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**PROJECT TITLE: Moldova: Assistance with Piloting Electronic Framework Agreements on MTender**

**FA Test Cases**

***January 2021***

**APPROVAL PAGE**

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**ABBREVIATIONS**

|  |  |
| --- | --- |
| **Term** | **Description** |
| CA | Contracting Authority |
| CPB | Central Purchasing Body |
| DCO | Direct Call Off |
| EBRD | European Bank for Reconstruction and Development |
| EO | Economic Operator |
| FA | Framework Agreement |
| MC | Mini Competition |
| PCR | Pre-award Catalogue Request |
| PR | Purchase Request |
| RFQ | Request for Quotations |

**GLOSSARY:**

|  |  |
| --- | --- |
| **Term** | **Description** |
| MTender | MTender is an end-to-end eProcurement system implemented in Moldova that aims at covering the full public procurement cycle. It is based on a multi‑platform networking digital procurement model, comprising a government‑operated web portal and the Open Data central database unit, which is networking with several commercial electronic platforms certified to support electronic tendering procedures for public sector and commercial clients. |

# Introduction

In the context of a transition to digital public procurement in the Republic of Moldova, a new electronic procurement system was developed and implemented with the European Bank for Reconstruction and Development (EBRD) support.

The phase 4 of the project is focused on electronic Framework Agreement (FA), covering both the conclusion of the FA and the subsequent purchases under a FA using the different types of contracts based on a FA (direct purchase, second-stage competition, etc.), and enabling the participation of Central Purchasing Bodies (CPB) with a specific role in the process.

The use of FA will:

* Enhance value for money and achieve cost savings by aggregating demand and getting better value for money through economies of scale;
* reduce administrative burden by lowering the number of procedures a Contracting Authority (CA) has to run and, therefore, decreasing the time and costs linked to carrying out procurement. The diminished administrative burden also applies to Economic Operators (EO) that are either awarded a contract directly or face a simplified “Mini Competition” (MC) within the FA;
* enable CAs to effectively manage procurement when they cannot objectively foresee the exact type and/or amount of supplies, services and works for a forthcoming period.

## Aim of the document

The main purpose of this document is to provide the test cases that will be used in order to validate the FA process and functionalities.

All test cases reflected in this document were executed on the 10th December 2020.

# Test cases



## Initial steps

## Check Framework Agreement creation

### User actions

1. Open the Framework Agreement set up page
2. Fill in the following data:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Select procurement method details: ‘closed FA’ or ‘open FA’ | + |
| 2 | Enter framework agreement title and description | + |
| 3 | Select legal basis | + |
| 4 | Enter procurement method rationale | - |
| 5 | Select classification | + |
| 6 | Select tender period start date | + |
| 7 | Type in information about Procuring Entity (without persons) | + |
| 8 | Upload documents (type in the document title and select the document type) | - |
| 9 | Select contract period start and end date (Framework Agreement duration) | + |
| 10 | Select tender currency | + |

### Expected result

Notification of successful *Framework Agreement* creation. Aggregated plan displayed on the page.

## Check Planning Notice outsourcing

### User actions

1. Create *Framework Agreement*
2. Create a *Planning Notice*[[1]](#footnote-1) with one of the following procurement method details:

* request for quotations
* mini competition
* direct call off

1. Outsource the *Planning Notice* to the *Aggregated Plan* created before

### Expected result

Notification of successful *Planning Notice* outsourcing.

## Check adding Planning Notice to Aggregated Plan

### User actions

1. Create *Framework Agreement*
2. Create a *Planning Notice* (as in the previous case)
3. Outsource the *Planning Notice* to the *Aggregated Plan*
4. Add the *Planning Notice* to the *Aggregated Plan*

### Expected result

Notification of successful *Planning Notice* adding to the *Aggregated Plan*.

## Check Aggregated Plan update

### User actions

1. Create *Framework Agreement*
2. Click the update *Aggregated Plan* button
3. Fill in the following data to update the *Aggregated Plan:*

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Enter framework agreement title and description | + |
| 2 | Fill in procurement method rationale | - |
| 3 | Select tender period start date | + |
| 4 | Add lots   * enter lot title and description * enter lot internal id * select a place of performance[[2]](#footnote-2) | -  +  -  - |
| 5 | Add items to be procured   * select item classification * type in item quantity * choose item unit * type in item description * select item delivery address * select item additional classification * enter item internal id | -  +  +  +  +  -  -  - |
| 6 | Upload tender documents (type in the document title and choose the document type) | - |
| 7 | Select tender currency[[3]](#footnote-3) | - |

### Expected result

Notification of a successful Aggregated Plan update. The updated data displays on the page.

