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PUBLIC PROCUREMENT SERVICES PLATFORM OF CATALONIA
GUIDE FOR SUBMISSION OF DIGITAL ENVELOPE BIDS – V3.0

VERSION V 3.0
FEB 2020

VERSIONS

Version	Author	Date	Description
1.1		11-04-2017	Version 1.1 User Manual
2.0		05-05-2017	Version 2.0 User Manual
3.0		31-05-2019	Version 3.0 User Manual

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Content

1. Introduction

This document constitutes the user manual for submitting offers using the Digital Envelope tool. The objective is to describe to the user the operation at the operational level of the tool in the different steps to present an offer. The submission of bids is limited to tenders that have the option of 'Digital Envelope' marked in the management tool of the public procurement services platform.

2. Registration form

In order to submit a tender for a dossier, it is necessary to complete the tender registration form before the end of the deadline for submitting tenders in the dossier. To access the form, you must first search for the announcementor tender on the public procurement portal (https://contractaciopublica.gencat.cat).

Once you have selected the file for which you want to submit an offer, the following table appears on the right side of the screen.

Clicking on the link 'Submit offer via Digital Envelope' opens a new tab with the registration form for offers for the file.

The form has the following base fields.

Field	O	Remarks
Participate as a UTE (Joint Venture)	Yes	Possible values: • Yes • No
Company Name	Yes	Maximum value: 255 characters.
COMPANY NIF	Yes	Maximum value: 50 characters.
Province	Yes	Select one of the provinces from the drop-down.

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Municipality	Yes	Select one of the municipalities from the drop-down.
Zip code	Yes	Numeric value greater than 1000 i less than or equal to 53000.

O: Mandatory camp (Yes/No)

2.1 Participate as a UTE (Joint Venture)

In order to submit an offer as a UTE (Temporary Union of Companies), you must click on the following button.

Participar como UTE ☐

Once ticked that you want to participate as a UTE, the form is modified to reflect the changes.

The fields 'Company Name' and 'Company NIF' disappear and are replaced by two new fields:

Field	O	Remarks
Name of the UTE	Yes	Maximum value: 255 characters.
UTE identifier	No	Maximum value: 50 characters.

O: Mandatory camp (Yes/No)

As an identifier of the UTE it is necessary to type the NIF of one of the companies that will make up the UTE.
A panel also appears to be able to add the companies that constitute the UTE, with the original fields of the company (name and NIF) and the list of companies added. In order to register an offer as a UTE (joint venture) there must be a minimum of two companies informed.

Possible actions to add a company:
- **Add:** Add the company defined in the panel to the list of companies of the UTE.
- **Clean:** Clean the form fields to add a company.
- **Delete all companies:** Removes all companies from the list of companies of the UTE.

2.2 Contacts

The contacts of the offer are contact names who will receive the communication emails of the application in the different steps of the presentation of the offer. The contact information may also be used by the contracting authority to contact the companies in case of doubts in the opening of the envelopes.

The email addresses that the bidding companies indicate in the registration form to register in the tool, in which they will receive the activation message of their offer, are the addresses to which the Digital envelope tool will send the emails related to the use of the tool itself, such as, for example, those of requesting a keyword for the decryption of the offers or those of facilitating the link in the space in which to present the corrections, clarifications or requests for documentation required. It is recommended that these electronic addresses be the same as those designated in the European Single Procurement Document (ESPD) (for the purposes of notifications in accordance with article 140 of Law 9/2017, of November 8, on Public Sector Contracts, in which they will receive notices of notifications and electronic communications through the e-NOTUM tool.

The form to add contacts has the following fields:

Field	O	Remarks
Name	Yes	Maximum value: 255 characters.
Surnames	Yes	Maximum value: 255 characters.

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Email	Yes	Maximum value: 255 characters.
		You cannot use a temporary email domain.
Telephone	Yes	Maximum value: 50 characters.

O: Mandatory camp (Yes/No)

In order to register a proposal, there must be at least one contact informed.

Possible actions to add a contact:
- **Add:** Add the contact defined in the panel to the contact list.
- **Clean:** Clean the form fields to add a contact.
- **Delete all contacts:** Delete all contacts from the list.

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2.3 Lots

In case the file has exploded lots and is not of type "Single Envelope", the following section appears at the bottom of the form:

Selección de lotes
Seleccione los lotes para los cuales quiere hacer la oferta.

	Identificador del lote	Descripción del lote
☐	1234	Lote de prueba 1
☐	4321	Lote de prueba 2

In order to activate the registration it is necessary to select which lots you want to apply for. At a minimum, one batch must be selected.

2.4 Validation of the offer

Once the data of the form has been completed, press the "Register" button to move on to the next step.

→ Registrarse

In case the information entered is incorrect, errors appear at the top of the form.

> ⓘ 'Nombre de la empresa' és un campo obligatorio.
> 'NIF de la empresa' és un campo obligatorio.   ✖

Datos de la empresa
Participar como UTE ☐
Nombre de la empresa *   NIF de la empresa *

Once the information is validated, the form disappears and is replaced by a captcha (validation other than a robot) and a button to finish the registration.

☐ No soy un robot
reCAPTCHA
Privacidad - Condiciones

→ Acabar registro

In order to verify that the user is not a robot, it is necessary to solve the captcha before finishing the registration.

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In case the user is logged in to their Google account, captcha validation may be automatic.

Once the registration is finished, the virtual space is created to prepare the offer and an email is sent to all the contacts previously entered in the form with the link to activate it.
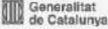
3. Activation of the offer

The activation of the offer is necessary in order to continue with the process of submitting the offer. In the email sent to the contacts is the link to the activation page of the offer.

Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Código del expediente: 20180328DXC_6.14.0 DV eLearning
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 31/03/2018 11:00
Nombre o razón social de la empresa: Empresa1

Señor/Señora,

A continuación tiene el enlace de activación para continuar con la presentación de la oferta.
El correo actual, junto con los otros que ha informado al formulario, se utilizarán para comunicar cualquier cambio.

