



Electronic Tendering System *Aena eLicita*

Technical Requirements Guide

The content of this document is the property of Aena and may not be reproduced or communicated, in whole or in part, to anyone other than those included on the distribution list attached to this document without Aena's express authorization.

Aena's electronic tendering system *eLicita*

Quick Guide to Technical Requirements

Code Code	Version 1.0	Date Version 03/05/2023
Classification ☐ Public ☒ Internal ☐ Restricted ☐ Confidential	Document Type ☐ Technical document ☐ Presentation ☐ Proposal/Report ☒ Others: Quick guide (internal user manual)	State ☐ Draft ☐ Under review ☒ Upgradable ☐ Final report
File name	documents and reports template.docx	
File path	[]	
Keywords	[]	

Summary of content

Aena's electronic tendering system *eLicita* Quick
Guide to Technical Requirements



	Name / Position	Signature / Date
Done [responsible for update and maintenance of the document]	Altia Consultants	
Revised		
	[/]	
	[/]	
Supervised	[/]	
Approved		
According	[/]	

Documentation control



Copy	Name	Position	Organization
[Copy No.]	[First Name Last Name Last Name]	[Post]	[Organization Name]

Distribution control

Version	Date	Affected pages	Notes and reasons for change
[Version No.]	[dd/mm/yyyy]	[Affected Pages]	[...]
1.1	08/02/2024		The document has been updated to indicate that the system is compatible with Mac OS X and two subsections have been added in section 6. Desktop Application, to specify how the application should be downloaded for Windows and Mac OS X.
1.2	09/17/2024	Section 1	The document has been updated to indicate support for current systems and to eliminate those that are no longer supported.



--	--	--	--

Change log sheet

Content

TECHNICAL REQUIREMENTS GUIDE.....	7
1. Computer Operating System	7
2. Internet browsers	7
3. Digital Certificate	8
3.1 Checking the installation of the digital certificate.....	9
3.1.1 MICROSOFT EDGE: Accessing the certificate store	9
3.1.2 GOOGLE CHROME: Access to the certificate store	10
3.1.3 FIREFOX: Accessing the certificate store	11
4. Participation of foreign companies in the electronic platform eLicita Aena	12
5. Antivirus.....	12
6. Read and write administrator permissions on folders	12
7. Desktop Application	12
8. Autofirma Application	19
9. System Configuration Tool	21
10. Files comprising the offer.....	22

TECHNICAL REQUIREMENTS GUIDE

This technical requirements guide indicates the steps to follow to prepare the user's computer equipment for access and use of the Electronic Tendering Platform *eLicita* from Aena.

The bidder must verify that his equipment is configured according to the requirements specified below:

- Computer operating system Internet
- browsers
- Antivirus.
- Administrator permissions for reading and writing folders.
- Desktop application.
- Digital Certificates: Foreign Companies. Self-Signature Application.
- System Configuration Tool.

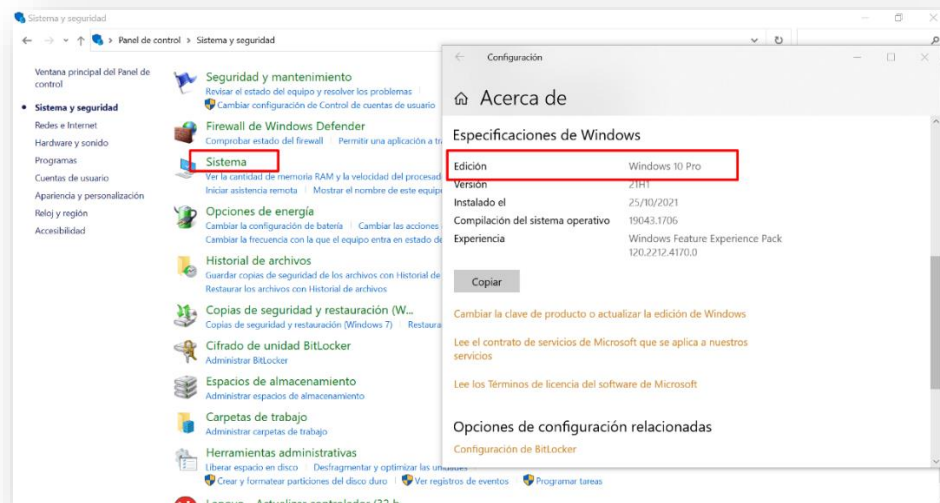
And please take into account the specifications indicated below in relation to:

- The files that make up the offer.

