

GOVERNMENT OF SPAIN
MINISTRY OF FINANCE AND PUBLIC FUNCTION

PUBLIC SECTOR PROCUREMENT PLATFORM

Public Sector Procurement Platform Economic Operator's Guide.

Directorate-General of State Assets

Sub-Directorate General of Electronic Procurement Coordination

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1 INTRODUCTION

The purpose of this guide is to illustrate how the Public Sector Procurement Platform operates so that Economic Operators (companies, the self-employed, private individuals, etc.) can easily access the services that it offers, especially information on business opportunities arising from the public tenders published on it.

The Public Sector Procurement Platform offers access to information on tenders from the General State Administration, its autonomous bodies, Social Security Management Bodies and Common Services, and any other public state entity that publishes tenders on the Platform.

Tenders are also published on the Platform by other bodies in the state public sector, such as Autonomous Regions and local government contracting authorities (provincial councils, city councils, district councils, etc.), provided that these decide voluntarily to use the Public Sector Procurement Platform to advertise their tender procedures.

In addition, agreements are being reached with Autonomous Regions and local authorities that do not have their own contractor profile on the platform so that all the information on their tenders and the results of them can also be found on the Platform, in order to make any Public Sector tender accessible from one single search system.

It is now possible to find bids on the Platform from some of these Autonomous Regions as they have integrated their procurement platforms with the Public Sector platform, sharing information on the tenders published.

2 PUBLIC SECTOR PROCUREMENT PLATFORM

The Platform is an online service that operates in 24x7 availability mode (24 hours a day, 7 days a week) so that its contents are accessible at any time.

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

<https://contrataciondelestado.es>

A page similar to the one below should appear in your browser:

Figure. Home Page

It is possible to access the basic functionality of the Platform without identifying yourself in advance. In other words, the Platform offers a wide range of content, search services and information queries that do not require user identification to access them.

The Home Page has a header with eight links to the different areas of information and services offered by the Platform:

Figure. Main Menu for Accessing Information

At the top, in the centre, are icons leading to the most important areas of information on the Platform.

Figure. Icons for Accessing Areas of Information

At the bottom, in the centre, information of interest about the Platform and public procurement is displayed.

Figure. News and Updates.

At the top right, there is a language selector, for using the Public Sector Procurement Platform in Spain's official languages, English and French:

3 SERVICES AVAILABLE WITHOUT BEING REGISTERED

The Public Sector Procurement Platform offers the following services without needing to be registered:

- Viewing and searching for published tenders
- Viewing and searching for contractor profiles

3.1 VIEWING TENDERS

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

These tenders may have been published directly under a contractor profile hosted on the Platform or correspond to a contractor profile that is hosted on another procurement platform (Basque Government, Government of Catalonia, etc.), in which case it will have been published using an aggregation mechanism.

When a tender has been published under a contractor profile on the Public Sector Procurement Platform, users may view all the information and public documentation for that tender dossier on the Platform.

When the tender was published using an aggregation mechanism, only a summary of the information on the tender is displayed. Users are therefore given a link from which they can access the details of the tender on the platform on which the contractor profile is hosted.

This information can be viewed in the "Tenders" area, which has three options:

- Tenders
- Search
- Details

Figure. Access to Tenders

3.1.1 Tenders

Displays a list of all tenders published in reverse chronological order.

This list contains both tenders published by contracting authorities that have a registered profile on the Public Sector Procurement Platform and tenders published on the procurement platforms of other government departments (Autonomous Regions, Local Authorities), which have their own contractor profiles but send the information to the Public Sector Procurement Platform.

Figure. List of Tenders

You can browse through the pages to access all the tenders published on the Platform using the paging bar at the bottom of the screen.

Exception: Minor Contracts have restricted viewing on the Platform as they are only visible if searched for specifically.

Minor contracts will only appear in the tender search if you specifically indicate that you are searching for a procedure of the "Minor Contract" type. To search for Minor Contracts, follow these steps:

1. Go to the Tenders tab
2. Click on Search
3. Select Search Form
4. Select "Minor Contract" procedure type

3.1.2 Tender Search

The Platform offers two ways of searching for tenders:

Guided Search
Search Form

Figure. Search

Guided Search

Figure – Guided Search

The guided search lets you progressively select the criteria for searching for the tenders that you wish to view.

Each time you select a criterion, the Platform offers you a list of new search criteria so that you can limit the search even further. The number of tenders that meet the selection criteria is shown in brackets.

Breadcrumbs at the top show the set of search criteria that have been selected at each of the stages. The user can go back to any of the previous stages by clicking on that stage in the breadcrumbs.

Figure. Guided search

At any time, you can click on the link “See all results” at the bottom, which displays a results screen with a form that lets you refine the search results even further.

Figure. Search results

The criteria that you selected previously in the different steps are greyed out on the criteria selection form and cannot be changed. You can go back to the guided search from this screen by clicking on the breadcrumb of the step to which you wish to return.

If you press the “Clear” button, all the selection criteria entered in the form will be deleted, except for those selected using the guided search.

Search form

The search form allows you to filter the list of Tenders by multiple criteria and to view only those that meet the conditions set. If you wish to switch to “Guided search” mode, you can click on the “Tenders” link at the top of the form.

