



## Bid Digital Submission Good Practice

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**EUSKO JAURLARITZA**  
**GOBIERNO VASCO**

OGASUN ETA HERRI  
ADMINISTRAZIO SAILA  
DEPARTAMENTO DE HACIENDA  
Y ADMINISTRACIÓN PÚBLICA

## Bid Digital Submission Good Practice

Once the Basque Government's e-Procurement Model has been implemented, we would like to make recommendations regarding the drafting of bids, and the documentation to be included with telematic bids, in order for the result to be submitted and interpreted in the best circumstances.

### 1. REGULATIONS

The Regulations for the Basque Government's Public e-Procurement Model establish the following for submitted documents:

- Only documents submitted in the following formats will be guaranteed to be read and processed:

**doc, xls, ppt, pdf, rtf, sxw, abw, jpg, bmp, tiff, zip y 7z.**

- Bids received telematically are guaranteed to be printed with adequate print quality.
- The application only allows the insertion of one file in each section (or tray) defined for each envelope.
- The Regulations do not place a limit on the size of files; however, there are technical constraints that limit the size of documents that can be presented.
- It is the bidders responsibility to ensure that bids are free of viruses.
- If the same document is received in electronic format and on paper, only the electronic copy of the document will be considered.
- There is no provision for submitting digital files on physical media (CD).



### 2. PRINT QUALITY OF BIDS SUBMITTED TELEMATICALLY

Bids can be submitted for analysis and evaluation both in digital and printed format. With the aim of guaranteeing that documents have similar levels of quality, independent of whether they have been submitted on paper or telematically, the Basque Government has made available advanced printing facilities and developed a Bid Print Quality Commitment.

The aim of the commitment is to guarantee:

- The quality printing of the entire document in the paper formats that the Company has stipulated, or other similar formats.
- Standard binding for all bids. Bids received on paper will be rebound in the common format.

To this end a Bid Print Quality Assurance procedure has been defined, agreement between the Basque Government's Printing and Reprographics Service and the individuals responsible for the Public e-Procurement Model.

The Basque Governments Printing and Reprographics Service will print the bids in such a way that the end product is true to the telematic document, as received via the electronic application. This is why digital documents submitted by bidding companies should contain all aspects to be included when printed.

For example, if the normal company practice were to prepare bids in PowerPoint and frame pages using the "frame" option so that the output looked like the illustration above, the "slide master" should also include a frame that can be seen in digital format; otherwise, the page would appear as illustrated below, given that technicians at the Printing and Reprographics Service would not be aware of the style to apply to the printed document.



A simple, accessible,  
secure model



### 3. SUBMIT ONE FILE PER SECTION

Based on the technical and administrative requirements of a specific competition, the Secretary of the Procurement Desk will define a series of sections (or trays) for each envelope (A, B, C).

The Electronic Tendering Application provides a tray for each defined section; each tray only accepts one file.

With a view to subsequent reading, analysis and evaluation, the content of each section will be printed and bound in a unique and separate volume, the title of which will coincide with the section name.

If the bidder has produced various files containing information for a particular a section, this must be placed in an individual file. To do so:

- **If all files are in the same format, join them together into a single file in the same format.**

To do so all that is needed is the editing tool for the format in question. The bidder must ensure that the files have been joined together in the correct order, for the document as a whole to be correctly interpreted.

- **If the files are in different formats, convert them to a common format and join them together.**

Requirements:

- File format converters.
- A tool that enables documents to be joined in a common format.

Currently the Adobe Acrobat software enables files to be converted from most common office formats into the PDF format and then joined together. This format has the added benefit of compressing and optimizing files, as long as print options are not configured for high resolution (1200dpi).

As above, the bidder must ensure that the files are joined in the correct order for the document to be correctly interpreted.

- **Add the files to an individual compressed file.**  
Compressed formats allow various files that can be in different formats, to be compressed into an individual file.  
The Regulations for the Basque Government's Public e-Procurement Model allow for .zip and .7z formats to be used.

