

Anti-

SUPERBUGS

Pre-Commercial Procurement



ASB: Call for Tender Tutorial

The steps for submitting a bid



Go to the Gencat Public Procurement platform



Top right are the different options for Language, choose your submission Language



Pre-commercial public procurement?phase Phase 1 : CALL FOR TENDER ▾



Always check to be in the **Most recent correction** tab!



- Download all the CfT documents (Documentation and Forms)

Specifications

- Administrative clauses PDF
- Technical prescriptions PDF

Documentation

- 1.1_ANTI-SUPERBUGS_rft_Pliegos_ANNEX I_ProcedureCalendar_EN_ES.pdf PDF
- 1.2_ANTI-SUPERBUGS_rft_Pliegos_ANNEX II_PhaseDescription_EN_ES.pdf PDF
- 1.3_ANTI-SUPERBUGS_rft_Pliegos_ANNEX III_Tender Forms+FinancialBid_EN_ES.pdf PDF
- 1.4_ANTI-SUPERBUGS_rft_Pliegos_ANNEX IV_InstructionsESPD_DEUC_EN_ES.pdf PDF
- 1.5_ANTI-SUPERBUGS_rft_Pliegos_ANNEX V_Glossary_EN_ES.pdf PDF
- 1.6_ANTI-SUPERBUGS_rft_Pliegos_ANNEX VI_FA_Contracts_EN_ES.pdf PDF
- 1.7_ANTI-SUPERBUGS_rft_Pliegos_ANNEX VII_AwardingCriteria_EN.pdf PDF
- 1.8_ANTI-SUPERBUGS_rft_Pliegos_ANNEX VIII_WholeInnovationProcessOverview_EN_ES.pdf PDF
- 3020170339_Informe_Justificatiu_Antisuperbugs.pdf PDF
- 30.2017.0339 Resolució_Aprovació_expedient 7075_ecopia.pdf PDF
- 3020170339 Incoació Anti-Superbugs PCP ecopia.pdf PDF
- Anunci Licitació (003) sianat CA ecopia.pdf PDF

FYI: The forms templates are available in Word/Excel/Xmls in the eLicita platform



How to prepare for the submission of an Offer :

Get Familiar with:

1. The **Objective of the challenge.**
2. The **selection Criteria.**
3. How to **submit the technical and the economic offers.**
4. The **Evaluation and Ranking Criteria**
5. The **framework agreement and contracts clauses**
6. The **Request for Tender**

How to prepare for the submission of an Offer :

If you are considering to submit a proposal to the Anti-SUPERBUGS first get familiar with the **objective of the challenge** :

1. **Administrative clauses (The Request for Tender: Section 1 & Section 2)** – to get the basic information regarding the Context and the Project of this procedure
2. **Technical Prescriptions (The Challenge Brief)**– To see if the R&D services you envisage to provide meets the project's expectations
3. **ANNEX VIII - Whole Innovation process overview** – to get the basic information regarding the strategic vision ANTI-SUPERBUGS buyers have when defining ANTI-SUPERBUGS challenge

How to prepare for the submission of an Offer :

... as a second step, get familiar with **who can submit an offer and what are the selection criteria (including the administrative information to be submitted)**:

1. **Administrative clauses (The Request for Tender - Section 3.2)** – To see who can submit a proposal to Anti-SUPERBUGS Call for Tender
2. **Administrative clauses (The Request for Tender - Section 4.2.3.3)** – To understand what evidences have to be provided to prove the technical and professional ability and economical soundness
3. **Administrative clauses (The Request for Tender - Section 5.3)** – To check the geographical requirements in case you are awarded with Anti-SUPERBUGS Phase 1 contract and Framework Agreement
4. **Administrative clauses (The Request for Tender - Section 4.2.1.2) and Annex III Tender forms** (Tender Forms and Envelope A (administrative documentation)) – To check the administrative information to be submitted
5. **Administrative clauses (The Request for Tender - Sections 4.2.3.2, 4.2.3.4, 4.2.3.5 and 4.2.3.6)** (Tender Forms and Envelope A (administrative documentation)) – To check the administrative documents to be submitted in case you are awarded with Anti-SUPERBUGS Phase 1 contract and Framework Agreement and prior to the contract signature