This form allows you to find tenders that have been published under the contractor profiles of the contracting authorities that are on the Public Sector Procurement Platform and under the contractor profiles of other government departments published on other procurement platforms (autonomous regions, local authorities)

Figure – Tender search by form

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

ELEMENT

DESCRIPTION

Dossier Tender dossier number

Type of contract Refers to the type of contract using the legal classification for the object of the contract (Works, Services, Supplies, etc.)

CPV Code Contracts are categorised using the European standard CPV1 Code for the object of the contract. It allows you to find tenders with a particular object. As this is a hierarchical code, it can be filtered on various levels of specificity

1 Common Procurement Vocabulary (CPV) for public contracts. This community-wide classification tries to cover all the variations in public contracts regardless of their specific type

(supplies, jobs and services). By standardising the references used by contracting authorities when describing the object of their contracts, the CPV improves the transparency of public contracts that are subject to community directives. The CPV associates each numerical code with a description of a contract object so as to standardise the search and make it easier to find information about procurement procedures. If entered correctly, the CPV can reveal the object of a particular contract to any user of the Platform in any EU member state.

ELEMENT

DESCRIPTION

Contracting organisation String with the path to the contracting authority in the public sector hierarchy.

This refers to the path to the contracting authority that appears in the detail of the contractor profile or contracting authority.

For example, entering "GENERAL STATE ADMINISTRATION>Ministry of Justice" will return all the tenders published by this department's contracting authorities.

If you enter the term "Education" in this field, the search will return tenders from the Ministry of Education, Department of Education, etc.

Name of Contracting A. Text string containing the name of the contracting authority. No path within the organisational hierarchy is included.

For example, tenders from the contracting authority "Management of the Judicial Studies Centre" will appear if you enter "Centre" in this field, but not if you enter "Justice"

Status Current status of the tender by stage:

Prior Announcement: An announcement with prior information has been published but the tender has not yet been announced

Published: At the bid submission stage

Prior Evaluation: The submission stage for applications for participation has ended; they are being evaluated.

Evaluation: The submission stage for bids has ended; they are being evaluated.

Awarded: The award has been published

Partially Awarded: The award of some lots has been published

Provisional Award: The provisional award has been published (tenders prior to 2012)

Decided: The contract has been formalised or the tender declared decided.

Partially Decided. Some lots have been decided.

Withdrawn: The withdrawal of the procedure has been published.

Cancelled: All announcements of the tender have been cancelled.

Successful bidder Name of the successful bidder

AmountRange within which the threshold amount of the tender before taxes or the estimated value of the contract falls

CountryCountry in which the contract will be executed

Place of execution NUTS code for the geographical area, region or province in the country

in which the contract will be executed

Submission Range of dates within which the deadline for the submission of bids or applications for participation falls

Procedure Type of procedure (Open, Restricted, etc.)

Publication date Range of publication dates of announcements

Among the search criteria, the CPV (Common Procurement Vocabulary) code that classifies the object of the contract in a standardised manner applicable to the entire European Union deserves further explanation. Clicking on the “Select CPV” link takes you to a tree structure where you can select the code in which you are interested.

Each time that you click on a CPV code, it will be added to the list of CPVs selected. If you wish, you can deselect any of them using the “Quit” button. After you have added all the CPV codes in which you are interested, press the “Accept” button.

Figure. Selecting CPVs

In the Submission field, you can search for tenders whose deadline for submitting applications for participation falls within the given range and, by default, the deadline for submitting bids (specific dates must be entered).

When you press the “Search” button, a results table will appear at the bottom of the screen, depending on the filter used.

Figure. Search results

You can access the details of a tender from the list of results by clicking on the dossier number, or the details of the contractor profile by clicking on the name of the contracting authority.

Advanced Search (Only Contractor Profiles on the Public Sector Procurement Platform)

When a tender has been published under a contractor profile on the Public Sector Procurement Platform, you can view all the information and public documentation for the tender dossier on the Platform.

To access more information on these tenders, there is an advanced search form that lets you filter using a much richer set of selection criteria. However, this form excludes any tenders published on the Platform by means of aggregation mechanisms, i.e., under contractor profiles that are not hosted on the Platform but on other portals (Basque Government, Government of Catalonia, Canary Islands Government, etc.)

To access this form, click on the “Advanced Search” link at the bottom of the tender search form.

Figure – Access to the advanced search

Click on “Other Search Criteria”

This form has a wide range of filter criteria available:

Figure – Advanced Search

The “Contracting Authority” criterion has a link labelled “Select”, which displays the tree structure for the Public Sector bodies registered on the Platform. You can open up each item on the tree by clicking on the “+” sign to the left.

When you select an organisation or department, a list of the contracting authorities belonging to it appears underneath. You can choose to filter by organisation or highlight the contracting authority that you wish to query in the box at the bottom and then press the “Add” button.

Figure – Selecting a Hierarchical Level

If you frequently search for tenders from one particular contracting authority, it can be useful to save the URL of the advanced tender search containing this information. The link to this URL will be available at the bottom of the screen when you select a level in the hierarchy. For example, if your interest is in the tenders from any of the contractor profiles of the Ministry of Home Affairs, select this level in the hierarchy in the “Contracting Organisation” field. The screen in the figure below shows the URL, which you can save for future searches.