Activar oferta

Cordialmente,

When accessing the link, a page opens with a button to activate the offer. By clicking on the "Activate offer" button, it will be activated.

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Activación de la oferta

28/03/2018 12:14:29

Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Código de expediente: 20180328DXC_6.14.0 DV eLearning
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 31/03/2018 11:00:00

Para finalizar la activación de la oferta, hay que clicar en el botón siguiente. Una vez activada, se enviará un correo electrónico a los contactos con el enlace para acceder a la preparación de la oferta.

✔ Activar oferta

Once activated, an email is sent to the informed contacts of the company with the link to be able to access the space for the preparation of the offer.

Activación de la oferta

11/04/2018 09:27:29

Denominación del contrato: PlaProves10/04 DVS2
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Unidad de contractación: Economia-Girona
Código de expediente: PlaProves10/04 DVS2
Tipo de contrato: Servicios
Procedimiento de licitación: Restringido
Plazo de presentación de ofertas: 11/04/2018 11:00:00

La oferta se ha activado correctamente. Los contactos registrados recibirán un correo electrónico con el enlace para acceder a la preparación de la oferta.

4. Preparation of envelopes

The offer preparation space can be accessed via email sent to the company's contacts, once the offer is activated.

Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Código del expediente: 20180328DXC_6.14.0 DV eLearning
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 31/03/2018 11:00
Nombre o razón social de la empresa: Empresa1

Señor/Señora,

La oferta se ha activado correctamente. Ya puede continuar con la presentación de la oferta. Es muy importante que **no elimine este correo**, ya que es el único medio para acceder al espacio web de sobre digital. Si elimina este correo, deberá volver a hacer el formulario de inscripción y volver a iniciar toda la preparación de la oferta. Por otro lado, le informamos que con la activación de este enlace le daremos de alta automáticamente como **suscriptor** de esta licitación.
Dispone de tiempo hasta **31/03/2018 11:00** para presentar la oferta

Preparación de la oferta

When the envelope preparation space has already been accessed, the offer documentation can be prepared.

Each tab on the screen corresponds to one of the envelopes. In each tab, you will find the list of documents needed to de sent in each envelope. If the document is mandatory, an asterisk appears to the left of the name to inform the user.
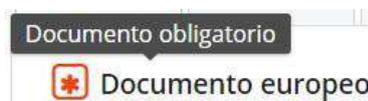
The sending of all mandatory documents is not necessary to be able to present the offer, but it can be a reason for exclusion from it if the table considers it so.

The contracting authority can define an attachment with extra information (template, detailed information, ESPD, etc.) regarding how the submission should be made. In this case, to the right of the document name there will be a link to download the attachment (template, etc.).

4.1 Submission of documentation

In all the required documents, the bidding company can attach more than one file.

Clicking "save file" or "Encrypt and save file" adds the file to the file list for the required documentation.

4.2 Sending documentation of the administrative envelope

In the case of "Envelope A" or "Administrative Envelope", there will be a panel to select the file and a "Save File" button to send it.
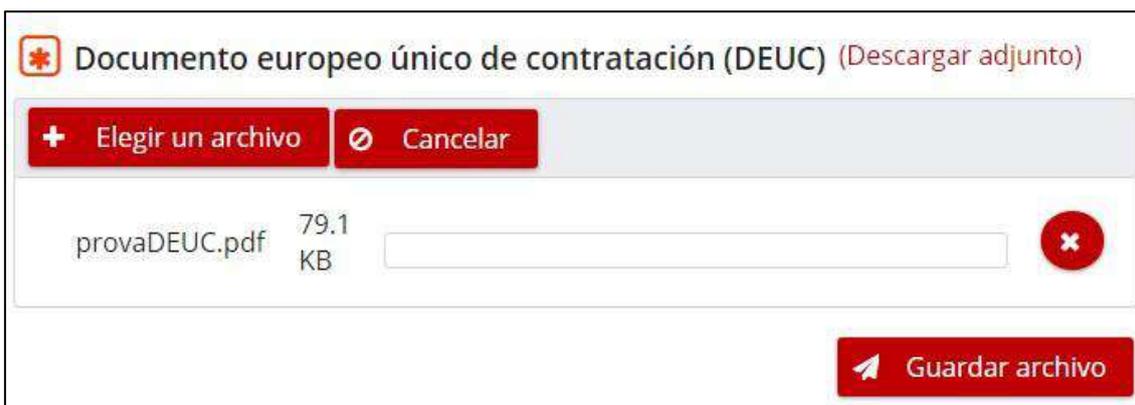
The sending of documentation for the administrative envelope has the following restrictions:

- The file must be less than 25MB.
- The file cannot have viruses.
- The file cannot have a name with characters outside the ISO-8859-1 encoding (see annex with accepted characters)

Once the file has been sent, a box appears with the file information and the available buttons will change respectively.

4.3 Sending keywords

All envelopes that do not contain administrative information must have a password (keyword) defined by the company. This password is used to encrypt the files in the browser before sending them.
It is very important to have custody of these keywords, since once the submission deadline has passed, the keywords will be required by the contracting authority.

The keyword must be between 8 and 32 characters long and must contain at leastone character from each of the following groups: numeric, alphabetical and special characters (*, +, $, &, #, @, -,! %, ^, *,;, (,), {}, [,], <,>,?, /, _).

Until the envelope keyword is determined, no file of the documents in the envelope can be sent.

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To define the keyword of an envelope you only have to enter it twice and click the "Validate" button

It is recommended to copy the keyword and keep it in a safe place, since it will be needed at different times of the preparation and submission of tenders and will be requested to be able to open the encrypted envelopes, as well as to be able to attach new documentation required by the contracting authority. Once the keyword is defined and validated, the text box is disabled and the button to validate the password is replaced by a button to delete it. The buttons to send documentation for the envelope also appear.