## Prequalification stage

## Check Framework Establishment creation

### User actions

1. Create a Framework Agreement
2. Create a Planning Notice with one of the following procurement method details:

* request for quotations
* mini competition
* direct call off

1. Outsource the Planning Notice in the Aggregated Plan
2. Add the Planning Notice to the Aggregated Plan
3. Update the Aggregated Plan with at least one lot and item
4. Navigate to the Framework Establishment set up page
5. Fill in the following data to set up a Framework Establishment:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Select the end date of the prequalification period | + |
| 2 | Enter framework establishment title and description | + |
| 3 | Select a minimum and/or maximum quantity of the candidates for the tender process second stage | - |
| 4 | Select procurement method modalities | - |
| 5 | Enter procurement method rationale | - |
| 6 | Fill in information about the Procuring Entity (add the Procuring Entity persons) | - |
| 7 | Add criteria related to a tenderer | - |
| 8 | Select qualification system method and reduction criteria | + |
| 9 | Upload tender documents (type in the document title and choose the document type) | - |

### Expected result

Notification of a successful Framework Establishment creation. The Framework Establishment displays on the page.

## Check submission creation

### User actions

1. Complete all steps from the planning stage
2. Set up a Framework Establishment
3. Navigate to the page for submitting the tender
4. Fill in the following data to submit the tender[[4]](#footnote-4):

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Give responses to requirements for a tenderer | - |
| 2 | Fill in the information about entities who submit the tender:   * official name of the organization * the legally registered name * scheme and registration number * registration uri * additional identifiers | +  +  +  +  -  - |
| 3 | Fill in the address information:   * select country, region and locality * type in organization street address * type in organization postal code | +  +  +  - |
| 4 | Fill in the information about the contact point:   * type in contact point full name, email and telephone * type in contact point fax number and url | +  +  - |
| 5 | Add organization persons:   * type in person identifier, title and name, type of business function, job title and business function start date * upload business function documents | -  +  - |
| 6 | Select type of supplier | - |
| 7 | Type in the information about main economic activities | - |
| 8 | Select scale | + |
| 9 | Fill in the information about bank accounts and organization legal form | - |
| 10 | Upload submission documents (enter the doc title and choose the document type) | - |

### Expected result

Notification of a successful submission creation

## Check Enquiry Creation

### User actions

1. Complete all steps from the planning stage
2. Set up a Framework Establishment
3. Navigate to the tender page and click the button to submit an enquiry[[5]](#footnote-5)
4. Fill in the following data:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Fill in an information about an enquirer:   * organization official name * the legally registered name * scheme and registration number * registration uri * additional identifiers | +  +  +  +  -  - |
| 2 | Fill in the enquirer address information:   * select country, region and locality * enter street address * enter postal code | +  +  +  - |
| 3 | Select organization scale | + |
| 4 | Fill in the information of the contact point:   * enter contact point full name, email and telephone * enter contact point fax number and url | +  +  - |
| 5 | Enter enquiry title and description | + |
| 6 | Choose related lot (a lot to which the enquiry is submitting) | - |

### Expected result

The enquiry has been published.

## Check Answer сreation

### User actions

1. Complete all steps from the planning stage
2. Create a Framework Establishment
3. Submit an enquiry
4. Navigate to the tender page and click the button to answer the enquiry
5. Fill in the following fields to answer the enquiry:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Type in an answer to the enquiry | + |

### Expected result

The answer to the enquiry has been published.

## Check non conflict of interest declaration

### User actions

1. Complete all steps from the planning stage
2. Create a Framework Establishment
3. Submit submissions
4. Wait for the prequalification period end and the formation of the qualifications
5. Log in to the system as a person of the Procuring Entity (with business functions) to declare the absence of a conflict of interest
6. Declare no conflict of interest regarding qualification.

### Expected result

Notification of a successful non conflict of interest declaration.

## Check Qualification Consideration

### User actions

1. Create a Framework Agreement
2. Create a Planning Notice with one of the following procurement method details:

* request for quotations
* mini competition
* direct call off

1. Outsource the Planning Notice in the Aggregated Plan
2. Add the Planning Notice to the Aggregated Plan
3. Update the Aggregated Plan with at least one lot and item
4. Publish a Framework Establishment
5. Submit submissions
6. Wait for the prequalification period end and the formation of the qualifications
7. Declare no conflict of interest regarding qualification in the pending/awaiting state
8. Launch the consideration process for an awaiting qualification

### Expected result

The process successfully launched. The selected qualification is currently in consideration. The start date of the qualification period displays on the page.