1. Operating system of the computer

The bidder must have any Windows or MacOS operating system supported by Microsoft or Mac OS installed on their computer.

To check your computer's operating system, you can check it by going to *Home>Control Panel/System*:



2. Internet browsers

The browsers required to access the Electronic Tendering Platform *eLicita* Aena's are the following:

- **Microsoft Edge: since version 40.**
To check the version, open Microsoft Edge and click the Help menu > About Microsoft Edge.
- **Google Chrome: since version 79.**
To check the version, open Chrome and click on the top right button Google Chrome Information.
- **Firefox: since version 51.**
To check your Firefox version, open Firefox and click Help > About Firefox.

3. Digital Certificate

A digital certificate is a set of data that allows the certificate holder to be identified, information to be exchanged securely with other people and entities, and the electronic signing of the data being sent so that its integrity and origin can be verified.

The bidder must have a digital certificate installed in the internet browser of his computer in order to access, submit bids and register applications on the Tender Platform. *eLicit* The currently supported digital certificates from Certification Authorities (CAs) are:

- FNMT.
- Electronic ID.
- Camerfirma.
- Professional signature.

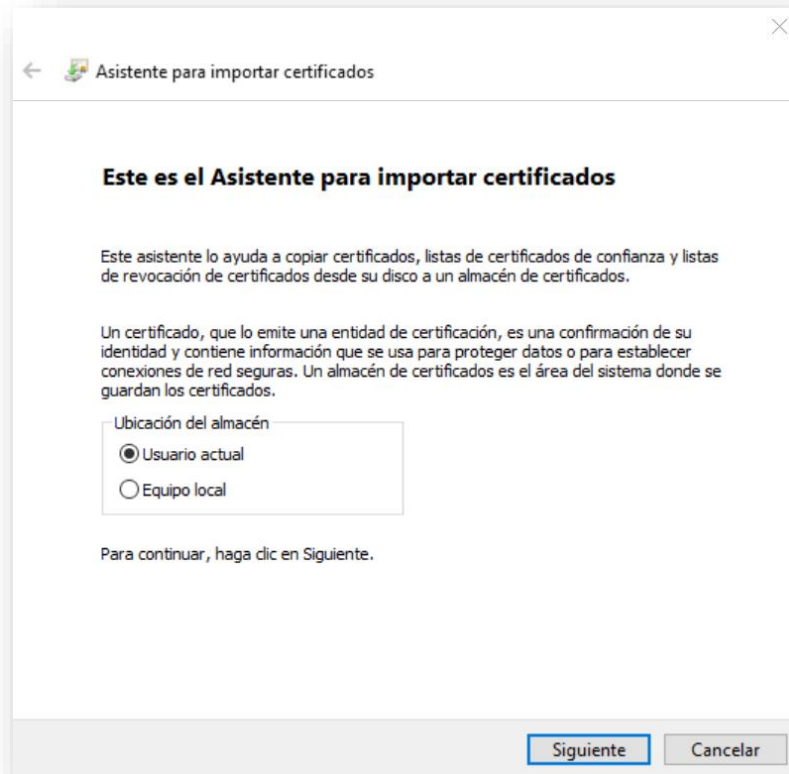
This Electronic Tendering System uses the @firma platform of the General State Administration to validate certificates. You can find more information on the @firma Platform (<http://administracionelectronica.gob.es/ctt/verPestanaGeneral.htm?idIniciativa=afirma-.VssvCI9FyyI>).

For a complete list of providers accepted by this platform, please refer to the @firma certification service providers document (<http://administracionelectronica.gob.es/PAe/aFirma-Anexo-PSC>).

The digital certificates installed in the internet browser of the computer that will be used to sign and submit the offer must have both the public and private sections.

Any digital certificate accepted by the electronic Platform *eLicit* must always have a natural person associated with it.

Once the bidder has a valid digital certificate, they must install it using the installation wizard, which is displayed by double-clicking on the file containing the digital certificate.



