

INSTRUCTIONS FOR THE ELECTRONIC BIDDING PROCEDURE AT BC3

The BC3 – BASQUE CENTRE FOR CLIMATE CHANGE/KLIMA ALDAKETA IKERGAİ, as a research centre, is a not-for-profit association.

As stipulated by Article 3.1.k. of Act 9/2017 on Public Sector Contracts transposing Directives of the European Parliament and Council 2014/23/EU and 2014/24/EU, dated 26 February 2014 into the Spanish legal system, BC3 BASQUE CENTRE FOR CLIMATE CHANGE – KLIMA ALDAKETA IKERGAİ (hereinafter, BC3) is considered to have non-public administration awarding powers and, therefore, is subject to the said regulation in its procurement and hiring activities.

The Contractor Profile of BC3 BASQUE CENTRE FOR CLIMATE CHANGE – KLIMA ALDAKETA IKERGAİ sets forth all the information required by Act 9/2017 on Public Sector Contracts and the regulations in force with regard to transparency. This profile is included in the Basque Public Procurement Platform.

https://www.contratacion.euskadi.eus/w32-1084/es/contenidos/poder_adjudicador/poder290/es_doc/es_arch_poder290.html

a) Public information on all bid procedures

A list of all bid procedures that are currently open, being processed, and closed is available on the Contractor's Profile on the BC3 website. Additionally, BC3 publishes all the information related with each bid procedure on the Basque Public Procurement Platform.

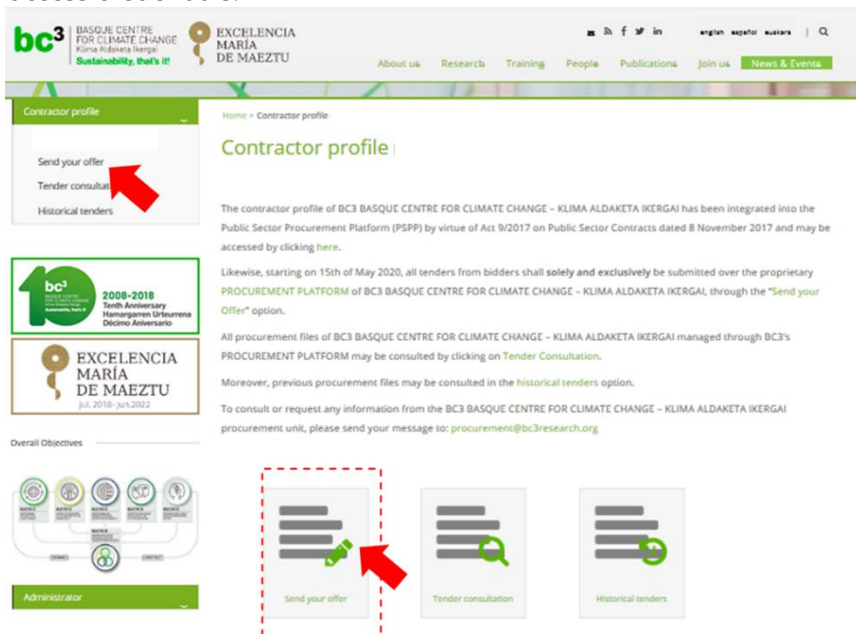
b) Presentation or submission of electronic bids

BC3 uses the **Electronic Procurement Platform, “eFundanet”**, to purchase supplies, render services, or contract works, based on requirements arising, where those interested in the offers published by BC3 may obtain information by registering and presenting the documents required for the tenders.

The “eFundanet” platform is an electronic procurement platform designed for BC3, certified by the Sub-Directorate General of Procurement Coordination of the Ministry of Finance.

This document that contains the instructions for the electronic procurement process at BC3, and all information regarding administrative procurement may be accessed at the CONTRACTOR PROFILE section of BC3's website: https://www.bc3research.org/contractor_profile.

To access open BC3 electronic tenders and send your offer and/or consult the electronic files, the user must first register in the **BC3 Electronic Procurement Platform**. The identifying data requested must be provided, including data on the contact person and desired access credentials.



