

**MOLDOVA: ASSISTANCE WITH PILOTING ELECTRONIC FRAMEWORK AGREEMENTS ON MTENDER**

**Framework Agreements functionality - Functional design**

October 2019

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List of abbreviations

|  |  |
| --- | --- |
| CA | Contracting Authority/Contracting Entity |
| EBRD | European Bank for Reconstruction and Development |
| EO | Economic operator |
| eProcurement | Electronic Procurement |
| EU | European Union |
| NGO | Non-Governmental Organisation |
| TED | Tenders Electronic Daily |

Table of Contents

[1 Introduction 5](#_Toc23787457)

[2 Methodology 6](#_Toc23787458)

[2.1 BPMN analysis 6](#_Toc23787459)

[2.2 Functional requirements definition and prioritisation 6](#_Toc23787460)

[3 Business Processes 7](#_Toc23787461)

[3.1 5.2 – Tendering and awarding of Framework agreement 7](#_Toc23787462)

[3.2 5.4 – Implementation of the framework agreement 13](#_Toc23787463)

[4 Framework Agreements features 16](#_Toc23787464)

[4.1 Framework establishment 16](#_Toc23787465)

[4.1.1 Description 16](#_Toc23787466)

[4.1.2 Workflow conditions 16](#_Toc23787467)

[4.1.3 Functional requirements 17](#_Toc23787468)

[4.1.4 User Actions 18](#_Toc23787469)

[4.2 Framework management 18](#_Toc23787470)

[4.2.1 Description 19](#_Toc23787471)

[4.2.2 Workflow conditions 19](#_Toc23787472)

[4.2.3 Functional requirements 19](#_Toc23787473)

[4.2.4 User Actions 21](#_Toc23787474)

[4.3 Pre-selection 21](#_Toc23787475)

[4.3.1 Description 22](#_Toc23787476)

[4.3.2 Workflow conditions 22](#_Toc23787477)

[4.3.3 Functional requirements 22](#_Toc23787478)

[4.3.4 User Actions 22](#_Toc23787479)

[4.4 Quotation 23](#_Toc23787480)

[4.4.1 Description 23](#_Toc23787481)

[4.4.2 Workflow conditions 23](#_Toc23787482)

[4.4.3 Functional requirements 23](#_Toc23787483)

[4.4.4 User Actions 23](#_Toc23787484)

[5 System integration requirements 25](#_Toc23787485)

[5.1 National registers 25](#_Toc23787486)

# Introduction

The MTender System aims to support the entire procurement cycle from procurement planning to final payment for completion of public contracts. It provides dedicated online purchasing tools, such as auctions, e-catalogues and framework agreements, to conduct all public procurement in Moldova electronically. Currently, no solution for the establishment and management of framework agreements, including second-stage competitions, is implemented.

The current document is the first of a set of documentation needed for the development of the solution around framework agreements. It will be the basis for the elaboration of the technical design of the solution and it will be complemented by the OCDS data model.

The objective of this document is to provide a functional design for the implementation of framework agreement (here on by “FA”) functionalities in MTender. This functional design will allow the developers of the solution to have a clear understanding of the business processes that the system shall conduct electronically, as well as having specific details on the functioning of the system.

In order to accomplish this, in the first stage the BPMN describing the procurement procedures and the system actions are reviewed. Based on the output of the review, the functional requirements for each of the features of the system are defined.

# Methodology

## BPMN analysis

This deliverable provides a detailed review of the BPMN that describe the processes for FA for MTender.

The objective of this task is to analyse each of the processes that are to be implemented through the FA functionality. This in-depth analysis aims at achieving a threefold objective:

* Review that procedures are correctly defined;
* Extract functional requirements for each of the features of which the functionality of FA is composed of;
* Align the business processes to the system features and functional requirements.

## Functional requirements definition and prioritisation

This deliverable builds on top of the user stories and functional requirements defined in the previous FA design report, with the objective of defining detailed-level requirements for the development of the FA functionality and its associated features.