The following compression applications must be used:

- .zip format: WinZip commercial product.
- .7z format: Free 7zip software that can be downloaded from the Internet.

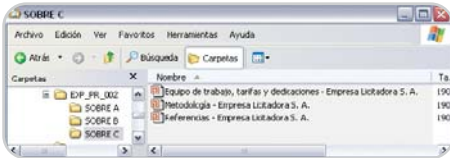
When a compressed file contains several different files, for the resulting document to be coherent, we recommend that naming schemes include a reference to the order in which the documents should be printed and bound, preferably appearing as a prefix:

"01.Bid price details.ptt"  
"02.Bid price details.ptt"



## 4. DOCUMENT ORGANISATION FOR SUBMISSION

With the aim of avoiding confusion in the bid loading process and facilitating bid interpretation by the Administration, we have a series of recommendations on how to organise documents for submission.



- Create a folder the name of which includes the code or description of the procurement dossier in question.
- Create a folder for each envelope below the new folder.
- Inside the folder for each envelope, create a file for each section. To facilitate processing we recommend that the file name include the section name and the company name, for example:  
"Methodology - Bidding Company Ltd.ppt"

## 5. FILE SIZES

The Electronic Tendering Application does not place a restriction on the file sizes. However, other components intervening in the process that do limit the size of files that can be submitted:

- The server that hosts the Basque Government's applications accessed via the Internet puts a limit on the connection duration, approximately 2 hours. Bidders will therefore be unable to submit documents larger than can be transmitted by their connection bandwidth in that period of time.
- The IZENPE signature program limits the size of files that can be signed, as a function of available system RAM.

### A) RESTRICTIONS ARISING FROM THE CONNECTION DURATION LIMIT

The table illustrates file sizes that can be submitted in 2 hours, as a function of available bandwidth.

Nominal speed	File size (MB)	
	Availability 100%	Availability 50%
28 Kbps	25	12
56 Kbps	49	25
64 Kbps	56	28
128 Kbps	113	56
256 Kbps	225	113
512 Kbps	450	225
1 Mbps	900	450
2 Mbps	1.800	900
4 Mbps	3.600	1.800
8 Mbps	7.200	3.600
20 Mbps	18.000	9.000

- Bandwidth availability relies on many factors (line saturation, source/destination availability, etc) and therefore transmission speed often doesn't attain its nominal value; in fact it can often run at notably slower speeds. For this reason, the data indicated in the table, based on 100% bandwidth availability (central column), can be overly optimistic; bandwidth availability of around 50% may be more realistic (right column). In any event, the figures are approximate.
- Bidders with ADSL connections must be aware that bandwidth is asymmetric with this type of connection: it is greater for incoming data than for outgoing data. For the purposes of bid submission, bidders should therefore not base their calculations on the nominal bandwidth figure, but rather the figure that should appear in their service contracts.



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## B) RESTRICTIONS PLACED BY THE IZENPE SIGNATURE SOFTWARE

The following table provides a guide to file sizes that can be signed as a function of available RAM:

- Available RAM depends both on system memory and on the number of programs active at any given time. For this reason it is recommended that all active programs are closed prior to signing files.
- In the event of multiple signatories (joint administrators), each additional signature requires file sizes to be reduced by 10 MB. That is, if a bidder has a PC with 256 MB of RAM, and three signatures are required, the maximum size of file that can be submitted will be:

RAM (MB)	File size (MB)
256	35
1024	75-80

$$35 - 2*10 = 15 \text{ MB}$$

## Incorporate Graphic Elements

Drawings, photos and, in general, any type of graphic element will have a notable impact on file size.

For this reason we recommend that graphic elements are not overly used:

- Avoid including superfluous graphic elements.
- Adjusting the size of graphic elements to fit the space they will occupy in the presentation.
- Using formats that save space (JPEG, GIF).
- Rationing the number of colours.
- Using templates to place graphics that are repeated throughout the document.