Clicking on the **"Send your offer"** icon or menu option you will access the page from which to register, or if you are already a registered user, this is the page from where to begin the session:

(<https://bc3.fundanetsuite.com/eFundanet/Identificacion/IdentificacionFrw.aspx?ReturnUrl=%2feFundanet%2fBienvenidaFrw.aspx&cultura=en-gb>)

Log In

User name:

Password:

Log In

Once identified, if you do not perform any operation in 20 minutes, your session will expire.

Forgot your password?

If you don't have a user account yet, you can [sign up](#)

BC3 Basque Centre for Climate Change – Klima Aldaketa Ikergai
Edif Sede Eraikina, 1: Parque Científico UPV/EHU Zientzia Parkea, 8/Sarriena Auzoa – 48940 Leioa
Galderak/Consultas/Questions:
procurement@bc3research.org

Registration must be done at:

(<https://bc3.fundanetsuite.com/eFundanet/Registro/RegistroUsuariosFrw.aspx>)

On requesting registration for the **BC3 Electronic Procurement Platform**, the following screen will appear:

To submit offers/tenders it is necessary to previously register as either your own representative or as a company representative.

Shaded fields are required.

IDENTIFICATION DATA

User Type:
 SME:
 Document Type:
 Document Number:
 Business Name:
 E-mail:
 Confirm E-mail:

WORK ADDRESS

Road Type: Address:
 Number: Block: Stair: Floor: Door: Postal Code:
 Country:
 Province:
 Locality: Phone:

CONTACT PERSON

Name:
 First Surname:
 Second Surname:
 Document Type:
 Document Number:

ACCOUNT DETAILS

User Name:
 Password: You must enter between 8 and 16 characters.
 Confirm Password:
 Question:
 Secret Answer:

LEGISLATION ON PROTECTION OF PERSONAL DATA

In application of REGULATIONS (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of April 27, 2016, we inform you that the data you provide, will be included in a file whose responsible is THE FOUNDATION, who will treat them with the purpose of to be able to render the service object of the present registry and the sending by e-mail of communications relative to the formative and cultural activities, as well as those related to the research and university employment of LA FUNDACIÓN. The legal basis for the processing of your data is your consent. Your data will be kept for no longer than necessary for the purposes of treatment. The transfer of your data is not foreseen unless there is a legal obligation or is necessarily implicit in the service provided. The transfer to third countries of your personal data is not foreseen. You can exercise your rights of access, rectification, deletion and portability of your data and the limitation or opposition to their treatment, as well as the withdrawal of the consent given of such data, or contact the Control Authority if your request is not answered. To exercise these rights you should contact the FOUNDATION.

☐ I have read and accept the conditions of personal data

3dW Enter the image code:

Complete Cancel

Once registration has been done correctly, a confirmation screen will appear.

In addition, you will be sent an e-mail confirming proper registration in **BC3 Electronic Procurement Platform**.

Once you have received the e-mail, you may access the **BC3 Electronic Procurement Platform**.

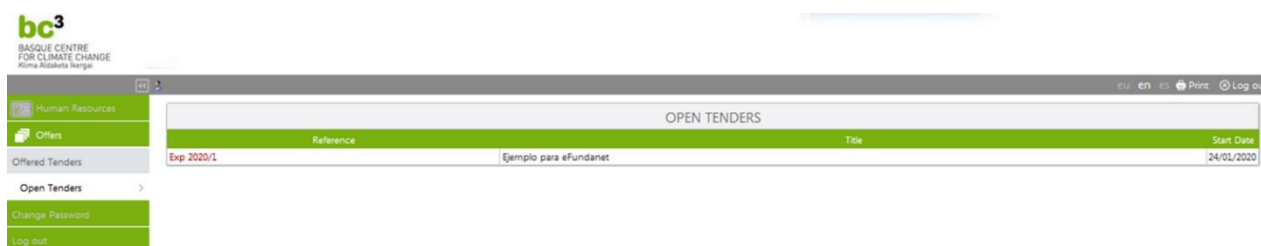
The platform contains a Tenders menu ("**Offers**") and two possible options:

- **Open tenders:** These are procurement files kept open for the submission of tenders, containing access to the basic information on the tender as well as related documents (specifications, composition of the juries, the opening of bids, evaluation, awarding, contract formalisation, etc.).