In case you want to check the keyword that has been typed, you can click on the eye-shaped icon that appears on the left of the text box.
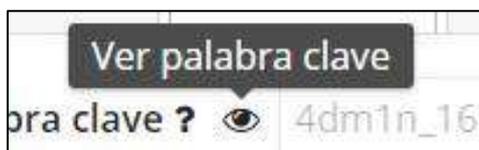
If you want to copy the keyword to the clipboard you can click the button to the right of the text box:

Keyword requirements can be queried by clicking the "Help" button (marked with a question mark) next to the keyword text box.
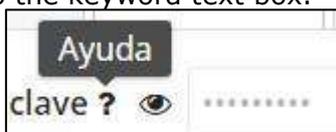
If you subsequently wish to access the tender preparation space, it will be mandatory to re-enter the keyword correctly to continue with the process of preparing that particular envelope.

Palabra clave **?** 👁 [   ] 📋 ✓ **Validar** 🗑 **Eliminar**

In case the company has forgotten the password you sent or wants to enter a new word, you can delete the existing one and redefine a new one using the "Delete" button.

Palabra clave **?** 👁 ·········· 📋 🗑 **Eliminar**

When you press the "Delete" button, a confirmation box appears informing that all files sent from the envelope to which the keyword belongs will be deleted.

Eliminar palabra clave

⚠ Se eliminarán todos los documentos cifrados con esta palabra clave. ¿Está seguro?

✓ **Sí**   ✗ **No**

By accepting, the keyword and the files of the associated envelope will be eliminated and, finally, a new password must be redefined in order to send the documentation.

Palabra clave **?** 👁 [   ] 📋 ➡ **Validar**

✱ Obligatorio (Descargar adjunto)

Tiene que entrar la palabra clave para poder enviar documentos cifrados.

Confidencial (Descargar adjunto)

Tiene que entrar la palabra clave para poder enviar documentos cifrados.

Otra documentación

Tiene que entrar la palabra clave para poder enviar documentos cifrados.

If the bid preparation page is accessed again and an incorrect password is entered, validating the offer results in the following error message:

❗ La palabra clave introducida es incorrecta.   ✕

It is allowed to retry the same password up to 10 times. In case the maximum number of attempts is reached, **you will no longer be able to validate the password or send documentation**, and you will have to delete the keyword and redefine it.

4.4 Sending documentation from a non-administrative envelope

For documents from a different tab ofthe administrative envelope, there will be a panel to choose the file and a "Encrypt and save file" button to send it.

Before sending the file to the server, it is encrypted using the keyword defined for the envelope to whichthe document belongs. You do not have to encrypt the file before attaching it to Digital Envelope.

Sending documentation for a non-administrative envelope has the following restrictions:

- The file must be less than 25MB.
- The file cannot have viruses.
- The file must not be pre-encrypted.
- The file cannot have a name with characters outside the ISO-8859-1 encoding (see annex with accepted characters).

Once the file has been received, a document appears with the information in the documentation and a button to delete it.

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4.5 Sending other documentation in an envelope

In those envelopes that allow the sending of additional documentation (other documentation) can be sent in this section up to a maximum of 50 files. In order to send additional documentation, it is necessary to have previously entered the keyword of the envelope.

Multiple selection of files is allowed in this section.
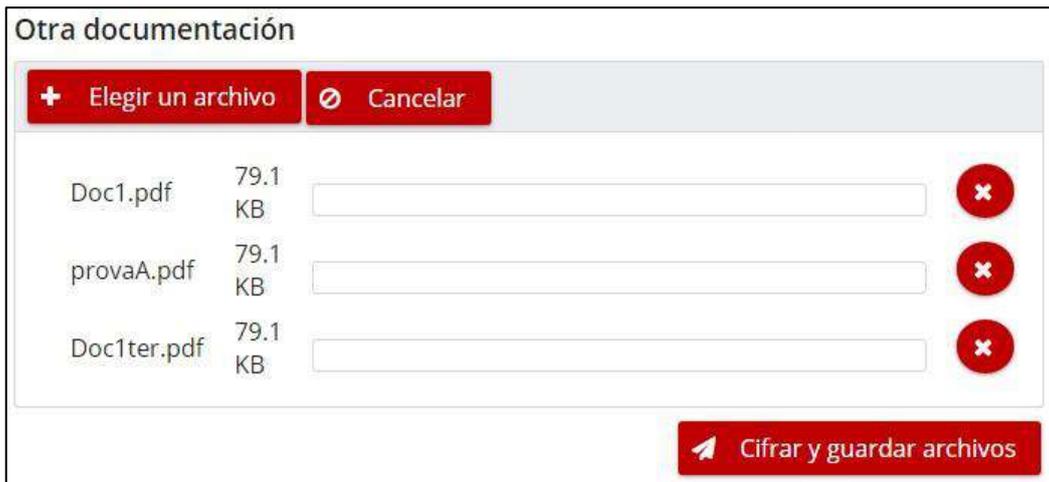
Once you have selected the files you want to send, you must click on the "Encrypt and save files" button.

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If other documentation is submitted, a table with the information of the submitted files and an actions section with the following options are displayed:

- **Modify document data.** Allows you to change the title of the document.
- **Modify confidentiality.** It allows you to mark or cancel the document as confidential, and if it is marked as confidential, it is required to justify the reason why the documentation is considered confidential or has parts with confidential information.
- **Delete file.** Deletes the file.

4.6 Downloading a submitted document

Once a document has been submitted, it can be downloaded by clicking on the file name that appears in the box with the information for this file.

Clicking on the name begins the download of the file.

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In the case of non-administrative envelopes and additional documentation, in order to download the documents it is necessary to inform the keyword in advance to be able to decrypt the file in the browser before downloading it. If you try to download adocument from a non-administrative envelope without entering the password, the following error message appears.

4.7 Modify the confidentiality of a document

In case the envelope document allows to modify its confidentiality, the "Modify confidentiality" button appears under the panel with the data of the sent file.

Clicking the button opens a dialog box where you can modify the privacy statement.

The form has the next fields :

Field	O	Remarks
The document contains confidential information	Yes	If the box is not checked, the "*Privacy Statement*" field is disabled.
Statement of confidentiality	Yes*	*: Mandatory in case "*The document*" is checked *contains confidential information*" Maximum value: 4,000 characters.

O: Required field (Yes/No)

Once the data is saved, the dialog box closes and you see the changes reflected in the panel with the document data.