Figure – Link to a contracting authority tender search

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

You can search the required classification codes using the codes established in RD 1098/2001 (dossiers with specifications approved before that date) or the codes established in RD 773/2015.

3.1.3 Tender details

To view a specific tender among those that appear on the list, click on the tender to see its Details.

By clicking on the dossier number, you can access detailed information on each of the tenders, including additional information and links to published documents that form part of this tender (announcements, specifications, additional documentation, etc.).

When the tender corresponds to a contracting authority whose contractor profile is published on the Public Sector Procurement Platform, the Platform and contracting authority icons appear on the right, and the documents and announcements for this tender can be downloaded directly.

The following figure shows a screen with the complete information on a tender:

Figure – Complete information on a tender published on the platform by a contractor profile

The following information is displayed for each tender:

ELEMENT
DESCRIPTION

Dossier number Click on the dossier number to see the detailed information on the tender

Contracting Authority Contracting authority advertising the tender

Status of the Tender Status of the Tender (Published or in the submission stage, Awarded, Decided, etc.)

Tender Threshold Amount Threshold amount before tax

Object of the Contract Description of the object of the contract

Estimated Value of the contract Calculated pursuant to the Public Sector Contracts Act

CPV Code Category of the contract using CPV Codes²

Type of contract Works, Services, Supplies, etc.

Place of Execution Country, Region, Province

Procurement Procedure Open, Restricted, Negotiated, etc.

Submission Deadline for submitting applications for participation (within a range)

Result Awarded, Void, Formalised, etc.

Successful Bidder Name of the successful bidder

No. of Bidders Submitting No. of companies that submitted a bid

Amount Amount tendered before tax

² Common Procurement Vocabulary (CPV) for public contracts. This community-wide classification tries to cover all the variations in public contracts regardless of their specific type (supplies, jobs and services). By standardising the references used by contracting authorities when describing the object of their contracts, the CPV improves the transparency of public contracts that are subject to community directives. The CPV associates each numerical code with a description of a contract object so as to standardise the search and make it easier to find information about procurement procedures. If entered correctly, the CPV can reveal the object of a particular contract to any user of the Platform in any EU member state.

ELEMENT

DESCRIPTION

Date Dossier Updated Latest amendment to the information published

When the tender was published under a contractor profile that is not on the Public Sector Procurement Platform, an icon will appear on the right identifying the procurement platform to which it corresponds and at the bottom will be a link from which to download all the documentation and details from that contractor profile.

Figure – Detail of the tender published on the Basque Government document platform

3.2 VIEWING CONTRACTOR PROFILES

The Contractor Profile section contains general information on the contracting authority, the procurement activities of that contracting authority and all the tenders published on the Public Sector Procurement Platform by a particular authority.

Clicking on the Contractor Profile menu option takes you to a form in which you can search the profiles.

Figure – Contractor Profile Search.

The first time that you enter this screen, the list of profiles will be empty, waiting for you to enter the criteria desired and apply them by pressing the Search button.

The fields of the “Search Criteria” are as follows:

ELEMENT

DESCRIPTION

Contracting Organisation A drop-down appears that lets you browse the Public sector hierarchy registered with the Platform in order to select the section that you wish to search.

Name of Contracting Authority Name of the Contracting Authority.

Legal Status General State Administration, Autonomous Region
Local Authority,
Trading Company, etc.

Active A Contracting Authority can be active or inactive (i.e., when it is not acting as a tenderer, generally due to administrative reorganisation).

Autonomous Region of CA The Autonomous Region to which the Contracting Authority belongs.

Province of CA The Province to which the Contracting Authority belongs.

Town The town or city to which the Contracting Authority belongs.

When you click on the “Select” link next to the contracting organisation, a tree structure appears that lets you browse through the public sector hierarchy registered with the Platform. Authorities that no longer exist due to administrative restructuring are marked with a red circle.

When you select an organisation or department, a list of the contracting authorities belonging to it appears underneath.

You can choose to filter by organisation or highlight the contracting authority that you wish to query in the box at the bottom and then press the “Add” button.

Figure – Selecting a Hierarchical Level

If you frequently search for contractor profiles in one particular organisation, it can be useful to save the URL for the search with this information included. The link to this URL will be available at the bottom of the screen when you select an level in the hierarchy. For example, to save the URL of the contractor profiles in the Ministry of Home Affairs, select this level in the hierarchy in the “Contracting Organisation” field. The screen in the figure below shows the URL, which you can save for future searches.

Figure – Profile search by contractor organisation

Actions for searching a Contracting Authority

ACTION

DESCRIPTION

Search Searches in accordance with the filter criteria set.

Clear Clears all the filter fields in the search.

The list of search results contains the following elements:

ELEMENTS

DESCRIPTION

Contracting Authority Name of the Contracting Authority.


Hierarchical Level Government department to which the Contracting Authority belongs.

Status A Contracting Authority can be active or inactive

Open Tenders Number of tenders currently in progress.

To see the details of a Contractor Profile, click on the link with the name of the corresponding Contracting Authority.