- **Offered tenders:** These are procurement files for which the supplier has submitted a tender. The basic data, submission slip, and documents required may be consulted from each file, albeit in no case the actual documents submitted.

b.1) OPEN TENDERS

The Procurement Platform presents a list with the open tenders or those tenders that have not been resolved yet (they have envelopes to be opened,...). The list shows the reference of the tender, the title and the publication date.



Once you click on the reference of the tender, more information will appear: Publication date of the tender, the deadline for the submission of proposals and any related document such as tender's administrative and technical requirement documents, composition of juries, evaluation awarding, etc.



The process of submitting tenders may be initiated under this option through the “**Submit an offer**” button. BC3 will configure each bid procedure by setting the number of envelopes to be presented and the encryption standards to be applied before being stored in the information system. To present documentation for a bid electronically, you must access the list of open bid procedures and access the desired procedure. The system will show you the number of envelopes to be completed. For each envelope, the user will upload the required documents by following the instructions on screen and considering the requirements for the tender itself (follow bid/tender specification). Only bids that have completed all envelopes and which have been submitted within the stipulated deadline will be considered.

Each document attached to any envelop cannot exceed **4 megabytes**. All documents included in each envelope must be a PDF file and as said in the previous paragraph, you must follow the bid/tender instructions to know which document to be uploaded to each envelop.

The envelopes will be automatically and internally sealed (encrypted) by BC3's Procurement Platform and decrypted on the date scheduled for opening envelopes.

The bidder will finish the process using the button "**Confirm the offer**".

It is extremely important to confirm the offer before the limit date and time (deadline), since otherwise, the process of submission will not be possible.

Lastly, after confirming the offer, a submission slip for said tender shall be issued.

The offer submission slip must be kept against the event that any problem arises about the proposal.

All the documents included in each envelope will be encrypted and stored in the information system and they will be decrypted for reading by the contract awarding committee. Each envelope can be decrypted individually.

b.2) OFFERED TENDERS

Any registered user that has sent an offer to a tender can access the option "**Offered tenders**". The basic data of the tender, submission slip and related documentation may be consulted, but in no case the documentation submitted by the user.

Should there be any doubt about registration or, once registered, about submitting a tender, or about consulting your files, please send an e-mail to procurement@bc3research.org

c) Obtaining additional information on an open bid procedure or subscription to information published on a specific bid procedure

For each open bid procedure, any interested third party may ask any question electronically. All answers will be shown publicly. It is not necessary to be registered to ask questions. Additionally, any interested party may subscribe to the information published on a specific bid procedure.

You can click on the left menu option "**Tender Consultation**" or in the image "**Tender Consultation**":

The screenshot shows the BC3 website's 'Contractor profile' page. The left sidebar contains links: 'Send your offer', 'Tender consultation' (highlighted with a red arrow), and 'Historical tenders'. Below this is a '10th Anniversary' banner and 'Overall Objectives' section. The main content area is titled 'Contractor profile' and contains text about the BC3 procurement platform. At the bottom, there are three icons: 'Send your offer', 'Tender consultation' (highlighted with a red arrow and a dashed red box), and 'Historical tenders'.

Once you click on any of those options the next window will open:

The screenshot shows the 'TENDERS' window with a green header. Below the header, there are three icons: 'Procurement Instructions', 'Tenders - Period Open', and 'Tenders - Period Closed'. The 'Tenders - Period Open' icon is highlighted with a red arrow.