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4.8 Modify data from an additional document

To modify the data in an additional document, you use the "Modify Document Data" button that appears in the table of other envelope documentation.

When you click the button, a dialog box appears where you can modify the following data.

Field	O	Remarks
Document title	Yes	Maximum value: 500 characters. By default the value is equal to the name of the file saved without extension (for example, the title of a file named "test.pdf" would be "test").

O: Required field (Yes/No)

Once the data is saved, the dialog box closes and the changes are reflected in the table of other documentation.

4.9 Modify the confidentiality of an additional document

To modify the privacy statement of an additional document, use the "Modify Confidentiality" button that appears in the table of other documentation in the envelope.

Clicking the button opens a dialog box where you can modify the privacy statement.

The form has the following fields:

Field	O	Remarks
The document contains confidential information	Yes	If the box is not checked, the "*Privacy Statement*" field will be disabled.
Statement of confidentiality	Yes*	*: Mandatory in case "*The document*" is checked *contains confidential information*" Maximum value: 4000 characters.

O: Required field (Yes/No)

Once the data is saved, the dialog box closes and the changes are reflected in the table of other documentation.

Datos del documento

Nombre del archivo: provaA.pdf
Título del documento: Nuevo titulo
Medida del archivo: 79 KB
Fecha de envío del archivo: 28/03/2018 14:51:26
El documento contiene información confidencial

4.10 Deleting documentation from an envelope

To remove the submitted documentation from an envelope, use the button below the panel forthe data of the sent file.

☑ **Documento europeo único de contratación (DEUC)** (Descargar adjunto)

Datos del documento

Nombre del archivo: provaDEUC.pdf
Medida del archivo: 79 KB
Fecha de envío del archivo: 28/03/2018 15:12:26

🗑 Eliminar archivo

Once clicked, a confirmation box appears.

Eliminar archivo

⚠ ¿Está seguro que quiere eliminar el fichero?

✔ Sí   ✖ No

If this box is accepted, the file is deleted and the buttons to select and save a new file reappear.

✳ **Documento europeo único de contratación (DEUC)** (Descargar adjunto)

➕ Elegir un archivo   ⊘ Cancelar

◀ Guardar archivo

4.11 Removal of other documentation from an envelope

To remove an additional document from an envelope, use the button in the action column that appears in the table of other envelope documentation.

Once the button is clicked, a confirmation box appears.
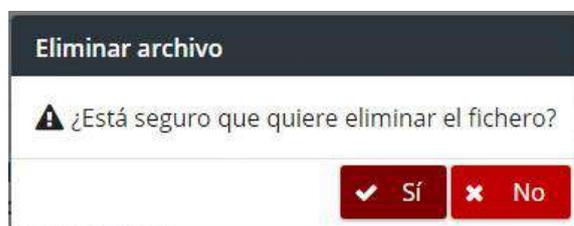
If this box is accepted, the file is deleted and the row in the table with its information disappears. In case it is the only additional document sent the whole table disappears.

4.12 Preparation of envelopes with exploded lots

In case the file has lots exploited, the main difference is that the structure of the bid preparation page varies.
In the first tab is the administrative envelope, followed by the lots to which the company has informed that it wants to present.

At the top of the contents of a batch tab is the batch description.
For each batch, there is a drop-down box for each non-administrative envelope with its documentation.

The documentation sent for an envelope of one batch is different from the documentation sent for the same envelope of another batch. Keywords are shared by the same envelope in all batches (for example, in the image below the password of the sobre named "Envelope B" is shared for lots "Lot 1" and "Lot 2").

To enter the keyword of an envelope you must go to the tab that shows a key next to it.

Until the keyword of an envelope is sent, the envelope documentation cannot be sent for any of the batches/lots.

Similarly, if the keyword is removed from an envelope, it will be deleted for all batches, including documents prepared so far.

4.13 Preparation of envelopes with single envelope

The preparation of envelopes with a single envelope is the same as the case of a file without exploded lots.

The difference is that in this casethere is only one envelope with password and the documentation is divided into three sections, at most:

- Administrative part
- Technical part
- Economic part

In case documentation is not requested for one of the previous sections, it does not appear in the preparation of envelopes.

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4.14 Preview of the offer

Once all the keywords of the non-administrative envelopes have been entered, you can preview how the offer will look in case it is presented at that time.

Clicking the "Preview" button opens a new tab in the browser with the summary of the offer in PDF format.

The information in this PDF is the same as that of the summary of the offer, as defined in section 6.2.

4.15 Close offer

Once all the keywords of the non-administrative envelopes have been entered, the offer can be closed with the "Close offer" button.

When you click, a confirmation box appears.

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If the button is clicked and not all the mandatory documents are registered, this fact is notified in the confirmation box.
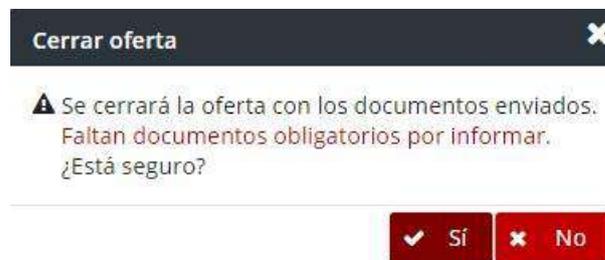
If the box is confirmed, the offer is closed and redirected to the page to submit the offer.

4.16 Close offer with two-stage shipping

In case you do not have time to send all the necessary documentation, the company has the possibility of sending only the electronic fingerprints of the documents you want to present and then has a period of 24 hours to send the informed documentation.

It is considered that the company wants to send those documents later if at the time of clicking the "Close offer" button there are selected documents, that is, not sent to your presentation tool space but loaded in your browser.

In this case, when you click on the "Close Offer" button, the following confirmation box appears:

Cerrar oferta ✖

⚠

Se preparará la oferta con los documentos enviados y la información del resto de documentos que estén seleccionados.
Se dispondrá de un periodo de 24 horas para enviar los documentos previamente seleccionados que no se han enviado.
La oferta no se podrá modificar posteriormente.
¿Está seguro?

