

e-Procurement quick start guide

For
MIVB / STIB
Muntstroom living lab

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DG FAP – e-Procurement

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Topics

- Registration and login
- Search tender notice
- Create ESPD response
- Submit tender
- Electronic signature

Registration and login

Registration and login

Official platform: <https://my.publicprocurement.be>

- Register as a supplier – steps:
 - Accept terms and conditions
 - Fill out and submit registration form
(personal data + company data)
 - Activate your account (link via e-mail)
- Log in

Demo platform: <https://mydemo.publicprocurement.be>

- Separate registration required!

Access e-Notification and e-Tendering



- e-Notification:
 - Tender notices, tender documents
 - Q&A forum
- e-Tendering:
 - Submit and sign tender

Search tender notice

e-Notification (1)

The screenshot shows a web interface for searching publications. On the left is a navigation sidebar with sections: Login (logged in as Michael De Winne), Business card, Management, Environment (with links to search profiles and dossiers), and Information (with links to helpdesk, registration, FAQ, news, and contacts). The main area is titled 'Search publications' and has a 'Simple search' tab selected. A green bar at the top of the search area says 'Search criteria - For more search criteria, see the "Advanced search" below'. The search form includes: 'Search publication in' (radio buttons for Free Market, BDA, Both); 'Dossier Number' (text input); 'Search by word Title / Description' (text input with 'Muntstroom' entered); 'Publication number' (text input for BDA platform); 'Publication number' (text input for TED platform); 'Type of contract' (radio buttons for Works, Supplies, Services); 'Dispatch date' (radio buttons for Today, Today and yesterday, Past week, Period); and 'Period (from - to)' (text input). A green bar at the bottom of the search area says 'Advanced search - Click here'. A 'Search' button is at the bottom right. Numbered callouts: 1 points to the 'Search for publications' link in the sidebar; 2 points to the 'Search by word Title / Description' input field; 3 points to the 'Period' radio button; 4 points to the 'Search' button.

e-Notification (2)



- Forum:
Q&A (anonymous)
- Favourites:
receive updates
- Access e-Tendering:
submit tender



Management data	
Awarding authority	Société des Transports Intercommunaux de Bruxelles - Procurement & Logistics Department
File reference number	MIVB - STIB Procurement & Logistics-AL_4650PCP/RM/PVH-F05
Title	Muntstroom living lab
Description	To create effective, efficient and more sustainable places to live and work, the Brussels Capital Region wants to promote walking. Big data solutions can help with this. For instance to better understand how people are using the city. The objective of this PCP is therefore to develop and test an automated people flow monitoring system for the counting, positioning & routing and managing of people flow. To shape the pedestrian monitoring system, the general idea is to design and test a system that is designed to 1) capture, 2) communicate, 3) store, 4) process, 5) analyse and 6) provide smart access to people flow data. The expected output of the desired system consists of 1. visualisations of te People- Flow data (The solution does NOT need to include a full blown dashboard); 2. People Flow-data sets (Closed, Shared and Open Data); 3. Support for routing and 4. Sync to other data platforms.
Contract type	Services
Procedure type	Negotiated procedure with prior call for competition
Tenders submission deadline	29/10/2021
TED publication number	2021/S 181-472051
TED publication link	http://ted.europa.eu/udl?uri=TED:NOTICE:472051-2021:TEXT:FR:HTML
BDA/ Free Market publication number	2021-535406

- <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=420186>

e-Notification (3)

Notices

25 ▾ One item found.1

Reference Number	Title	LG	Type	Purpose	Dispatch date	Link to TED	
MIVB - STIB Procurement & Logistics-AL_4650PCP...	Muntstroom living lab	[en, fr, nl]	F5	CN	14/09/2021	http://ted...	 

One item found.1

Terms of Reference Documents

25 ▾ Nothing found to display.

Accompanying Documents

25 ▾ 4 items found, displaying all items.1

Doc name	LG	Type/Size	Created On	Version
SPEC_AL-4650-TD_20210904_FR_v1.00.zip	fr-FR	7328.24 kb	14/09/2021	1
SPEC_AL-4650-TD_20210904_NL_v1.00.zip	nl-NL	7241.008 kb	14/09/2021	1
SPEC_AL-4650-TD_20210904_EN_v1.00.zip	en-GB	7279.176 kb	14/09/2021	1
How to introduce an electronic tender			17/09/2021	1

4 items found, displaying all items.1

Download all documents

Create ESPD response

ESPD (1)

Create ESPD response:

- <https://espd.publicprocurement.be/>
- Import ESPD request (see tender documents)
 - XML only!
- Fill out form
- Export ESPD response as PDF and XML
- Submit in e-Tendering

ESPD (2)



Welcome to the ESPD service

The European Single Procurement Document (ESPD) is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It is available in all EU languages and used as a pre-qualification document.