Figure – List of Contractor Profiles

The search results can be ordered in ascending or descending order by clicking on the  arrows in the “Contracting Authority” and “Hierarchical Level” columns.

When you click on the link with the name of the contracting authority, a screen with three tabs appears:

Contractor profile, which contains the general information on the profile.

Documents, which includes any general information that the contracting authority wishes to disclose about its activities.

Tenders, where you can view all the tenders published by the selected contracting authority.

3.2.1 Contractor Profile

The Contractor Profile tab displays the details of the contractor profile:

Figure – Detail of a contractor profile

The description of the fields is as follows:

ELEMENT DESCRIPTION

Contracting organisation Position of the contracting body in the public sector hierarchy.

Contracting Authority Name The name of the contracting authority.

NIF Tax ID.

Language – Main language of the Contracting Authority.

Web address of Contracting Authority URL of the Contracting Authority's website

Direct link Direct link to the contracting authority's web page on the Public Sector Procurement Platform. The icon allows you to copy the URL of the contractor profile.

Activity Activities performed by the Contracting Authority.

Postal Address Postal address of the Contracting Authority.

Contact Information of the Contractor Profile Contact details for the Contracting Authority.

Actions for a contract profile

ACTION

DESCRIPTION

Back Returns you to the Contractor Profile search page

3.2.2 Documents

The Documents section displays a list of the documents published by the contracting authority in its contractor profile. These documents are of a general nature and are not linked to a specific tender. Among them you can find information on framework agreements, internal procurement instructions, specification forms for categories of contracts of a similar nature, financial tender forms, information on the composition of contracting committees, etc.

Figure – General Documents in a Contractor Profile

The description of the data displayed is as follows:

ELEMENT

DESCRIPTION

Heading Describes the type of documentation in this section.

Document Name Name of the document.

Download Link for displaying the document.

Date Publication date of the document.

Description Description of the published document.

Timestamp Timestamp identifying when the document was published on the Public Sector Procurement Platform.

Actions for documents in a contractor profile

ACTION

DESCRIPTION

Back Button that returns you to the Contractor Profile search page.

Heading Clicking on the heading contracts or expands the corresponding section, allowing you to show or hide the list of documents under this heading.

Download Link for displaying the document.

Timestamp Link to the timestamp for the document.

3.2.3 Tenders

Under the Tenders tab are all the tenders published by the Contracting Authority and their

current status.

Figure – Search for tenders in a contractor profile

The page is divided into two sections: a search section and a results section. The search section shows the information on the contracting authority (government department and contracting authority) and the criteria for searching for tenders.

The Search Criteria are as follows:

ELEMENT DESCRIPTION

Dossier Dossier number

Contract type Type of tender contract (Special Administrative, Public-Private Partnership, Public Works Concession, Public Service Management, Construction, Private, Services, Supplies)

Object of the Contract Text used to search for the objects of contracts. The text search is literal (free text search).

Status Stage of the tendering process. This can be searched using the following statuses: Provisional Award, Published, Prior Evaluation, Evaluation, Awarded, Partially Awarded, Provisional Award, Decided, Partially Decided, Withdrawn, Closed.

Procedure

The actions (Search, Clear, Back, etc.) that can be performed and the meanings of the fields in the results are similar to those explained in other sections of this document.

4 SERVICES FOR REGISTERED COMPANIES

The Public Sector Procurement Platform provides information on the tenders published under the transparency scheme to any user. For this reason, it is not necessary to register with the site to obtain this information. In other words, this information is accessible to any user who wishes to consult it.

However, economic operators can perform other actions with the help of the Procurement Platform, e.g., monitor tenders, ask questions about a specific tender, subscribe to receive information of interest and access the communications of the contracting authorities. In other words, they can ask the platform for a series of “customised services”.

To use these additional features, the company must be registered with the Platform and enter its username and password to access it, so that the company can be identified and given

access to the customised information and services requested by the user.

In fact, the only piece of information that is required to register as an economic operator is an e-mail address, so any interested user can access these customised services free of charge.

4.1 Access as a registered user

Companies access the personalised services offered by the Public Sector Procurement Platform from the “Companies” page

Enter your username and password to access the services explained in this section:

Ask the contracting authority questions about a published tender

Receive daily feeds about tenders of interest published on any Public Sector portal or in the Official Journal of the European Union

Receive alerts containing news about your favourite tenders

Access electronic notifications sent out by contracting authorities

Figure – Company Access

How to register

Economic operators can register with the platform from the “Companies” page by clicking on the Register icon.

Figure – Link to user registration

When you select the Register option, a form appears with some minimum details that must be completed:

Figure – User registration data

The fields on the form are listed below.

ELEMENTS DESCRIPTION

User User identifier. This will be the identifier with which you will subsequently access the Platform. It is not possible to change it later. The limit is 32 alphanumeric characters.

E-mail The requester’s e-mail account. This e-mail address is used to send an activation

message for the account and to send information on password recovery. This must be a valid e-mail address.

Password Password for authentication on the Platform. It must have a minimum of 5

ELEMENTS
DESCRIPTION
characters.

Repeat Password To ensure that a correct password was entered.

Picture The data in the picture must be filled in so that the form accepts the application.

Registration Actions:

ACTION
DESCRIPTION

Accept Sends the data on the form to the Portal.