✔ Sí   ✖ No

If the box is confirmed, the offer is closed and redirected to the page to submit the offer.

The 24-hour period starts from the time **of closing the offer**. It is possible to send the remaining documentation after it if the opening of envelopes has not been initiated, but the offer will be marked as **out of time** and may be **rejected**.

The shipment in two phases, due to its exceptionality, is not allowed to be used if there are more than 24 hours left to end the deadline for submission of offers. On the other hand, it is also not allowed to use the shipment in two phases if the deadline for submission of offers has ended. If you try to close the offer without meeting these conditions, the following error message is displayed.

ⓘ **No se ha podido cerrar la oferta**
Para poder cerrar la oferta con periodo de 24 horas debe quedar menos de 24 horas para el plazo de presentación de ofertas.
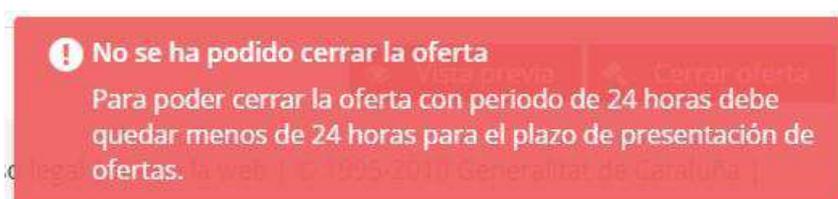
5. Submission of the tender

When the offer closes you are redirected to the page to submit the offer. In this phase, a guided form will be displayed to be able to present the offer correctly.

In case the company closes the page, when accessing the enlace to go to the preparation of envelopes that was sent when activating the offer, the tool automatically redirects to this page.

By passing this new step in the bid submission cycle, the tool may automatically display an information dialog box. This box appears to warn of the following cases:

- **There is already an offer submitted by a company with the same NIF.** This does not prevent the offer from being submitted but can be considered a reason for exclusion.
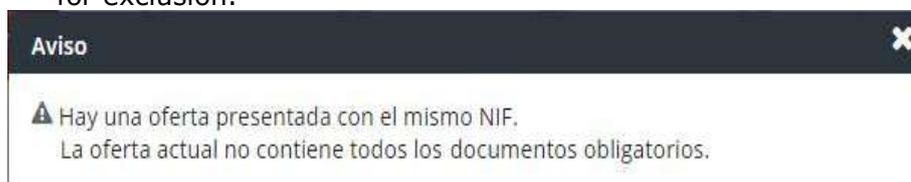
- **Not all mandatory documents have been submitted.**
- **The offer is out of time.** The tender is considered to be out of time if the deadline for submission of tenders has passed. In case the company has used the shipment in two phases, it is considered that the offer is out of time if 24 hours have passed since the sending of the electronic fingerprints.

The presentation consists of 6 steps:
- **Validation**
- **Registration data**
- **Download summary**
- **Sign summary**

- **Submit abstract**
- **Submitted offer**

If the offer is in one of the first five steps and you want to return to the preparation to modify your offer, it can be done throughthe link "Re-prepare the offer", which is shown at the top of the page.

Clicking on the link brings up a confirmation box.
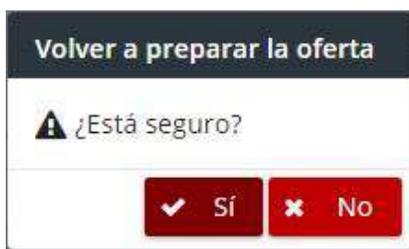
If the table is accepted, it is redirected to the preparation of the envelopes and the offer returns to the preparation phase. In this case you have to close the offer again after preparing the envelopes to be able to present it.

5.1 Validation

In the first step, it is necessary to validate the keywords one last time and export them to a file in order to ensure that they are known and guarded correctly.

By default the "Export keywords" and "Next" button are not enabled.

Once the passwords have been validated, the button to export the passwords is enabled.

Clicking the button downloads a text file with the basic file information and keywords for each non-administrative envelope.

```
Codigo del expediente: 20180328DXC_6.14.0 DV eLearning
Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Organo de contratación: Departament de la Vicepresidència i d'Economia i Hisenda
Nombre o razón social de la empresa: Name1
Identificador empresa: 42623076M
==================================================
Clave del sobre con nombre Sobre B: 4dm1n_16?
Clave del sobre con nombre Sobre amb criteris avaluables objectivament: 4dm1n_16?
==================================================
Fecha de creación: 29/03/2018 11:12:05 GMT +02:00
```

Once the passwords have been exported for the first time, the "Next" button is enabled.

Clicking this button takes you to the next step.

5.2 Registration data

This step shows the registration data of the bidding company that will appear in the offer for confirmation. If the data is not correct, you can return to the preparation of the offer and then click on the link "back to the form"to modify them.

5.3 Download the summary of the offer

The third step is only to download the summary of the offer.
At the top of the panel are the alerts described earlier in <u>section 5</u>.

Clicking on the "Download summary" button starts downloading the file with the summary of the offer.

The summary contains the following information:

Contract details
- Name of the contract
- File Code
- Contracting authority
- Deadline for submission of tenders

Company data (if presented as a company)
- Presented as a UTE (Yes / No)
- Company Name
- Company ID

Company data (if presented as a joint venture)
- Presented as a UTE (Yes / No)
- Name of the UTE
- UTE identifier
- List of companies in the UTE or Company Name
    o Company IDENTIFIER

Document information:
- Description (document title)
- File name
- Size
- A tick to know if the document has been declared confidential or that it may have confidential parts.

The **information in the documents** is displayed differently depending on the structure of the envelopes.

In the case of the **single envelope**, the documentation is divided into up to three sections:
- Administrative part
- Technical part
- Economic part

In the case of having envelopes with **exploded lots**, the documentation is divided according to the lots and envelopes. Assuming there are two lots and two non-administrative envelopes the structure would be as follows:

- Administrative Envelope
- Lot 1 or Envelope B or Envelope C
- Lot 2 or Envelope B or Envelope C

Finally we have the case of **envelopes without lots**, assuming that there are three non-administrative envelopes, it is as follows:
- Administrative Envelope
- About B
- About C

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Once the summary is downloaded, you can proceed to the next step using the "Next" button.

