

## Main points on the

### DIGITAL ENVELOPE tool

Digital contracting is one of the pillars of the Public Sector Contracting Law 9/2017, and its compulsory nature has been extended to the various phases of public contracting procedures, from the submission of bids to all communications that may take place between the contracting organism and bidders.

In order to enable compliance with this obligation, the Catalan Regional Government has worked on the development of the "e-Licita" tool.

Digital Envelopes, which are fully integrated in the public contracting service platform of the Catalan Regional Government, is an enveloped bidding solution for the electronic submission and opening of bids that ensures the confidentiality of their contents until they are opened.

For this reason, the Fundació Hospital Universitari Vall Hebron – Institut de Recerca (VHIR) has provided bidders with this collection of the main points to take into account when submitting bids through the DIGITAL ENVELOPE tool:

#### **- How to submit a bid with a Digital Envelope:**

It is essential to review the functioning and implications of the Digital Envelope tool prior to making any submission.

Bidders may access the user manual and explanatory video with detailed steps of each phase of the procedure, as well as the technical specifications of the tool and the space required to carry out any necessary tests by following the link below:

[https://contractaciopublica.gencat.cat/ecofin\\_sobre/AppJava/views/ajuda/empreses/index.xhtml?set-locale=ca\\_ES](https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/ajuda/empreses/index.xhtml?set-locale=ca_ES)

#### **- Accessing the Digital Envelope:**

In order to submit a bid for a tender file through the Digital Envelope tool, prospective bidders must first access the Public Contracting Portal of the Catalan Regional Government:

<https://contractaciopublica.gencat.cat>

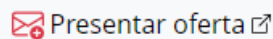
(It is highly recommendable to access the tool as early as possible in order to have a sufficient margin of time to carry out all of the phases and requirements implicit to the submission of bids in digital format).

Once within the portal, you must access the anuncis de licitació [invitations to tender] section and find the dossier for which you would like to submit a bid:



The screenshot shows the 'Plataforma de Serveis de Contractació Pública' website. The navigation bar includes 'Inici', 'Presentació', 'Perfils de contractant', 'Empreses licitadores', 'Subscripcions', and 'Avisos'. The main content area is titled 'Publicacions a la Plataforma de Contratació del Sector Públic (PLACSP)' and contains a search section labeled 'Cercadors'. The search section has two columns: 'Cercador d'expedients' with a search box and filters, and 'Últimes publicacions PSCP' with a dropdown menu and a list of recent publications.

Once you have selected the dossier in question, the following box will appear on the left. You can begin the first phase of the procedure by clicking on the top option.

 Presentar oferta

### -Signing with a digital certificate:

During the procedure of submitting a bid through the Digital Envelope Platform, you will have to sign a PDF you previously downloaded with a digital certificate. This step is carried out outside of the digital certificate application.

This signature is intended to certify that the company is endowed with valid certificates to submit its bid. Valid certificates are understood to be those that are:

- Issued by a certified authority acknowledged by PSIS.
- A level 3 or higher certificate according to the PSIS categorisation
- Currently in force (not expired)
- Not revoked

For assistance in the signature step, please examine the following guide on how to sign the generated PDF file, available from the link below:

[https://contractaciopublica.gencat.cat/ecofin\\_sobre/AppJava/views/ajuda/empreses/eines.xhtml](https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/ajuda/empreses/eines.xhtml)

### **-Signing with a FOREIGN digital certificate:**

The Digital Envelope Platform allows the foreign bidders to present the offers with foreign signature certificates.

However, in the phase of signing a PDF you previously downloaded with a digital certificate, in most cases it will appear the following message: error in the validation of the signature.

In these cases, the Digital Envelope Platform does not validate the certificate but the foreign bidder can present his offer.

### **- Sending keywords:**

All envelopes that do not contain administrative information must have a keyword defined for the company, which will encrypt the files in the browser before sending them. **It is essential** that you **keep** these **keywords**, as once the deadline for submission has expired, they will be required by the Platform.

It is important that you keep this into account as, once the time comes to open the envelopes, if a given company has not provided the previously required keywords, its bid will be **discarded outright** from the tender in question.

### **- Tech support:**

If you are bidding electronically using the services of the Public Procurement Services Platform (PSCP) and you have an incident or technical query in the preparation or submission of the bid or other queries related to the PSCP, you must contact the SAU TIC (Monday to Friday from 8:00 am to 8:00 pm), through the following channels:

1. The tenderer must open an incident in SAU.TIC through the mailbox [sau.tic@pautic.gencat.cat](mailto:sau.tic@pautic.gencat.cat) with the subject "**Codi 31: "PSCP-eines de licitació electrònica"**", indicating in the mail message:

- File code
- Contracting authority
- Date and time limit for submission of the tender
- Name of contractor + contract data
- Screen printout of the error message
- Description of the operations carried out and the problem encountered

Telephone: 900 924 009 + extension 1 (preferential channel for incidents occurring in the last 24 hours of the bid submission period).

**In any case, it is the responsibility of the tenderers to contact the support service sufficiently in advance to be able to receive the support they require.**