referring to entering a value or text or the authorisation to consult third-party systems. **Requisitos previos de participación.**

Visualización por documento				
Requisitos previos de participación				
Tipo	Descripción	Tipo acreditación	Acreditación	Estado
<a href="#">Cumplimiento con las obligaciones tributarias</a>	El candidato deberá acreditar el cumplimiento de las obligaciones tributarias mediante declaración responsable.	Documento		
<a href="#">No prohibición para contratar</a>	Se deberá acreditar que no está incurso en ninguna de las prohibiciones para contratar que establece el RDL 3/2011.	Documento		
<a href="#">Clasificación</a>	C1d - Demoliciones. (Desde 360.000 Euros hasta 840.000 Euros); C3e - Estructuras metálicas. (Desde 840.000 Euros hasta 2.400.000 Euros); C2c - Estructuras de fábrica u hormigón. (Desde 120.000 Euros hasta 360.000 Euros)	Sistema de terceros		
Otros documentos a incorporar en el sobre				
Documento	Información	Documentos subidos	Estado	
<a href="#">Declaración responsable correo único (Formato solicitado: PDF)</a>				

Illustration: Requirements view – what conditions do I have to meet and how do I prove them?

Documentos que acreditan el cumplimiento de requisitos					
Documento	Requisito que acredita	Información	Documento subido	Estado	
<a href="#">Declaración responsable (Formato solicitado: WORD)</a>	<ul style="list-style-type: none"> <li>* Cumplimiento con las obligaciones tributarias</li> <li>* Cifra anual de negocio</li> <li>* Capacidad de obrar</li> <li>* No prohibición para contratar</li> <li>* Cumplimiento con las obligaciones con la Seguridad Social</li> </ul>	<a href="#">Plantilla</a>			

Illustration: Template and link to the document annex

As can be seen in the Illustration Template and link to the document annex, allows the bidder to download templates/programs (**plantilla**) provided by the contracting authority for the preparation of documents or bids.

**NOTE:** by clicking on the Template link (**plantilla**), you can download it locally and prepare it in accordance with the provisions of the competent body. Remember that these templates usually correspond to the annexes that appear on the last pages of the specifications.

**NOTE:** if you see any error in the template, you should contact the contracting authority.

For the attachment of the document (whether from the template or free), go deeper into the Illustration link: Template and link to the attachment of documents, showing the following screen(Illustration: Attachment of documents).

Requisitos que se acreditan

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

Documento	Tamaño	Estado

ANEXAR DOCUMENTO 

Illustration: Annex of documents

The set of requirements that are accredited by the specific document is shown at the top. Pressing the "Attach Document" (**Anexar documento**) icon enables the browser to select the document to be attached (Illustration: Selecting the document to attach).

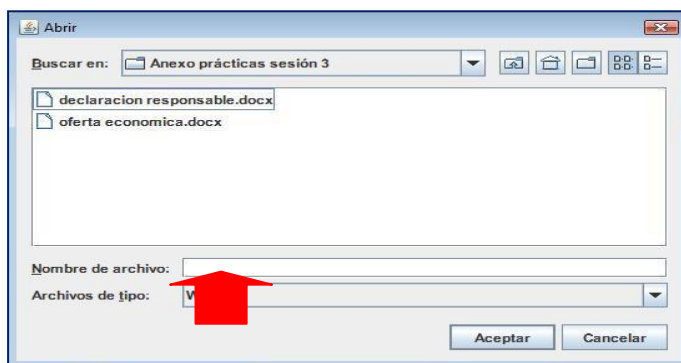


Illustration: Selecting the document to attach

**NOTE:** In addition, of the documents requested by the contracting authority, the bidder may attach all those documents that he considers he must present. The way to do it is the same as for the documents requested by the contracting authority from the screen where said documents are attached using the "Attach document" icon.

The system suggests the format of the documents that the bidder has to upload according to what is established by the procurement authority in the Bid Configuration.

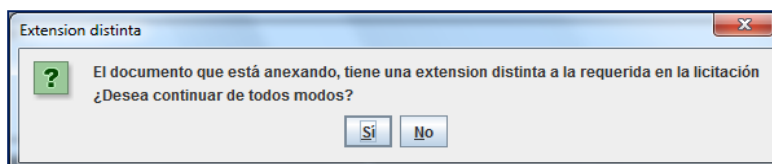


Illustration: Selecting the document to attach

When the bidder uploads a document whose format does not coincide with that required

by the contracting authority, the system warns him of this circumstance (**El documento que está anexando tiene una extensión distinta a la requerida en la licitación**) (Illustration: Selection of the document to attach), however, you can carry out the attachment by pressing YES (**Si**). Once the action has been carried out, the Tool returns the message in the Illustration: Confirmation message, confirming its correct insertion (**El documento se ha insertado satisfactoriamente**). The body responsible for the assessment will decide whether or not to admit the document with a different extension than the one requested.



Illustration: Confirmation Message

If the bidder uploads a document whose original format does not match the one in the filename, the following message will be obtained:

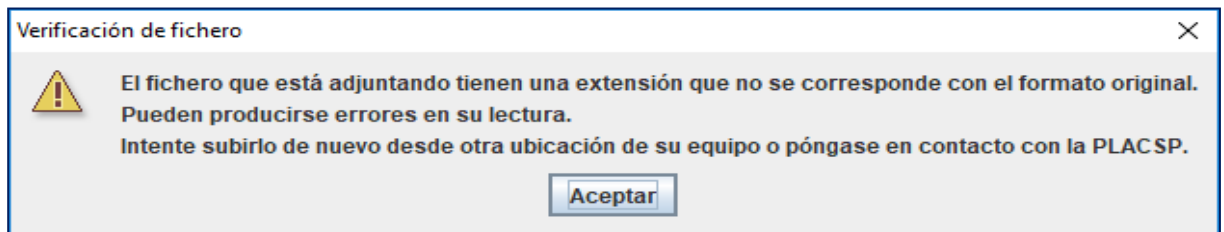


Illustration: File verification message

Despite the message, the file is incorporated, but it will be the bidder who, by clicking on the link of the newly uploaded file, verifies that the file can actually be opened.

**NOTE:** in any case, if the bidder does not take into account the Tool's warning and decides to attach a file whose extension does not correspond to the original, they risk possible exclusion due to the impossibility of reading the document. The PLACSP is not responsible for this action contrary to what is suggested in its Tool.

If the size of the bid exceeds the recommended size, a dialog box will appear notifying you of this fact. It does not prevent you from continuing to complete the bid.

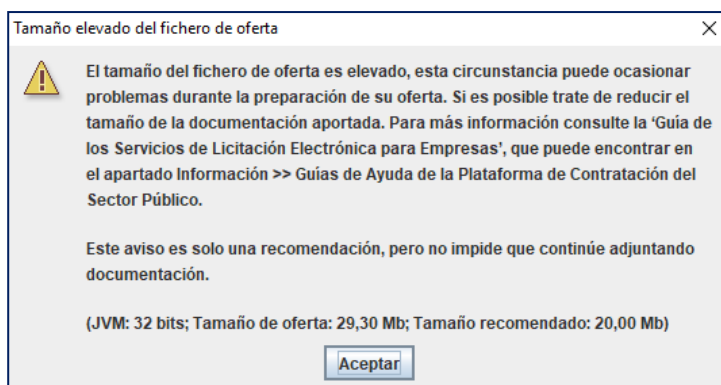


Illustration: Oversized Bid Message (**tamaño elevado del fichero de oferta**)

**NOTE:** We recommend that you review the file and make sure you have not generated it using the import/export option.

If the person presenting the document was a UTE, the screen in Illustration: Upload UTE document would be displayed, where you have to specify whether the document is common to the UTE or is specific to a company. This screen is displayed once the document has been selected. .

Seleccione la opción correspondiente

☐ Documento común para todas las empresas que forman la UTE  
☒ Documento específico para una única empresa (elijá una empresa)

Nif	Empresa
<input type="checkbox"/> Z661212TT	Empresa A
<input type="checkbox"/> X8141547F	Empresa B

Illustration: Upload UTE document

If the specific document option (**Documento específico para una única empresa**) is chosen, it is an essential condition that EVERY and each one of the members upload their corresponding document, Otherwise, the requirement will not be considered satisfied and the bid cannot be sent. . If a document is particular to one member, but the rest of them do not have an equivalent, it must be uploaded as a common document for all the companies that make up the UTE.

Once the document/s have been attached, the screen shown in Illustration is shown: Selection of the document for signature. In the "Status" column (**Estado**), if the indicator for each document is red, it means that it is not signed and therefore not ready. You have to select the corresponding document and press the icon "Signature of selected document" (**Firmar documento seleccionado**).

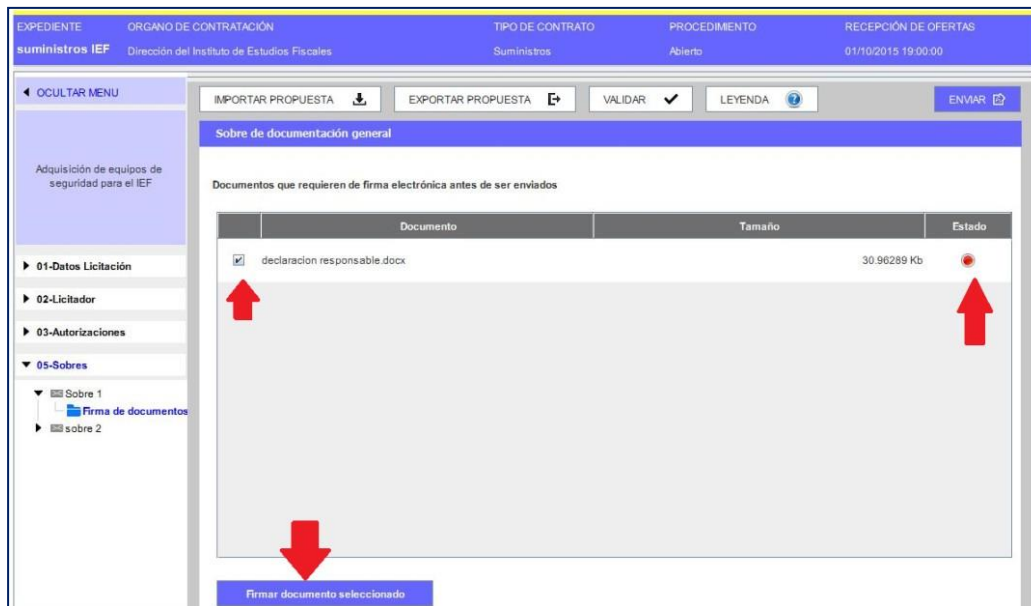


Illustration: Selecting the document for signature

When this icon is pressed, the Tool prepares to sign the document (Illustration: Signing the document).

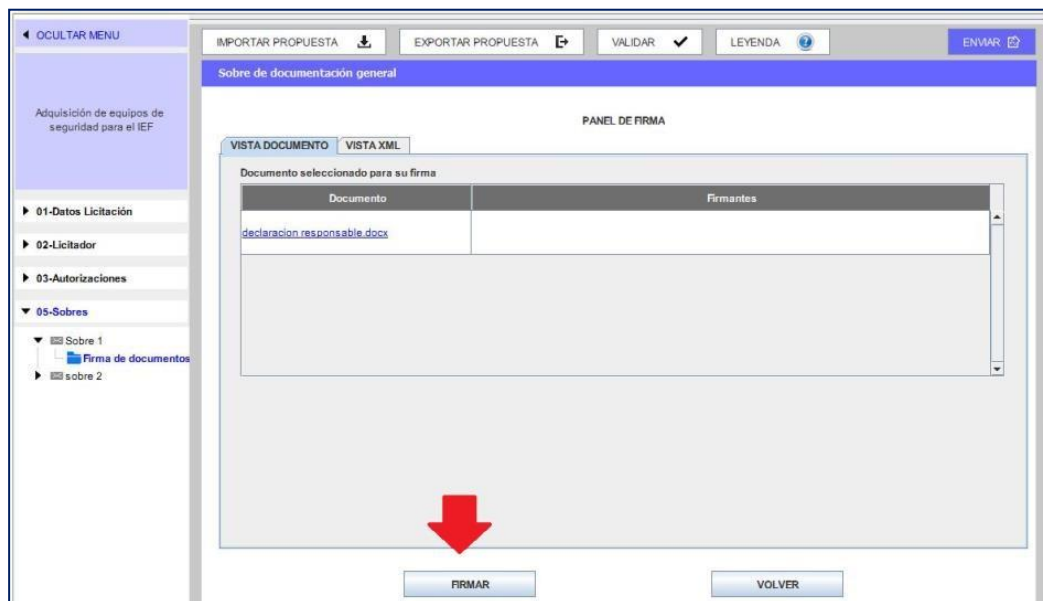


Illustration: Signature of the document (**Firmar**)

Below are the available electronic certificates (**Seleccione un certificado/Aceptar**)(whether they are browser certificates or those stored on a cryptographic card) (Illustration: Certificate selection).

