

REQUIREMENTS TO PARTICIPATE IN THE PUBLIC TENDERS OF IMBISA VIA ELECTRONIC PLATFORM.

In order to submit requests for participation and offers electronically, it will be necessary for bidders to be previously registered in the Supplier and Representative Management Registry (hereinafter "SRMR") of the IMBISA Electronic Tendering Platform.

The submission of tendering documentation related to the request for participation and the offer must be electronically submitted through the IMBISA Electronic Tendering Platform (hereinafter "the platform"), reachable from the buyer profile or through the following link: <https://licitaciones.idbmp.es>

The access to the platform requires, for authentication purposes, the use of a digital certificate issued by a certifying entity recognized by the platform. If requested, the platform manager can provide a list of these entities (see contact information below).

The tenderer will take into account that, in case that IMBISA requests documentation to verify the compliance with the requirements set to contract with IMBISA, the size of the documentation to be attached in each communication cannot exceed 18MB.

As a general rule, all the documents must be: (a) original documents digitally signed by the issuing entity; (b) notarized copies thereof digitally signed by the notary who issued the copies; (c) digitized copies of the documents signed by the tenderer's appointed proxy who is registered in the SRMR. The said copies shall not be considered as authenticated copies.

The tenderers are responsible of the authenticity of the documents they submit. In any case, IMBISA may request the tenderer to show the original document or information. The submission of the said copies implies an authorization to IMBISA to access to and process the personal data contained in such documents.

It is suggested to submit any application or offer sufficiently in advance, to prevent that technical difficulties impede a timely submission and, thus, the inability of taking part in the tender. If such difficulties arise, you should contact our helpdesk (see contact below).

Submission of participation requests and offers

The applicant or tenderer must submit through the platform the electronically signed documentation that composes his participation request or offer, as indicated above. Likewise, any other kind of documentation required by the entity must be sent through the platform.

Notifications

All notifications will be made via the platform, without prejudice to the possibility of using oral communication in the terms stated in the Fifteenth Additional Provision of the LCSP

(Spanish Law of Public Sector Contracts). The publication of IMBISA communications on the platform will have all the effects with respect to the applicants and bidders, who will be required to consult it, identifying themselves by any of the aforementioned means.

Rectifiable defects and notifications where documentation is required

When requesting to remedy formal deficiencies that can be rectified and in other notifications in which the presentation of documentation is requested, it will be defined the deadline and the way to submit the necessary documentation for the correction.

Opening of offers

When proposals are submitted through the platform in a tender procedure, its opening will be performed electronically. The electronic tendering procedure guarantees that the offers sent by the applicants will be issued and registered so that it not possible to know their content until the opening. For this purpose, the IT system guarantees that the offers are encrypted, fragmented and sent directly to the unit conducting the procedure.

In the event that any of the documents cannot be correctly displayed, the bidder who submitted the proposal will be allowed to present, in digital format, the document included in the wrong file within a maximum period of 24h.

The document presented afterwards may not undergo any modification compared with the original one. If, once the appropriate technical checks have been carried out ("hash" function), IMBISA verifies that the received document has undergone modifications regarding to the original one, the applicant's offer will not be considered in the tendering procedure.

Helpdesk

For the clarification of doubts and the resolution of technical issues related to the use of the platform, it is available an assistance telephone, +34 902.999.048, and an e-mail address:licitaciones@idbmp.es

Permitted File formats

In accordance with the provisions of the Sixteenth Additional Provision, paragraph 1, letter j) of the LCSP, the permitted formats for the electronic documents of this tender are the following: pdf, .doc, .xls, .ppt, .rtf, .odt, .ods, .odp, jpg, .bmp, .tiff, .7z, .rar, .zip, .docx, .docm, .xlsx, .xlsm, .xltx, .xlsb, .pptx, .pptm, .ppsx, .ppsm, .potx, .sldx, .sldm, .txt, .csv y .png.