How to prepare for the submission of an Offer :

... as a third step, get familiar with **how the technical offer and the economic offer are to be submitted:**

- 1. Administrative clauses (The Request for Tender - Section 4.2.1.1)** – to understand structure, the timing and the webpage of the offer submission (including the administrative information)
- 2. Administrative clauses (The Request for Tender - Section 4.2.1.3) and Annex III Tender forms (Envelope B (Technical Offer))** – to understand how the information relevant to the R&D services you envisage to provide has to be submitted
- 3. Administrative clauses (The Request for Tender - Section 4.2.1.4) and Annex III Tender forms (Envelope C (Financial Proposal) and the relevant excel spreadsheet)**
– to understand how to submit the financial proposal

How to prepare for the submission of an Offer :

... as a fourth step, get familiar with **how your offer is evaluated and ranked:**

1. **ANNEX VII.-Awarding Criteria** – to understand which criteria are used to score the technical offer and which formula are used to score the economic offer
2. **Administrative clauses (The Request for Tender - Section 4.2.4)** – to understand the ranking procedure
3. **Administrative clauses (The Request for Tender - Section 4.2.4)** – to understand the awarding procedure

How to prepare for the submission of an Offer :

... as a fifth step, get familiar with **framework agreement and contracts clauses**:

1. **Administrative clauses (The Request for Tender - Section 5) and ANNEX VI.- Phase 1-2-3 templates and Framework Agreement** – to understand the contracts you will sign in case you are awarded with Phase 1 contract
2. **ANNEX II.- Phase description and expected outcomes** – to understand the execution phases

How to prepare for the submission of an Offer :

... as a final step, get familiar with **all the entire procedure:**

1. **Administrative clauses (The Request for Tender)** – read all the document and its annexes to understand the overall procedure as a whole



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ANTISUPERBUGS:Pre-commercial procurement to buy R&D services for the development of early -and continuous- detection systems of microorganisms that may lead to hospital-acquired infections

Procurement authority: [Agència de Qualitat i Avaluació Sanitàries de Catalunya](#)

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Subscription

Procurement authority: [Agència de Qualitat i Avaluació Sanitàries de Catalunya](#)
 Contract code: 3020170339

Personal data

*Name
 *Surname/s
 *Company
 *Electronic mail

(*) Compulsory fields

Send Clear

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DIGITAL ENVELOP TEST ENVIRONMENT

- With the purpose to get familiar with the Digital Envelop platform and test it (e.g. Digital signature certificate) it is possible to submit a generic offer to a generic tender:

https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/ajuda/empreses/ofertes_prova.xhtml?set-locale=en_GB

Selecting the option: [CAT] 'Licitació prova – 3 sobres sense lots'



- Once familiarized with all the documents, you can now start submitting your offer by clicking on **“Submit by Digital Envelope”**



- Presentation
- Electronic tender [G+](#)
- Contractor profile**
- Tenderer profile
- Innovation mail box
- Catalonia Public Procurement Portal [G+](#)
- Consultative Board on Administrative Procurement [G+](#)
- Catalan Court of Contracts of the Public Sector [G+](#)
- Incidences
- Next tender and preliminary market consultation(422)

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ANTISUPERBUGS:Pre-commercial procurement to buy R&D services for the development of early -and continuous- detection systems of microorganisms that may lead to hospital-acquired infections

Procurement authority: [Agència de Qualitat i Avaluació Sanitàries de Catalunya](#)
Contract code: 3020170339
Contract type: Ordinary
Contract types: Services
Subcontract types: Research and development services
Tender procedure: Open
Pre-commercial public procurement? phase Phase 1 : CALL FOR TENDER
Innovative public procurement: Pre-commercial Public Procurement



Pre-commercial public procurement?phase **Phase 1 : CALL FOR TENDER**

- Initial publication
- Most recent correction**

[PDF](#) | [XML](#)