5.4 Sign summary

The third step is to sign the previously downloaded summary. This step is done outside the digital envelope application.
At the top of the panel are the alerts described earlier in Section 5.

The firm verifies that the company is in possession of the valid certificates for the submission of the tender. A valid certificate is understood when:

- It is issued by a certified authority recognized by PSIS. Currently they are the following: http://web.gencat.cat/ca/tramits/com-process-in line/digital-identification/digital-certification/
- Level 3 or higher certificate according to PSIS category
- Valid certificate (not expired)
- Certificate not revoked

The tool also validates that the document is the last summary generated and that it contains all the data necessary for the presentation of the offer (in particular, the electronic fingerprints of the documents selected to be part of the offer annexed in an XML file).
To help in the step of the signature you can consult a guided manual of how to sign the generated summary, by clicking on the link that appears in the following image.

Clicking opens a new tab with a page showing the user how to sign a PDF.
This manual can be consulted on the following website
https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/ajuda/empreses /signar_pdf.xhtml
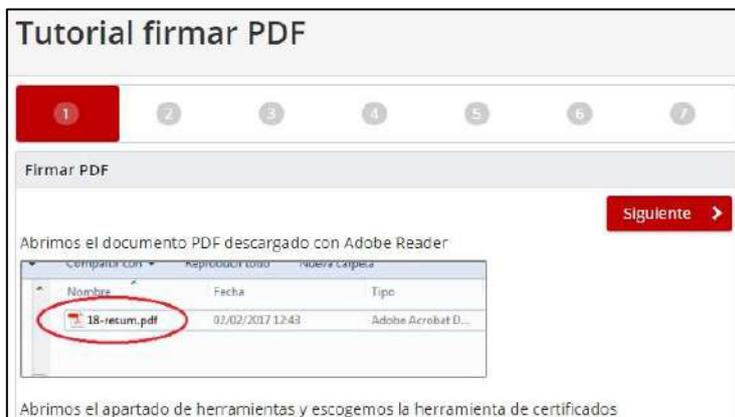
Once the summary is signed, you can proceed to the next step using the "Next" button.

5.5 Send Summary

The fifth step is to send the summary signed in the previous step and, in this way, **present the offer**.

At the top of the panel are the alerts described earlier in .

To submit the offer, you must select the summary signed in the previous step and click on the "Submit offer" button.

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Once the summary is sent, the following actions are done:
- It is validated that the summary does not have a virus, if so an error is shown indicating that the summary is infected.
- It is validated that the signed summary is the same as the summary generated by the tool when closing the offer.
- It is verified that there is at least one valid certificate. Valid certificate is understood if it satisfies that:
  - Not expired or Not revoked
  - It is considered level 3 or higher according to the classification of the validating service of the AOC Consortium.

To be able to consult / verify if a PDF contains any valid signature can be done through the following website:
pdfsign
https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/oferta/check.xhtml

- If at least one valid certificate is found, the information for the different valid certificates is saved.
- The signed summary is saved encrypted so that it cannot be consulted by third parties.

Once all the previous actions/validations have been carried out, the entry entry registration is carried out and the time and date of entry of the offer are certified. This reliably guarantees the time when the tender is submitted, both for the employerand for the contracting authority concerned.

Important: once this step has been completed, there will be no possibility to modify the offer submitted.

If everything is correct, the offer is presented, and the page moves towards the last step of thepresentation.

5.6 Offer presented

In the last step it is reported that the offer has been correctly submitted. In case the presentation has been used in two phases, it is informed when the deadline ends, and a link is displayed to access the page to send the remaining documentation.

By clicking on the "Download receipt" button you can download the proof of the offer, which contains the following information:

Contract details

- Name of the contract
- File Code
- Contracting authority
- Deadline for submission of tenders

Company data (if presented as a single company)
- Presented as a UTE (Yes / No)
- Company Name
- Company ID

Company data (if presented as a Joint Venture)
- Presented as a UTE (Yes / No)
- Name of the UTE
- UTE identifier
- List of companies in the UTE or Company Name
   o Company IDENTIFIER

Presentation data

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- Successfully submitted offer (Yes/ No)
- Start date/time presentation
- Submission date
- End date/time presentation

- Offer received after the deadline (Yes / No)
- All mandatory documents reported (Yes/ No)
- Entry Settlement Registration Code

List of signatories to the abstract
- Name
- Surnames
- CIF
- NIF
- Type of certificate

Contact details
- Contact name
- Email
- Telephone

5.7 Submission of remaining documentation

In case the company has used the presentation of the remaining documentation within a period of 24 hours, once it has submitted the offer it will have available the link to submit the remaining documentation.

Oferta presentada

Tiene hasta el 30/03/18 12:59 para enviar la documentación pendiente.

La oferta ha sido presentada satisfactoriamente.
Para enviar la documentación restante puede acceder al siguiente enlace.

The page for submitting the remaining documentation is very similar to the envelope preparation page, with the following restrictions:
- Unable to delete documents
- Unable to delete keywords
- Unable to deleteadditional documentation
- Uninformed documents cannot be sent when activating the 24-hour period

The unreported documentation appears with the following message:

❋ Potencia Motor (Descargar adjunto)

Este documento no se puede enviar porque no se informó al cerrar la oferta.

If any action is taken after the 24-hour period, the offer is marked as out of time. On the other hand, once the opening has begun, no action can be taken.

If the link to access the presentation page of the rest of the documentation is lost, it can be accessed through the link sent in the offer activation email.

6. Modification of company data

While you are in the envelope preparation phase, you can modify the information on the registration form again. To go to the page, you must click on the "Back to form" link available at the top of the envelope preparation page, below the file information.

Preparación de los sobres
Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Código de expediente: 20180328DXC_6.14.0 DV eLearning
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 31/03/2018 11:00:00
« Volver al formulario

Clicking on the link redirects you back to the registration form, with the current informed data uploaded.