## Check qualification process

### User actions

1. Set up a Framework Agreement
2. Create a Planning Notice with one of the following procurement method details :

* request for quotations (RFQ)
* mini competition (MC)
* direct call off (DCO)

1. Outsource the Planning Notice in the Aggregated Plan
2. Add the Planning Notice to the Aggregated Plan
3. Update the Aggregated Plan with at least one lot and item
4. Set up a Framework Establishment
5. Submit submissions
6. Wait for the prequalification period end and the formation of the qualifications
7. Declare no conflict of interest regarding qualification in the pending/awaiting state
8. Launch the consideration process for an awaiting qualification
9. Fill in the following data for launching qualification process:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Qualificate or disqualify qualification | + |
| 2 | Enter qualification internal id | - |
| 3 | Fill in a textual description | - |
| 4 | Upload qualification documents (fill the document title and choose the document type) | - |

### Expected result

The qualification has qualified.

## Check qualification protocol creation

### User actions

1. Create a Framework Agreement
2. Create a Planning Notice with one of the following procurement method details: RFQ/MC/DCO
3. Outsource the Planning Notice in the Aggregated Plan
4. Add the Planning Notice to the Aggregated Plan
5. Update the Aggregated Plan with at least one lot and item
6. Publish a Framework Establishment
7. Submit submissions
8. Wait for the prequalification period end and the creation of the qualifications
9. Declare no conflict of interest regarding qualification in the pending/awaiting state
10. Launch the consideration process
11. Qualificate all qualifications.
12. Launch the qualification protocol process.

### Expected result

1. The process has been launched successfully.
2. The Framework Establishment is in a qualification standstill state.
3. Framework Contract published on the Framework Establishment page.

## Check Complete Qualification

### User actions

Execute all steps from the previous case and launch the complete qualification process.

### Expected result:

* The process has been launched successfully.
* Submitters who have been qualified have a new role invited candidates[[6]](#footnote-6)
* The Framework Establishment is in an evaluation state.
* Submission and qualification states are finalized.
* There is the end date of the qualification period in the Framework Establishment (the date of the complete qualification process launching).

## Check Framework Agreement creation

### User actions

1. To launch confirmation of disqualification of all the EoIs, execute all cases from the planning stage.
2. Publish a Framework Establishment
3. Submit submissions
4. Wait for the prequalification period end and the creation of the qualifications
5. Launch the consideration process
6. Disqualify all qualifications (Qualification Process).
7. Launch the qualification protocol process.
8. Confirm the disqualification of all participants

### Expected result:

Notification about the disqualification of all participants.

## Tendering stage

## Check Pre-award catalogue request creation without auction

### User actions

1. Complete all steps from the planning and prequalification[[7]](#footnote-7) stage
2. Fill in the following data to create Pre-award catalogue request:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Enter *Pre-award catalogue request* title and description | + |
| 2 | Select tender classification | + |
| 3 | Add lots:   * enter lot title * fill in lot description * enter lot internal id * select lot classification * select *has variants = false* | +  +  -  -  +  + |
| 4 | Add items:   * select item classification * enter item quantity * choose item unit * fill in item description * enter items internal id | -  +  +  +  +  - |
| 5 | Add targets related to lots and items:   * enter target title * select observation start and end date * select measure and unit * select requirement class id pr * select related requirement | -  +  -  +  -  - |
| 6 | Create criteria (related to lots, items and tender) and conversions | - |
| 7 | Select tender period end date | + |
| 8 | Upload tender documents (enter the document title and choose the document type) | - |
| 9 | Select award criteria and award criteria details | + |

### Expected result:

Notification of a successful Pre-award catalogue request creation

## Check Pre-award catalogue request creation with auction

### User actions

1. Complete all steps from the planning and prequalification[[8]](#footnote-8) stage
2. Fill in the following data to create Pre-award catalogue request:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Enter *Pre-award catalogue request* title and description | + |
| 2 | Select tender classification | + |
| 3 | Select *electronic auction* as a procurement method modality, set up auctions with auction currency for the all tender lots | + |
| 4 | Add targets relate to lots and items:   * enter target title * select observation start and end date * select measure and unit * select requirement class id pr * select related requirement | -  +  -  +  -  - |
| 5 | Create criteria (for lots, items and tender) and conversions | - |
| 6 | Add lots:   * enter lot title * fill in lot description * enter lot internal id * select lot classification * select *has variants = false* | +  +  -  -  +  + |
| 7 | Add items:   * select item classification * enter item quantity * choose items unit * fill in item description * enter item internal id | -  +  +  +  +  - |
| 8 | Select tender period end date | + |
| 9 | Upload tender documents (enter the document title and choose the document type) | - |
| 10 | Select award criteria and award criteria details | + |

### Expected result:

Notification of a successful Pre-award catalogue request creation

## Check bid submitting in a Pre-award catalogue request

### User actions

1. Complete all steps from the planning and pre-qualification stage
2. Create a Pre-award catalogue request with a sufficient duration of the tender period for bids submitting.
3. Log in to the system as an invited candidate
4. Fill in the following data to submit a bid.

