

**Question n.1**Invitation letter - Article 3 - Submission of tenders

With reference to point a), confirmation is requested that in the event that the tender is sent by post or by courier service, the date and time of dispatch of the envelope (provided that it is sent by the deadline) shall be deemed to be the date and time of its acceptance, even if it is received by this Institute after the deadline for submission of tenders.

**Answers**

Yes, we confirm, as mentioned in article 3 of the Invitation letter to tender, that if the tender is sent by post or courier service, “the evidence of the date of dispatch shall be constituted by the date of dispatch, the postmark or by the date of the deposit slip”. This means that if the tender is received after the deadline for submission of tenders, the Institute will consider the date of the envelope as the date and time of acceptance.

**Question n.2**Tender Specifications - Article 7.1. Electronic registration module

- 1) With reference to point 3, please confirm that a module can be proposed in which a user of the system, who compulsorily belongs to an office, has a role which gives him/her additional functions to those required. In practice, the user of the system, belonging to an office, will have a broader scope of functions than those stated in the specifications.
- 2) Please confirm that the activity indicated in point 4 is conceivable in manual form by the users and not by means of an automatic workflow.
- 3) Please confirm that the activity indicated at point 5 sub e is conceivable in manual form by users and not by means of an automatic workflow.
- 4) Please confirm that the activity indicated in point 6 above coincides with filing activities and not with the creation of user-defined 'Folders' or 'Groups'.
- 5) Please confirm that the activities indicated in points 9 and 13 can be assumed through the tracking provided by Alfresco, which does not include all the specified details (e.g. the metadata log not directly contained in the content-model).
- 6) Please confirm that the activity indicated in point 14 is conceivable via PADES signature for pdf documents only.

**Answers**

- 1) The minimum requirement for the “User” is read-only access to correspondence. You can propose (and define) in your tender additional functions than the minimum requirement.
- 2) The use of a workflow is required for point 4, although it would be acceptable that such workflow is initiated by the users by manual means, as is the with Alfresco simple workflows.
- 3) Please define in your tender your proposed solution for 5.e).
- 4) Based on the EUI filing plan, the registration officer should be able to file incoming and outgoing correspondence within a predefined structure in the filing plan. This means creating folders under a specific level of the structure to file this correspondence. For instance, the letters sent to entity X in 2023 would be filed in the predefined structure “Entity X”, in a folder named “2023”.
- 5) Yes, the use of Alfresco audit trail can be assumed as a solution for points 9 and 13.
- 6) Yes, outgoing correspondence is sent in pdf format.

**Question n.3**Tender Specifications - Article 7.2. Technical support, consulting, and maintenance

We would like to confirm that the activity indicated in point 3 can be assumed through the tracking provided by Alfresco, which does not include all the specified details (e.g. the log of metadata not directly contained in the content-model).

**Answers**

Yes, as Point 3 is related to application security and the log of metadata not directly contained in the content model is not envisaged for the purpose of information security.