INSTRUCTIONS FOR THE ELECTRONIC BIDDING PROCEDURE AT CIC nanoGUNE
(updated 17/12/18)

Below, all the characteristics of the electronic bidding system that belongs to CIC nanoGUNE – the Nanoscience Cooperative Research Center (hereinafter, "nanoGUNE") are described so as to support all the formalities inherent to the contracting procedure: call for bids, questions from bidders, subscription to bid procedure information, electronic submission of bids, encryption of the documentation provided, notifications, decryption of the documentation by the contract awarding committee, and signing of the contract. All of the aforementioned is in accordance with the requirements set forth in Additional Provision Fifteenth of Law 9/2017, dated November 8, on Public Sector Contracts, which transposes Directives 2014/23/EU and 2014/24/EU of the European Parliament and of the Council, dated February 26, 2014, to the Spanish Legal System (the Public Sector Contract Law will be referred to hereinafter as "LCSP").

1. 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 nanoGUNE website.

Additionally, nanoGUNE publishes all the information related with each bid procedure on the Public Sector Contracting Platform: https://contrataciondelestado.es/wps/portal/plataforma.

2. Obtaining the official documentation for a bid procedure.

All of the information on a call for bids, including documents containing specific administrative terms and conditions and documents with technical requirements, can be found on the Contractor's Profile on the nanoGUNE website.

3. Obtaining additional information on an open bid procedure.

For each open bid procedure, any interested third party may ask any questions they wish electronically. All answers will be shown publicly. It is not necessary to be registered to ask questions.

4. Subscription to information published on a specific bid procedure.

Any third party may register their interest in a specific bid procedure and request that they be included on a list of interested parties to receive, at any the email address indicated, all notifications that arise in relationship with said bid procedure.

5. Presentation of electronic bids.

5.1. Prerequisite.
To be able to present a bid via the nanoGUNE bidding platform, the third-party bidder must first register via the Contractor's Profile on the website. The identifying data requested must be provided, including data on the contact person and desired access credentials.

Registration can be undertaken through the link available on the Contractor's Profile or by accessing the following URL: https://registration.nanogune.eu/efundanet/identificacion/identificacionfrw.aspx

5.2. Confirmation of the third party's identity and enabling said third party to submit bids electronically.
Once the registration application has been received, nanoGUNE will validate it and send the third party a message confirming proper registration to the email address supplied when registration was undertaken.

From that time forward, the third party can submit bids for any of the open bid procedures. Using the access credentials provided, the third party may access the nanoGUNE extranet, through which the following electronic processes may be undertaken online: submission of bids for any of the open bid procedures, viewing of previously presented bids, changing of access credentials, etc. All of the available services are listed on the web portal and they may be increased in the future.

5.3. Electronic submission of bids.
NanoGUNE will configure each bid procedure by setting the number of envelopes to be presented and 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, any documents desired for inclusion must be added by following the instructions on screen. Only bids that have completed all envelopes and which have been submitted within the stipulated timeframe will be considered.

5.4. File format for the files included in each envelope.
All documents included in each envelope must be PDF files whose size is less than 4 megabytes.

5.5. Signing of documentation.
All PDF files included in each envelope must be digitally signed by the individual with power to bid on behalf of the third party. This should be done via a digital certificate from a recognized issuing entity.

5.6. Storage of bids.
All of 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 may be decrypted individually.

6. Technical requirements.

Information on the technical requirements for bidding online is shown below:

Chrome 49 / XP SP3	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 ECDH secp256r1 FS
Chrome 69 / Win 7 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 ECDH secp256r1 FS
Chrome 70 / Win 10	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 ECDH secp256r1 FS
Firefox 31.3.0 ESR / Win 7	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 ECDH secp256r1 FS
Firefox 47 / Win 7 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_128_GCM_SHA256 ECDH secp256r1 FS
Firefox 49 / XP SP3	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 ECDH secp256r1 FS
Firefox 62 / Win 7 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_GCM_SHA384 ECDH secp256r1 FS
IE 11 / Win 7 R	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
IE 11 / Win 8.1 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
IE 11 / Win Phone 8.1 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_128_CBC_SHA256 ECDH secp256r1 FS
IE 11 / Win Phone 8.1 Update R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
IE 11 / Win 10 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Edge 15 / Win 10 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Edge 13 / Win Phone 10 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 6 / iOS 6.0.1	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 7 / iOS 7.1 R	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 7 / OS X 10.9 R	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 8 / iOS 8.4 R	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 8 / OS X 10.10 R	RSA 2048 (SHA256)	TLS 1.2	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 9 / iOS 9 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 9 / OS X 10.11 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 10 / iOS 10 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS
Safari 10 / OS X 10.12 R	RSA 2048 (SHA256)	TLS 1.2 > http/1.1	TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384 ECDH secp256r1 FS

7. Electronic notifications.

In accordance with Additional Provision Fifteen of the LCSP, any correspondence that is to be sent and notifications that are to be made in relationship with a bidding procedure are to be sent electronically through the nanoGUNE Electronic Bidding System. Whenever a piece of correspondence or a notification is sent, the bidder will receive an alert at the email address supplied for said purposes.