From this window you will be able to,

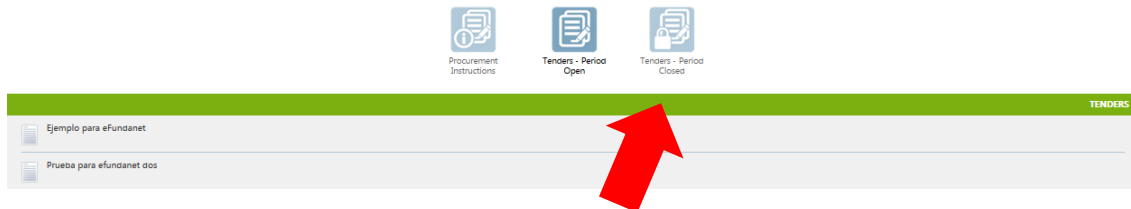
1) Consult the Procurement Instructions:

The screenshot shows the 'TENDERS' window with a green header. Below the header, there are three icons: 'Procurement Instructions', 'Tenders - Period Open', and 'Tenders - Period Closed'. A red arrow points to the 'Procurement Instructions' icon.

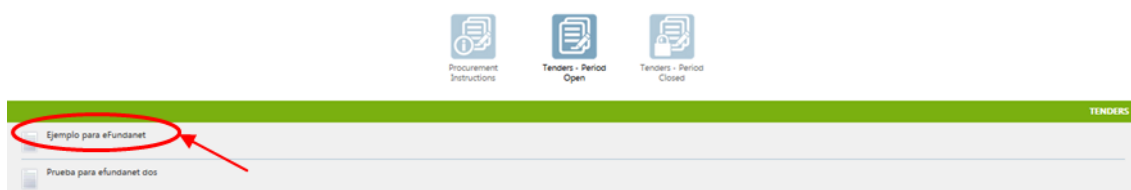
2) Consult the Open Tenders:

The screenshot shows the 'TENDERS' window with a green header. Below the header, there are three icons: 'Procurement Instructions', 'Tenders - Period Open', and 'Tenders - Period Closed'. A red arrow points to the 'Tenders - Period Open' icon.

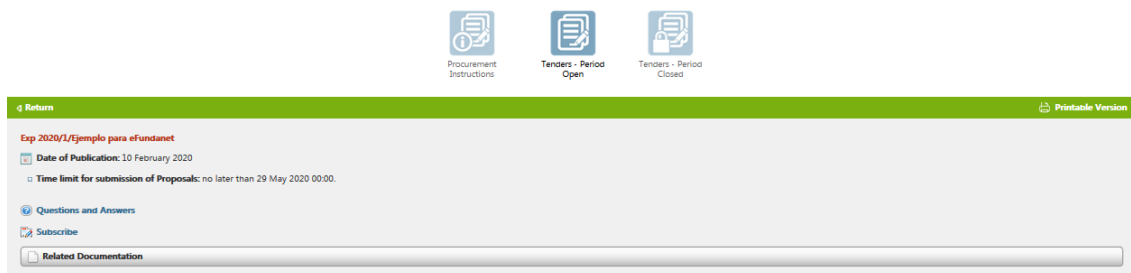
3) Consult the Closed Tenders managed through the **BC3 Electronic Procurement Platform**:



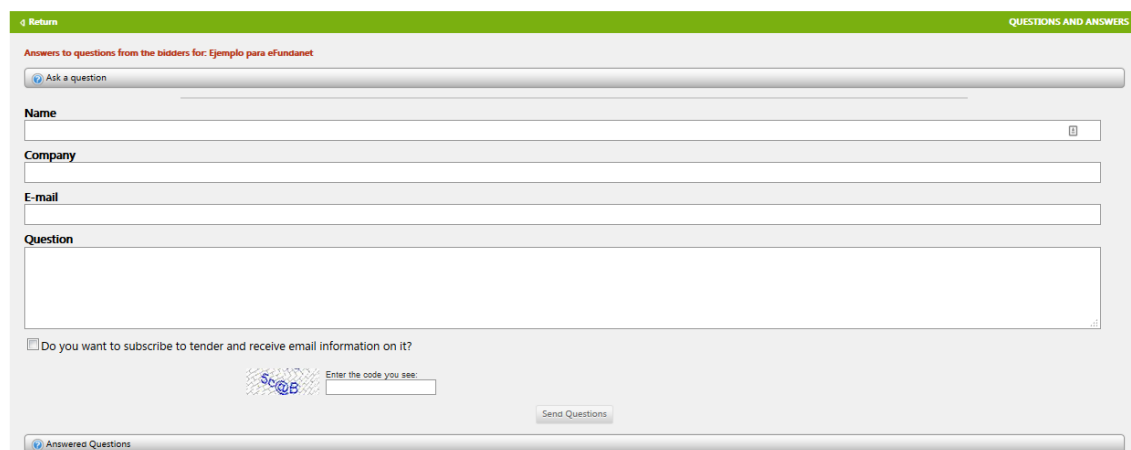
So, if any party is interested in asking any questions or subscribing to the information on a bid, first the party should select the bid (example: Bid “Ejemplo para eFundanet”):