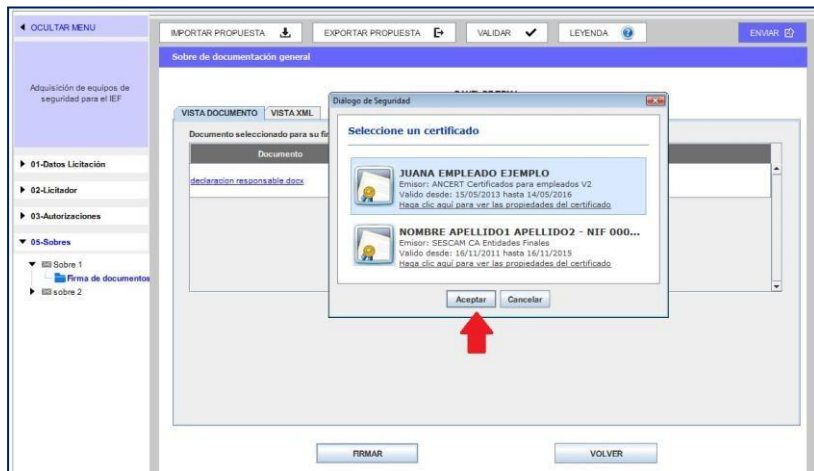


Illustration: Certificate Selection

If the signing process is correct, the message shown in the Illustration is displayed: Document signing confirmation message.



Illustration: Document signature confirmation message

Once the signature is made, the system presents the identity of the signatory (Illustration: Identity of the Signatory). If the XML tab is clicked you can see the signature in XAdES form (Illustration: XADES signature view).

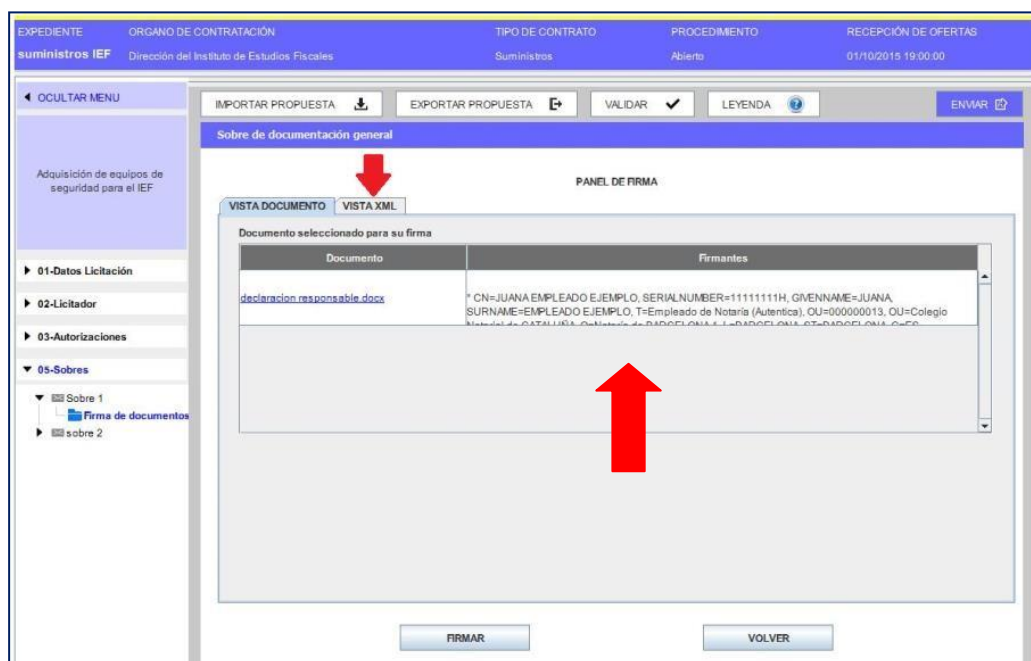


Illustration: Identity of the Signatory



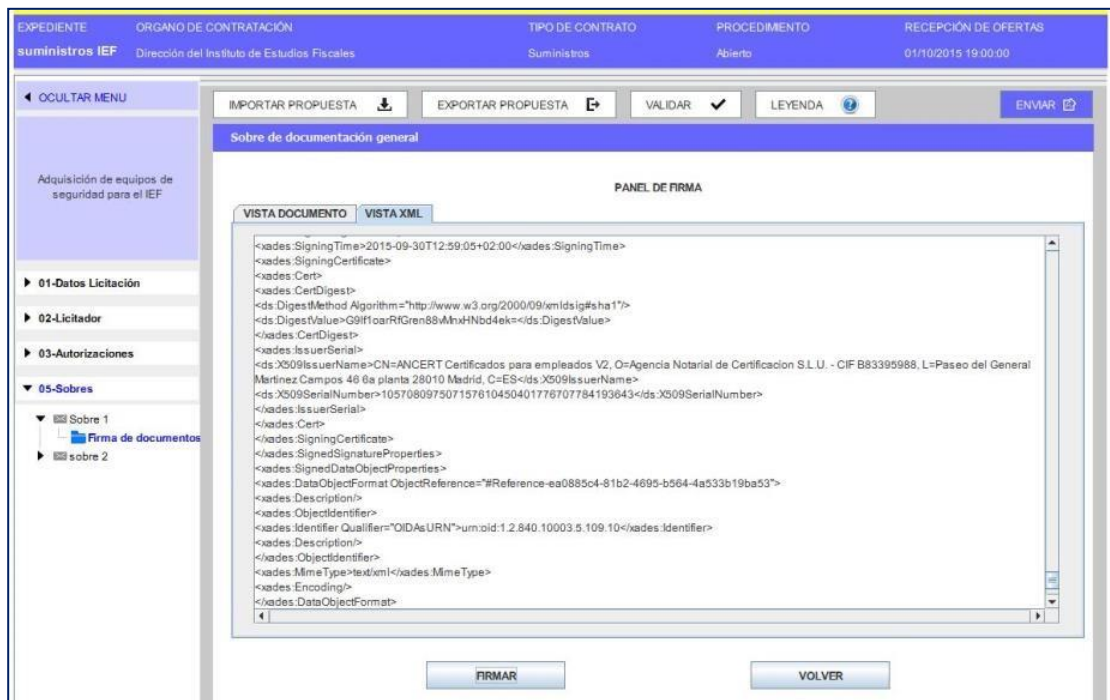


Illustration: XADES signature view

To return to the list of documents to sign, click on the "Back" icon (**Volver**) or the "Document signing" link on the Categories side bar.



Illustration: Back View in Signature

Again, on the main screen of the general documentation envelope, you can see the status of the documents, with those documents already signed in green (Illustration: Signed document).

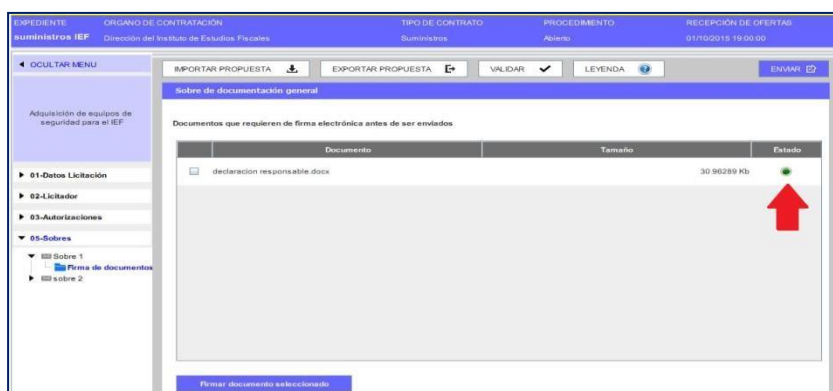


Illustration: Signed Document

**NOTE:** the Tool allows the possibility of co-signature, i.e. several signatures of different signatories on the same document. This case may occur, for example, if there are several proxies.

If a requirement has to be accredited by means of authorization to a third-party system, it is accessed from the Requirements View (Illustration: Requirements View – what conditions must I meet and how do I accredit them?), clicking on the corresponding requirement (Illustration: Authorization to consult the third-party system: about of general documentation)

Clasificación

Texto de ayuda al Licitador

C1d - Demoliciones. (Desde 360.000 Euros hasta 840.000 Euros); C3e - Estructuras metálicas. (Desde 840.000 Euros hasta 2.400.000 Euros); C2c - Estructuras de fábrica u hormigón. (Desde 120.000 Euros hasta 360.000 Euros)

Sistema Tercero

Sistema tercero a consultar: ROLECE

Para acreditar este requisito, tiene que aceptar su conformidad a que la administración pueda consultar los datos en otros sistemas

☒ SI ☐ NO

GUARDAR

VOLVER

Illustration: Authorization to consult third-party system: general documentation envelope

The preparation of the rest of the envelopes is very similar. For example, in Illustration: Economic envelope view, the contents of the envelope of evaluable criteria by means of a formula are shown. Its content has been navigated by clicking on the name "about 2". In the same way as for the previous one, the system will show the options in the central panel.

EXPEDIENTE: suministros IEF | ORGANO DE CONTRATACIÓN: Dirección del Instituto de Estudios Fiscales | TIPO DE CONTRATO: Suministros | PROCEDIMIENTO: Abierto | RECEPCIÓN DE OFERTAS: 01/10/2015 19:00:00

OCULTAR MENU

Adquisición de equipos de seguridad para el IEF

01-Datos Licitación  
02-Licitador  
03-Autorizaciones  
05-Sobres  
    Sobre 1  
    sobre 2

IMPORTAR PROPUESTA | EXPORTAR PROPUESTA | VALIDAR | LEYENDA | ENVIAR

sobre 2

Criterios

Descripción	Ponderación	Expresión	Mínimo	Máximo	Valor	Estado
<u>Precio de la proposición</u>	100		0	40		

Otros documentos a incorporar en el sobre

Documento	Información	Documentos subidos	Estado
<u>Oferta económica</u>			

Illustration: Economic Envelope View

If the award criterion (**Criterio de adjudicación**) is underlined in blue, it means that it has to be deepened to register a value. In the example given, this is the proposal price (**precio de la proposición**).. The tool enables the boxes to enter the amount with and without taxes (Figure 55). Once entered, the Save icon is clicked (Illustration: Price criterion record). Once entered, click "Save" (**Guardar**).

Illustration: Price criterion record

The system checks the bid price and warns if it is higher than the base bidding budget (**presupuesto base de licitación**).

Illustration: Economic envelope view – Validation of amounts with and without taxes

Once the price has been fixed and saved, the economic bid (**oferta económica**) should be attached, as shown in the Illustration: Annex view of the economic bid, enabling the link(s) to incorporate the documentation.