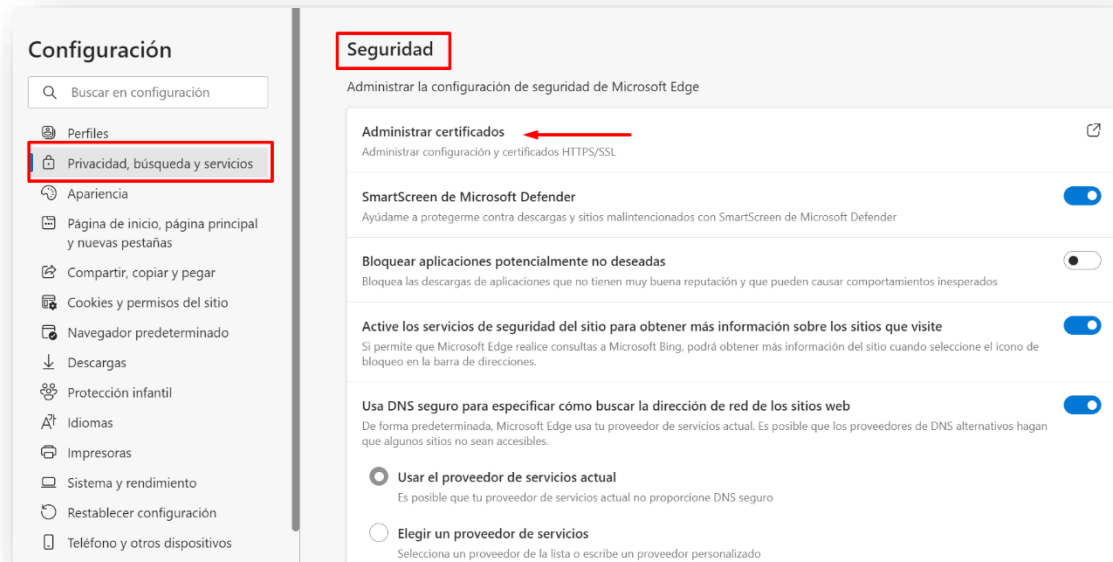
3.1 Checking the installation of the digital certificate

When the bidder has installed the digital certificate, he must check that it has been configured in the internet browser so that he can identify himself each time he enters the Tender Platform. *eLicit* from Aena.

3.1.1 MICROSOFT EDGE: Accessing the certificate store

Access Route: Settings > Privacy, search, and services.

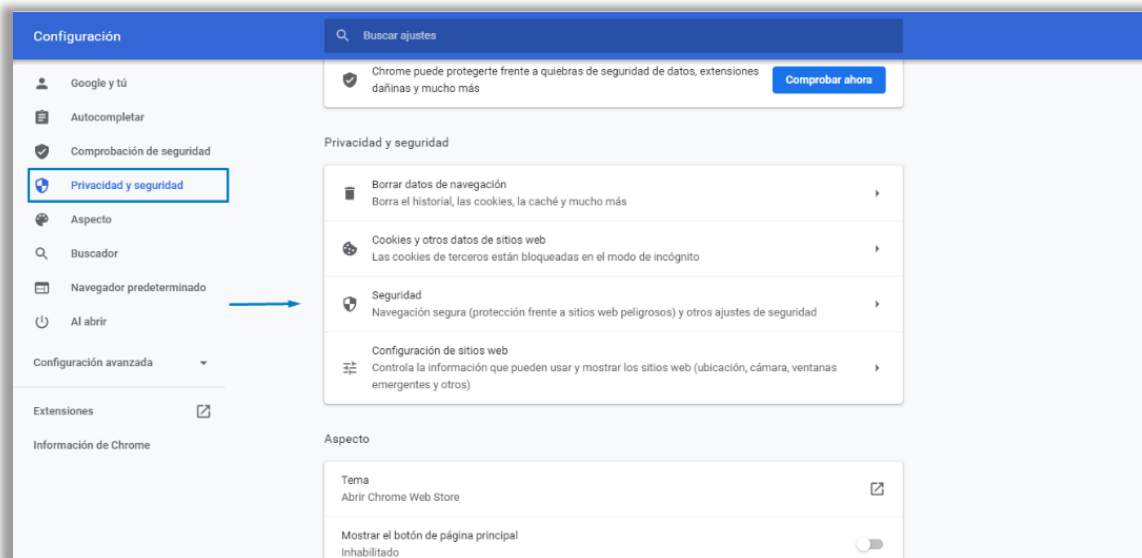
You should look for the section **Security** and select Manage Certificates, as shown in the image.