Formulario de inscripción
Denominación del contrato: 20180328DXC_6.14.0 DV eLearning
Órgano de contractación: Departament de la Vicepresidència i d'Economia i Hisenda
Código de expediente: 20180328DXC_6.14.0 DV eLearning
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 31/03/2018 11:00:00
Idioma de la oferta: Castellano

Datos de la empresa

Participar como UTE ☐

Nombre de la empresa *	NIF de la empresa *
Empresa1	60831775H

Datos de registro y contacto

Provincia *	Municipio *	Código postal *
Gerona	Girona	17001

Añadir un contacto —

Nombre *

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The modification of all the data of the original form is allowed, always respecting their respective validations.

To save the changes, the "Update" button is used at the bottom right of the form.

Clicking displays the following confirmation box:

Accepting the box saves the form data and redirects you to the envelope preparation page.

The only information that will not be allowed to be deleted will be the existing contacts, since these have been validated in the activation phase of the offer and, if they are deleted, the process of activating the offer should be passed again.

If the offer has been submitted with respect to a file with exploited lots and lots for which the company wanted to present previously are demarcated, it implies that the company no longer wishes to present itself to these lots, and consequently loses the documentation presented in those lots so far.

7. Send keywords

After 24 hours of the deadline for submission of tenders, companies can be asked for the passwords of the envelopes necessary to proceed with their opening.

When the members of the table ask for the password of one or more envelopes, they communicate, by email, to the contacts of the companies that have made offers for the file.

Denominación del contrato: 20180320 DXC Taller 22.3 II
Órgano de contratación: Departamento de la Vicepresidencia i de Economía e Hacienda
Código del expediente: 20180320 DXC Taller 22.3 II
Tipo de contrato: Obres
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 21/03/2018 10:00
Nombre o razón social de la empresa: Empresa

Señor/Señora,

Os comunicamos que, a partir de hoy, debe escribir la **palabra clave** para que **se inicie el proceso de descifrado** del/de los sobre/s digital/es correspondiente al expediente de contratación de referencia. El sobre el que se ha de introducir la palabra clave es el siguiente:

- Sobre con criterios evaluables objetivamente

Puede introducir las palabras clave de los sobres indicados en este enlace: clic aquí.

La introducción de esta palabra clave sólo implica el descifrado del contenido del sobre mencionado, pero no se realizará su apertura hasta el momento (fecha y hora) especificado en el anuncio de licitación.

Using the link available in the email you can access the page to send the keywords.
It can also be accessed with the "Go to send keywords" button in the bid preparation space.

Envío de palabra clave

Denominación del contrato: 20180320 DXC Taller 22.3 III
Órgano de contratación: Departament de la Vicepresidència i d'Economia i Hisenda
Unidad de contratación: Economia-Barcelona
Código de expediente: 20180320 DXC Taller 22.3 III
Tipo de contrato: Obras
Procedimiento de licitación: Abierto
Plazo de presentación de ofertas: 21/03/2018 10:00:00

Datos de la empresa
Tipo de participación: Una sola empresa
Nombre de la empresa: Empresa
NIF de la empresa: 31456019T

Sobre B
Palabra clave 👁 [   ] 🔑 Enviar palabra clave

Sobre amb criteris avaluables objectivament
La palabra clave de este sobre todavía no se ha pedido

On the top of the screen are the file data.
Below are the following details of the company that must submit the passwords:

Name	Remarks
Company Name	* Only appears if the company is presented as a single company
COMPANY NIF	* Only appears if the company is presented as a single company
Name of the UTE	* Only appears if the company presents itself as a UTE
NIF of the UTE	* It only appears if the company presents itself as a UTE and has reported its NIF

Datos de la empresa
Tipo de participación: Una sola empresa
Nombre de la empresa: Empresa
NIF de la empresa: 31456019T

For each envelope that the table has ordered, there is a button to display the contents of the text box where the password must be typed and a button to send it.

Ver palabra clave
ra clave 👁   🔍 Enviar palabra clave

Once the keyword has been sent, a message appears at the bottom right of the screen indicating if it has been received correctly and updates the panel.

Sobre B
Se ha recibido la palabra clave.

Sobre amb criteris avaluables objectivament

Palabra clave 👁   🔍 Enviar palabra clave

ℹ Se ha recibido la palabra clave.

Sending keywords has a maximum of 10 retries. Once this number has been exceeded, it will not be possible to try to send the password of this envelope again.

8. Send required documentation

If the contracting authority or the bureau requests clarification or a correction to the documentation submitted, the tendering company will receive an email informing of this request and attaching the link to be able to present thedocumentation. This link leads to the offer preparation space:

To access this space, the introduction of any of the keywords defined during the preparation of the offer is requested.

The space for the presentation of the documentation works just like the preparation of the offer, the required documents are selected and sent.

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Once the documentation has been sent, the proof of presentation can be downloaded:

9. Additional help

In addition to this document, an additional section of additional aid is made available to the bidding companies.
This help space can be accessed through the option "How to submit an offer".

Or, directly, through this link:

https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/oferta/com_presentar_oferta.xhtml

Or through the menu on the left on the portal inthe section "electronic tender":

On this page you can consult:

- **Documentation and video:**
- **User Manual:** Direct access to the user manual.
- **FAQS:** FAQ document
- **Video tutorial:** Explanatory video of the different steps necessary to make the presentation of an offer.

- **Technical issues:**

  - **Technical requirements document**: This document determines the minimum and desired technical requirements to make the presentation of the offer (browser version, screen resolution, etc.)
  - **Step-by-step signing manual**: Reference to the manual of how to sign a PDF using Adobe Reader step by step.
  - **Tutorial:** Access to the tutorial on how to sign a PDF.
  - **PDF signer** verification tool: Web tool that allows you to consult the validity of the different certificates with which any PDF has been signed.

- **Test tenders:**
Access to three test tenders to be able to see and check the operation of the Digital Envelope and to be able to make tests to present offers in non-real tenders.

