INSTRUCTIONS FOR THE ELECTRONIC BIDDING PROCEDURE AT BC3

The BC3 – BASQUE CENTRE FOR CLIMATE CHANGE/KLIMA ALDAKETA IKERGAI, 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 IKERGAI (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 IKERGAI 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.


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:

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:

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.

![Open Tenders Image](image)

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.

![Open Tender Information Image](image)

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

From this window you will be able to,

1) Consult the Procurement Instructions:

2) Consult the Open Tenders:
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:
## Historical Tenders

<table>
<thead>
<tr>
<th>Reference</th>
<th>Object</th>
<th>Status</th>
<th>Publication Date</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019.11B</td>
<td>Servicio de agencia de viajes y auxilio a la gestión de la base de datos.</td>
<td>Carrero</td>
<td>09/01/2019</td>
<td>Part of the Contract on the Governance of the Integrated Water Management System</td>
</tr>
<tr>
<td>2019.04</td>
<td>Contratación de servicios de apoyo en gestión de proyectos y programas de agua.</td>
<td>Carrero</td>
<td>05/04/2019</td>
<td>Part of the Contract on the Governance of the Integrated Water Management System</td>
</tr>
<tr>
<td>2019.06</td>
<td>Contratación de servicios de apoyo en gestión de proyectos y programas de agua.</td>
<td>Carrero</td>
<td>20/05/2019</td>
<td>Part of the Contract on the Governance of the Integrated Water Management System</td>
</tr>
<tr>
<td>2019.86</td>
<td>Servicio de seguimiento y mantenimiento de sistemas de gestión de contaminantes.</td>
<td>Carrero</td>
<td>18/12/2019</td>
<td>Part of the Contract on the Governance of the Integrated Water Management System</td>
</tr>
</tbody>
</table>

Latest update: 2020/05/15