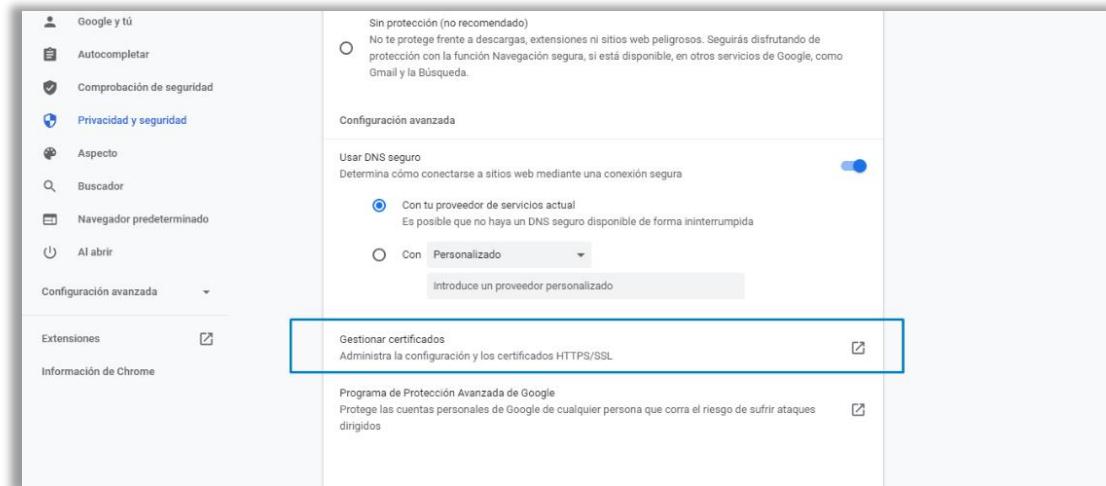
3.1.2 GOOGLE CHROME: Access to the certificate store

Access Route: Settings > Privacy & Security.

You must select the **Security option**, as shown in the following image.

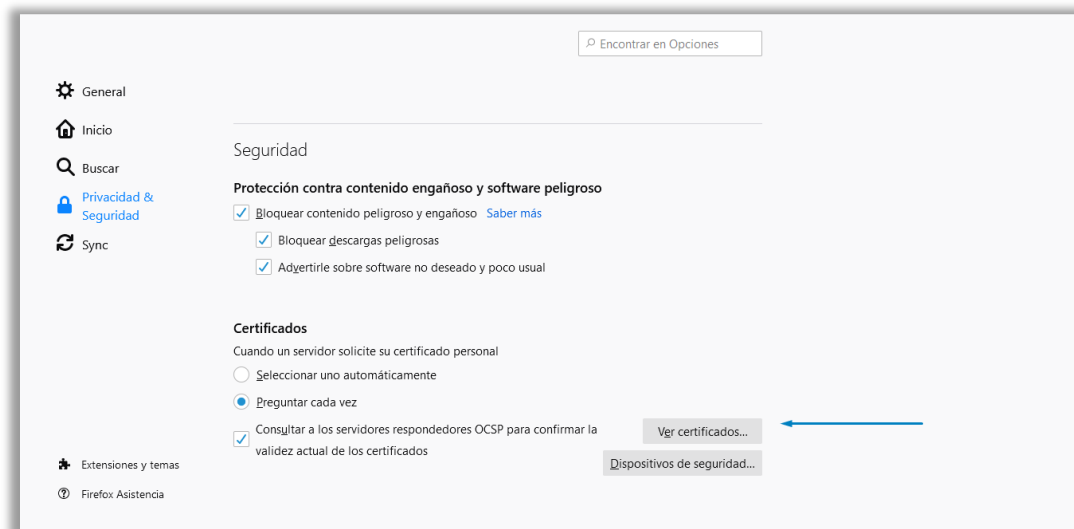


In the Security options, you must select **Manage Certificates**.