Clear Deletes the information on the form.

Cancel Quits registration without completing it.

Check availability Checks that both the username and e-mail address have not been used previously.

Create password Generates a password with the required complexity.

After entering the requested information, click on Accept to request registration. The Platform will display a message informing you that the user account has been created successfully and that the user will receive an e-mail with a link for confirming registration.

This e-mail provides instructions that must be followed to activate the user account on the Public Sector Procurement Platform.

The e-mail contains the username selected and a link to the Public Sector Procurement Platform on which you must click to activate registration. On selecting this link, a screen appears on which you must enter your "Username" and "Password".

Figure – Confirming Registration

Enter the username and password that you entered on registration and press Accept to activate your account.

The system will inform you that registration has been successfully completed and as of that

moment you can start a session and access the services offered by the Platform as a registered user.

If registration is not successful due to a problem with the password, a message like the one in the figure will appear

In this case, you must go back to the link provided in the e-mail and Cancel Registration

4.1.1 How to recover your password

If you forget your password, it is possible to enter a new one by clicking on the link Forgot your password? to the right of the "Companies" page.

Figure – Link to password recovery

The following page will be displayed:

Figure – Password recovery, step 1

Enter the username and/or e-mail address that you gave when registering and press Accept. Also type in the characters that appear in the picture.

A message will appear informing you that the user exists and that you will be sent a message to that e-mail address with instructions for obtaining a new password:

Figure – Password recovery, step 2

Press Accept to confirm that you wish to continue:

Figure – Password recovery, step 3

The e-mail contains the username selected and a link to the Public Sector Procurement Platform page on which you must click to activate the change of password. On selecting this link, a screen is displayed in which you must enter the new password:

Figure – Password recovery, step 2

Actions for Password Recovery:

ACTION	DESCRIPTION
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Accept Sends the data on the form.

Cancel Returns you to the home screen without saving the changes made.

Back Returns you to the home screen after completing the password recovery process.

Clear Deletes the information on the form.

4.1.2 Modifying data and deregistering a user

Registered users can edit their profiles to add more information or change what is already there, as well as deregister. The Edit Profile option is at the top right of the portal screen.

Figure – Access to user data

When you select the Edit Profile option, the following screen appears with the general information on the Economic Operator already filled in:

Figure – User data

The data on the form are as follows:

ELEMENTS DESCRIPTION

User Username for entering the Public Sector Procurement Platform. Required.

E-mail E-mail address. Required.

Password Fields for changing the user's password.

Name The user's first name.

Surnames The user's surname(s).

Identification no. (of the user) The user's tax ID number.

Correspondence e-mail The e-mail address where emails will be received informing you that a communication has been received (see the My Communications section) from a contracting authority.

Identification no. (of the company) The company's tax ID number.

Company name The company's official name.

Actions that can be performed in this window:

ACTIONS
DESCRIPTION

Change data Takes you to the window where the information can be changed.

Delete user Deregisters the user on the Platform.

These two actions are explained below:

4.1.2.1 Changing user data

On clicking on Change Data the following screen shows the fields as unprotected (except for the Username field, which cannot be changed) so that you can make the desired changes. The user e-mail is required (it cannot be left blank). If the password is left blank, this means it will not be changed.

Figure – Changing user data

Click on Next to go to an information and confirmation screen. Like the process on the Platform for user registration, changing the user e-mail and correspondence e-mail is done in two stages. In each case, a message is sent to the appropriate e-mail address with the instructions for completing the change. Other changes take effect immediately. On this screen, press Finish to give the order to make the changes. Pressing Cancel cancels the change operation without any changes being made.

4.1.2.2 User Deregistration

On clicking on Delete user, a screen appears like the following one, informing you of the subscriptions and electronic communications (read and waiting to be read) that the user already has:

Figure – User Deregistration

Pressing Finish gives the order to perform the user deregistration, after which you can no longer access the Platform as a registered user (and therefore you cannot access the electronic communications that you had before) nor will you receive any information regarding your subscriptions. Press Cancel to exit the delete option without making any changes.

4.2 Home Page

When you authenticate yourself correctly on the Platform by entering your username and password on the “Companies” page, the Home Page will appear with the Home, Tenders, Contractor Profile, My Tenders, My Communications, Subscriptions, Information, Contact and

Search tabs.

Figure – Main Menu for Registered Users

At the top, in the centre, are some icons for directly accessing the main services offered to economic operators.

Figure – Direct Access icons

Below is a Welcome message giving the time and date of the last time that you entered the Platform as a user.

Figure – Welcome message

A list of Alerts also appears, showing when some event to which you should pay attention has occurred:

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

Figure – Alerts

At the bottom in the centre is information on the platform that may be of interest to you.

Figure – Platform News

4.3 Requesting additional information about a tender

The Procurement Platform allows you to request information from a contracting authority about the contents of a tender published under its contractor profile.

When you enter as a registered user, the Details of the Tender tab (See 3.1.3 Details) has two tabs:

Information: that contains information on the tender. The information displayed is the same as for an unregistered user (See section 3.1.3 Details).

Request Information: this option allows you to ask questions and have access to questions already answered about the tender.