Illustration: Financial Bid Annex View

The link to attach the document is deepened. The "Bidder support text" (**Texto de ayuda al licitador**) may contain instructions from the procurement authority to the candidate (Illustration: Financial bid annex).



sobre 2

Nombre del documento: Oferta económica


Texto de ayuda al Licitador

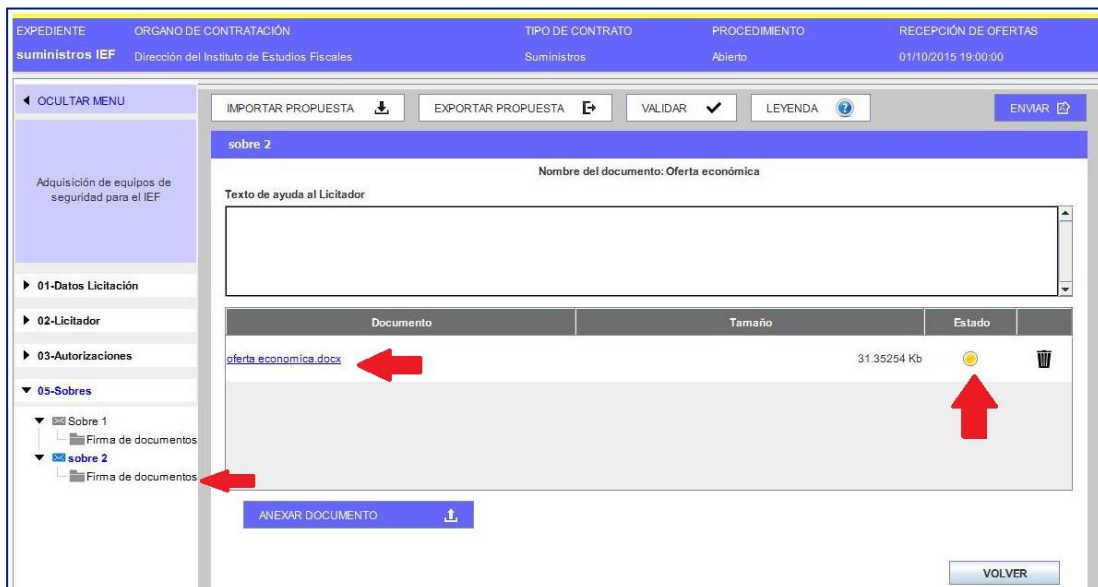
Documento	Tamaño	Estado

ANEXAR DOCUMENTO

Illustration: Annex economic bid

Once the document is attached, the name of the file and its status can be viewed. As can be seen in the Illustration: Appearance of the economic bid document before it is signed, the default status (**Estado**) of the document is yellow. This implies that it is not ready yet, as it requires your signature. To do this, press, in the side menu, "Signing of documents" (**Firma de documentos**).

**NOTE:** in addition to adding one or several documents per entry, it is possible to delete one or all of them, using the icon . 



EXPEDIENTE ORGANISMO DE CONTRATACIÓN TIPO DE CONTRATO PROCEDIMIENTO RECEPCIÓN DE OFERTAS

suministros IEF Dirección del Instituto de Estudios Fiscales Suministros Abierto 01/10/2015 19:00:00

OCULTAR MENU

Adquisición de equipos de seguridad para el IEF

01-Datos Licitación

02-Licitador

03-Autorizaciones

05-Sobres

Sobre 1

Firma de documentos

sobre 2

Firma de documentos

IMPORTAR PROPUESTA EXPORTAR PROPUESTA VALIDAR LEYENDA ENVIAR

sobre 2

Nombre del documento: Oferta económica

Texto de ayuda al Licitador

Documento	Tamaño	Estado
oferta_economica.docx	31.35254 Kb	

ANEXAR DOCUMENTO

VOLVER

Illustration: Appearance of the economic bid document before it is signed

The signing of the economic bid, like that of any other document in the Tool, is similar to the process described in Illustration: Selection of the document for signature to Illustration: Signed document.

Once signed, the envelope of the criteria evaluable by formula (**Sobre 2**) is shown with the green validation icons (Illustration: Appearance of the economic envelope after its signature).

Descripción	Ponderación	Expresión	Mínimo	Máximo	Valor	Estado
Precio de la proposición	100		0	40	10.000,00	

Documento	Información	Documentos subidos	Estado	
Oferta económica		oferta_economica.docx		

Illustration: Appearance of the economic envelope after its signature

## 2.6 Special case regarding batches(**Lotes**)

In there are batches in the tender, the Illustration will be shown: Bid BatchesCategory (**04-Ofertar a lotes**).

Ofertar lote	N° lote	Descripción	Importe (sin impuestos)
<input checked="" type="checkbox"/>	2	Revestimiento de suelo y paredes	40000
<input checked="" type="checkbox"/>	1	Trabajos de pintura y acristalamiento	60000

Seleccionar: [todos](#) | [ninguno](#)

**GUARDAR**

Illustration: Bid to Batches Category

The procedure is similar to that described above, although for which batch(**lote**) or batches the submission is made must be. This information must also be taken into account on each envelope.

In addition to recording information at a general level, remember that you may also be required to accredit documents or enter some text or value at a batch level. You must therefore access the folder icon linked to each of the batches that you are bidding for.

**NOTE:** If you are bidding for several batches and if, having followed all the instructions in this Guide to reduce the size, you continue to have difficulties preparing or sending your bid, we recommend that you contact the procurement authority and ask whether it is possible to send your bid in several parts, one for each batch or set, provided that such sent parts do not contain repeated batches.

## 2.7 Special case of inclusive bids (**Ofertas integradoras**)

In the event that there are integrative bids in the tender, the Illustration will be shown: Bid to Batches Category (**Ofertar a lotes**).

The screenshot displays the 'Ofertar a lotes' (Bid to Batches) category interface. The main area is titled 'DATOS DE LA OFERTA' and contains a section for selecting batches. The 'Oferta Integradora' table shows two rows: 'Oferta Integradora - Lotes 1, 2' and 'Oferta Integradora - Lotes 4, 5'. The 'Ofertar lote' table shows five rows, each with a checkbox, a lot number, a description, and an import value. The 'Ofertar lote' table is as follows:

Ofertar lote	Nº lote	Descripción	Importe (sin impuestos)
<input checked="" type="checkbox"/>	1	Lote1	1
<input checked="" type="checkbox"/>	2	Lote2	2
<input checked="" type="checkbox"/>	3	Lote3	3
<input checked="" type="checkbox"/>	4	Lote4	4
<input checked="" type="checkbox"/>	5	Lote5	5

Illustration: Bid to Batches Category

If an integrating bid is selected, its associated batches will be automatically selected. In this case, it will be mandatory to submit individual bids for each of the batches that make up the comprehensive bid.

In addition, the qualifying bid will be added to the appropriate envelopes, so you may be required to provide additional accreditation for the qualifying bid.

## 2.8 Signature Remediation (**Rectificación de firma**).

The bidder may receive a communication requesting the correction of the signing of the technical or economic bid documents. This request for rectification is due to the fact that the validation of the signature has been erroneous.



**Acuerdo de Admisión o de Exclusión**

→ Admitido provisionalmente

→ \* Oferta económica - Oferta economica.pdf(Firma Subsanable):

→ Fecha final de respuesta 06/04/2020 21:34

Illustration: Signature rectification communication fragment

The bidder will be able to access the signature rectification communication from the My communications menu (**Mis comunicaciones**). In the notification document you can read that the signature correction is required (Illustration: Fragment communication of signature correction).

Expediente	Título	Órgano Contratación	Fecha comunicación	Comunicación	Tipo de Comunicación	Fecha Acceso	Fecha lim. respuesta	Respuesta
mma-AB-200401-01	Abierto 2 sobres OC - MMA		01/04/2020 21:35	<a href="#">Acceso</a>	Comunicación de Admisión / Exclusión	01/04/2020 21:36:00	06/04/2020 21:34:00	<b>Responder</b>

Illustration: Detail of communication received in the My Communications menu

When you have accessed the communication, the Answer icon (**Responder**) will be enabled (Illustration: Detail of communication received in the My Communications menu). When you click it, a tool similar to the bid preparation tool will download. However, in this case on the right side of the header it will be written "Response to Correction Communication" (**Respuesta a Comunicación de Subsanación**) and the operation will be a little different.



GOBIERNO DE ESPAÑA  
MINISTERIO DE HACIENDA Y FUNCIÓN PÚBLICA

Licitación **@**lectrónica

**Respuesta a Comunicación de Subsanación**

CERRAR APLICACION

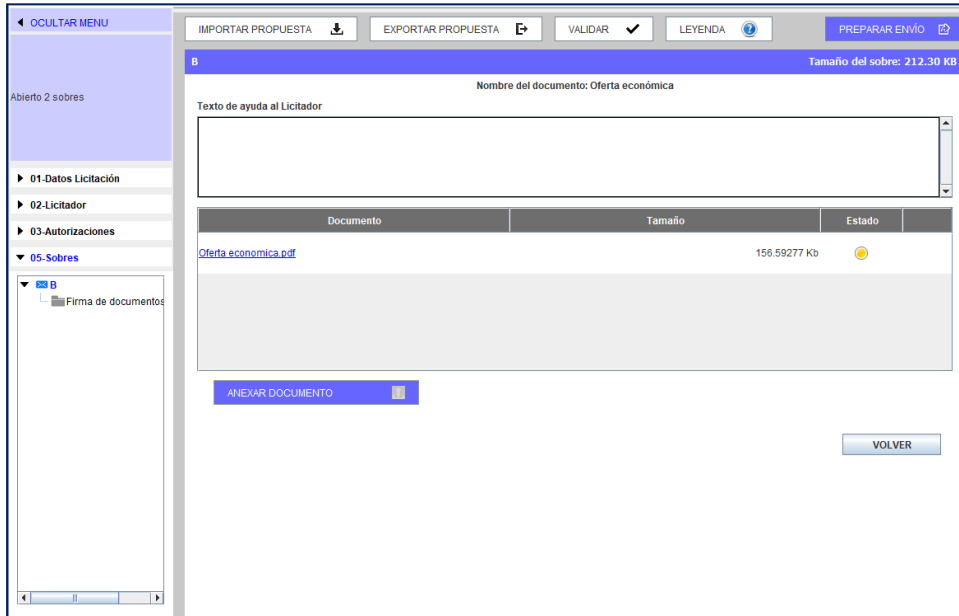
EXPEDIENTE	ORGANO DE CONTRATACIÓN	TIPO DE CONTRATO	PROCEDIMIENTO	FECHA DE PRESENTACIÓN
mma-AB-200401-01	OC - MMA	Suministros	Abierto	06/04/2020 21:34:00

Illustration: Detail of the header of the Signature Correction tool

This case differs from the case of rectification of the Administrative envelope in that it will not be possible to add new corrected documents. The tool will have loaded the document presented in the bid and to which the signature is to be corrected. This document cannot be deleted or modified (note that the "Attach Document" icon is disabled and the delete icon does not appear) (Illustration: Detail of the contents of the envelope in the Signature Correction).

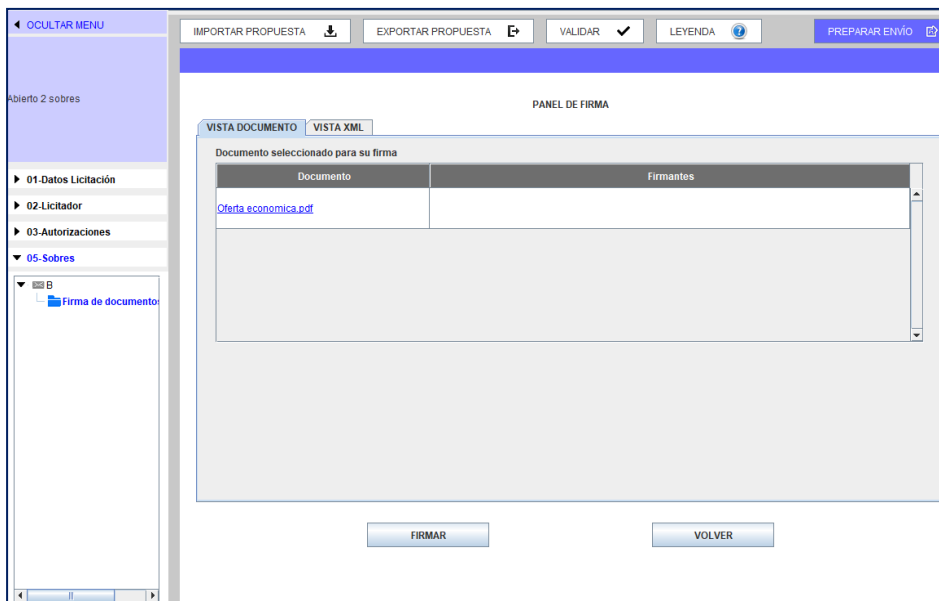
The tool will only allow a new signature (**firma**) to be made (Illustration: Detail of the document signature panel in Signature Correction).





Documento	Tamaño	Estado
<a href="#">Oferta economica.pdf</a>	156.59277 Kb	

Illustration: Detail of the contents of the envelope in the Signature Correction



Documento	Firmantes
<a href="#">Oferta economica.pdf</a>	

Illustration: Detail of the signature panel of the document in the Signature Correction

When the document is signed again, you should go to the "Prepare delivery" (**Preparar envío**) screen, sign the envelope and then send it by pressing the "Send Documentation" (**Enviar documentación**).