Contract data

Description of contract: This procurement is for R&D services to tackle the following common challenge, shared by all procurers in the buyers group:
 - Improve the quality of care processes in hospitals;
 - Reduce both the healthcare & governmental costs and the operational impact resulting from infections caused by MDROs;
 - Improve the appropriateness and effectiveness of antimicrobial medicine usage;
 - Reduce the community and social care impact of MDROs acquired in hospitals through the procurement of precommercial technologies that will transform current

Notice board
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eLicita
 Submit by Digital Envelope

How to submit an offer

Presentar oferta via Sobre Digital

Com presentar una oferta



- First, enter your Company information and Contact record data

Company information

Take part as UTE

Company names *

Company's country *
Spain ▼

Identifier (VAT, DUNS, VIES, OTHERS) *

Contact record data

Province *
Select ▼

Municipality *
Select ▼

Postal code *

Add a contact

Name *

Surnames *

E-mail *

Phone *

[+ Add](#) [Clean](#) [Remove all contacts](#)

- Once registered, activate the tender and you will be ready to proceed with the preparation of the tender.
- The Tenders forms are made up of :
 - ✓ Envelope A – Administrative information
 - ✓ Envelope B – Technical Offer
 - ✓ Envelope C – Financial proposal

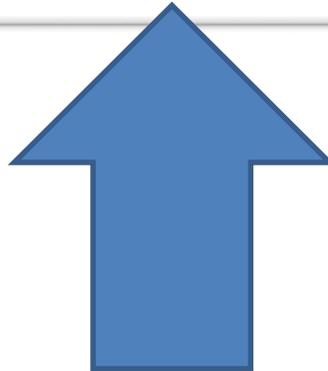
Envelope A (administrative documentation) / Sobre A (Documentació administrativa) / Sobre A (Documentación administrativa)

Envelope B (Technical Offer) / Sobre B (Oferta Tècnica) / Sobre B (Oferta Técnica)

Envelope C (financial proposal and any other automatic awarding criteria) / Sobre C (proposta econòmica i criteris automàtics addicionals) / Sobre C (propuesta económica y otros criterios de valoración automática)

- **FIRST**, download the **TENDER FORMS** document attached. Here you will have all the available templates and the instructions to fill in the Envelope A, Envelope B and Envelope C

 TENDER FORMS -Documentation and Tender forms- (Download attachment)

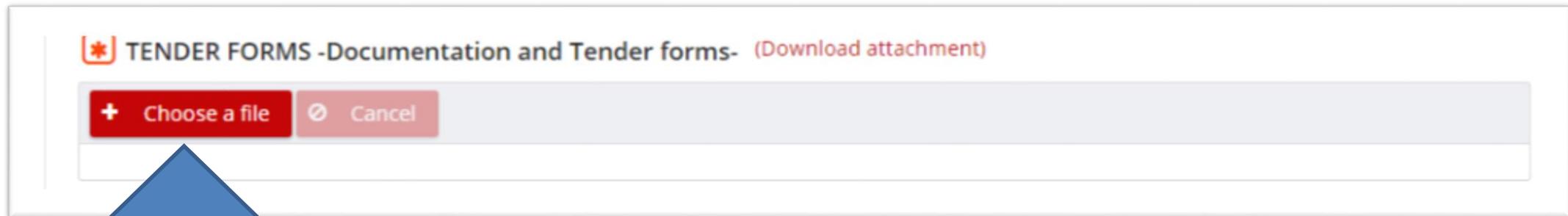


ENVELOPE A – Administrative documentation submission (1/2)

1- Create a single pdf document with the:

- forms applicable to your offer and available from the Section '*II. Tender Forms*'
- and **ALL** the forms from section '*Envelope A*'
(**do not insert any form from the rest of the sections**)

2- Sign and upload the pdf document to the TENDER FORMS



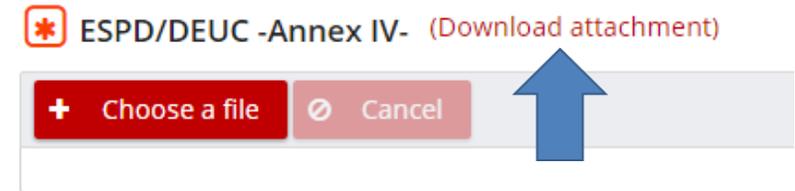
* TENDER FORMS -Documentation and Tender forms- (Download attachment)