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Annex
Characters accepted in the name of the documents

Char	Code	Name	Description
	32	-	Normal space
!	33	-	Exclamation
"	34	quot	Double quote
#	35	-	Hash or pound
$	36	-	Dollar
%	37	-	Percent
&	38	-	Ampersand
'	39	-	Apostrophe
(	40	-	Open bracket
)	41	-	Close bracket
*	42	-	Asterisk
+	43	-	Plus sign
,	44	-	Comma
−	45	-	Minus sign
.	46	-	Period
/	47	-	Forward slash

Char	Code	Name	Description
0	48	-	Digit 0
1	49	-	Digit 1
2	50	-	Digit 2
3	51	-	Digit 3
4	52	-	Digit 4
5	53	-	Digit 5
6	54	-	Digit 6
7	55	-	Digit 7
8	56	-	Digit 8
9	57	-	Digit 9
:	58	-	Colon
;	59	-	Semicolon
<	60	lt	Less than
=	61	-	Equals
>	62	gt	Greater than
?	63	-	Question mark

Char	Code	Name	Description
@	64	-	At sign
A	65	-	A
B	66	-	B
C	67	-	C
D	68	-	D
E	69	-	E
F	70	-	F
G	71	-	G
H	72	-	H
I	73	-	I
J	74	-	J
K	75	-	K
L	76	-	L
M	77	-	M
N	78	-	N
O	79	-	O

Char	Code	Name	Description
P	80	-	P
Q	81	-	Q
R	82	-	R
S	83	-	S
T	84	-	T
U	85	-	U
V	86	-	V
W	87	-	W
X	88	-	X
Y	89	-	Y
Z	90	-	Z
[	91	-	Open square bracket
\	92	-	Backslash
]	93	-	Close square bracket
^	94	-	Pointer
_	95	-	Underscore

Char	Code	Name	Description
`	96	-	Grave accent
a	97	-	a
b	98	-	b
c	99	-	c
d	100	-	d
e	101	-	e
f	102	-	f
g	103	-	g
h	104	-	h
i	105	-	i
j	106	-	j
k	107	-	k
l	108	-	l
m	109	-	m
n	110	-	n
o	111	-	o

Char	Code	Name	Description
p	112	-	p
q	113	-	q
r	114	-	r
s	115	-	s
t	116	-	t
u	117	-	u
v	118	-	v
w	119	-	w
x	120	-	x
y	121	-	y
z	122	-	z
{	123	-	Left brace
|	124	-	Vertical bar
}	125	-	Right brace
~	126	-	Tilde
✗	127	-	(Unused)

Char	Code	Name	Description
	160	nbsp	Non-breaking space
¡	161	iexcl	Inverted exclamation
¢	162	cent	Cent sign
£	163	pound	Pound sign
¤	164	curren	Currency sign
¥	165	yen	Yen sign
¦	166	brvbar	Broken bar
§	167	sect	Section sign
¨	168	uml	Umlaut or diaeresis
©	169	copy	Copyright sign
ª	170	ordf	Feminine ordinal
«	171	laquo	Left angle quotes
¬	172	not	Logical not sign
	173	shy	Soft hyphen
®	174	reg	Registered trademark
¯	175	macr	Spacing macron

Char	Code	Name	Description
°	176	deg	Degree sign
±	177	plusmn	Plus-minus sign
²	178	sup2	Superscript 2
³	179	sup3	Superscript 3
´	180	acute	Spacing acute
µ	181	micro	Micro sign
¶	182	para	Paragraph sign
·	183	middot	Middle dot
¸	184	cedil	Spacing cedille
¹	185	sup1	Superscript 1
º	186	ordm	Masculine ordinal
»	187	raquo	Right angle quotes
¼	188	frac14	One quarter
½	189	frac12	One half
¾	190	frac34	Three quarters
¿	191	iquest	Inverted question mark

Char	Code	Name	Description
À	192	Agrave	A grave
Á	193	Aacute	A acute
Â	194	Acirc	A circumflex
Ã	195	Atilde	A tilde
Ä	196	Auml	A umlaut
Å	197	Aring	A ring
Æ	198	AElig	AE ligature
Ç	199	Ccedil	C cedilla
È	200	Egrave	E grave
É	201	Eacute	E acute
Ê	202	Ecirc	E circumflex
Ë	203	Euml	E umlaut
Ì	204	Igrave	I grave
Í	205	Iacute	I acute
Î	206	Icirc	I circumflex
Ï	207	Iuml	I umlaut

Char	Code	Name	Description
Ð	208	ETH	ETH
Ñ	209	Ntilde	N tilde
Ò	210	Ograve	O grave
Ó	211	Oacute	O acute
Ô	212	Ocirc	O circumflex
Õ	213	Otilde	O tilde
Ö	214	Ouml	O umlaut
×	215	times	Multiplication sign
Ø	216	Oslash	O slash
Ù	217	Ugrave	U grave
Ú	218	Uacute	U acute
Û	219	Ucirc	U circumflex
Ü	220	Uuml	U umlaut
Ý	221	Yacute	Y acute
Þ	222	THORN	THORN
ß	223	szlig	sharp s

Char	Code	Name	Description
à	224	agrave	a grave
á	225	aacute	a acute
â	226	acirc	a circumflex
ã	227	atilde	a tilde
ä	228	auml	a umlaut
å	229	aring	a ring
æ	230	aelig	ae ligature
ç	231	ccedil	c cedilla
è	232	egrave	e grave
é	233	eacute	e acute
ê	234	ecirc	e circumflex
ë	235	euml	e umlaut
ì	236	igrave	i grave
í	237	iacute	i acute
î	238	icirc	i circumflex
ï	239	iuml	i umlaut

Char	Code	Name	Description
ð	240	eth	eth
ñ	241	ntilde	n tilde
ò	242	ograve	o grave
ó	243	oacute	o acute
ô	244	ocirc	o circumflex
õ	245	otilde	o tilde
ö	246	ouml	o umlaut
÷	247	divide	division sign
ø	248	oslash	o slash
ù	249	ugrave	u grave
ú	250	uacute	u acute
û	251	ucirc	u circumflex
ü	252	uuml	u umlaut
ý	253	yacute	y acute
þ	254	thorn	thorn
ÿ	255	yuml	y umlaut