The Request Information option allows economic operators to see the queries that other economic operators have sent to the contracting authority regarding a specific tender and also allows them to ask further questions about it, in compliance with the principle of transparency.

Figure – Request Information

The Request Information tab contains the following elements:

ELEMENTS DESCRIPTION

Contracting Authority Name of the contracting authority.

Dossier Tender dossier number

Title Title of the object of the contract.

Deadline for questions Date after which it is no longer permitted to ask questions.

Updated Date and time on which the question was updated for the last time, i.e., when a question was asked or an answer given.

Question A question posed about the dossier.

Status Shows “Pending” if the question has not yet been answered by the Contracting Authority and “Answered” if it has already been answered.

Reply Reply from the contracting authority.

Actions that can be performed under the Request Information tab:

ACTION DESCRIPTION OF THE TAB

New Question Allows you to ask the contracting authority a new question about the tender.

If there are already questions regarding a specific tender, these will appear in a list of questions at the bottom of the screen, together with their status: “Pending” if the question has not yet been answered by the Contracting Authority and “Answered” if it has already been answered.

Figure – Request for information, pending question and answered question

The reply can be viewed by clicking on the text of the question as shown in the following figure:

Figure – Request for information, accessing a reply

To ask a new question, press the New Question button.

Figure – New question

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
---------	-------------

Send	Sends the question to the platform.
------	-------------------------------------

Cancel	Cancels the creation and sending of a new question.
--------	---

When the contracting authority replies to your question, you will receive an e-mail and see an alert on the Start page.

4.4 My Tenders

By going to the Tenders tab, you can search for and access details of the tender in the same way as a non-registered user. (See section)

If you are a registered user, at the top of the page a link will appear that allows you to add the tender to a list of those in which you are interested (My Tenders). The Public Sector Procurement Platform will send you any news items regarding that tender.

NB: Please bear in mind that this link will not appear if you go to the details of tenders from the “Tenders” tab of the “Contractor Profile”.

Figure – Adding a tender to a list of tenders of interest (My Tenders)

The My Tenders page allows registered economic operators to directly access a list of tenders in which they are interested.

Figure – Access to My Tenders

Figure – My Tenders Tab

The data under the My Tenders tab are as follows:

ELEMENTS

DESCRIPTION

Dossier Number of the tender dossier and link to the details of the tender.

Title Title of the object of the contract.

Contracting Authority Name of the contracting authority.

Status Current status of the processing of the tender (Published, Evaluation, Awarded, Decided, Partially decided).

Dates Key dates for the tender: Bid submission, Provisional/final award, Award and formalisation.

Date of last change Data on which the latest change was made to the tender.

Monitoring Actions permitted for the tender. The only possible option is to delete the tender from the list of tenders of interest.

Actions that can be performed in this window:

ACTIONS

DESCRIPTION

Dossier Clicking on the link takes you to the screen showing the details of the tender.

Delete Deletes the tender from the list of tenders of interest to you.

Each time something new occurs to one of the tenders in the "My Tenders" list, the user will be informed by e-mail and find an alert on the Home page when entering as a registered user

The events that lead to these alerts are as follows:

Publication of announcements.

Rectifications and error corrections

Publication of documents associated with the tender.

Reply to a question.

To delete a tender from your "My Tenders" list, use one of the following procedures:

1. Under the My Tenders tab, press Delete on the row of the corresponding tender. The following figure shows an example of deleting the first tender on the list:

Figure – Link for deleting a Tender from My Tenders

2. Go to the details of the tender that you wish to delete from the My Tenders or Tender Search tab and click on Delete this Tender from My Tenders as shown in the following figure:

Figure – Deleting a tender from My Tenders

In both cases, you must confirm (or cancel) the operation in the dialogue box:

Figure – Dialogue box for deleting a tender from My Tenders

4.5 My Communications

The Public Sector Procurement Platform offers contracting authorities and bidders a service for sending out notifications and communications during the award process.

Contracting authorities can send out invitations, requests for correction, requests for documentation and award notices to bidders taking part in an electronic tender using the Public Sector Procurement Platform.

To be able to be notified by the Platform, companies must give their consent to the contracting authority by providing it with the user e-mail address registered with the platform.

There are two ways to access communications:

1. The economic operator must be registered with the State Procurement Platform with the same e-mail address at which the communication was received and have an individual digital certificate accepted by the @firma validation platform (such as an electronic ID or one issued by the Fabrica Nacional de Moneda y Timbre (Spanish Mint), etc.). Using a digital certificate leaves a record of by whom and when the communication was accessed (the National ID number of the person accessing the communication).
2. In the e-mail message you receive, there will be an ALERT and a link taking you to the communication. In this case, the e-mail is shown from which the communication can be accessed.

When a contracting authority sends you a communication, you will be informed of this in an e-mail message sent to the address provided by you to the contracting authority.

Figure – E-mail Notice of a Communication Received

If you click on the link in your e-mail to go to the communication, the communication will be downloaded as a PDF file.

As of that moment, the contracting authority that sent you the communication has an access alert (shown below)

If you enter the Platform using your registered username, you will see an alert on the Home page that you have a communication to be read.

Figure. On-screen alert of communication received

To access the contents of your communications, you must use the My Communications page, where you will find all the electronic communications that have been sent to you from the Platform.