This application has been developed using the ESPD.

Contracting authorities can use it

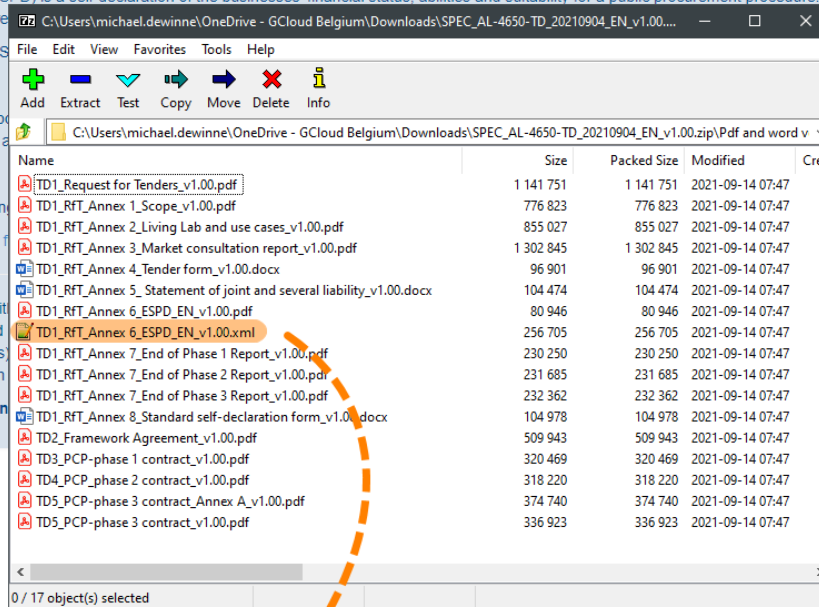
- to create and edit ESPD-requests, and export them
- to view ESPD-responses and export them

Companies can use it

- to create or edit an ESPD-response (starting from a request)

For more information, please refer to our manual.

Important: The ESPD is only used for tenders which are foreseen for contracts awarded by negotiated award of public contracts in the traditional sectors. Decree of 18 June 2017 on public procurement in the traditional sectors.
As of 18 April 2018, the ESPD is to be provided in the following languages:



Who are you?

- I am a contracting authority
- I am a contracting entity
- I am an economic operator

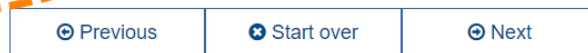
What would you like to do?

- Import an ESPD (request or response)
- Merge two ESPDs (request and response)
- Create an ESPD-response

Upload document

Please upload an ESPD Request or an ESPD Response (XML)

No file chosen



Import XML

Submit tender

e-Tendering (1)

Description

Parameters

Description

Awarding authority: Société des Transports Intercommunaux de Bruxelles - Procurement & Logistics Department

Reference Number: MIVB - STIB Procurement & Logistics-AL_4650PCP/RM/PVH-F05

Type: Open

Status: Submission of tenders/requests to participate possible

Submission deadline: 29/10/2021 10:00:00

Subject: Muntstroom living lab

Description: To create effective, efficient and more sustainable places to live and work, the Brussels Capital Region wants to promote walking. Big data solutions can help with this. For instance to better understand how people are using the city. The objective of this PCP is therefore to develop and test an automated people flow monitoring system for the counting, positioning & routing and managing of people flow. To shape the pedestrian monitoring system, the general idea is to design and test a system that is designed to 1) capture, 2) communicate, 3) store, 4) process, 5) analyse and 6) provide smart access to people flow data. The expected output of the desired system consists of 1. visualisations of the People- Flow data (The solution does NOT need to include a full blown dashboard); 2. People Flow-data sets (Closed, Shared and Open Data); 3. Support for routing and 4. Sync to other data platforms.

Electronic submission form available: Yes

Confirm my participation




You have successfully registered your participation in this tender.

Please continue on the tabpage "My tender/request to participate".

e-Tendering (2)

My tender/request to participate


Below you will find a table containing all your tender/request to participate documents.

 **Submission status**

- The submission report has not been created yet. Please upload your documents and/or generate the submission report.
- e-Tendering could not detect a signed submission report. Please sign the submission report or verify that a signed submission report has been submitted.

Description Parameters **My tender/request to participate**

Title of document	Filename	Upload Date
No tender/request to participate uploaded		


 **Submission form** **Add new document(s)** Delete document

- Single file size limit: max. 80MB
- Total file size limit (all files): max. 350MB
- Simultaneous upload limit: max. 20 files
- Total number of files per tender: max. 50 files

e-Tendering (3)

My tender/request to participate

Below you will find a table containing all your tender/request to participate documents.