The information on the selected bid will appear:



And from this window, the party can send any question by clicking on the option “**Questions and Answers**”. For each open bid procedure, any interested third party may ask any question electronically. All answers will be shown publicly. It is not necessary to be registered to ask questions.




Another option, is to subscribe to the information on the selected bid procedure. For that, the party should click on **"Subscribe"** option. In this case, the party will be included on a list of interested parties to receive at the email address indicated all notifications that arise in relation with the selected bid procedure.


d) Historical Tender Consultation

You can consult any historical tender not managed through **BC3 Electronic Procurement Platform** clicking the left menu option **"Historical Tenders"** or clicking the image **"Historical Tenders"**.

Once you click on any of those options the list will appear:




BASQUE CENTRE
FOR CLIMATE CHANGE
Klima Aldaketa Ikergai
Sustainability, that's it!




EXCELENCIA
MARÍA
DE MAEZTU

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2008-2018
Tenth Anniversary
Herenegararen Urteurrena
Décimo Aniversario



EXCELENCIA
MARÍA
DE MAEZTU
jul. 2018 - jun. 2022

Overall Objectives



Home > Contractor profile > Historical tenders

Historical tenders

| Reference | Object | Status | Publication date | Documents |
|-----------|---|---------|------------------|---|
| 2019_151 | Adquisición de módulos de gestión, así como servicios adicionales del sistema integrado Fund@net | Cerrado | 20/12/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_145 | Contratación de licencia del sistema de gestión integrado Fund@net | Cerrado | 20/12/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_108 | Servicio de Agencia de Viajes/ Bidai Agentzia Zerbitzua | Cerrado | 04/10/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_120 | Suministro de material informático - Informatika materialaren hornikuntza | Cerrado | 21/10/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_107 | Servicios de asesoramiento permanente de carácter legal | Cerrado | 14/10/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_12 | Adquisición de Licencia GAM5 y su mantenimiento | Cerrado | 16/10/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_11 | Adquisición de Licencia ESRI y su mantenimiento | Cerrado | 15/10/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_05 | Contratación de los servicios de apoyo en la gestión de proyectos y programas de ayuda | Cerrado | 08/04/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2019_06 | Contratación de dos licencias de Fund@net y su mantenimiento | Cerrado | 29/03/2019 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2018_40 | Servicio de implementación y puesta en marcha de la aplicación informática para la gestión de los Recursos Humanos y la aplicación API en Fund@net - Fund@neten Giza Baliabideak kudeatzeko aplikazioa eta API aplikazioaren ezarpen zein martxoan jartze zerbitzua | Cerrado | 30/10/2018 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2018_39 | Servicio de mantenimiento y asistencia técnica del sistema Fund@net - Fund@net sistemen mantenimendu eta asistentzia teknikoaren zerbitzua | Cerrado | 30/10/2018 | Perfil del Contratante del Gobierno Vasco / Egin Kontratatzailearen profila |
| 2018_46 | Servicio de recepción - Harrera zerbitzua | Cerrado | 05/11/2018 | Perfil del Contratante del Gobierno Vasco / Egin |