+ Choose a file Cancel

ENVELOPE A – Administrative documentation submission (2/2)

3- ESPD /DEUC Submission

1. Download the attachment file from ESPD/DEUC – Annex IV. (Xml file).
2. Now please open the '*Annex IV - Instructions to fill in the ESPD*' to the CfT documents.
3. Click on the link provided in the document: <https://visor.registrodelicitadores.gob.es/espd-web/>
4. Select your language
5. Select **economic operator** option
6. Click on *Import ESPD*
7. Upload the document downloaded on Step 1.
8. Follow instructions on Annex IV to complete the ESPD either in English or Spanish.
9. Generate a final **digitally signed** pdf file and upload it in the ESPD/DEUC – Annex IV section.



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ENVELOPE B – Technical Offer

1- Choose a secure password that will enable you to encrypt the uploaded documents in Envelope B and click on **Validate**

With this keyword, the documentation of your offer will be encrypted and it will be required, once the submission deadline has expired, for the decryption of this documentation. **It is very important that you carefully custody it throughout the procedure**, since only you will have it; the tool does not store it, therefore it can not be retrieved. If you do not enter it when you are required to decrypt the documents, **you will not be able to access its content.**

Define the Keyword ?

Confirm the Keyword

2- Create a single pdf document with the:

- **forms applicable to your offer and available from the Section `II. Tender Forms`**
- **And your technical offer following the `Envelope B` template.**
(do not insert any form from the rest of the sections)

3- Sign and upload the pdf document to the TECHNICAL OFFER

 Technical offer (Download attachment)



ENVELOPE C – Financial Offer

1- Choose a secure password that will enable you to encrypt the uploaded documents in Envelope C and click on **Validate**

With this keyword, the documentation of your offer will be encrypted and it will be required, once the submission deadline has expired, for the decryption of this documentation. **It is very important that you carefully custody it throughout the procedure**, since only you will have it; the tool does not store it, therefore it can not be retrieved. If you do not enter it when you are required to decrypt the documents, **you will not be able to access its content**.

Define the Keyword ?

Confirm the Keyword

2- Download the attached document (Excel file) and complete your Financial Offer following the instructions of Annex III document.

3- Convert to pdf, sign and upload the document to the FINANCIAL PROPOSAL
(**do not upload any other file to this envelope**)

* Financial proposal (Download attachment)

+ Choose a file

Submitting Offer - (1) Validation of documents

- Validate the uploaded documents by writing the both passwords created for Envelope B and Envelope C

1 Validation 2 Registration information 3 Download summary 4 Sign summary 5 Send summary 6 tender submitted

Validate keywords

With this keyword, the documentation of your offer will be encrypted and it will be required, once the submission deadline has expired, for the decryption of this documentation. **It is very important that you carefully custody it throughout the procedure**, since only you will have it; the tool does not store it, therefore it can not be retrieved. If you do not enter it when you are required to decrypt the documents, **you will not be able to access its content**.

You can not move on to the next step without exporting at least once your keywords.

Envelope B (Technical Offer) / Sobre B (Oferta Tècnica) / Sobre B (Oferta Técnica)

Envelope C (financial proposal and any other automatic awarding criteria) / Sobre C (proposta econòmica i criteris automàtics addicionals) / Sobre C (propuesta económica y otros criterios de valoración automática)