 **Submission status**

- The submission report has not been created yet. Please upload your documents and/or generate the submission report.
- e-Tendering could not detect a signed submission report. Please sign the submission report or verify that a signed submission report has been submitted.

[Description](#) [Parameters](#) **My tender/request to participate**

[Launch Verification Tool](#)

	Title of document	Filename	Upload Date
<input type="checkbox"/>	Offerte_test.pdf	Offerte_test.pdf	20/09/2021 14:11:55 CEST

e-Tendering (4)



My tender/request to participate

Documents

[\(+ Documents \[1\]\)](#)

Revoked tenders/requests to participate

Revoked documents

[\(+ Revoked documents \[0\]\)](#)

History

History



[e-ID method: sign using the e-ID 1 server \(recommended\)](#)



[3rd Party method: Sign using another certificate and external software](#)

Submit tender – electronic signature

What are the requirements of the Belgian legislation?

- Mandatory signing of the **submission report**
- **Qualified electronic signature**
 - An advanced signature...
 - ... accompanied by a valid qualified certificate ...
 - ... and created by a secure signature-creation device.
- Signature(s) of the **person(s) qualified or authorized to bind the tenderer**
- In the context of a joint venture: signature of **all members** of the venture

More information:

<https://www.publicprocurement.be/en/remarks-regarding-validations-carried-out-e-tendering>

How to obtain a qualified certificate?

- Consult the list of suppliers of qualified certificates on the EU Trusted List:
<https://webgate.ec.europa.eu/tl-browser/#/>
- Apply for a certificate that meets the requirements

More information:

<https://www.publicprocurement.be/en/remarks-regarding-validations-carried-out-e-tendering>

What signing methods are available in e-Tendering ?

- e-ID method
 - Only for Belgian eID cards
 - Requires installation of additional software
- 3rd Party method
 - Download the submission report in XML or PDF format
 - Sign the downloaded document outside of e-Tendering
 - Upload the signed version of the document in e-Tendering

More information:

<https://www.publicprocurement.be/fr/documents/manuel-e-tendering-entreprises-pdf>

Sign a submission report outside of e-Tendering

- Use a personal tool
- Use Adobe Reader (PDF version of the submission report)
 - On the tab « Tools », select « Certificates »
 - Click on « Digitally sign »
 - Choose the signing certificate

More information:

<https://eid.belgium.be/en/faq/how-do-i-digitally-sign-document-acrobat-reader-dc#7261>

- Use the tool available at (XML or PDF version of the submission report): <https://sign.publicprocurement.be>

Validation of the signature

- Manual validation procedure:
 1. Was the correct submission report signed (CA / eProc)
 2. Analysis of the signature using the DSS tool (eProc):
<https://joinup.ec.europa.eu/dss-webapp/validation>
 3. Validation of the signatory (CA)

Result of the analysis 1/2

- QESig

Signature ID-275f5c83-3dd4-41b2-b004-25ac80d5b3a8

Qualification: QESig ⓘ

Signature format: XAdES-BASELINE-B

Indication: ✓ TOTAL_PASSED

→ The tool confirms that it is a qualified electronic signature

Result of the analysis 2/2

- Other results:

Signature id-e88b5525d2ca61587be1944de27cc325

Qualification: AdESig ⓘ

Signature format: XAdES-BASELINE-T

Indication: ✓ TOTAL_PASSED

The certificate is n

The private key is i

The certificate is n

The private key is i

Signature id-47f70ab64446f6aec54084911ed49f16

Qualification: N/A ⓘ

Signature format: XAdES-BASELINE-T

Indication: ⓘ INDETERMINATE

Sub indication: NO_CERTIFICATE_CHAIN_FOUND

The certificate path is not trusted!

The result of the LTV validation process is not acceptable to continue the process!

The signature/seal is an INDETERMINATE AdES!

→ The tool indicates that there is a problem

→ The CA can ask the tenderer to provide proof that the signature complies with the requirements of Belgian law

Obtain this proof

- Contact the certificate provider
- Request to certify that :
 - the certificate used for the signature (certificate identification)
 - is qualified
 - and allows the creation of signatures by means of a secure signature-creation device

Things to do NOW

- Obtain a qualified certificate from a service provider:
<https://webgate.ec.europa.eu/tl-browser/#/>
- Create a supplier account on <https://my.publicprocurement.be>
Add the tender to your favourite dossiers.
- Create a supplier account on <https://mydemo.publicprocurement.be>
Try submitting documents and signing the submission report.

Recommendations

- Regularly test your configuration
 - Test tool
 - Demonstration site
- Do not submit at the last minute

Contact us

e-Procurement helpdesk:

- E-mail :

e.proc@publicprocurement.be

- Phone :

(+32) (0) 2 740 80 00

- Website :

<https://www.publicprocurement.be/>