## 2.9 Problems trying to sign

### 2.9.1 Certificate store Empty (**Almacén de certificados vacío**)

If the bidder tries to sign without having a certificate installed in the browser, the tool does not display the certificate selection pop-up window. Please import/install the certificate in your browser.

If, having carried out the above operation, you still experience problems when signing the documents, contact us [at licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es).

### 2.1.2 Signing with an expired certificate (**Firma con certificado caducado**)

If your electronic certificate is expired and you do not notice, when you try to sign in the Tool you get the following error (Illustration: expired certificate warning):

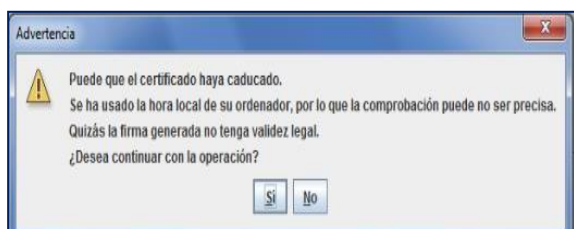


Illustration: Expired Certificate Warning

**NOTE:** If, despite the warnings, you sign electronically with an expired certificate, you risk that the contracting authority will not accept your bid, being definitively excluded from the contracting procedure.

### 2.1.3 Bid size (**Tamaño de la oferta**)

The partial size of each of the documents to be signed may be less than 5 MB, meaning that the tool should allow its signing, although the signing of a document cannot be completed. The Tool may bid an error message, remain blocked or otherwise show no warning and yet not show the signature in the signature panel in any case. This may be because the total bid size is such that there is not enough space left in the Java virtual machine memory to complete the task (see limitations indicated in Section 1.2.2.2.)

**NOTE:** To check the memory capacity of your Java virtual machine and to have more control over the size of the bid, some functionalities have been added to the tool, which show the available Java virtual machine memory and the size that each envelope occupies. See section 1.4

In this case it is recommended to empty the Java cache. To do this, access the Java control panel and, in the General tab, click the Settings icon located in the Temporary Internet Files section.

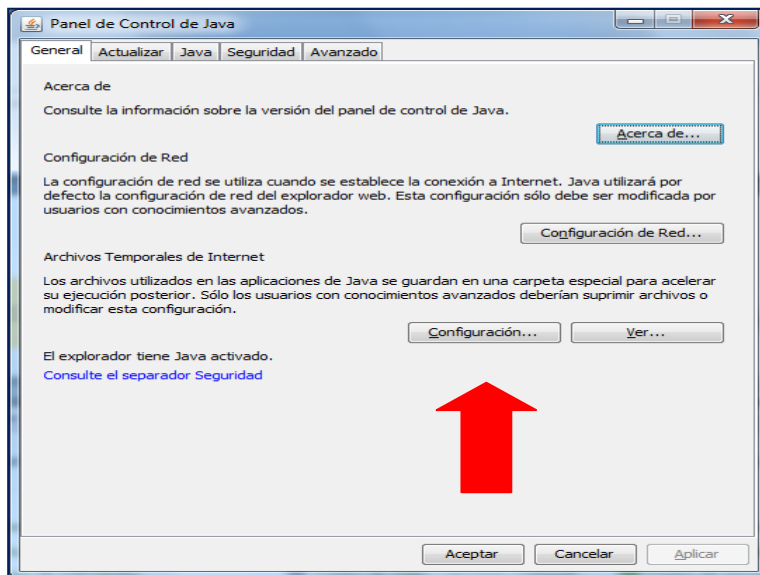


Illustration: Java Control Panel

The Temporary Files Settings dialog box will appear.

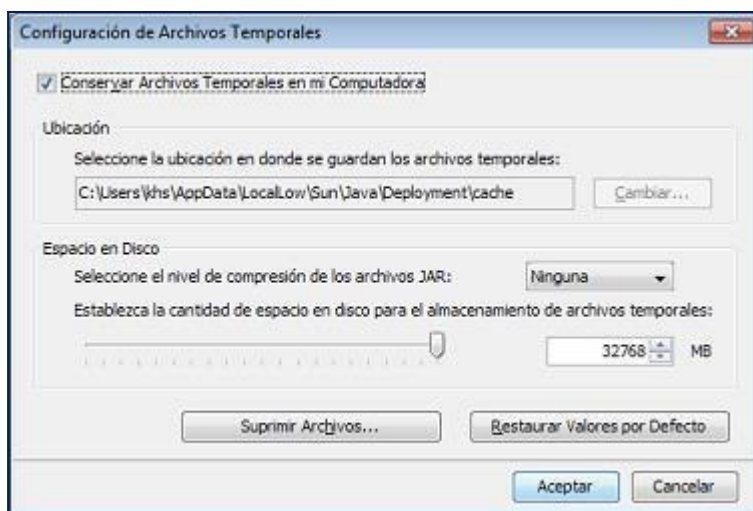


Illustration: temporary files settings (Configuración de archivos temporales)

The Delete Files icon (Suprimir archivos) is clicked and the following dialog is displayed:



Illustration: delete files and applications

Clicking OK deletes all downloaded applications and applets from the cache. If you want to delete only a specific application or applet from the cache, you can do it from the View icon on the General tab.

Also, it is recommended:

- All duplicate documents, i.e., identical documents uploaded more than once, can be replaced by a minimal document indicating where the originals have been uploaded. We recommend that you check with the contracting authority about this possibility.
- Scanned documents (Deeds, documents with handwritten signatures, etc...):
  - Try to scan with the minimum possible resolution, but that the documents can be viewed properly.
  - Remember not to include handwritten signatures except in exceptional cases.

You have at your disposal devices for electronic signature.

-Catalogs hosted on the Internet:

If catalogs that are hosted on the Internet are requested in the tender, check with the contracting authority about the possibility of attaching a document with the link to the resource where it is hosted.

- Blueprints:

The inclusion of plans potentially increases the total size of files to sign. Check with the Contracting Authority about the possibility of providing another system for sending the plans if uploading them becomes impossible.

### 3. Other actions

At the top of the Tool are a set of actions shown as icons (Illustration: Tool actions). In this section, all of them will be described, except for the **Prepare Delivery**, which has a specific section.

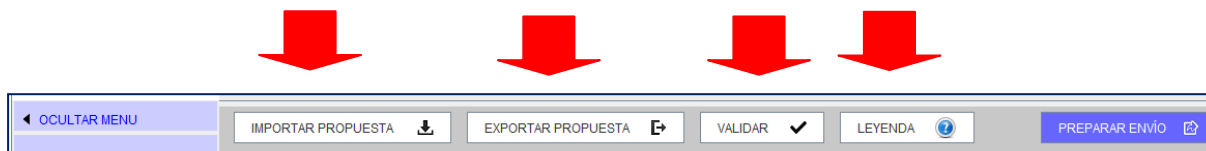


Illustration: Tool actions

#### 3.1 Validate Action (**Acción validar**)

Once the required information has been registered, via text or value input or document

upload, it is very useful to use the Validate action (Illustration: Validate Action).

- This action enables the bidder to check, among other things, whether any requirement/criteria to be accredited is missing.
- The verification of the existence of a signature in those documents in which this is required is also included in the validation.



Illustration: Validate Action

In the event that all the categories have been filled in correctly, they will all be in color **green** (Illustration: Categories duly completed), if not, they will appear in **Red** (Illustration: Categories not filled in) those for which it is necessary to complete some action (attach a document or sign it, enter a value or text in a requirement or criterion):



Illustration: Categories duly completed

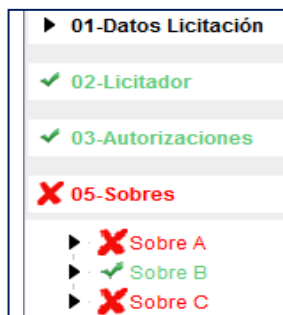


Illustration: Categories not completed

**NOTE:** we remind you that the Validate action is not updated automatically. In other words, if you execute the action and then make the corrections, until the action is executed again and Validated, the effect of the changes made will not be seen

### 3.2 Key (**Leyenda**)

Provides the meaning of the colored icons shown next to the requirements/criteria and documents on the envelopes (Illustration: Key with the meaning of the colors of the states) in relation to whether they have been properly accredited.

**LEYENDA DE COLORES DE LOS ESTADOS**

**Requisito / Criterio**

- ☒ Requisito ó criterio acreditado
- ☐ Requisito ó criterio no acreditado
- ☐ Requisito ó criterio acreditado con necesidad de firma electrónica y no firmado

**Documentos**

- ☒ Documento acreditado con necesidad de firma y firmado ó documento acreditado sin necesidad de firma
- ☐ Documento sin acreditar y con necesidad de firma electrónica
- ☐ Documento sin acreditar y sin necesidad de firma electrónica
- ☐ Documento acreditado con necesidad de firma electrónica y no firmado

**Sobres**

- ☒ Sobre firmado
- ☐ Sobre con necesidad de firma electrónica y no firmado
- ☐ Sobre sin necesidad de firma electrónica y no firmado

**Firma de documentos**

- ☒ Documento firmado electrónicamente
- ☐ Documento no está firmado electrónicamente

Illustration: Key with the meaning of the colors of the states

### 3.3 Import / Export bid (**Importar/Exportar oferta**)

The import / export bid serves the following purposes:

- Preparation of the joint bid by the different members.
- Continue the bid on a different computer.
- Sending the bid to the agent to sign it on their own. Subsequent sending of the signed bid to the preparer (if the proxy should decide not to send).

EXAMPLE 1: Member 1 of the temporary joint venture prepares their bid. They export it with the signed documents. They send it by email (or by electronic messaging) to member 2, who imports the bid, attaches the documentation that corresponds to them (for example, individual classification certificate) and signs it and the one in common (for example, the financial bid). They then export it with the envelopes with their own signature so that member 1 can also sign them, after importing. Finally, member 1 sends the bid. This operation can be replaced by the preparation of the bid on a single unit; however, this requires all preparers and proxies to meet to jointly prepare and sign the proposals (you may not "lend the electronic certificate").

In relation to the preparation of the bid as a joint venture, the export and import cycles should be carried out completely; i.e. the first member shall upload all common documents, signing them all before the first export. After the first import, the second member shall only upload their individual documents and sign common and private documents before performing the second export cycle and so on.

**NOTE:** If you experience problems in preparing the temporary joint venture bid, e.g. because there is a corruption of the bid file exchanged by the different members, please contact [licitacionE@minhafp.es](mailto:licitacionE@minhafp.es) immediately .

EXAMPLE 2: The salesperson of a company makes the bid in its entirety, in the absence of the signature of the proxy. To do this, and since they are travelling and cannot physically meet, they export the proposal and send it by email to the proxy. The proxy connects with the credentials of the preparer (if they do not have their own) and downloads the tool. They choose the work option "Import bid" (**Importar oferta**) in the Tool panel. Now click on the "Import Proposal" (**Importar propuesta**), icon, and the information is loaded in the Tool. Sign the documents and envelopes and send them.

**NOTE:** the bid can be exported/imported as many times as required, with signatures included. The only thing to bear in mind is not to sign the envelope if the signature of a document therein is missing. It is therefore normal for the proposal to be exported/imported with unsigned envelopes, and the sender to be the person who previously signs the envelopes. However, the possibility of exporting the bid signed in its entirety (documents and envelopes) is contemplated so that a third party can simply perform the sending.

Firstly, the bid is exported by clicking the Export Proposal icon (**Exportar propuesta**). The browser is then displayed (Illustration: Exporting the proposal to a local computer or external device) to place the file in the selected electronic medium (computer, USB, DVD, etc.).

