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CEN/ISSS WS/BII12

Tendering Simple

PROFILE DESCRIPTION

Business Domain: Pre award procurement

Business Process: Tender Submission

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Document Summary

The Tendering profile describes a process providing electronic messaging support for the business process of Tendering. It is intended for use by businesses in order to present a tender that fulfils the requirements of a Call for Tender document in a tendering process.

The key aspects covered by this profile are:

- The submitting of a Tender in response to a Call for Tender as part of an open, negotiate or restricted tendering procedure or dynamic purchasing systems.
- A receipt from a Contracting authority to an Economic operator confirming that a tender has been received and when.

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1 Preamble

The CEN/ISSS Workshop on business interoperability interfaces for public procurement in Europe (CEN/ISSS WS/BII) was established in order to

- Identify and document the required business interoperability interfaces related to pan-European electronic transactions in public procurement expressed as a set of technical specifications, developed by taking due account of current and emerging UN/CEFACT standards in order to ensure global interoperability;
- Co-ordinate and provide support to pilot projects implementing the technical specifications in order to remove technical barriers preventing interoperability.

To facilitate implementation of electronic commerce in a standardized way, thereby enabling the development of standardized software solutions as well as efficient connections between business partners without case by case specification of the data interchange, the workshop agreed to document the required business interoperability interfaces as profile descriptions. The end goal is to reduce the cost of implementing electronic commerce to a level that is economical for small and medium size companies and institutions.

1.1 Profile description

A profile description is a technical specification describing

- the choreography of the business process(es) covered, i.e. a detailed description of the way the business partners collaborate to play their respective roles and share responsibilities to achieve mutually agreed goals with the support of their respective information systems,
- the electronic business transactions exchanged as part of the business process and the sequence in which these transactions are exchanged,
- the business rules governing the execution of that business process(es), its business collaborations and business transactions, as well as any constraints on information elements used in the transaction data models
- the information content of the electronic business transactions exchanged by pointing to a given data model for each of the business transactions.

As well as determining what business transactions are used, the profile restricts their content in terms of elements and the cardinality of elements. The key standardization aspect of the profile description is thus on the organisational and semantics interoperability levels rather than on syntax within the technical interoperability level. Consequently the business transactions within a profile can be structured based on different message standards/syntax as long it contains all the necessary data elements.

Although the profile descriptions and transaction data models provided by CEN BII will be neutral of syntax, the workshop has agreed to provide specifications of how its data models may be mapped to defined syntaxes. This is done in order provide the market with implementable specifications.

It should be noted that the profile description does not attempt to address issues related to topics such as:

- the actual transmission of the electronic messages,
- security and confidentiality of the message exchange,
- integrity, authentication and auditing of information content or
- the process of implementing a solution based on the profile description.

These issues have however been addressed by other deliverables of the CEN/ISSS WS/BII (see section 2 for reference to relevant documents).

The main focus of the profile description and the associated transaction data models is to address generally expressed business requirements applicable throughout the European market. Although the profile description and associated transaction data model are designed to meet generally expressed requirements, it is still the responsibility of the users to ensure that the actual business transactions exchanges meets all the legal, fiscal and commercial requirements relevant to their business.

2 References

External documents

- UN/CEFACT Modelling Methodology (available at <http://www.untmg.org/specifications/>)
- UMM Meta Model – Foundation Module Version 1.0, Technical Specification, 2006-10-06
- UMM Meta Model – Base Module Version 1.0, Technical Specification, 2006-10-06
- UML (Unified Modelling Language), version 2.0
- UN/CEFACT ebXML Core Components Technical Specifications version 2.01 – ISO 15000-5
- UN/CEFACT Business Requirements Specification version 1.5 (CEFACT/ICG/005)

Related publications from CEN/ISSS WS/BII:

- CWA xxxx-1: Profile Overview
- CWA xxxx-1, annex A: Glossary of terms
- CWA xxxx-1, annex B: Profile Architecture
- CWA xxxx-1, annex C: Controlled Vocabulary Approach
- CWA xxxx-2: UBL-UN/CEFACT convergence (WG2)
- CWA xxxx-3: Toolbox Requirements (WG3)
- CWA xxxx-4: Pilot Support (WG4)

3 Business benefits and requirements

3.1 Business benefits

The main business benefits to be gained by implementation of this profile are:

Aspect	Beneficiary	Benefit
Process automation	Contracting authority	Systematic acquisition process.
Automated Tender generation	Economic operator	Automated tender generation based on the information defined in call for tenders documents. Economic operator has more business opportunities because he can present Tenders to more contracts.
Automated Tender Processing	Contracting authority	Electronic delivery of the Tender allows automated tender processing and facilitates Tender evaluation and awarding. Automated matching of the Tender with the Call for Tender document eliminates human keying errors and facilitates redeployment of resources. Fewer human intervention and errors. Automatic Tender evaluation. Automatic business Qualification. Potential for automatic awarding of contracts.
Automated Tender Transfer	Economic operator	Faster tender transfers. Standard mechanism to facilitate the secure and reliable tender presentation.
Customer relations	Economic operator	Closer customer relations.