Figure. Access to My Communications

The screen has two parts: one at the top for configuring the search criteria and one at the bottom with the results.

Figure – My Communications Tab

The search fields are as follows:

ELEMENTS
DESCRIPTION

Type of Communication The type of communication. Registered economic operators can receive the following communications:

Invitation to tender.

Provisional admission or exclusion.

Final admission or exclusion.

Provisional award.

Final award.

Award.

Receipt of bid

Cancellation or withdrawal

Request for documentation.

Dossier No. Tender dossier number

Date communication sent Range of dates within which the communication was sent. You can enter only one of the dates

Accessed/Not accessed/All Lists only the communications that have already been read (accessed (by the economic operator, or those that have not been accessed, or both.

The data on the communications list are as follows:

ELEMENTS
DESCRIPTION

Dossier Number of the tender dossier and link to the details of the tender.

Title Title of the object of the contract.

Contracting Authority Name of the contracting authority.

Communication Date Date on which the communication was sent.

Communication Link to the communication.

Type of Communication The type of communication: invitation to tender, provisional admission or exclusion, final admission or exclusion, provisional award, final award, award, receipt of bid, cancellation or withdrawal, request for documentation

Date Accessed The date on which the communication was viewed. If this does not appear, it means that the communication has not yet been read.

Actions that can be performed in this window:

ACTIONS DESCRIPTION

Search Searches in accordance with the filter criteria set.

Clear Clears all the filter fields in the search.

Dossier Clicking on the link takes you to the screen showing the details of the tender.

Access Takes you to the communication.

4.5.1 Accessing the contents of a communication

To access the contents of the communication, under the My Communications tab, select the communication you wish to view and press Access.

Figure – Access to a communication

This is when the user is required to select a digital certificate:

Figure – Alert requesting a digital certificate to continue

Follow the instructions from the browser and you will eventually get to the following screen:

Figure – Information on the communication

Communications are provided in both XML and PDF format. You can access them by clicking on See XML Document or See PDF Document respectively. Clicking on See PDF Document displays the information in a more accessible format.

The See Timestamp link displays a window with the basic information on the timestamp, which guarantees the time at which the electronic communication was issued, and you can download the document in XML format and the timestamp itself:

Figure – See timestamp

4.6 Subscriptions

Registered users can take out subscriptions that use various search criteria. In this way they will receive daily communications of the type they specify (SMS, E-mail or RSS) containing information on the announcements of tenders published on the Public Sector Procurement Platform that meet their criteria.

You can access the service from the Subscriptions page

Figure – Access to subscriptions

On clicking on any of these links, you go to the user profile screen, which is explained in section 4.1.2 Modifying data and deregistering a user

Click on the Subscriptions tab to see your active subscriptions:

Figure – Subscriptions, list of subscriptions

The data on the active subscriptions list are as follows:

ELEMENTS	DESCRIPTION
----------	-------------

Name	Name of the subscription and link to the data.
------	--

Type of communication	Type of communication that will be sent. This may be SMS, E-mail or RSS.
-----------------------	--

Action	The “Recycle bin” icon allows you to delete the subscription.
--------	---

Actions that can be performed in this window:

ACTIONS
DESCRIPTION

Dossier Clicking on the link takes you to the screen showing the details of the settings for the subscription, which you can change.

Action Clicking on the “Recycle Bin” icon deletes the subscription.

New Subscription Pressing the “New Subscription” button opens the page for creating a subscription.

Pressing the New Subscription button opens up the screen for entering the criteria for selecting the bids on which you wish to receive information published on the Platform.

Figure – Criteria for configuring a subscription

The fields are as follows:

ELEMENTS
DESCRIPTION

Name of the subscription The name with which you wish to identify the subscription.

Description of the subscription A description to remind you what the subscription was created for.

Sending Options The type of communication you wish to receive when items that meet the criteria you specify are published. The possible values are SMS, E-Mail and RSS. In the case of SMS, it is necessary to enter a mobile number.

Contracting organisation Position of the contracting authority in the public sector hierarchy.

Name of Contracting A. Contracting authority advertising the tender

Procedure Type of procedure (Open, Competitive Dialogue, Negotiated with advertising, Negotiated without advertising, Restricted, Internal regulations).

Contract Type Type of tender contract (Special Administrative, Public-Private Partnership, Public Works Concession, Public Service Management, Works, Private, Services, Supplies).

Subtype The tender subtype, depending on the previous type.

CPV Code CPV code. Various CPVs can be selected for the search.

CPVs Selected Set of CPVs selected for the search.

Public Procurement for Innovation Indicates whether the contract is classified as public procurement for innovation, of either type: Public Procurement of Innovative Solutions or Pre-Commercial Public Procurement.

ELEMENTS DESCRIPTION

Required Classification Required classification, a multi-selection list for limiting the list of tenders using the minimum classification required.

Special Conditions Allows you to select one or more special conditions considered in the tender: a contract reserved for a particular profession, contracts reserved for special employment centres or sheltered workshops, contracts reserved for sheltered employment programmes, preference for companies with workers with disabilities, preference for companies dedicated to the promotion and labour insertion of people in a situation of social exclusion. You can select multiple classifications (hold down the Control key while selecting/deselecting each value).