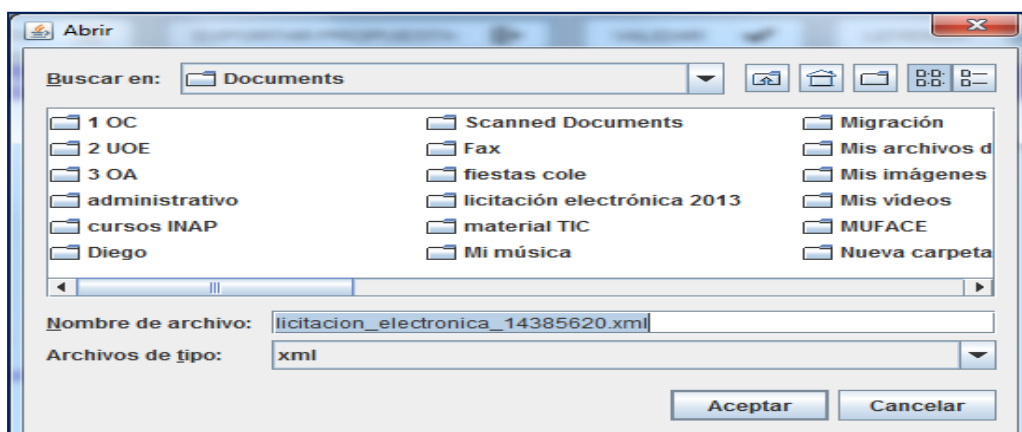


Illustration: Export proposal to a local computer or external device

The person receiving the proposal must in any case select the work alternative "Create bid/request for participation - Import bid" (**Crear nueva oferta/solicitud de participación/Subsanación – Importar oferta**) (Illustration: Work alternative Import Bid), otherwise, they will not retrieve the information they have received from a third party (another member of the temporary joint venture, salesperson, clerk).

EXPEDIENTE	ORGANO DE CONTRATACIÓN	TIPO DE CONTRATO	PROCEDIMIENTO	FECHA DE PRESENTACIÓN
j23022016-1	Subdirección General de Coordinación de la Contratación Electrónica	Obras	Negociado sin publicidad	24/02/2016 19:53:00

**Invitación a Presentar Oferta**

Ha seleccionado la licitación: j23022016-1  
Objeto de contrato: Contrato de reforma de oficina

Por favor, seleccione la opción adecuada para trabajar con el expediente seleccionado y pulse 'Aceptar'.

☒ Crear nueva oferta/solicitud de participación/subsanación - Importar oferta  
☐ Continuar la preparación de una oferta/solicitud de participación/subsanación

**ACEPTAR**

Si la configuración así lo indica, en la acción de envío, se procederá al cifrado automático del sobre y no hay que realizar ninguna otra acción

Illustration: Job Alternative Import Bid

To complete the import process, we must press the icon "Import Bid" (**Importar propuesta**) (Illustration: Import Proposal Icon), loading the Tool with all the inherited information.

OCULTAR

**IMPORTAR PROPUESTA** EXPORTAR PROPUESTA VALIDAR LEYENDA

Illustration: Import Proposal Icon

Once the information has been uploaded, the user must attach new documents (in the case of a jointventure), or proceed to sign the documents and envelopes (the proxy, in any case).

#### 4. Prepare Shipment (**Preparar envío**)

At the top of the tool there is a icon **Prepare Shipment** (**Preparar envío**) (Illustration: Prepare Shipment icon), which shows a screen (Illustration: Possible actions of Prepare



Shipment) with multiple actions related to the sending itself.

- sign envelopes .(Firmar sobre seleccionado)
- Modify on selected : allows you to vary the content of the envelope once signed. If the content of the envelope is modified, it must be signed again, since the original electronic signature would no longer be valid.(Modificar sobre seleccionado)
- simulate presentation : the candidate can check that the Platform is active to receive bids. This simulation performs all the documentation verification and encryption steps, except for the shipment itself.(Simular presentación)
- Send documentation : sends the documents and automatically generates the receipt. In addition, the encryption of the bids is carried out, as an inexcusable requirement for sending.(Enviar documentación)
- Download receipt : Provided that the shipment has already been made, it allows you to download the receipt. However, when the shipment is made, it is presented on the screen, and can be stored and printed. DO NOT CLICK ON THIS OPTION UNTIL YOU HAVE MADE THE SUBMISSION (Descargar justificante).
- Generate labels : in the event that an envelope is presented in person (model or samples), the system allows the generation of labels for easy identification by the competent body to assess (Generar etiquetas).

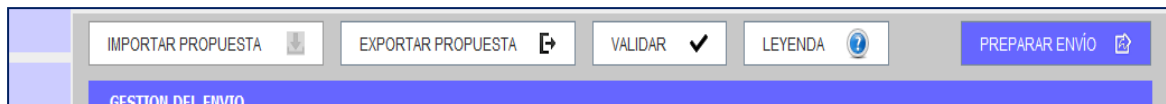


Illustration: Prepare Shipment Icon

The screenshot shows the 'Licitación electrónica' interface. At the top, there's a header with the Spanish government logo and the text 'Licitación electrónica'. Below this, a navigation bar shows the current stage as 'Preparación de Oferta'. The main area is divided into a left sidebar with a menu (OCULTAR MENU) and a main content area. The sidebar menu includes '01-Datos Licitación', '02-Licitador', '03-Autorizaciones', and '05-Sobres'. The main content area has a table titled 'GESTION DEL ENVIO' with columns 'Sobre', 'Descripción', and 'Estado'. The table lists four envelopes: 1 (A), 2 (B), 3 (C), and 4 (Autorizaciones a efectos de consulta de datos de terceros). Each envelope has a checkbox and a status icon (green dot). Below the table, there are buttons for 'Firmar sobre seleccionado' and 'Modificar sobres seleccionados'. At the bottom, there are buttons for 'Simular presentación', 'Generar etiquetas', 'Descargar justificante', and 'Enviar documentación'. A red arrow points to the 'PREPARAR ENVÍO' button in the top right corner of the main content area.

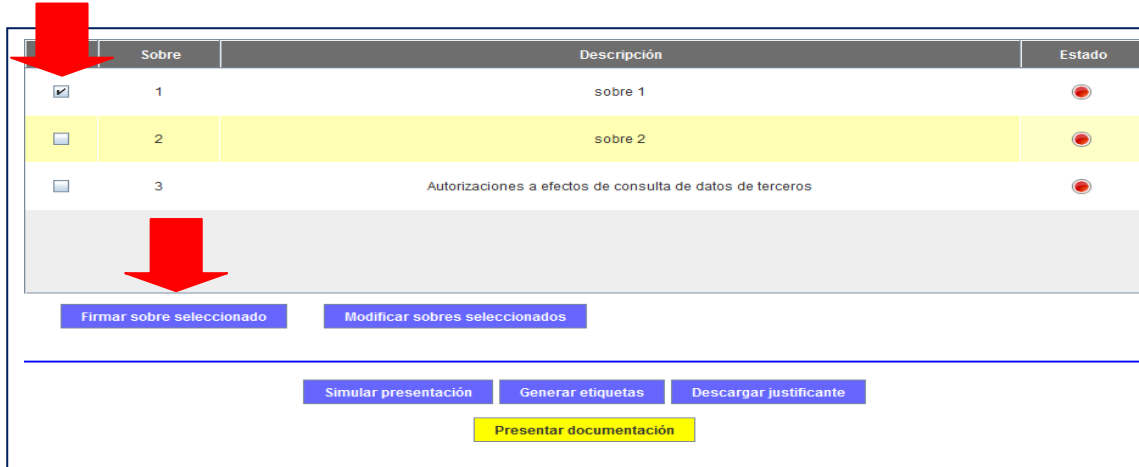
Illustration: Possible actions of Prepare Shipment

#### 4.1 Sign envelopes (**Firmar sobres**)

In general, the sending of the documentation in an envelope will require the signature of each one of the envelopes of the bid, including that of authorizations for the purpose of consulting third-party data. However, the mandatory nature of the signature depends exclusively on whether the competent body has established it as a requirement for bidding. In any case, the bidding user will know if he has to sign the envelope or not, because the "Status" icon (**Estado**) will be shown in Red if, having required a signature, it has not been done.

**NOTE:** Remember that if any aspect of the bid is missing, such as attaching a document or signing an envelope or a document, the Tool will not allow the submission of the bid, warning of such a circumstance.

The signing process is similar to that illustrated for signing a document. First, tick the box of the envelope you want to sign (Illustration: Selection of the envelope for your signature) and click the **Sign selected envelope icon (Firmar sobre seleccionado)**. You will immediately pass to a second screen where the Sign icon (Illustration: Signature view of the envelope with the content) should be clicked. This will require an electronic certificate (Illustration: Selection of the electronic certificate for the signature) and will need to be signed.



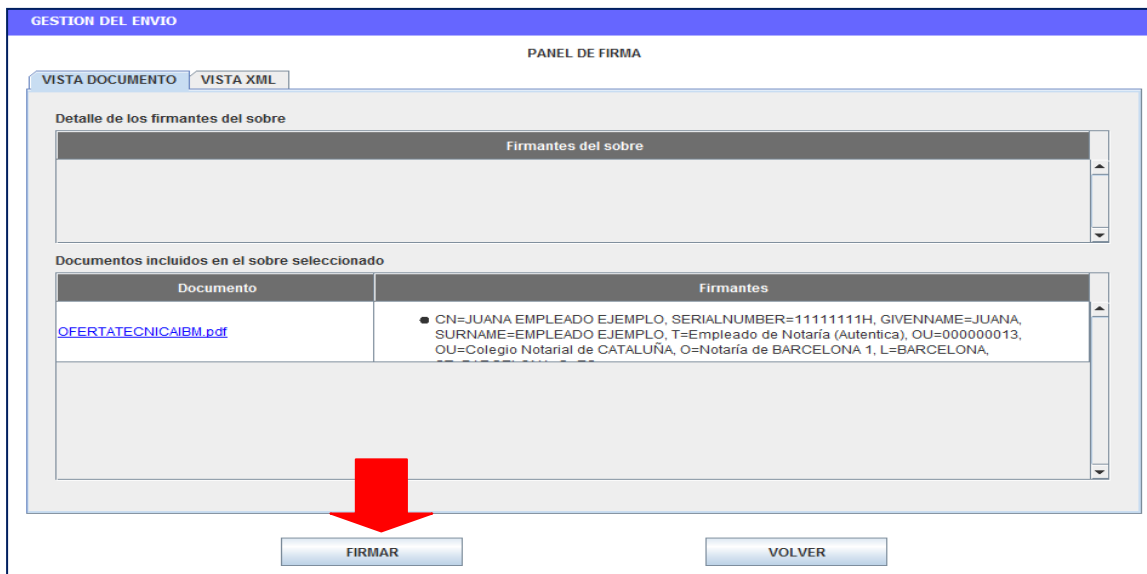
Sobre	Descripción	Estado
<input checked="" type="checkbox"/> 1	sobre 1	
<input type="checkbox"/> 2	sobre 2	
<input type="checkbox"/> 3	Autorizaciones a efectos de consulta de datos de terceros	

Firmar sobre seleccionado    Modificar sobres seleccionados

Simular presentación    Generar etiquetas    Descargar justificante

Presentar documentación

Illustration: Selection of the envelope for your signature



GESTION DEL ENVÍO

PANEL DE FIRMA

VISTA DOCUMENTO    VISTA XML

Detalle de los firmantes del sobre

Firmantes del sobre

Documentos incluidos en el sobre seleccionado

Documento	Firmantes
<a href="#">OFERTATECNICAIBM.pdf</a>	<ul style="list-style-type: none"> <li>● CN=JUANA EMPLEADO EJEMPLO, SERIALNUMBER=11111111H, GIVENNAME=JUANA, SURNAME=EMPLEADO EJEMPLO, T=Empleado de Notaría (Auténtica), OU=000000013, OU=Colegio Notarial de CATALUÑA, O=Notaría de BARCELONA 1, L=BARCELONA,</li> </ul>

FIRMAR    VOLVER

Illustration: Signature view of the envelope with the contents



Diálogo de Seguridad

Seleccione un certificado


**JUANA EMPLEADO EJEMPLO**  
 Emisor: ANCERT Certificados para empleados V2  
 Valido desde: 15/05/2013 hasta 14/05/2016  
[Haga clic aquí para ver las propiedades del certificado](#)

Illustration: Selection of the electronic certificate for the signature

**GESTION DEL ENVIO**

P... FIRMA

VISTA DOCUMENTO VISTA XML

---

**Detalle de los firmantes del sobre**

Firmantes del sobre
* CN=JUANA EMPLEADO EJEMPLO, SERIALNUMBER=11111111H, GIVENNAME=JUANA, SURNAME=EMPLEADO EJEMPLO, T=Empleado de Notaría (A...