3.2 Business requirements

1. The Economic operator provides an electronic Tender that can be received and processed by the Contracting authority.
2. The Contracting authority sends an electronic Tender Receipt as legal proof of reception to the Economic operator, confirming the date and time of reception.
3. A Tender may refer to an individual contract, regardless of being a works, supplies or services contract.
4. A Tender must refer to a Call for Tender to facilitate automatic evaluation.

4 Profile detailed description

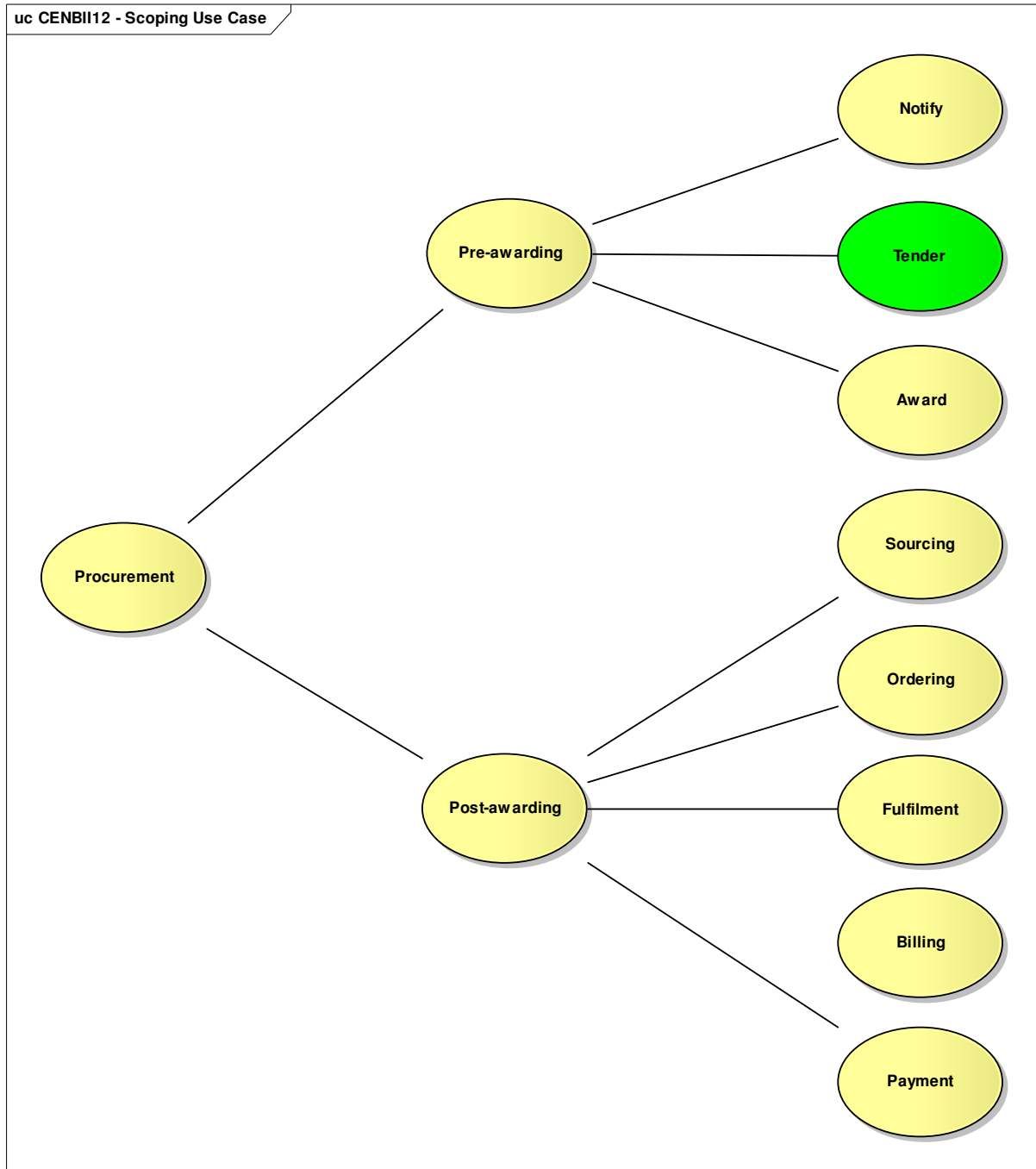
4.1 Context

The specification contained in this document is relevant within the following context:

Categories	Description and Values
Business Process	Tendering.
Product Classification	All types of goods and services both in case of individual purchases as well as for framework agreements.
Industry Classification	Customer and Supplier organisations in all sectors, public and private.
Geopolitical	Europe.
Official Constraint	EU directives 2004/18/EC and 2004/17/EC, national laws and regulations.
Business Process Role	Tender submission for individual contracts.
Supporting Role	None specific.
System Capabilities	None specific.

4.2 Business processes in scope

Procurement is a complex domain with several key processes, some of which are illustrated in the following figure.



The Tendering Simple profile covers the business processes highlighted in the above figure.

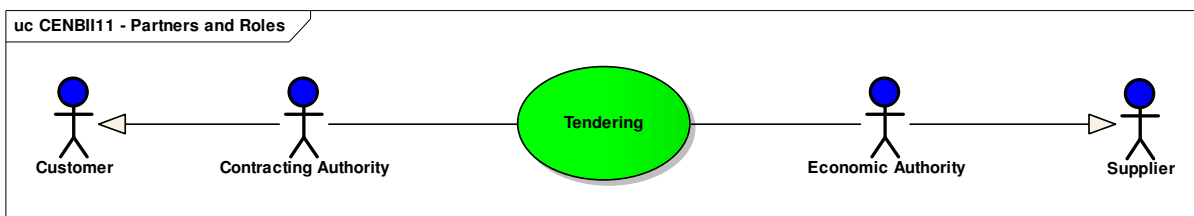
4.3 Partners and authorized roles

The following business partners participate in this profile, acting in the roles as defined below.

Business partner	Description
Customer	The customer is the legal person or organization who is in demand of a product or service. Examples of customer roles: buyer, consignee, debtor, contracting authority.

Supplier	<p>The supplier is the legal person or organization who provides a product or service.</p> <p>Examples of supplier roles: seller, consignor, creditor, economic operator.</p>
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Role	Description
Economic Operator	<p>The terms 'contractor', 'supplier' and 'service provider' mean any natural or legal person or public entity or group of such persons and/or bodies which offers on the market, respectively, the execution of works and/or a work, products or services.</p> <p>The term 'economic operator' shall cover equally the concepts of contractor, supplier and service provider. It is used merely in the interest of simplification.</p>
Contracting Authority	<p>'Contracting authorities' means the State, regional or local authorities, bodies governed by public law, associations formed by one or several of such authorities or one or several of such bodies governed by public law.</p> <p>A 'body governed by public law' means any body:</p> <ul style="list-style-type: none"> (a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; (b) having legal personality; and (c) financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law. <p>This term has a narrower scope than the term "Customer" and is in BII treated as a customer role.</p>

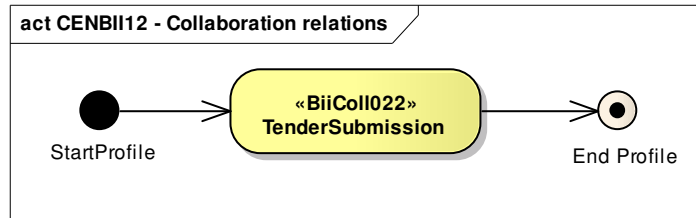


4.4 Choreography of business collaborations

Each business process in scope contains within itself one or more business collaborations:

Business Process	Business Collaboration(s)	Collaboration ID
Tendering	TenderSubmission	BiiColl022

The following diagram shows the relationships (i.e. links) between the collaborations of each business process implemented by the profile. The choreography of business collaborations defines the sequence of interactions when the profile is run within its context. Each sequence of interactions can be understood as a run-time scenario.