Additionally, the document provides prioritisation of requirements. The requirements documented in this deliverable are presented following a MoSCoW analysis (Must, Should, Could, and Won’t Have) in order to outline development priorities:

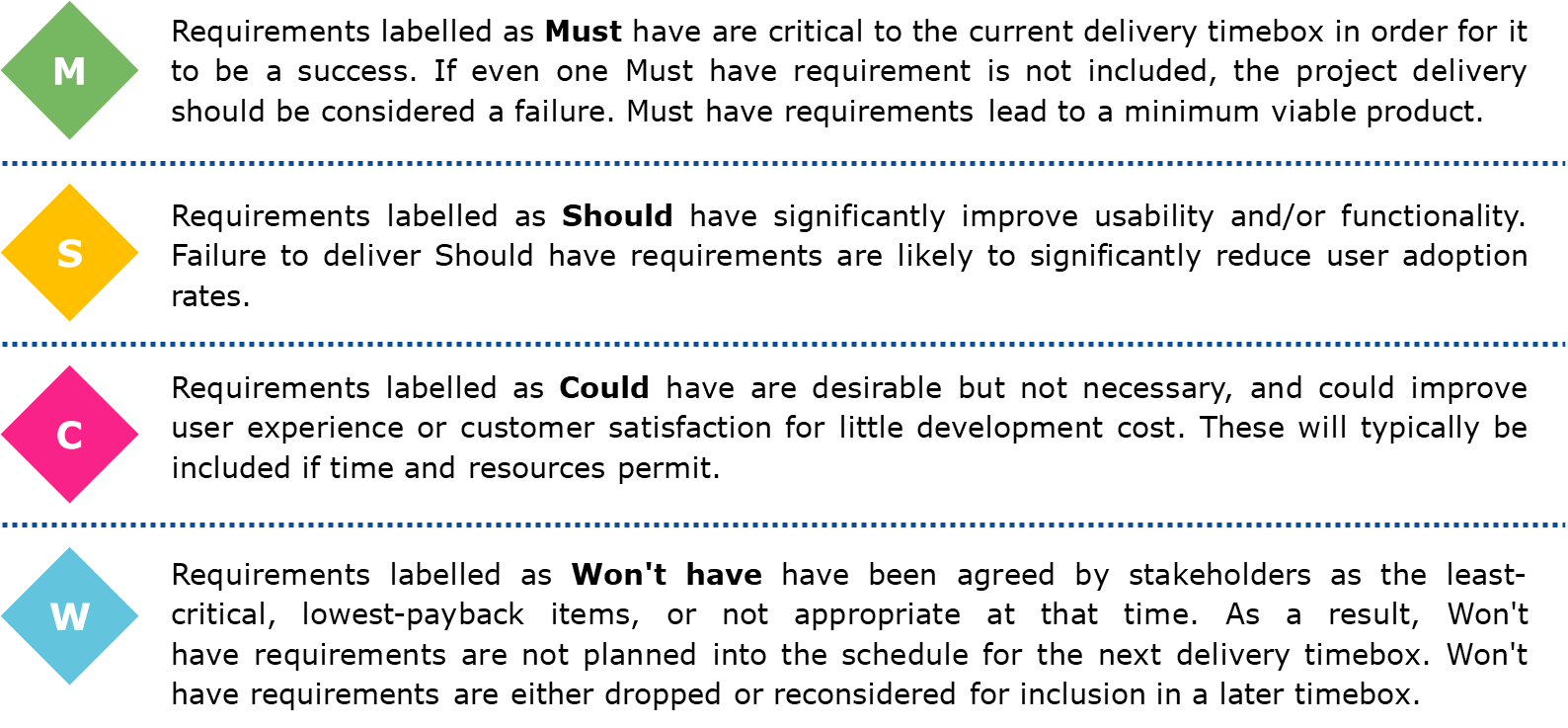


Figure 1 MoSCoW prioritisation

# Business Processes

This section describes the Business Processes that are digitalized through the FA functionality. Specifically, only the processes related to the implementation of Purchasing contract under Multi Fixed Terms Closed Framework Agreement are presented and described in this section. The figure below depicts a high-level diagram of FA processes.