**Documentos incluidos en el sobre seleccionado**

Documento	Firmantes
<a href="#">OFERTATECNICAIBM.pdf</a>	● CN=JUANA EMPLEADO EJEMPLO, SERIALNUMBER=11111111H, GIVENNAME=JUANA, SURNAME=EMPLEADO EJEMPLO, T=Empleado de Notaría (Autentica), OU=000000013, OU=Colegio Notarial de CATALUÑA, O=Notaría de BARCELONA 1, L=BARCELONA,

FIRMAR VOLVER

PANEL DE FIRMA

VISTA DOCUMENTO VISTA XML

```
pe:texMtl</xades:MilmeType></xades:Encoding></xades:Encoding></xades:DataObjectFormat></xades:SignedDataObjectProperties></xades:SignedProp
erties></xades:QualifyingProperties></ds:Object></ds:Signature></ds:Signature xmlns:ds="http://www.w3.org/2000/09/xmldsig#"
Id="Signature-05528e7-6649-416b-b122-00856234752b-Signature"></ds:SignedInfo></ds:CanonicalizationMethod
Algorithm="http://www.w3.org/TR2001/REC-xmldsig-core1-20010315"></ds:CanonicalizationMethod></ds:SignatureMethod
Algorithm="http://www.w3.org/2001/04/xmldsig-more#rsa-sha256"></ds:SignatureMethod></ds:Reference
Id="Reference-5c45dd25-5018-4e7a-903a-c68c21445d67" URI="#mUmlm_y3nj_k1ody_3mja1"></ds:Transform></ds:Transform
Algorithm="http://www.w3.org/2001/09/xmldsig-core1-20010315"></ds:Transform></ds:Transform
Algorithm="http://www.w3.org/2001/09/xmldsig-core1-20010315"></ds:Transform></ds:Transform
Algorithm="http://www.w3.org/TR1999/REC-xpath-19991116"></ds:XPath
xmlns:ds="http://www.w3.org/2000/09/xmldsig#"></ds:XPath></ds:XPath></ds:Transform></ds:Transform></ds:Transform></ds:DigestMethod
Algorithm="http://www.w3.org/2000/09/xmldsig-core1#sha1"></ds:DigestMethod></ds:DigestValue>18m3NlGnAsah0s5qkRzwnZa4NI=</ds:DigestValue></ds:Ref
erence></ds:Reference Type="http://uri.etsi.org/199303SignedProperties"
URI="#Signature-05528e7-6649-416b-b122-00856234752b-SignedProperties"></ds:DigestMethod
Algorithm="http://www.w3.org/2000/09/xmldsig-core1#sha1"></ds:DigestMethod></ds:DigestValue>p8JRURlOcs2YvqW+gynXgmo7Tl0=</ds:DigestValue></ds:Ref
erence></ds:Reference URI="#Signature-05528e7-6649-416b-b122-00856234752b-KeyInfo"></ds:DigestMethod
Algorithm="http://www.w3.org/2000/09/xmldsig-core1#sha1"></ds:DigestMethod></ds:DigestValue>JlPbn5mQWFeS4L7D+AzfGLXMI=</ds:DigestValue></ds:Ref
erence></ds:SignedInfo></ds:SignatureValue
Id="Signature-05528e7-6649-416b-b122-00856234752b-SignatureValue">gwS0Edmuc3YeOf1v0VE6f7MxUQzS3v7l9JZ+1x4m8MlngSv7Ry9/v9zGzB
iKtdj1wBISXE
WHC4dCKEwZVR5FINT3wng+6v2uqY7Q3Dma5H+309YyEYU0/mnmWTTSGwr0k9HJ5da9u9
H5da9u9Y5P3Ocm7SMXq34J9BthH7Jwv2JoemUjgw2vH9njlm2+hbr1nq2Q92W71mI0ZNaS
c4b4bNaPfJcnv4qKv43W6JsdmGf3e2Z7L3N3v6gAUsZ4H4V0xm3im3kv+hx6fJ
91025q+1PFRxECmBpqeCD7ccocmNAFwZ=</ds:SignatureValue></ds:KeyInfo
Id="Signature-05528e7-6649-416b-b122-00856234752b-KeyInfo"></ds:KeyValue></ds:RSAPKeyValue></ds:Modulus>y2Mclac5mrv1XzJua95a8uZ2v+Ia3ga
qOCNYCOK6NhkrsrD73tn0FLC1MuGmGmQWnHDAwvI
```

Illustration: View of the signed envelope

It may happen that the application does not allow signing and, however, does not show any type of error. We recommend that you take into account the limitations set forth in the section 1.2.2.2 and the recommendations that have been described in the section 2.7

**NOTE:** To check the memory capacity of your Java virtual machine and to have more

control over the size of the bid, some functionalities have been added to the tool, which show the available Java virtual machine memory and the size that each envelope occupies. Go to the section 1.4

If the problem may be related to the total size of the bid, click Modify Selected Envelope (**Modificar sobre seleccionado**), make the reduction and proceed to sign the envelope again.

Another problem that can occur when signing the envelope is that the Signature icon remains sunken, giving the impression that the Tool has been blocked. In this case, please wait because after a few minutes the window to select the certificates is displayed.

In any event, if you have problems signing the envelopes, contact [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

#### 4.3 Change envelopes (**Modificar sobres**)

The Tool allows the modification of the content of the envelope (icon **Modify on selected** (**Modificar sobre seleccionado**)) at any time before sending it, however, if the envelope to be modified has been signed, it is necessary, once the change has been made, to sign it again, as the Tool itself warns (Illustration: View of the envelope signed).

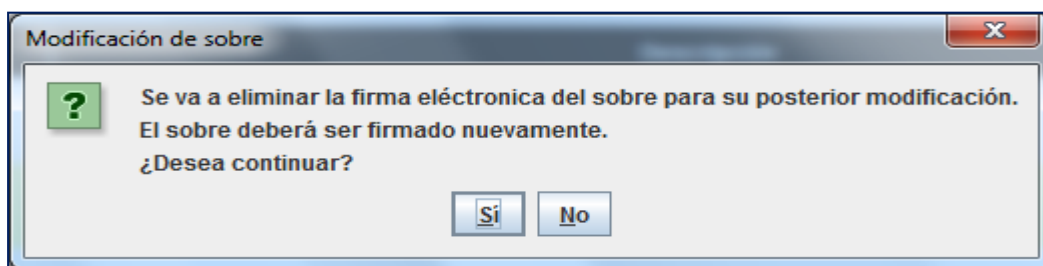


Illustration: Signed Envelope Modification Warning

#### 4.4 Simulate Submission (**Simular presentación**)

Prior to sending the bid or documentation, the Tool allows you to check whether the Public Sector Procurement Platform is available to receive it. Remember that until the bidder clicks the Send icon, the documentation is on your local computer. Therefore, it is useful to verify whether the servers are active to proceed with the sending.

Click the **Simulate Presentation** icon (**Simular presentación**), and if everything is correct, the Tool will warn you of the positive result (Illustration: Successful result in the simulation of the presentation). Envelopes can then be sent.



Illustration: Satisfactory result in the simulation of the presentation

**NOTE:** the simulation of the bid IN NO CASE INVOLVES THE PRESENTATION OF THE SAME. DO NOT FORGET TO CLICK THE SEND ICON (**Enviar**).

#### 4.5 Send documentation (**Enviar documentación**)

Send Documentation involves sending the bid/documentation that the bidding user has prepared locally so that it is saved to the General Directorate for State Assets servers.

The sending process encrypts the envelopes, if so specified by the contracting authority.

Envelope encryption ensures the confidentiality of the content, providing an essential extra security layer to ensure the custody of bids.

The encryption of the envelopes is absolutely transparent to the user sending the bid, and is one of the atomic actions that make up the submission of envelopes.

**NOTE:** The contents of the envelopes cannot be viewed on the filing receipt if they have been encrypted.

When "**Send Documentation**" (**Enviar documentación**) is clicked, the system displays a pop-up window showing the progress of the process (Illustration: Process progress pop-up window in the presentation). Finally, the receipt is obtained on the screen (Illustration: Screen display of the receipt).

Esta operación puede tardar varios minutos.  
Por favor, espere.

- Preparando la documentación.
- Preparando sobres.
- Verificando la configuración.
- Preparando el envío del resumen de la documentación.
- Enviando el resumen de la documentación.
- **Se ha realizado la presentación de la huella electrónica con fecha: 28/01/2019 09:38:46**  
**código seguro de verificación: RFNMC\_YOML+\_UNC2W\_25233**
- Preparando el envío de la documentación.
- **Enviando la documentación.**

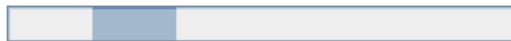


Illustration: Presentation Process Progress Popup


JUSTIFICANTE DE PRESENTACIÓN	
Fecha de presentación:	21/09/2015 16:39:25
CSV:	DBYAI_TWNNUQ_JI+IF_39971
Licitación:	20092015-1
Empresa:	OBRAS BIS
Usuario:	A28010791
RESUMEN DE LA PRESENTACIÓN	
Firmas del sobre:	CN=NOMBRE LAFUENTE FERNANDEZ MARIA JOSE - NIF 02533710F, ...
Documentos anexados en el sobre	
Documento	Firma Electrónica
DECLARACIONRESPONSALEOBRAS BIS.docx.pdf	CN=NOMBRE LAFUENTE FERNANDEZ MARIA JOSE - N...
ESCRITURAPODERADOBRAS BIS.jpg	Documento sin firma electrónica
DNI APODERADO OBRAS BIS.pdf	CN=NOMBRE LAFUENTE FERNANDEZ MARIA JOSE - N...
Nombre del sobre:	Sobre B
Firmas del sobre:	CN=NOMBRE LAFUENTE FERNANDEZ MARIA JOSE - NIF 02533710F, ...
El contenido del sobre está cifrado	
<input type="button" value="CERRAR"/> <input type="button" value="IMPRIMIR"/>	

Illustration: Screen display of the receipt (Visualización del justificante)

The supporting document contains basic information about the bidder and a summary of the presentation, which includes:

- Set of envelopes that make up the bid, including the authorizations. Content of the
- envelopes (displayed as long as they are not encrypted by decision of the contracting authority).
- Signature of documents and envelopes.

The receipt can be downloaded and printed (Illustration: PDF document of the receipt). It is also sent to the email address for notifications purposes (Illustration: Email with the CSV of the receipt).



**JUSTIFICANTE DE PRESENTACIÓN**  
**PLATAFORMA DE CONTRATACIÓN DEL SECTOR PÚBLICO**

Código seguro de verificación: D65AG\_QVJHU\_VID07\_15291  
 (https://contrataciondelestado.es)

---

**Fecha de presentación:** 25/09/2015 13:39:42

**Número de expediente:** 1-15092015

**Objeto del contrato:** Obras de rehabilitación del edificio de la calle Antonio Gala, n 34

**Órgano de contratación:** RET- 2 - Organo de Contratacion

**EMPRESA**

**Razón social:** Reformas Tierra S.L

**Número de identificación:** 12345678Z

**RESUMEN DE LA PRESENTACIÓN**

**SOBRE A**

**Documentación incluida en el sobre:**

- DNI\_Apoderado\_ReformasTierra.pdf
- Firma(s):**
  - CN=NOMBRE ESQUINAS TARIFA RAFAEL - NIF 30945127F, OU=701001944, OU=FNMT Clase 2 CA, O=FNMT, C=ES
- Plantilla\_Poder\_Notarial\_ReformasTierra.pdf
- Escritura\_Poder\_ReformasTierra.pdf
- Declaracion\_Responsable\_ReformasTierra.docx
- Firma(s):**
  - CN=NOMBRE ESQUINAS TARIFA RAFAEL - NIF 30945127F, OU=701001944, OU=FNMT Clase 2 CA, O=FNMT, C=ES
- Declaracion\_Correlativa\_ReformasTierra.docx

Illustration: PDF document of the receipt (Justificante de presentación)

Estimado usuario,

Ha presentado una proposición para la licitación de número de expediente 1-15092015  
 Puede descargar el justificante de presentación en <http://pre3-contrataciondelestado.es/wps/portal/inicio/verificarCSV> utilizando el siguiente código seguro de verificación (CSV): D65AG\_QVJHU\_VID07\_15291.

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

\*\*\*\*\* Aviso Legal \*\*\*\*\*

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

Illustration: Mail with the CSV of the receipt


The receipt includes a CSV (Secure Verification Code) (**Código Seguro de Verificación**) that guarantees the integrity of the document by checking it in the Public Sector Procurement Platform (Illustration: Verification of the CSV in the Public Sector Contracting Platform).



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

### Verificación CSV

Código Seguro de Verificación (\*)

Escribe los caracteres que veas en la imagen  (\*)

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

Los campos marcados con (\*) son obligatorios.