3.1.3 FIREFOX: Access to the certificate store

Access Route: Options > Privacy & Security > View Certificates



4. Participation of foreign companies in the electronic platform eLicita Aena

Foreign companies that wish to participate in bidding processes through the Elicita electronic platform and do not have a valid electronic certificate as reported in the section [3. Digital certificate](#) from this guide, you can do it **accessing through the username and password option**.

The steps for this type of access are detailed in the ***Quick guide for registering bidders on Aena's eLicita electronic bidding platform, specifically in section 1.2.3: Access to Aena's eLicita Electronic Bidding System using a username and password.***

5. Antivirus

The bidder may have an antivirus installed to protect their computer equipment. The antivirus configuration on the computer must not prevent the desktop application from running properly. In the event of an interruption due to this reason, the bidder must pause the antivirus program to continue its proper operation.

6. Read and write administrator permissions on folders

The user must have read, write and modify permissions on the folders:

- either Where the file(s) to be attached to the bids are located. In
- either the system's user folder.
- either In the system's temporary folder.



- **If you have restricted access to the administrative functions required to make the changes listed, contact your company's system administrator.**
- **In some cases, restrictions prevent the Electronic Tendering Platform from executing some of the required commands.**

7. Desktop Application

Next, we will explain in detail how to install the application.

7.1 Installing desktop application for Windows

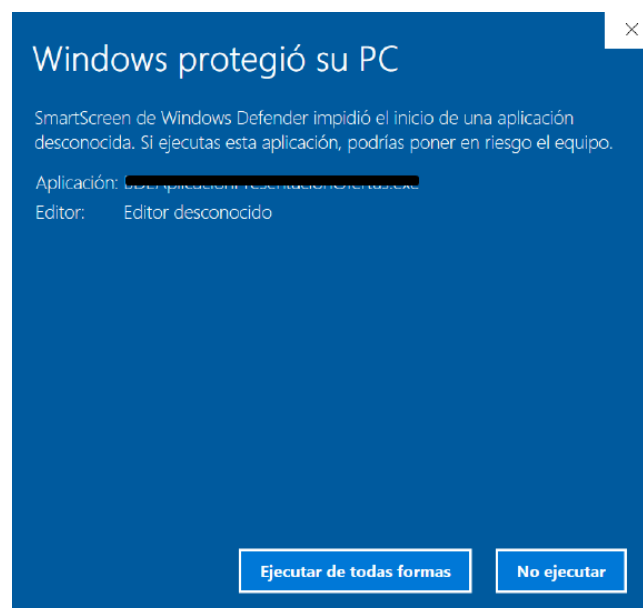
The bidder must have the Desktop Application of the Electronic Tendering Platform installed. *eLicita* from Aena This application is required to be able to submit your offer.

The Desktop Application can be downloaded from the Aena Electronic Tendering System home page. *eLicita*, which can be accessed via the following URL: https://elicit.aena.es/SLE_Internet

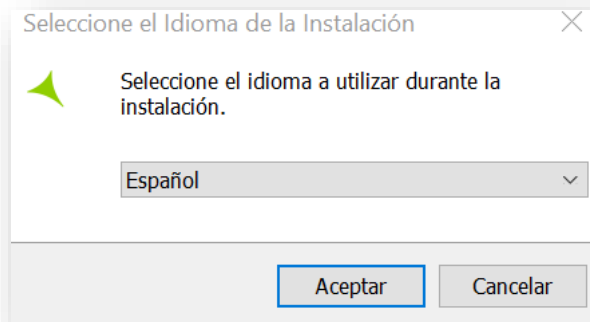


Once you have downloaded the application, you must follow the steps in the installer.