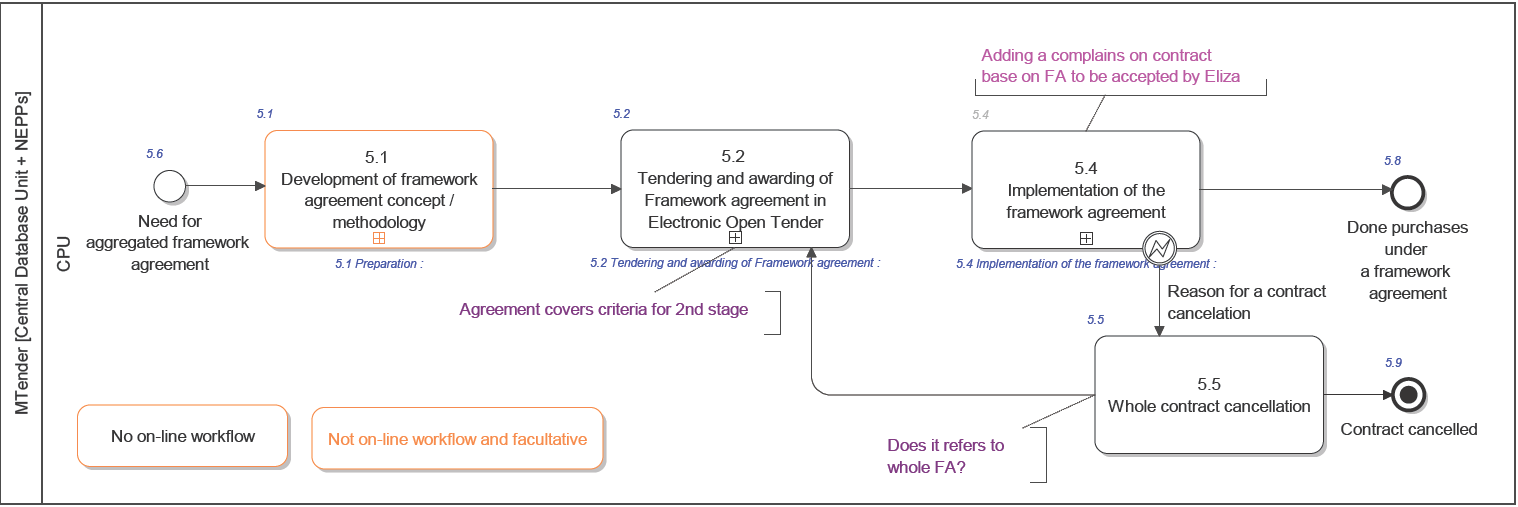


Figure 2 Framework agreement BPMN

The following processes are described in detail in this section:

* 5.2 – Tendering and awarding of Framework agreement
* 5.4 – Implementation of the framework agreement

The complete BPMN processes used as a basis are allocated in: <https://ebrd.huddle.net/workspace/33889435/files/#/folder/46999272/list>

## 5.2 – Tendering and awarding of Framework agreement

This process refers to the establishment of the FA properties and documents, its opening to the economic operators’ bids and the auction to award it.

The process begins with a FA designed and contains the following sub-processes:

* 5.2.1 – Pre-tendering (Decision whether FA is awarding contract as well)
* This process:
  + Requires the Annual Procurement Plan to be established and the FA designed.
  + Concludes with the preparation of the tendering procedure or the renouncement of the tender.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Placement of the FA in the Annual Procurement Plan.
  + In case the 1st Award is planned under the FA and an electronic auction shall be included in the procedure, the technical requirements for the electronic auction are required.
  + Launch of the procedure or renouncement of the tender.
* 5.2.3 – Preparation of FA contract notice and tender documents (TOR)
* This process:
  + Requires the tender procedure to be started and the initial Contract Notice and tender documents.
  + Concludes with the Contract notice, and tender documents prepared in case the tender is launched or the renouncement of the tender.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Preparation of the drafts of the Contract Notice and tender documents. It also includes setting qualification criteria for bidders and providing the technical and financial proposals.
  + Preparation of a consolidated Contract Notice and tender documents if the tender is launched or renouncement of the tender.
* 5.2.4 – Validation with the Treasury5.2.4 – Validation with the Treasury
* This process:
  + Requires the Contract Notice and tender documents to be prepared and the budget ready for acceptance.
  + Concludes with the same validation procedure already implemented in MTender.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + If the CA is financed by state budget or the entity is in the list of Treasury check:
  + Validation of contract notice data: IBAN, Budget Year, source of money purpose (budget line) and purpose of purchase.
  + The output of the validation can either be an accepted or rejected budget.
  + If the CA is neither financed by state budget or in the list of Treasury check:
  + The budget is directly accepted.
* 5.2.5 – Publication of Contract Notice and Tender Documents (MTender and TED)
* This process:
  + Requires the Contract Notice to be ready for publication.
  + Concludes with the Contract Notice and tender documents published (MTender and TED if necessary).
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + If the Contract Notice is to be published in TED, dispatch and confirm that the notice was published in TED accordingly.
  + Publication of Contract Notice in MTender and TED, if mandatory or decided by the CA.
* 5.2.6 – Pre-qualification / pre-selection
* This process:
  + Requires the Contract notice published with its Tender documents.
  + Concludes with the preselected bidders set or the tender cancellation before the deadline.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Clarifications management: during this period, EOs can request clarifications on the Contract Notice or the tender documents. These requests must be submitted before the deadline, registered in MTender and responded by the CA. Once the response is received, it is also published on MTender. In case the final deadline for answers has passed and an answer for a registered clarification is not available, the tender is cancelled.
  + Complaints management: during this period, EOs can submit a complaint about the Contract Notice or tender documents. These complaints must be registered and published on MTender. The CA reviews the complaints and decides whether they are valid to be processed. In case they are, a response to the complaint is needed or, additionally, the Contract Notice or tender documents revised. This process is managed in MTender.
  + Allow submissions of request for participation from EOs, including an automatic pass/fail verification to establish the eligible EOs. If the number of submitted requests or qualified EOs is less than the minimum established in the Contract Notice, the Tender is cancelled.
  + Qualification by Evaluation Committee / Procurement Officer at CA. The committee can ask EOs for clarifications or additional documentation regarding their submission. Once all the information is available, the manual qualification is performed.
  + Publication of the lists of invited (qualified) and disqualified Eos. Possible complaints can also be managed.
* 5.2.7 – Publication of: 1) List of qualified EOs and 2) Invitation to tender (MTender)
* This process:
  + Requires the list of Qualified EOs and the notice on Invitation to be ready for publication.
  + Concludes with the publication or notification of the Invitation to bid.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Preparation of a final list of qualified EOs and the preparation of the Invitations to bid.
  + Publication or notification to EOs of the Invitation to bid.
* 5.2.8 – Submitting and registration of bids
* This process:
  + Requires the Contract Notice to be published and ready for registration.
  + Performs the same validation procedure already implemented in MTender (covered by process Bid registration).
  + Concludes with the final list of the bids registered and bids withdrawn, or the tender cancellation if no bidders are finally registered.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Management of the requests of explanations and clarifications for the Contract Notice or tender documents before the tender’s deadline is reached.
  + Registration of bids: each registration requires the verification of EO participation in all lots if the Contract Notice needs it. When a bidder registers its bid, it must present the self-declarations, the technical proposal and the initial price. In case these documents are not accurately completed, the bid is rejected.
  + If all qualified EOs have registered or withdrawn, the tender is cancelled before the deadline is reached.
  + Withdrawal of bids.
* 5.2.9 – Reverse auction
* This process:
  + Requires at least one bid submitted.
  + Requires that the Reversed Auction is envisaged in the Contract Notice and at least 2 bids are submitted. If there is only one bid submitted, the process goes directly to 5.2.10 Awarding process.
  + Performs the same validation procedure already implemented in MTender.
  + Concludes with the final auction results with participant names published.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Opening of registered bids and verification that there is at least one supplier. In that case, review of the participation in lots and launch of the auction for every lot.
  + For each lot, if there are at least 2 bidders registered, the auction is launched with the publication of the electronic auction link and the coding of registered bidders. The auction consists of 3 rounds that conclude with the publication of the final process with participant names.
  + Once all the lots have passed the auction or only one bid is registered, the auction is completed.
* 5.2.10 – Awarding process
* This process:
  + Requires the final auction results to be published or the single bid submitted.
  + Concludes with the tender and its lots awarded, and the contract signed and registered, or the lot or tender cancellation.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Verification if the tender is divided into lots and if the bidder must participate in all lots.
  + Every lot must be awarded. The criteria to decide how the lot is awarded are:
    - Lowest price / cost procedure: in case more than one bid has the same qualifying price, the additional criteria must be used for evaluation. The qualification documents are examined and used to decide if the winner is qualified.
    - Price and other criteria procedure where the values for Awarding are provided by EO. These criteria require the scoring and examination of the technical proposal. This process is automated, but the PO reviews self-scoring of the EO and records their acceptance or rejection of EO values for nonprice criteria.
    - Price and other criteria procedure where the values for awarding are provided by the Evaluation Panel and Procurement Officer. The scoring of nonprice criteria are manually input by the PO in accordance with Award Criteria and Weightings.
  + In the three bullets above the process of award has the following steps:
    - Publication of the list of rejected bids with the reasons.
    - Publication of the list of disqualified winners with reasons.
    - Publication of the list of awarded lots with qualified winners.
    - Publication of the list of not awarded lots due to lack of winners.
    - Compliant management: the result can be lot for cancellation or requalification.
    - Lot awarded, without winners or cancelled.
  + When all lots have been awarded, the FA and the contract are signed and registered.
* 5.2.11 – Framework agreement award notice
* This process:
  + Requires all the lots and tender to be awarded.
  + Concludes with the FA published.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + If Contract Award Notice must be published in TED, dispatch and confirmation that the notice was published.
  + Publication of notification on the Platforms (MTender and TED, if mandatory or decides by CA).
* 5.2.12 – Contract award notice (CAN)
* The process:
  + Requires the FA award notice and the contract signed.
  + Concludes with the contract notice published.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + If Contract Award Notice must be published in TED, dispatch and confirmation that the notice was published.
  + Publication of notification/CAN on the Platforms.
* 5.2.13 – Framework Agreement registered