Description	<p>If the tendering process follows a procedure that mandates a qualification, the Economic operator will provide that through an external process.</p> <p>The Economic Operator provides an electronic tender to the Contracting authority.</p> <p>The Contracting authority stores the tender and the qualification electronic documents in a secure area.</p> <p>The Economic operator can resend a tender at any time until the final date for presentation of tenders defined in the call for tender document.</p> <p>The opening and the evaluation of the tenders is not part of this profile.</p>
Pre-conditions	<p>The Contracting authority has issued a call for tenders to buy goods, services or works.</p>
Post-conditions	<p>The process results in a presented tender.</p> <p>The Contracting authority has all the required documents in order to evaluate and proceed with the opening and the awarding phases of the Tendering procedures.</p>
Remarks	<p>The transfer and storage of the tender and subsequent opening must comply with EU directives, including the use of sufficient encryption. This is however out of scope for this profile.</p> <p>During the processing of the Tender there may be questions and answers exchanged between the roles but that is out of scope.</p> <p>In the case the tender is aborted the communication is out of scope for this profile. Reinitiating the process requires a new instance of the profile.</p>

4.4.1 Profile business rules

4.4.1.1 Process rules

1. The transfer and storage of the Tender and subsequent opening must comply with EU directives, including the use of sufficient encryption. Specification of this is however out of scope for this profile.
2. The Tender must be kept securely saved until the opening date stated in the Call for tenders document.
3. All documents, including Qualification documents, submitted as part of the Tender must follow the same confidentiality requirements.

4. Provision of Qualification documents is external to this profile.
5. It must be possible to provide tender Qualification documents in the same "message", envelope or document as the offer.
6. The Economic operator has to present the tendering documents before a given date and time defined in the Call for Tenders document in order to be considered.
7. An Economic operator can send a tender more than once to the Contracting authority, but just the last tender received will be opened in the opening of tender process.
8. If the Economic operator's tender is awarded, the Economic operator is committed to the terms of the tender.
9. According to the Directive 2004/18/EC Article 42 and Annex X (Directive 2004/17/EC Article 48 and Annex XXIV), the Contracting Authority is not allowed to read or act on the Tender before the point in time of the Tender Opening. The acknowledgment of the Tender Reception must be communicated to the party based on the electronic envelope of the Tender and not the party information within the Tender document.

4.4.2 Information constraints

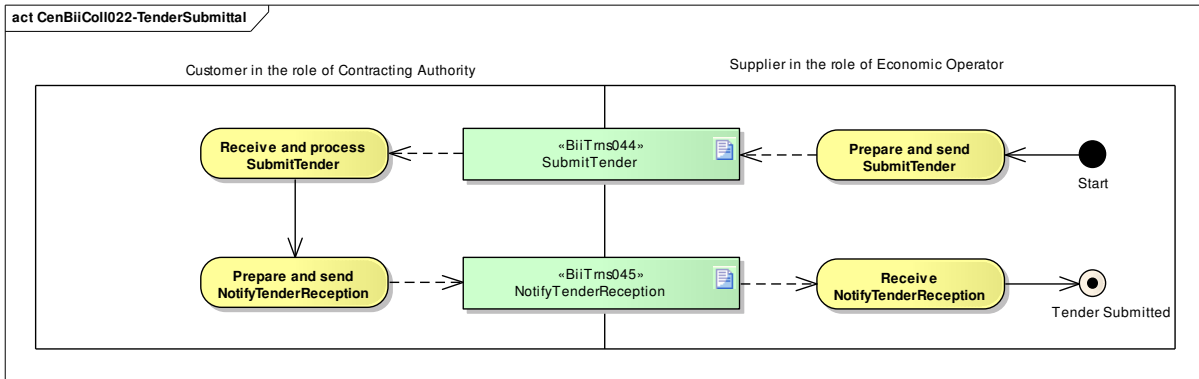
ID	Data element	Context	Severity	Rule description
1	Call for Tender ID	Tender	Hard	A Tender must refer to the Call for Tender document.

4.5 Business Collaboration(s) detailed description

4.5.1 TenderSubmission collaboration

Categories	Description and Values
Collaboration ID	BiiColl022
Description	The Supplier, in the role of an Economic operator, submits a Tender to the Customer, who has the role of Contracting Authority, who responds with a tender receipt, confirming the reception of the tender and the time.
Pre condition	An Economic Operator has received Call for Tender on which grounds he submits a Tender.
Post condition(s)	An Economic Operator has submitted a Tender and received a response acknowledging the time of receipt.
Transactions	SubmitTender - BiiTrns044 NotifyTenderReception - BiiTrns045
Roles	Contracting Authority Economic Operator

4.5.1.1 Diagram



4.5.1.2 Activity description

Role	Activity	Description
Main flow		Tender submitted
Economic Operator	Prepare and send SubmitTender	Economic Operator prepares and sends a Tender to the Contracting Authority.
Contracting Authority	Receive and process SubmitTender	When receiving a tender, the Contracting Authority stores it in a secure area and acknowledges the reception time and date.
Contracting Authority	Prepare and send NotifyTenderReception	The Contracting Authority prepares and sends a tender receipt that acknowledges the reception of the Tender and the time and date.
Economic Operator	Receive NotifyTenderReception	The Economic operator receives the Tender receipt.