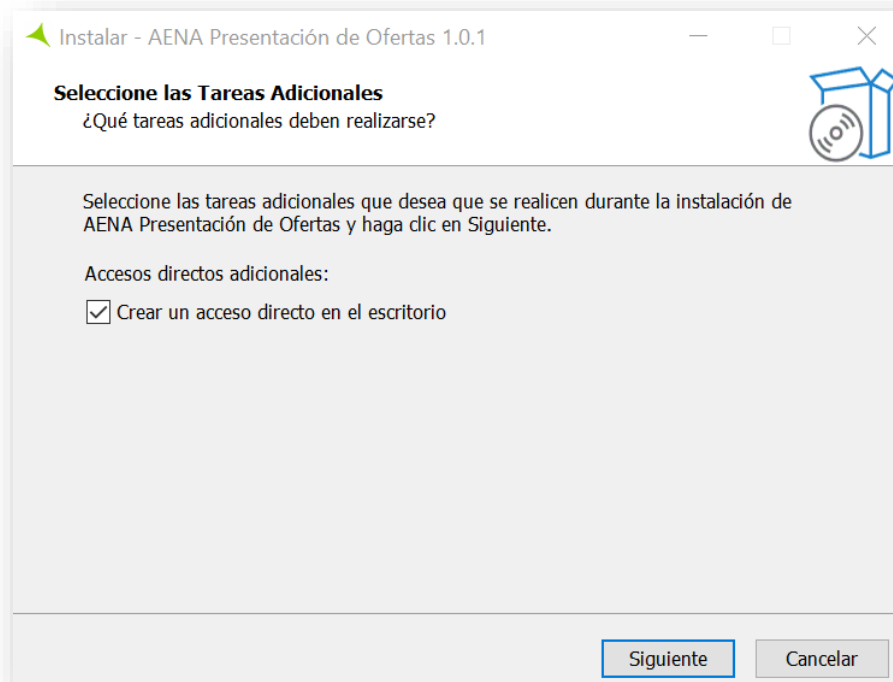
The user must allow the Desktop Application to run so that any browser can invoke its services to perform certain operations, such as adding documents to their electronic offering.



The installer will ask us for the language in which we want to install the application.



We'll be asked whether or not we want to create a desktop icon. If we select yes, an icon to open the application will appear on our desktop.



When all the steps of the installation program are completed, the following window will appear informing us that the installation has been completed successfully.



7.2 Installing desktop application for Mac OS

Below, we explain the steps to follow to install the desktop application for MAC OS.

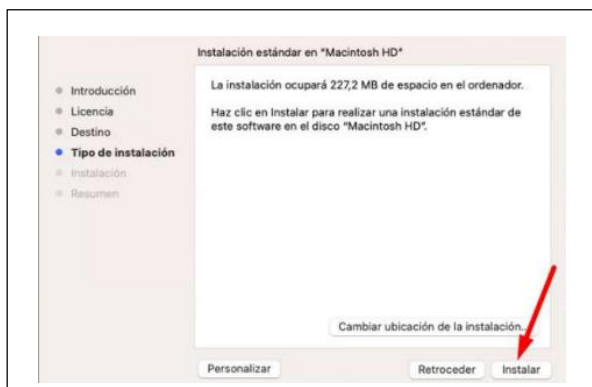
1. We will access the [initial screen of Electronic Tendering](#) .
2. From this screen, clicking the "Install" button will display links to download the desktop application.
3. We will select the desktop application that corresponds to our MAC operating system.
4. Once the desktop application has been downloaded, double-click the icon and follow the steps in the installer.



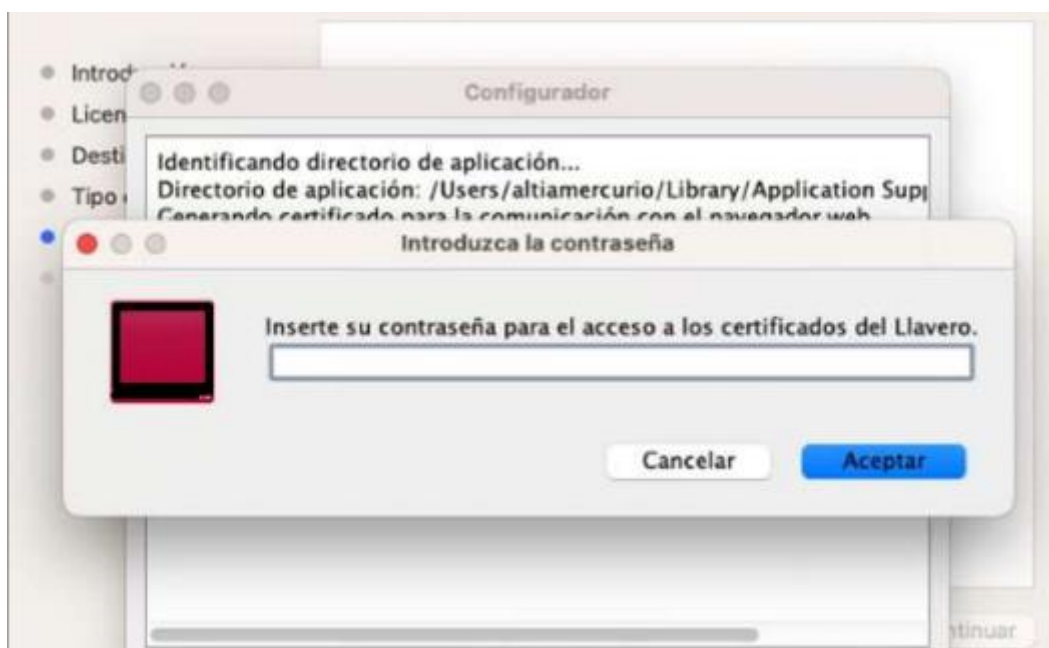
When you click "Continue," a message will appear asking you to accept the terms of the application license agreement. Click "I accept" to continue the installation.