This final process means that all the process was correct and is concluded with the registration of the FA and its award.

* 5.2.14 – Cancellation before deadline for submitting a bid
* The process:
  + Requires the Tender to be empty.
  + Concludes with the tender cancellation.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + If there is not enough qualified EOs or all the registered bidders have withdrawn from the bid, the tender must be cancelled before its deadline is reached.
  + If the tender guarantee was requested, it must be managed and refunded.
  + Publication of Notice on Tender Cancellation and dispatch of the needed notifications.
* 5.2.15 – Cancellation of Lot in tender
* This process:
  + Requires that there are no winners after the Awarding Process.
  + Concludes with the lot cancelled.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Check if the lot has no bidders registered.
  + Check if the compliant procedure is not able to respond accurately to the complaints or is not able to take the corrective actions to solve it.
  + The lot is redirected to requalification or re-evaluation or cancellation.
* 5.2.16 – Cancellation of tender
* This process:
  + Requires that all lots under a tender are cancelled.
  + Concludes with the tender cancelled.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + When the last lot of a tender is cancelled, the tender must be cancelled, too.
  + Verification of the reasons to cancel it.
  + Publication of a negative award notice and management of the complaints.
  + If the complaint management is successful, the cancellation is not successful.

## 5.4 – Implementation of the framework agreement

This process refers to the management of a registered FA. Simple processes like excluding a participant, adding new participants or monitoring are included. The most complex processes are described as sub-processes below:

* 5.4.1 – Framework agreement management.

Framework agreement management is the main sub-process of this feature. t is the hub which allows users to modify the different sections of a FA, which are described in this section.

* 5.4.2 – Purchase under Framework Agreement.
* This process:
  + Requires the FA to be created and a request for a purchase available.
  + Concludes when the contract and purchase are done.
* This process consists of the following sub-processes, which are detailed here below for further clarity:

5.4.2.3 – Purchasing contract under Multi Fixed Terms Closed Framework Agreement.

This feature implies several processes, which all make up FA Purchase functionality and are detailed below for further clarity:

5.4.2.3.1 – Preparation of Tender Documents for Contract under Framework Agreement.

* + This process:
    - * Requires the contract to be above the thresholds and be a multi closed design.
      * Concludes when all documents are prepared.
  + This process consists of the following sub-processes, which are detailed here below for further clarity:
    - * When the value of the contract is above the thresholds and the purchase is a multi-closed design, the CA prepares all the required documents for the contract under the FA. Once finished, the process can continue.

5.4.2.3.3 – Mini-competition conducted by CDU

* + This process:
    - * Requires the terms of the FA to be fixed.
      * Concludes when the contract is concluded.
  + This process consists of the following sub-processes, which are detailed here below for further clarity:
    - * The contract signing is decided through electronic auction or price quotation, depending on the preferred method.
      * If the preferred method is “Electronic Auction”, all bidders are included in an auction with an automated ranking. The criteria values initially provided are used to decide the best bid. Criteria values could be based on price or on other values.
      * If the preferred method is “Request for price quotation”, EOs can update their prices and the bid with the lowest price will be evaluated to sign the contact. If no suppliers submit a bid, the purchase is cancelled.