Submitting Offer

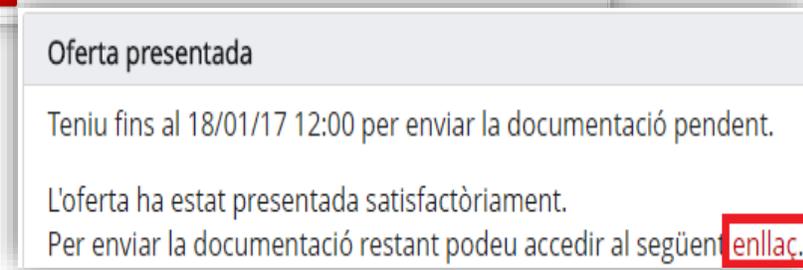
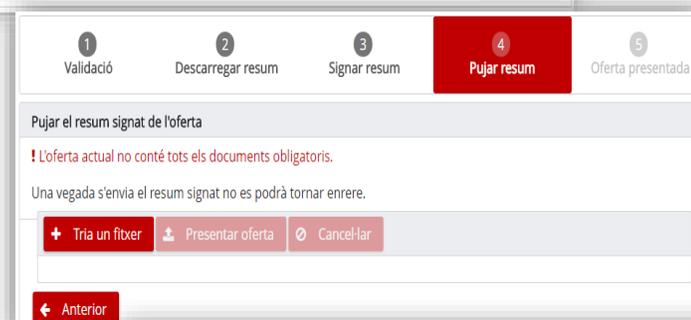
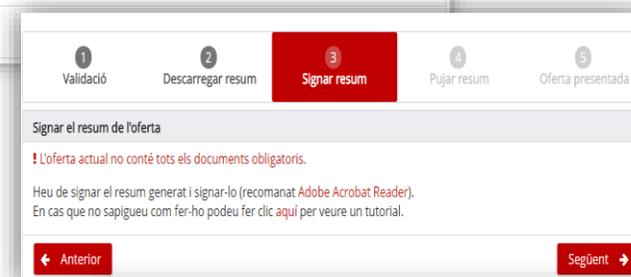
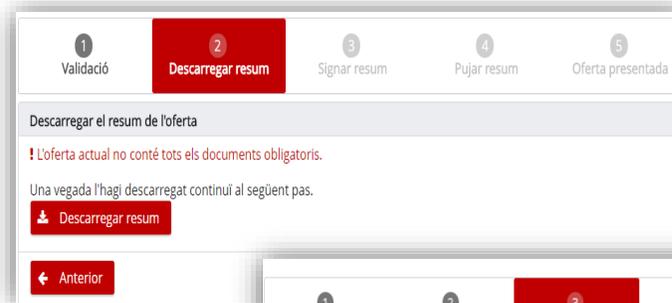
- (2) Registration information
- (3) Download the Summary report
- (4) Sign it with a **digital certificate**
- (5) Send the signed summary choosing the file and clicking on [CAT] Presentar Oferta / [ES] Presentar Oferta / [ENG] Submit Tender
- (6) You will be redirected to the offer entry page to download the submitted offer.*

More Information available here

https://contractaciopublica.gencat.cat/ecofin_sobre/AppJava/views/ajuda/empreses/documentacio.xhtml?set-locale=en_GB

* It is also possible to complete the documents upload (documents saving) in two phases - in this case:

- **Prior to the RfT deadline:**
 - **all the documents are correctly selected in the Envelopes**
 - the Bidder clicks on [CAT] 'Tancar Oferta' / [ES] 'Cerrar Oferta' / [ENG] 'Close Tender' and click on 'Yes' in the Close Tender confirmation window. Bidder confirms the closing of the offer and validates and exports the envelope keywords
 - Download the Summary report
 - Sign it with a digital certificate
 - Send the signed summary choosing the file and clicking on [CAT] Presentar Oferta / [ES] Presentar Oferta / [ENG] Submit Tender
 - By doing this the Bidder is uploading the digital fingerprints of the documents composing the offer in the platform
- The Bidder will have **up to 24 hours** after the RfT deadline **to complete the saving** (uploading) **of the selected documents** (the system will NOT allow to upload documents different from the ones selected prior to the closure of the offer)
 - clicking on the buttons:
 - [CAT] 'Desar fitxer' / [ES] 'Guardar archivo' / [EN] 'Save file in the Envelope A
 - [CAT] 'Xifrar i desar fitxer' / [ES] 'Cifrar y Guardar Archivo' / [EN] 'Encrypt and save files' in the Envelopes B and C



You can consult our FAQ for further informations on the Procurement Platform

https://contractaciopublica.gencat.cat/ecofin_pscp/AppJava/en_GB/questionsView.pscp?reqCode=view&cn=51105101&type=cn

You can also send your questions to info@antisuperbugs.eu