[Ver Documento Original](#)
[Descargar Documento ENI](#)
[Limpiar](#)


Illustration: Verification of the CSV in the Public Sector Contracting Platform

#### 4.6 Label generation (**Generación de etiquetas**)

In the procedures in which any of the envelopes, by their nature, cannot be sent electronically (models, samples etc.), the Tool allows the generation of labels that link the electronic fingerprint of the envelope with the element that will be submitted in the physical record.

Once the bid has been sent, a message will appear warning that the corresponding labels have been generated to adhere to the envelopes that will be presented in person.

Etiquetas generadas


 Se han generado automáticamente las etiquetas de presentación de los sobres manuales de la oferta. Puede imprimir estas etiquetas directamente desde el directorio que contiene la información de la oferta o bien pulsando el botón IMPRIMIR ETIQUETAS de la herramienta.

[Aceptar](#)

Illustration: Warning message to download manual envelope labels

When you press the "Accept" icon (**Aceptar**), the dialog window entitled "Submission Receipt" (**Justificante de presentación**) will appear (Illustration: Submission Receipt dialog window). In it, three icons are located at the bottom. The central icon "Print labels" (**Imprimir etiquetas**) leads to another dialog window where you can download the labels of the envelopes presented in pdf format

(Illustration: Selector for downloading the labels corresponding to the envelopes to be presented in physical registration). The "Print" icon (**Imprimir**) downloads the proof of presentation of the complete bid in pdf format.

**JUSTIFICANTE DE PRESENTACIÓN**

Fecha de presentación: 31/03/2020 20:33:41  
 Csv: 3WYNU\_ACLUG\_YLRDZ\_41210  
 Licitación: mma-F17-37-ab-lotes-00  
 Empresa: empresa202  
 Usuario: 00009660T  
 Estado: Completa

---

**RESUMEN DE LA PRESENTACIÓN**

Nombre del sobre: A lote 1  
 Firmas del sobre: CN=EIDAS CERTIFICADO PRUEBAS - 99999999R, SURNAME=EIDAS ...

Documento	Firma Electrónica
documento1.pdf	CN=EIDAS CERTIFICADO PRUEBAS - 99999999R, SUR...

Nombre del sobre: A lote 2  
 Firmas del sobre: CN=EIDAS CERTIFICADO PRUEBAS - 99999999R, SURNAME=EIDAS ...

Illustration: Submission Receipt dialog box

**Seleccione el sobre manual cuyas etiquetas desea imprimir**

☐ B lote 1 - MANUAL TÉCNICO

☐ B lote 2 - MANUAL TÉCNICO

Illustration: Selector for downloading the labels corresponding to the envelopes to be presented in physical registration

Datos del contrato (sobre manual)	
Número de expediente:	mma-F17-37-ab-lotes-00
Objeto del contrato:	lote 1 -> 3 SOBRES lote 2 -> 2 SOBRES MANUALES lote 3 -> 3 SOBRES
Órgano de contratación:	OC - MMA
Sobre:	B lote 1 - MANUAL TÉCNICO
CSV:	3WYNU_ACLUG_YLRDZ_41210
Identificador del sobre:	<b>43610570-IVF-00000966T-BL1-MT</b>
Hash de los documentos	
Datos de la empresa	
Razón social:	empresa202
NIF:	00009660T
Apoderados:	apoderado - 12121212m

Illustration: Model of label to adhere to the envelopes to be presented in physical registration

The "Close" icon (**cerrar**) leads to the tool's Bid Preparation screen. On this screen, the "Print Labels" (**Imprimir etiquetas**) and "Print" (**Imprimir**) icons will appear enabled with functionality identical to the previous ones (Illustration: Arrangement of icons in the tool after closing the "Submission Receipt" dialog window).

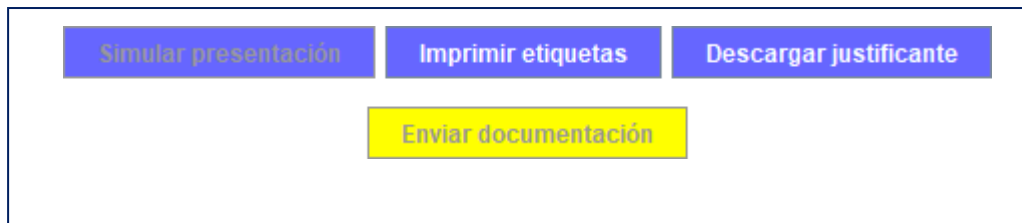


Illustration: Arrangement of icons in the tool after closing the dialog window "Proof of Submission"

## 4.7 Sending Problems (**Problemas con el envío**)

### 4.7.1 Electronic fingerprint (**Huella electronica**)

Sometimes problems may arise during the sending of the bid so that it is not completed, for example, because the upload speed of your transmission channel is not sufficient to send a certain volume of documents. If this happens, a proof of presentation of the electronic fingerprint is obtained (Illustration: proof of presentation of the electronic fingerprint) or summary corresponding to the bid and a period of 24 hours will be available to send the complete bid to the support body.

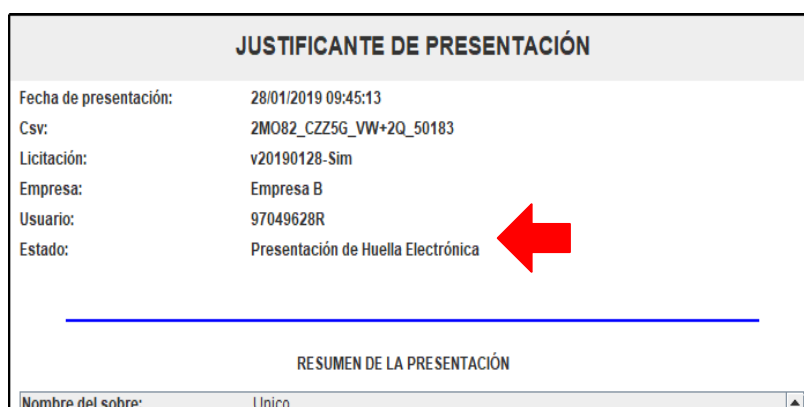


Illustration: proof of presentation of the electronic fingerprint

**NOTE:** the presentation of the electronic fingerprint type does not imply in any case that there is an error in the Public Sector Procurement Platform. Its causes are generally related to the connectivity in your company. Although it has been included in the Shipping Problems section, it should not be classified as such, rather it is a service bided by the Platform, in compliance with DA16 of the LCPS, to guarantee the exercise of the right to bid even when the conditions in communications are degraded.

**NOTE:** When you obtain the proof of presentation, check if it contains the term

ELECTRONIC PRINT (**Huella electrónica**). If you receive a receipt with that typology, the responsibility to complete the bid within 24 hours relays on the bidder.

**Licitación electrónica**

EXPEDIENTE: v20190125-Sim | ORGANISMO DE CONTRATACIÓN: Subdirección General de Coordinación de la Contratación Electrónica | TIPO DE CONTRATO: Suministros | PROCEDIMIENTO: Abierto | FECHA DE PRESENTACIÓN: 08/04/2019 15:00:00

**GESTIÓN DEL ENVÍO**

Sobre	Descripción	Estado
1	A	●
2	B	●
3	C	●
4	Autorizaciones a efectos de consulta de datos de terceros	●

**Enviar documentación**

Se ha realizado una presentación de la huella electrónica de su oferta. Por problemas técnicos no ha podido enviarse su proposición completamente. Dispone de 24 horas desde la fecha y hora de presentación de la huella electrónica (indicada en el justificante) para transmitir la oferta completa. Para ello puede intentar de nuevo el envío a través de esta Herramienta, o bien, puede descargar la documentación utilizando el botón de abajo y presentarla en un registro físico autorizado en soporte electrónico.

De acuerdo con la Disposición adicional decimosexta, letra h, de la LCSP "de no efectuarse esta segunda remisión en el plazo indicado (24 h), se considerará que la oferta ha sido retirada". En este caso podrá presentar, si lo desea, una nueva oferta siempre que la licitación se encuentre en plazo de presentación de ofertas. La fecha de presentación de esta otra oferta será la que le corresponda según su envío y no guardará relación con el intento anterior.

**Descargar documentación**

Illustration: alternatives for the complete presentation of the bid

In order to make the complete submission of your bid, you have two alternatives (Illustration:alternatives for complete submission of the bid):

- Retry the referral electronically using the 'Send documentation' icon (**Enviar documentación**), or
- Download the bid file using the 'Download documentation' icon (**Descargar documentación**) on an electronic medium and take it to an authorized physical register or send it by electronic register.

**NOTE:** Do not use both at the same time, i.e., if you send electronically, do not forward the bid physically, and if you have already submitted the bid physically, we recommend that you do not then send it electronically.

**NOTE:** when you complete your electronic bid in person, we recommend that you write an email to the contracting authority indicating this circumstance.

- 'Send documentation' option (**Enviar documentación**): if, after submitting only the electronic fingerprint, the complete bid is successfully sent electronically using the tool, a receipt of bid submission is obtained (Illustration: complete bid submission receipt in which both the date of sending the fingerprint and the delivery date of the full bid will be recorded).
- 'Download documentation' option (**Descargar documentación**) and submit in physical/electronic record: by clicking on the 'Download documentation' icon you will be asked for a location to save a file with an XML extension. DO NOT EDIT

this file, as any modification will change the calculation of the electronic fingerprint and it will no longer match that originally submitted. This XML file is the one that should be sent through a physical/electronic record.

Even if the deadline for submitting bids for the tender has been reached, it is still possible to submit the bid provided that this is done within 24 hours from when the electronic fingerprint was sent.

After 24 hours have elapsed after presentation of the fingerprint without the full bid being submitted, or if a new bid is made (if this is possible), the bid corresponding to the previous electronic fingerprint will be considered to have been withdrawn.

	<b>JUSTIFICANTE DE PRESENTACIÓN</b> <b>PLATAFORMA DE CONTRATACIÓN DEL SECTOR PÚBLICO</b> <small>Código seguro de verificación: NK29G_MTOW9_HNJMA_81846 (<a href="https://contrataciondelestado.es">https://contrataciondelestado.es</a>)</small>
<hr/>	
<b>Fecha de presentación de la huella electrónica:</b> 29/01/2019 13:52:00	
<b>Fecha de presentación:</b> 29/01/2019 14:04:38	
<b>Número de expediente:</b> v20190128	
<b>Objeto del contrato:</b> obj	
<b>Órgano de contratación:</b> Subdirección General de Coordinación de la Contratación Electrónica	
<hr/>	
<b>EMPRESA</b>	
<b>Razón social:</b> Empresa C	

Illustration: proof of submission of complete bid

If an electronic fingerprint has been submitted and the bid preparation tool has been closed and relaunched on the same device, a presentation screen (Figure 92) will show this situation. This screen may vary depending on the submission deadline and the time that has elapsed since the fingerprint was submitted.

Illustration: screen of alternatives once the fingerprint has been presented on the same computer

If submission is within 24 hours of sending the fingerprint, the "Continue with the preparation" (Continuar la preparación de una oferta/solicitud de participación/subsanación) option will be shown. Whether the "Create a new bid" (Crear una nueva oferta/solicitud de participación/subsanación) option is offered or not will depend on if the deadline for submission has been met.

If 24 hours have elapsed since the fingerprint was sent, the "Continue with the preparation" option will not be available. Whether the "Create new bid" option is offered or not will depend on if the deadline for submission has been met.

#### 4.7.2 Sending of the documentation is never completed.

The following outlines several cases in which problems occur in submitting the bid:

-The platform reports a specific error. Typical examples:

1. A temporary joint venture (UTE) that places decimals in its composition. The application will report that there has been a FormatNumber error.



Illustration: Error Format Number

SOLUTION: don't use decimal numbers, just integers.

- The bidder has downloaded the Tool before there has been a rectification of the announcement of a batch procedure conditions. You get a nested exception error: The operation could not be completed.



Illustration: Nested Exception Error

SOLUTION: You should start preparing your bid again, since the one you are trying to send corresponds to an old version of the tender configuration, and [notify licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es). You must download the Tool again and NOT use the proposal import function, that is, you necessarily have to fill in the data and upload and sign the documents again.