5.4.2.3.6 – Contract concluded

* + This process:
    - * Requires that a Second-stage competition or mini-competition is completed.
      * Concludes when the contract is signed or rejected.
* 5.4.3 – Catalogue preparation and management ***– (this functionality will not be implemented in the current solution).***
* This process:
  + Requires that a Second-stage competition or mini-competition is completed.
  + Concludes when the contract is signed or rejected.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + Suppliers can create/update electronic catalogues and upload products and services. These services are stored in the platform and can be used to automate the submission of offers and orders in a public procurement process.
  + This process allows the CA to request services quickly and easily.
  + The CA can accept or reject the catalogues and proposals.
  + EOs can confirm and approve CA’s orders.
* 5.4.4 – Amendment to FA registration.
* This process:
  + Requires that a FA needs modification.
  + Concludes with the FA amendment registered or rejected.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + The contract form is created automatically based on the tender’s outcome, and the amendment is registered. After that, treasury verification for scope, prices and payment is required.
  + If the verification is negative, the amendment request must be corrected, otherwise it will be rejected.
  + If the verification is positive, the amendment is signed by the EO and CA (when applicable), and the amendment is registered.
* 5.4.5 – Publishing of amendment
* This process:
  + Requires the FA amendment to be registered.
  + Concludes with the notification published.
* This process consists of the following sub-processes, which are detailed here below for further clarity:
  + When the amendment is registered, the notification is carried out in two ways through the platform and/or by e-mail.
  + Once notified, the amendment is published.
* 5.4.6 – Framework agreement completion

This final process means that all the process was correct, and the FA is completed.

# Framework Agreements features

This section explains the main features of the FA functionality. The following features are identified as necessary, and are not currently implemented in MTender:

* **Framework establishment**: this functionality allows users (Contracting Authorities) to set up FA based on the conditions established in the Contract Notice.
* **Framework management**: this functionality provides a workspace for management and monitoring of the framework execution.
* **Pre-selection**: this functionality allows users (Contracting Authorities) to select the candidates to be invited based on the initial eligibility and the selection criteria (minimum technical requirements).
* **Quotation**: this functionality allows users (Contracting Authorities) to request actual up to date unit prices for the items offered within the FA. This quotation means both requests for price quotation and second-stage competition, which are used depending on the value of the actual purchase.

For each of these features, the following information is provided:

* Description of the feature
* Basic workflow of the feature and its relationship with the BPMN
* Functional requirements
* Users and users’ actions

## Framework establishment

This module allows the setting and awarding of a FA and the preparation of the contract, as well as the notification to the economic operators involved.

Description

This module allows the preparation of a FA, setting, tender documents and publication of Contract Notice. The tender is prepared for de auction and awarding process and finally signed and registered.

Workflow conditions

| **Conditions** | **Description** |
| --- | --- |
| Pre-conditions | Annual Procurement Plan is selected.  Initial Contract Notice and tender documents. |
| Post-conditions | Framework Agreement registered.  Tender cancellation. |

Functional requirements

| **#** | **Requirement** | **MoSCoW** |
| --- | --- | --- |
| FR-FE-001 | The system MUST allow to edit the FA design. | M |
| FR-FE-002 | The FA related procedure MUST start in the preparation phase (eAccess, preparation of tender documentation and its upload) | M |
| FR-FE-003 | The system MUST allow to set a relationship between the Annual Procurement Plan and the FA. | M |
| FR-FE-004 | The system MUST allow to review the electronic auction process. | M |
| FR-FE-005 | The system MUST allow the technical requirements registration and edition. | M |
| FR-FE-006 | The system MUST allow to set, and update data related with electronic auction. | M |
| FR-FE-007 | The system MUST allow to cancel processes. | M |
| FR-FE-008 | The system MUST allow to send notifications to the users. | M |
| FR-FE-009 | The system MUST allow to submit document models. | M |
| FR-FE-010 | The system MUST allow the FA budget revision. | M |
| FR-FE-011 | The system MUST allow the integration with State Treasury in order to validate data. | M |
| FR-FE-012 | The system MUST allow to validate budgets. | M |
| FR-FE-013 | The system MUST allow to publish in TED. | M |
| FR-FE-014 | The system MUST allow to notice publications to TED. | M |
| FR-FE-015 | The system MUST confirm that the Contract Notice was published in TED. | M |
| FR-FE-016 | The system MUST allow the EO to be notified by publication on the Platform. | M |
| FR-FE-017 | The system MUST allow to dispatch Contract Notice and tender documents to economic operators. | M |
| FR-FE-018 | The system MUST allow to verify if the publication has been published. | M |
| FR-FE-019 | The system MUST allow to preselect the bids using the Qualification and PreSelection modules. | M |
| FR-FE-020 | The system MUST allow to award the lots and tender using the eAwarding module. | M |
| FR-FE-021 | The system MUST allow to upload the required documents. | M |