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Enter bid amount and select currency | + |
| 2 | Response the requirements for the lot and/or item for which the bid is submitting and requirements for the tender | - |
| 3 | Fill in information about the bidder | + |
| 4 | Upload documents (enter the document title and choose the document type) | - |

### Expected result:

Notification of a successful bid submitting.

## Check enquiry creation (in a Pre-award catalogue request)

### User actions

1. Complete all steps from the planning and pre-qualification stage
2. Create a Pre-award Catalogue Request (PCR) with a sufficient duration of the enquiry period for enquiry creation.
3. Fill in the following data:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Fill in an information about an enquirer:   * organization official name * the legally registered name * scheme and registration number * registration uri * additional identifiers | +  +  +  +  -  - |
| 2 | Fill in the enquirer address information: | + |
| 3 | Select organization scale | + |
| 4 | Fill in the information of the contact point: | + |
| 5 | Enter enquiry title and description | + |
| 6 | Related lot (a lot to which the question is submitted) | - |

### Expected result:

The enquiry has been published.

## Check answer creation

### User actions

1. Complete all steps from the planning and prequalification stage
2. Create a Pre-award catalogue request with a sufficient duration of the enquiry period for enquiry creation.
3. Fill in the following data:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Enter answer to the enquiry | + |

### Expected result:

The answer to the enquiry has been published.

## Check participation in auction

### User actions

1. Complete all steps from the planning and prequalification stage[[9]](#footnote-9)
2. Create a Pre-award catalogue request with an electronic auction.
3. Submit bids
4. Wait for the end of the tender period

### Expected result

* After the end of the tender period and the submission of bids, a links to the auction is displayed on the page
* After open link, a countdown to the auction start is displayed on the page
* A participant cannot see other participants names during the auction
* A participant can submit an offer and change it during his turn
* A participant does not see other participants offers until the end of their turn
* System users (not participants) can follow the auction process by clicking on the link on the page (in a view mode)
* After the end of the auction, the page displays information about the auction progress

## Awarding stage

## Check award consideration

### User actions:

1. Complete all steps from the planning and prequalification stage
2. Create a Pre-award catalogue request, submit bids in it and get awards after the end of the tender period (or after an auction if the PCR involves it).
3. Launch the consideration process for an awaiting award

### Expected result

The process successfully launched. The selected award is currently in consideration.

## Check award evaluation

### User actions:

1. Complete all steps from the planning and prequalification stage
2. Create a Pre-award catalogue request, submit bids in it and get awards after the end of the tender period (or after an auction if the PCR involves it).
3. Launch the consideration process for an awaiting award.
4. Fill in the following data to evaluate award:

|  |  |  |
| --- | --- | --- |
| # | Field | Mandatory |
| 1 | Evaluate award as active or unsuccessful | + |
| 2 | Fill in a description | - |
| 3 | Upload documents (enter the document title and choose the document type) | - |

### Expected result:

The award is evaluated as active or unsuccessful. The next award was selected for consideration.

1. A Planning Notice to be outsourced to an Aggregated Plan must be in the same currency as the Aggregated Plan [↑](#footnote-ref-1)
2. Delivery address information must be present either in the item or in the item related lot [↑](#footnote-ref-2)
3. The currency of the Aggregated Plan can be changed before the Planning Notice is added to the Aggregated Plan [↑](#footnote-ref-3)
4. Submission can only be submitted during the prequalification period. The prequalification period end date is the closing date for tender submissions. [↑](#footnote-ref-4)
5. An enquiry can only be submitted during the enquiry period. The enquiry period end date is the closing date for tender enquiries. [↑](#footnote-ref-5)
6. Only invited candidates can submit bids in a Pre-award catalogue request [↑](#footnote-ref-6)
7. Do not select an ‘electronic auction’ as a procurement method modality in the Framework Establishment [↑](#footnote-ref-7)
8. Select an *‘electronic auction*’ as a procurement method modality in the Framework Establishment [↑](#footnote-ref-8)
9. Select an *‘electronic auction*’ as a procurement method modality in the Framework Establishment [↑](#footnote-ref-9)