Country Country in which the contract will be executed

Amount Range of amounts for the tender.

Actions that can be performed in this window:

ACTIONS DESCRIPTION

Add Add a CPV, if you know the code. If not, go to Advanced Selection to select the code.

Select CPV Shows a complete list of CPVs with the code and a description, from which you can select them.

Remove Deletes the CPVs selected from the list.

Accept Confirms the creation of the subscription as it has been defined.

Cancel Cancels the creation of a new subscription.

The method for selecting a CPV is identical to the one explained for searching for tenders (section 3.1.2 Tender Search)

The method for selecting the contracting organisation operates similarly to the one described for searching for contractor profiles (section 3.2 VIEWING CONTRACTOR PROFILES).

You can change the criteria for configuring your subscriptions whenever you wish by editing their content.

If you wish to define a RSS subscription, the URL with the results can be copied from the “RSS” icon as shown in the figure below.

4.7 OJEU Subscriptions

Registered users can also take out subscriptions for announcements of tenders published in the public procurement supplement of the Official Journal of the European Union (OJEU). For this type of subscription, the communications are sent out daily by e-mail.

The method for creating and changing OJEU subscriptions is very similar to that described in section 1, accessing the service from the “Subscriptions” page.

Figure – Access to Subscriptions

On clicking on any of these links, you go to the user profile screen, which is explained in section 4.1.2 Modifying data and deregistering a user

Click on the OJEU Subscriptions tab to see your active subscriptions:

Figure – OJEU Subscriptions, list of subscriptions

The data on the OJEU active subscriptions list are as follows:

ELEMENTS	DESCRIPTION
----------	-------------

Name	Name of the OJEU subscription and link to the data.
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Action	The “Recycle bin” icon allows you to delete the subscription.
--------	---

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
---------	-------------

Name	Clicking on the link takes you to the screen showing the details of the settings for the OJEU subscription, which you can change.
------	---

Action	Clicking on the “Recycle Bin” icon deletes the subscription.
--------	--

New Subscription Pressing the “New Subscription” button opens the page for creating a subscription.

Pressing the New Subscription button opens up the screen for entering the criteria for selecting the tender announcements about which you wish to receive information published in the Official Journal of the European Union.

Figure – Criteria for configuring an OJEU subscription

The fields are as follows:

ELEMENTS
DESCRIPTION

Name of the subscription The name with which you wish to identify the OJEU subscription.

Description of the subscription A description to remind you what the subscription was created for.

Sending Options Nothing needs to be entered here, as all communications are received by e-mail.

Type of Announcement Allows you to select the type of announcement, which can be: Announcement of prior information, Announcement of a tender, Announcement of an award, Rectification/additional information. You can select more than one value; the default is “All”.

Type of Contract The type of contract according to the types permitted by the OJEU: Public works concession, Not applicable, Works, Services, Unspecified, Supplies. You can select more than one value; the default is “All”.

Procedure List of contract procedures permitted by the OJEU: Awarding of a contract without prior publication of a tender notice, Direct award, Competitive dialogue, Business without a call for tender, Not applicable, Other, Open procedure, Negotiated procedure, Accelerated negotiated procedure, Restricted procedure, Accelerated restricted procedure, Unspecified You can select more than one value; the default is “All”.

CPV Code CPV code. A number of CPVs can be selected for a subscription.

CPVs Selected Set of CPVs selected for the search.

ELEMENTS
DESCRIPTION

Country/NUTS³ The territorial unit code for the publication/execution of the contract. A number of codes can be selected for a subscription.

Country/NUTS Selected Set of territorial units selected for the subscription.

Actions that can be performed in this window:

ACTIONS	DESCRIPTION
---------	-------------

Add	Add a CPV/territorial unit (by context), if you know the code. If you do not know the code, go to the selection assistant, Select CPV or Select Country/NUTS.
-----	---

Select CPV	Shows a complete list of CPVs with the code and a description, from which you can select them.
------------	--

Select Country/NUTS	Shows a complete list of territorial units with their code and description, allowing you to select them.
---------------------	--

Remove	Deletes the CPVs/territorial units (by context) selected from the list.
--------	---

Accept	Confirms the creation of the subscription as it has been defined.
--------	---

Cancel	Cancels the creation of a new subscription.
--------	---

The method for selecting a CPV is identical to the one explained for searching for tenders (section 3.1.2 Tender Search)

The country/NUTS is selected from a tree structure similar to the one for CPV codes. In this case, you can select groups of countries (Space

3 Nomenclature of Territorial Units for Statistics (NUTS). This classification is used by the European Union to demarcate territorial units for statistical purposes. In the context of procurement, it indicates the place where the contract will be executed.

European Economic Space, European Union, etc.), Countries, Regions, Provinces are accessed by expanding the nodes on the tree.

Figure – Selecting a Country/NUTS

The method is the same as the one for selecting a CPV code from that tree. Each time you click on an item it is added to the list of those selected. If you wish to delete any of the items selected, click on it in the selection box and then press the “Remove” button.

You can change the criteria for configuring your subscriptions whenever you wish by editing their content.

5 CONTACT US

Please contact us for further information.

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

To contact us, please write to the following e-mail address:

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