User Actions

The following users can access the feature and perform the following activities:

| **User** | **Possible actions** |
| --- | --- |
| Centralize Purchase Bodies | Create, edit and define FA. Including to set relationship with Procurement Plan. |
| Economic Operators | Access the platform.  Register the bids.  Register the withdrawals.  Send the complaints and requests of clarification.  Send the documents required by CA.  Receive notifications by publication in platform related to their processes. |
| Contracting Authorities | Set electronic auction data.  Preview electronic auction process.  Cancel FA process.  Submit and to edit document models.  Review and validate budgets.  Confirm Contract Notice has been published in TED.  Manage publications.  Manage bids. |

## Framework management

Framework management feature allows the modification of a registered FA.

Description

These features allow the FA registration as a consequence of a positive tendering process. Once registered, the FA can be modified by adding new participants, creating catalogues or conducting an amendment. Additionally, mini-competition processes are initiated from this feature.

Workflow conditions

| **Conditions** | **Description** |
| --- | --- |
| Pre-conditions | Registered Framework Agreement. |
| Post-conditions | Framework Agreement completed.  Rejected Framework Agreement. |

Functional requirements

| **#** | **Requirement** | **MoSCow** |
| --- | --- | --- |
| FR-FM-001 | The system MUST allow authorized users to access the Framework Agreement record. | M |
| FR-FM-002 | The system MUST allow document generation based on the current process. | M |
| FR-FM-003 | The system MUST guarantee that only CAs that are participants to a FA will have access to this FA workspace and can initiate second stage tendering procedures. | M |
| FR-FM-004 | The module MUST guarantee that only EOs that are participants to a FA will have access to this FA workspace and be invited to forthcoming tendering procedures. | M |
| FR-FM-005 | The system MUST facilitate the browsing of the Framework Agreements and mini-competitions. This MUST be performed in a human readable format. | M |
| FR-FM-006 | The system MUST visualise data related to the FA clearly:   * Number of second stage competitions within each framework agreement (breakdown by contracting authority and by economic operator). * Spending value within framework agreements. Initial FA value vs current FA value (breakdown by contracting authority and by economic operator). * Economic operators and their aggregated contract amount, number of awarded contracts, list of contracts awarded. * Expenditure and number of contracts by items. | M |
| FR-FM-007 | The system MUST allow to submit documents based on the current process. | M |
| FR-FM-008 | The system MUST allow the modification of the Framework Agreement (contract modification, contract extension, contract closing). | M |
| FR-FM-009 | The system MUST allow amendment registration. | M |
| FR-FM-010 | The system MUST allow amendment rejection. | M |
| FR-FM-011 | The system MUST allow the integration with State Treasury in order to validate data. | M |
| FR-FM-012 | The system MUST allow the online signing of documents by all users. | M |
| FR-FM-013 | The system MUST allow amendment publications. | M |
| FR-FM-014 | The system MUST allow amendment notifications by publications in platforms. | M |
| FR-FM-015 | The system MUST allow amendment notifications by e-mail. | M |
| FR-FM-016 | The system MUST allow the review of the list of qualified participants to a framework agreement and reviewing all related information of that economic operator. | M |
| FR-FM-017 | The system MUST allow the exclusion of participants in the current FA. | M |
| FR-FM-018 | The system MUST allow the registration of EO’s self-declaration documents. | M |
| FR-FM-019 | The system MUST allow the verification of requests. | M |
| FR-FM-020 | The system MUST allow the qualification of documents. | M |
| FR-FM-021 | The system MUST allow the publication of a new EO in the FA. | M |
| FR-FM-022 | The system MUST allow to perform mini-competitions. | M |
| FR-FM-023 | The system MUST allow to check and compare contract values with a predefined threshold. | M |
| FR-FM-024 | The system MUST allow to check the design of the FA and the FA terms. | M |
| FR-FM-025 | The system MUST allow to evaluate the bids using the eAuction module. | M |
| FR-FM-026 | The system MUST allow requests for price quotations. This must include:   * Update prices of the products/services. * Evaluate bids in order to get the lowest submitted price. * Confirm and cancel submitted bids. | M |
| FR-FM-027 | The system MUST notify the FA manager when the FA duration is about to end. | M |
| FR-FM-028 | The contract resulting from the procedure will have a link to the FA from which it originated. | M |