Installing the application Click "I Accept." To begin the installation, you'll be asked to enter the username and password you've set on your Mac to install applications. Once you've entered the password, click the "Install Software" button.



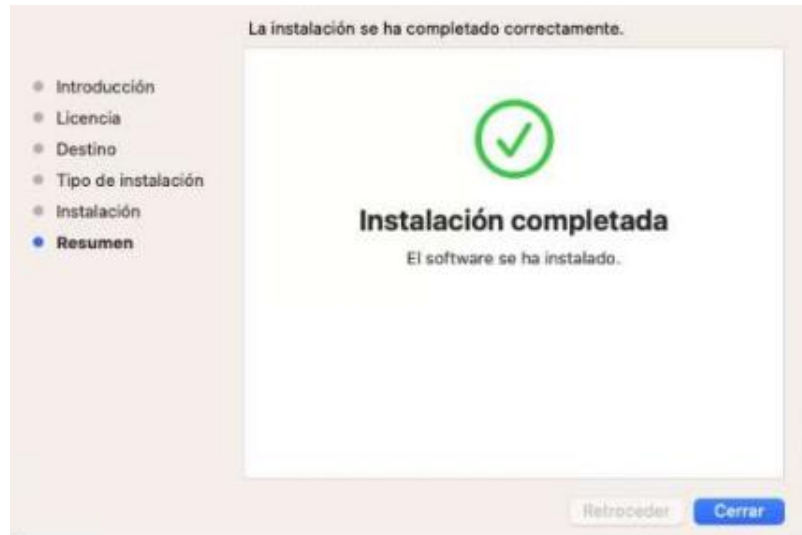
During installation, the application will prompt you to enter the password to access the Keychain certificates. You will be prompted for this password several times before completing the process.



To complete the installation, you must accept communication between your browser and the bid submission tool by clicking the "Accept" button when this message appears.



Finally, if the application is installed correctly, the following configuration message will appear.



Below are some considerations for Mac OS that you'll need to check to ensure the e-Tendering application works correctly.

On Mac OS, digital certificates are not installed in browsers; they are installed at the system level and managed through Keychain Access.

It is important to note that any operation performed here will always require authentication of the system user.

For Mac OS to work correctly with Mercury, all certificates in the Keychain must be configured to "Always Trust." Specifically:

- Localhost certificates.
- Personal certificates for submitting an offer.

To access a certificate's ownership, simply click on it and, in the "Trust" section, select the "Always Trust" option in the "When using this certificate" field.



8. Autofirma Application

Autofirm@ is a signature application from the Ministry responsible for this matter. This application allows users to sign documents and authenticate themselves on various websites.

The use of Autofirm@ on the electronic platform *eLicitais* necessary for:

1. Sign and submit the documentation in the offer submission.
2. Register any request on the Platform.
3. Send communications and prior communications.

YeahIf you don't have Autofirm@ installed, you can download it. from he following link <https://firmaelectronica.gob.es/Home/Descargas.html> , or by accessing the home page of the Electronic Tendering System *eLicitais*(https://elicitais.aena.es/SLE_Internet/) and click on the "Install the Autofirma application" button in the section *Access via Internet browser*.