4.5.1.3 Collaboration business rules

4.5.1.3.1 Process rules

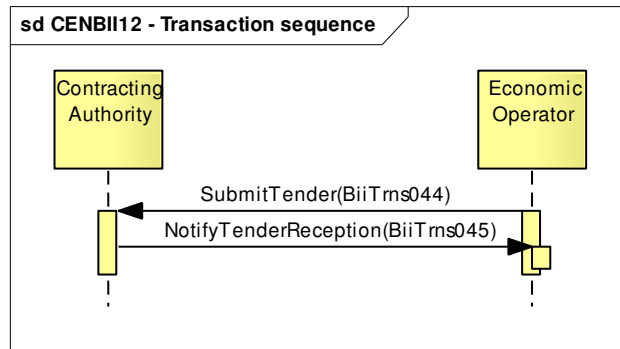
1. The Economic operator is obligated to deliver according to the Tender with reference to the terms specified in the Call for Tender.
2. The Contracting Authority is obligated to evaluate tenders received within due time.

4.5.1.3.2 Information constraints

Information constraints relevant to this collaboration are captured in the referenced transaction data model(s).

4.6 Transaction(s) detailed description

The figure below identifies the electronic messages exchanged as part of this process and the sequence in which these documents are exchanged.



4.6.1 Transaction data models

Transaction	Trns ID	Data Model	Data model ID
SubmitTender	BiiTrns044	Tender	BiiFullTrdm044
NotifyTenderReception	BiiTrns045	TenderReceptionNotification	BiiFullTrdm045

Each of the identified transactions is elaborated in the following chapters.

4.6.2 SubmitTender transaction

Categories	Description and Values
Identifier	BiiTrns044
Description	A message by which a tenderer offers a tender to the tendering organization.
Partner Types	Customer Supplier
Authorized Roles	Contracting authority Economic Operator
Legal Implications	See below
Initial Event	Prepare and send SubmitTender
Terminal event	Prepare and send SubmitTender
Scope	Tenders for individual purchases as well as framework agreements within all tendering procedures including open tender, restricted tender, negotiated tender and competitive dialogue.
Boundary	None specified.

4.6.2.1 Transaction business rules

- National laws and regulations and, in case of above threshold Call for Tenders, EU directives 2004/18/EC and 2004/17/EC.
- According to the Directive 2004/18/EC Article 42 and Annex X (Directive 2004/17/EC Article 48 and Annex XXIV), the Contracting Authority is not allowed to read or act on the Tender before the point in time of the Tender Opening. To enable acknowledgment of the Tender Reception the Tender must be communicated by using an electronic envelope containing party information.

4.6.3 NotifyTenderReception transaction

Categories	Description and Values
Identifier	BiiTrns045

Categories	Description and Values
Description	A structured electronic business document confirming the reception of a Tender.
Partner Types	Customer Supplier
Authorized Roles	Contracting Authority Economic Operator
Legal Implications	See below.
Initial Event	Prepare and send NotifyTenderReception
Terminal event	Receive NotifyTenderReception
Scope	To acknowledge the reception of a tender document and noting the date and time of reception.
Boundary	Only acknowledges that a tender has been received.

4.6.3.1 Transaction business rules

- The NotifyTenderReception transaction may not involve any viewing or processing of the tender content nor does it imply any decision, verification or acknowledgement regarding the tenders' content. It only confirms that the referenced tender has been received at the date and time stated in the transaction.
- National laws and regulations and, in case of above threshold Call for Tenders, EU directives 2004/18/EC and 2004/17/EC.
- According to the Directive 2004/18/EC Article 42 and Annex X (Directive 2004/17/EC Article 48 and Annex XXIV), the Contracting Authority is not allowed to read or act on the tender before the point in time of the tender opening. The acknowledgment of the tender reception must be communicated to the party based on the electronic envelope of the tender and not the party information within the tender document.