User Actions

The following users are able to access the feature and perform the following activities:

| **User** | **Possible actions** |
| --- | --- |
| Centralize Purchase Bodies | Create and manage FA conditions. |
| Economic Operators | Access to the invited tendering processes.  Submit and update tenders for competitions.  Browse processes.  Access to submitted bids. |
| Contracting Authorities | Create / Edit / Update and publish information related to competitions.  Invite EOs to a bid for a second-stage competition.  Monitor the execution of the FA budget. |

## Pre-selection

The pre-selection is a feature that allows the process to select the economic operators that are compliant with the selection criteria defined

Description

Procedures are based on a two-stage process where only economic operators who have been qualified and/or shortlisted may submit tenders. The qualification and shortlisting of economic operators will be facilitated through the Pre-selection feature.

Workflow conditions

| **Conditions** | **Description** |
| --- | --- |
| Pre-conditions | Contract Notice published. |
| Post-conditions | Pre-selection list with definitive status (Invited/Disqualified). |

Functional requirements

| **#** | **Requirement** | **MoSCow** |
| --- | --- | --- |
| FR-PS-001 | The system MUST have a complaint process for the EO. | M |
| FR-PS-002 | The system MUST allow requests of clarifications. | M |
| FR-PS-003 | The system MUST allow responses to clarifications. | M |
| FR-PS-004 | The system MUST allow submissions of requests for participation. | M |
| FR-PS-005 | The system MUST allow FA cancellations. | M |
| FR-PS-006 | The system MUST implements an automated qualification process. | M |
| FR-PS-007 | The system MUST allow qualifications by CA. | M |
| FR-PS-008 | The system MUST allow the scoring of EO based on CA qualifications. | M |
| FR-PS-009 | The system MUST allow invitation process for EO. | M |
| FR-PS-010 | The system MUST allow the possibility of disqualifying an EO. | M |

User Actions

The following users are able to access the feature and perform the following activities:

| **User** | **Possible actions** |
| --- | --- |
| Centralize Purchase Bodies. | Visualize FA complaints, clarifications, qualifications, scorings and submitted data. |
| Economic Operators | To submit requests for participation.  Request clarifications and complaints.  To be noticed about their processes. |
| Contracting Authorities | Create scoring based on the submitted qualification documents. |

## Quotation

Request for Quotation (RFQ) feature is used for small value purchases.

Description

This process consists of the contracting authority defining a need for procurement and setting the technical specifications of the product/service/work needed and the potential economic operators placing a price quotation for the provision of the contract. Each economic operator is permitted to give only one price quotation and is not permitted to change its quotation.

Workflow conditions

| **Conditions** | **Description** |
| --- | --- |
| Pre-conditions | Request for quotations. Suitable number of EO exist. |
| Post-conditions | The smallest values sign the definitive contract. |

Functional requirements

| **#** | **Requirement** | **MoSCoW** |
| --- | --- | --- |
| FR-Q-001 | The system MUST allow the CA to define a need for procurement. | M |
| FR-Q-002 | The system MUST allow the EO to access the platform in order to place a price quotation. | M |
| FR-Q-003 | The system MUST inform each EO from which a quotation is requested such as any applicable transportation and insurance charges, customs duties and taxes, are to be included in the price | M |
| FR-Q-004 | The system MUST allow each EO to give ONLY one price quotation. This quotation is not permitted to change. | M |
| FR-Q-005 | The system MUST mark as successful quotation the lowest-priced one. | M |
| FR-Q-006 | The system MUST use electronic reverse auction for low value for purchase of goods and services. | M |

User Actions

The following users are able to access the feature and perform the following activities:

| **User** | **Possible actions** |
| --- | --- |
| Centralize Purchase Bodies | Define terms and conditions of the procurement under FA. |
| Economic Operators | Access to the platform.  Receive notifications related to the quotations.  Visualize quotation results. |
| Contracting Authorities | Define needed procurement.  Visualize quotation results. |

# System integration requirements

## National registers

The MTender System shall be interoperable with the following state registers when the interconnection is allowed by the affected entities:

Table 1. State registers to be connected to the eProcurement system

| **Registers or entities** | **Description** |
| --- | --- |
| State Treasury | Unit within the central government responsible for the management of the government treasury. It holds a register of the contracts awarded, and the payments and invoices issued in relation to these contracts. The State Treasury approves all the contracts for payment (confirming that there are funds available under the corresponding account for the corresponding contracting authority). |