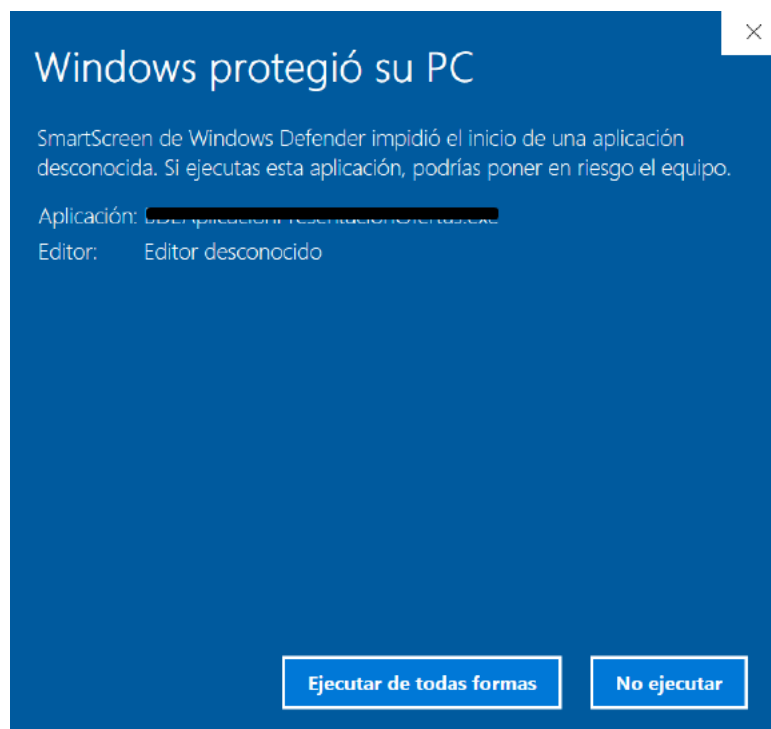


When you access the Download Area, select the version of Autofirma to download based on your computer's operating system.



The contents of the downloaded file will be the Autofirma installer. Once downloaded, you must follow the steps in the installer.

The bidder must allow the execution of Autofirma so that **any browser** invoke its services for both the authentication and signing of offers, the sending of communications and access to electronic notifications.



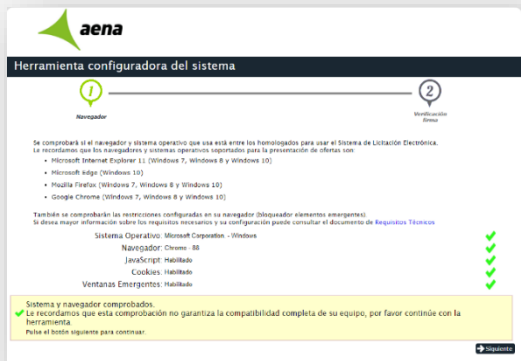
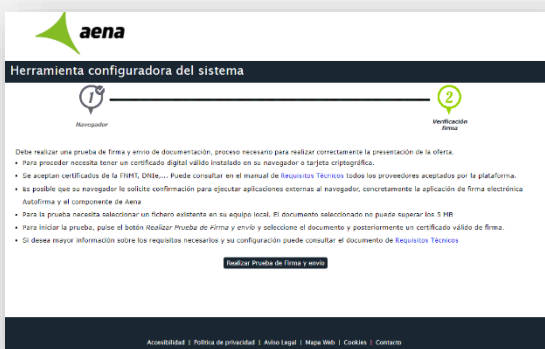
9. System configuration tool

This tool checks whether the operating system and browser (as well as their settings regarding pop-up blocking) are suitable for using the electronic platform. *eLicita*.

To run the configuration tool, follow these steps:

1. Access the Electronic Tendering Platform *eLicita*, through the web. https://elicit.aena.es/SLE_Internet
2. Expand the Help option and select **System Configuration Tool**.



Step 1. Serial Checks	Step 2. Proof of Signature and Shipping
	

10. Files that make up the offer

The documents comprising a bidder's offer, for submission to eLicitación, must have the following characteristics:

- The names of the files that make up the offer must not contain spaces, special characters (including ñ), or accents.
- Documents submitted by the bidder must be located on the user's local computer, not in shared folders hosted on external servers. The maximum file size allowed and the maximum number of additional documents allowed by the system will be indicated on the Select Documentation screen.
- Documents should not be opened during the signing and sending process.
- The files comprising the offer will not be modified until the processing of a file is completed.