## Incorporate Catalogues and Commercial Presentations

Catalogues and commercial presentations (diptychs, reports, etc) are elements that can significantly add to file size.

It is recommended that their use be optimised:

- If catalogues and presentations are available on the Internet, include a link to them in the technical documentation, i.e. to the specific elements that are relevant to the bid. In so doing the Administration can access them without having to load them into the Electronic Tendering application.
- Use original digital files rather than scanned documents.
- Limit content to aspects specifically related to the product or service that the Administration is interested in.
- Use file formats with reasonable resolutions.

## Present Documentation in Compressed Formats

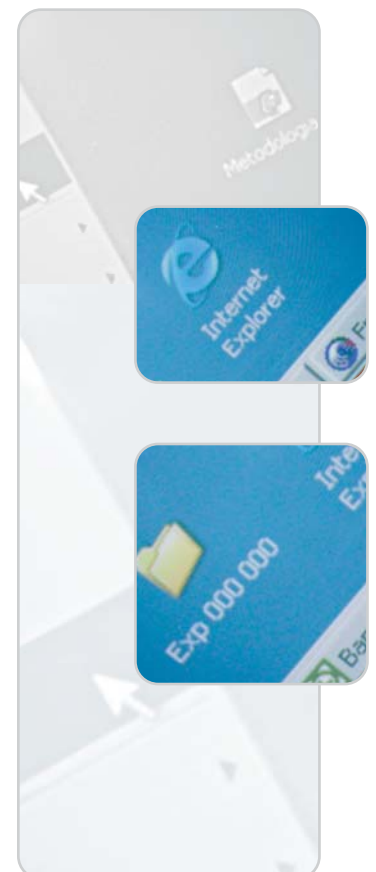
The use compressed file formats is an easy and simple way to reduce the size of documents for submission.

The Regulations for the Basque Government's Public e-Procurement Model permit the use of .zip and .7z compression formats.

The following compression applications must be used:

- .zip format: WinZip commercial product.
- .7z format: Free 7zip software that can be downloaded from the Internet.

If a compressed file contains more than one file, we remind you of the convenience of naming such files in such a manner that their print order is clear.



## Use PDF formats

Regulations for the Basque Government's Public e-Procurement Model permit the use of the PDF format.

This format involves printing to file and has the advantage of compressing and optimizing files, as long as print options have not been configured for high-resolution files. Our recommendation is to use a resolution of 300 dpi and, in any event, never exceed 600 dpi.

The PDF format also has the following advantages:

- Documents can't be altered, or at least, are very difficult to alter.
- It is a standard for document exchange over the Internet, the reader for which is free (Adobe Reader).
- There are PDF converters for multiple formats, enabling documents in different formats to be joined together.

The Adobe Acrobat commercial product is required to create PDF documents.

## Incorporation of Scanned Documents

A scanned document is normally much larger than the original. On the other hand, today practically all documents are digital in origin.

For both reasons we recommend:

- Avoiding the use of scanned documents, include original digital documents wherever possible.
- Limiting scanner resolution so that the document is intelligible but does not take up a lot of space. We recommend a resolution of 300 dpi.
- Save scanned documents in a file format that saves space. We recommend:
  - Initially saving documents in TIFF format.
  - Subsequently converting to PDF format.

## 6. VIRUSES

Bids shall be submitted free of viruses that impede or make impossible their comprehension. It is the bidders responsibility to ensure that this is the case. The presence of a virus in a bid will not cause it to be excluded as long as its content can be accessed. The Desk Secretary shall decide on such issues.

We recommend:

- Having up to date antivirus software.
- Submitting documentation in formats less susceptible to virus insertion, particularly PDF, rtf, sxw, jpg and tiff, and in general, any format that do not enable the insertion of executable code.