- 'Java heap space' error in 'Preparing envelopes' phase

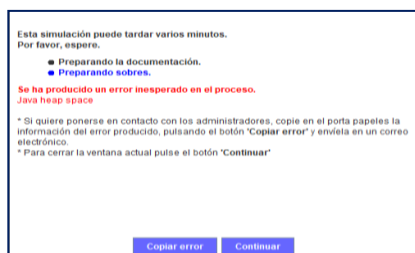


Illustration: Java Heap Space Envelope Phase Error

RESOLUTION: The documentation size is too large for the available Java Virtual Machine memory. If you are using 32-bit Java, we recommend installing 64-bit Java. If you are already using 64-bit Java try to reduce the size of the bid if possible. If this situation is not corrected, not even the sending of the electronic fingerprint will be achieved.

**NOTE:** To check the memory capacity of your Java virtual machine and to have more control over the size of the bid, some functionalities have been added to the tool, which show the available Java virtual machine memory and the size that each envelope occupies. See section 1.4

- 'Java heap space' error in the 'Sending documentation' phase



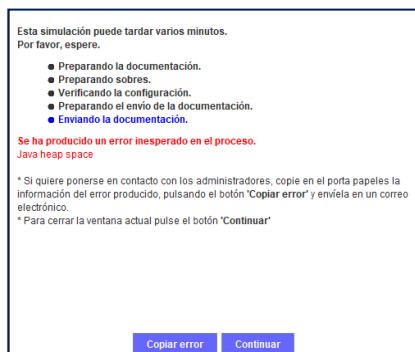


Illustration: Java Heap Space Error

**RESOLUTION:** The documentation size is too large for the available Java Virtual Machine memory. If you are using 32-bit Java, we recommend installing 64-bit Java. If you are already using 64-bit Java and the size of the bid is not reduced, it is probably not possible to submit the completebid electronically, even if the electronic fingerprint is sent.

- The platform does not report any errors or the bar disappears. In this case, we recommend you verify your email in case you have received a message with receipt of submission of the electronic fingerprint. You must contact [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es) for problem resolution.
- The internet uploading speed is not sufficient. In other words, you cannot be upload the complete documentation. First, check whether the electronic fingerprint has been sent. If it has not, the possible recommended solutions to this problem are:
  - Export the proposal, which will generate a fully signed XML, and import it on another computer with a higher connection.
  - Connect the computer to a mobile with a 4g connection if possible (normally these mobile connections have an acceptable charging speed).
  - Reduce the proposal if possible and at the option of the bidder.
- There is no connection to the platform. This is the most difficult case to detect. The tool cannot fix the connection tunnel with the platform. It often occurs on computers connected to a domain due to security policies.

If you find yourself in this situation, you can try in addition to the recommended solutions from the previous case:

- Temporarily remove the computer from the domain, connect it directly to the internet and test the delivery. (only if domain administrators and company policies allow it).
- Check with the administrator if it is possible that the domain server is blocking the connection to the outside of the application.
- Check if there is a firewall that prevents the connection.
- Check the next point (antivirus).

The following are examples of platform connection errors:

- com.sun.xml.internal.ws.wsdl.parser.InaccessibleWSDLException: 2 counts of InaccessibleWSDLException.
- XML reader error: javax.xml.stream.XMLStreamException: ParseError at [row,col]:[1,1]



Illustration: Platform connection error

- Antivirus: modern antiviruses have tools as firewalls that can prevent proposals from being sent.

Cases have been reported in at least two of these antiviruses: Karpersky and Avast (both on non-domain connected and domain connected computers).

In some cases, simply deactivating the antivirus by the normal means indicated by it is not enough.

If you find yourself in this situation, try uninstalling it completely, submitting, and reinstalling it.

**NOTE:** Remember that you should not send the documentation more than once if you have already done it correctly. Check if the electronic fingerprint has been sent. Keep this in mind, especially if you change teams. In that case, you must export your bid if you want to complete the submission. See the electronic fingerprint section .

#### 4.7.3 Problem obtaining the receipt

In certain cases the bidder has been able to send their bid although they were unable to download the receipt.

In this case, immediately contact the Platform ([licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)) and ask if the sending was successful.

DO NOT attempt a new submission without first checking whether your bid has been submitted. Double submissions may be grounds for exclusion.

REMEMBER NOT TO CLICK THE DOWNLOAD RECEIPT ICON IF YOU HAVE NOT SENT THE BID.

## 5. Management in the My Communications tool

If from the platform we have received a communication with a request to add new information to the bid, correct any aspect or any operation that implies sending new information, the way to proceed will be similar to creating a new tender. The option to choose on the initial screen of the tool will be "Create new bid/request for participation/correction – Import bid" (**Crear nueva oferta/solicitud de participación/subsanación – Importar oferta**).

From this point on, the requested information must be added following the same steps explained in chapters 2, 3 and 4 of this manual.

## 6. Procedure Tracking

The system allows the bidder to track all the actions taken by them in relation to a specific procurement procedure.

The tracking is done from My Tenders (**Mis ofertas**) (Illustration: Steps / Actions Taken).

Datos Solicitar Información Pasos/acciones realizadas		
Órgano de Contratación	Subdirección General de Coordinación de la Contratación Electrónica	
Expediente	27052015-1	
Objeto del contrato:	Acabado de edificios	
Tipo acción	Descripción de la publicación	Fecha
Descarga Configuración	Acabado de edificios	01/06/2015 17:22:38
Descarga Configuración	Acabado de edificios	27/05/2015 18:16:19
Presentación	Acabado de edificios	27/05/2015 19:07:03
Envío Admisión/Exclusión Provisional	Admisión / Exclusión Provisional	27/05/2015 19:51:32
Descarga Subsanación	Acabado de edificios	27/05/2015 19:55:40
Página 1 de 1 Total: 5		

Illustration: Steps / Actions Performed (**Pasos/acciones realizadas**)

**NOTE:** if the procedure is by invitation, go to My Communications (**Mis comunicaciones**),

add the procedure to MyTenders (**Mis ofertas**) and, once there, Steps/Actions Taken will be available.

The system allows users to view the submitted bid, as long as the procedure status is at the evaluation stage or later. This function starts the tool in read mode, which will allow the bid to be consulted without taking actions (Illustration: View submitted bid and Tender Board).

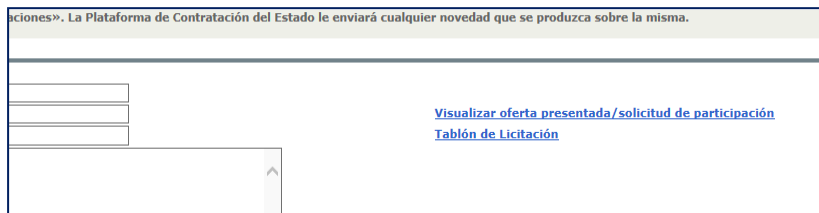


Illustration: View submitted bid and Tender Board



Illustration: Cover of the Tool to view the submitted bid(**Visualización de la oferta presentada**)

Finally, note that the bidder, as the party interested in the procedure, has a Tender Board (Figure 92) available, in which the body competent to assess may provide different documents related to the evaluation of bids, for example, the list of evaluations of the different candidates or the bid of the proposed successful bidder.

Licitaciones    Búsqueda    **Detalle**

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

Tablón de Licitación

■ Expediente

**Objeto del contrato:**  
 Mantenimiento de los sistemas de seguridad instalados en la Sede Central del Ministerio de Defensa y edificios periféricos en Madrid para el año 2016.

**Tablón de Anuncios**

Publicación	Periodo de inicio de la validez	Periodo de fin de la validez	Descripción de la publicación	Documentos publicación
Publicada	29/12/2015 00:00:00	31/12/2016 00:00:00	Se pone a disposición de todo interesado en el procedimiento la lista de valoraciones del sobre B y el informe de apertura de los sobres de criterios no evaluables mediante fórmula.	<a href="#">Ver documentos</a>

Página 1 de 1 Total: 1

[Volver](#)

Illustration: Document view of the Tender Board

## 7. GOOD PRACTICES

Here is a summary of a set of good practices:

1. Preferably start the preparation of your bid several days in advance in case there is any technical problem in your facilities.
2. Review this Guide, especially the sections on technical requirements. This manual is updated frequently, so we recommend that you check if the version you have is the same as the one available on <https://contrataciondelestado.es>
3. Upgrade your java virtual machine memory from 32 to 64 bit. This will allow you to manage a greater volume of documentation.
4. If you encounter any problems during the preparation or submission of the bid, write immediately to [licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es). Do not forget to indicate the file number, the contracting body, the email for communication purposes of the user with whom you are presenting the bid and all possible screenshots that allow the technical team to resolve the incident as soon as possible.
5. If you are bidding for several batches and the size of your bid is proving to be a restrictive limitation, we recommend that you write to the contracting authority requesting the possibility of making several shipments, one for each lot or grouping them. Always make these queries before the deadline for submitting bids.
6. If you are a bidder preparing a bid for a contracting procedure for an administration located in the Canary Islands (autonomous, local or state), keep in mind that the final date for submitting bids that appears in the Tool will be according to the schedule peninsular. If there are discrepancies with what is indicated in the specifications document, contact the contracting authority.
7. Always check the content of the proof of presentation, especially to find out if what has been presented is only the electronic fingerprint or summary of your bid. In cases where it is impossible to complete the bid through the PLACSP Tool and you must go to a registry, we recommend that you write an email to the contracting authority to notify such a circumstance.
8. Do not modify the .elic working directory, in which the XML electronic files of the

bids are located, under any circumstances. It is possible that, in some cases, it is necessary to have one of these files to retrieve your bid. Do not edit it in any case.

9. Do not edit or make any changes to the files located under the LOGS folder in the ".elic" working directory. If the technical team detects that there has been a modification, it will not be considered as evidence in your favor in the event of a claim.
10. Once the deadline for submitting bids has ended, all claims made must be addressed to the contracting authority. The Public Sector Contracting Platform, in order to guarantee the principle of equal treatment, is not directly related to the candidate companies once the presentation phase has expired. It will be the contracting authority that contacts the Platform to report the existence of a claim by a bidder.
11. In the event that you have an incident when submitting an bid, in order to speed up its resolution, you will need to send the following information to support:

C:\Users\name\_of\_the\_computer\_username\.elic\Numerical code consisting of 8 digits)

File containing the supporting document supporting document.pdf

Nombre	Fecha de creación	tipo	Tamaño
logs	22/02/2021 9:53	Carpeta de archivos	
53836575	22/02/2021 10:31	Documento XML	1.768 KB
53836575.xml.lite	22/02/2021 10:31	Archivo LITE	129 KB
53836575.xml.lite.temp	22/02/2021 10:32	Archivo TEMP	129 KB
53836575.xml.pres.clear	22/02/2021 10:31	Archivo CLEAR	397 KB
53836575.xml.pres.temp2	22/02/2021 10:31	Archivo TEMP2	1.900 KB
53836575.xml.temp	22/02/2021 10:31	Archivo TEMP	1.768 KB
anexar_documentos	22/02/2021 10:27	Documento de texto	1 KB
justificante	22/02/2021 10:31	Adobe Acrobat Document	8 KB
justificante	22/02/2021 10:31	Documento XML	13 KB
xmlFirmaDoc_Peticion	22/02/2021 10:31	Documento XML	2 KB
xmlFirmaDoc_Respuesta	22/02/2021 10:31	Documento XML	13 KB

Illustration: Folder containing shipment information

File logs on C:\Users\username\_delcomputer\.elic\Code numeric\logs

Example: 53836575\_3830574\_20210222095356\_LogOperaciones.txt

## 8. GLOSSARY OF TERMS

GLOSSARY OF TERMS	
Platform PLACS P	Public Sector Contracting Platform <a href="http://contrataciondelestado.es/">http://contrataciondelestado.es/</a>
CO	Contracting Authority ( <b>Órgano de contratación</b> )
OE	economic operator ( <b>Operador económico</b> ).
XML	Extensible Markup Language.
CSV	Safe Code of Verification
UTE	Temporary Union of Companies
USB	Universal Serial Bus
XAdES	XML Advanced Electronic Signature



## 9. CONTACT US

Remember that if you experience problems in the preparation and sending of bids, you should contact:



[licitacionE@hacienda.gob.es](mailto:licitacionE@hacienda.gob.es)

Please, indicate in your email the file and the contracting authority that is bidding. Submit all evidence that can help us resolve your issue, including screenshots in case of error and detailed description of the issue.

**IMPORTANT: If you do not contact us by this means during the term for submitting bids, your claims may not be taken into consideration by the procurement authority.**

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