

e-Submission

*Quick Reference Guide for
Economic Operators*

Welcome to e-Submission. This quick reference guide contains:

- Introduction to e-Submission
- Step-by-step guide to help you submit your tender
- Important advices

Introduction to e-Submission

The e-Submission application allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically.

e-Submission is accessed via the corresponding call for tenders in the [TED e-Tendering](#) application. TED e-Tendering is the starting point for launching the e-Submission application.

As an Economic Operator you can:

- Prepare, save and load your Tender,
- Submit your Tender securely,

- Receive a proof of Tender Submission,
- View the Tenders to which you have applied.

Your submitted Tender(s) will be received by the corresponding Contracting Authority who will be able to open your Tender during the Opening Session.

Pre-requisites to use e-Submission

In order to use e-Submission, you need to have an [EU Login](#)¹ and comply with the minimum technical requirements.

EU Login

In case you don't have an EU Login, you can [create an account](#) at any moment. For more information see the [EU login help](#).

Technical Requirements

Supported Operating Systems



Windows 7 or newer



Linux



Mac OS

Supported Browsers (latest versions)



Internet Explorer



Chrome



Firefox



Safari

Other Requirements



PDF viewer

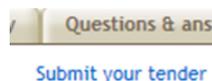
¹ Previously called European Commission authentication system (ECAS)

Step-by-step guide

How to submit your tender

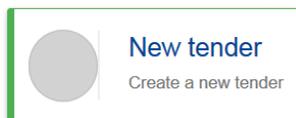
Access to e-Submission

Go to the Call for Tenders you wish to submit your Call for tenders on TED e-Tendering (URL link found under section I.3) “Communication” of the corresponding call’s contract notice) Then log in with your EU Login account, once you log in, TED e-Tendering will display a button ‘submit your tender’ that will allow you to access e-Submission

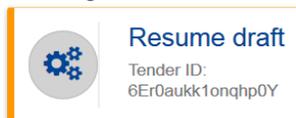


TED eTendering will open e-Submission for the specific Call for Tenders, once you are in e-Submission, to start:

- you must accept the Terms & Conditions and Privacy Statement by ticking the corresponding option (). Then you will be able to either:
 - A. create a 'New Tender', or



- B. 'Resume draft', this option will appear only if you have started drafting a tender for the specific Call for Tenders.



Ways to submit a Tender

When you create a 'New Tender' you will be prompted to choose the way you plan to submit your tender: 'Sole Tender', 'Joint tender' and if 'involving subcontractors'.

Pay attention to choose the appropriate option for your organisation type.

You may choose the language in which you will send your documents and information related to your Tender. Verify if there are language requirements from the Contracting Authority on the Call for Tender documentation found in e-Tendering or e-Notices.

Once you have made your choice, click on the button 'Next' ()

Parties

Click 'New party' () for each member participating in the Tender. In case of consortium, you may also put the consortium name in the corresponding field.

For each 'New Party' participating in the Tender, you must:

1) Complete all information in the 'Required fields' section, including attaching the Declaration on honour. The Declaration on honour must be signed and dated, using the template available in the Tender Specifications. You must convert into PDF format and then make it signed by an authorised representative by hand.

2) Fill-in the 'Additional fields' section as necessary or as required by the Contracting Authority,

3) Upload in the 'Attachments' section all documents related to the Selection criteria & Exclusion criteria.

If requested in the tender specifications, the tenderer and all members of a joint tender, including subcontractors, if applicable, must upload the documentary evidence for Selection and Exclusion criteria as follows:

Legal and regulatory capacity
Economic and financial capacity
Technical and professional capacity
Exclusion criteria

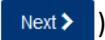
- *'Legal and Regulatory capacity'* section. Documents certifying their capacity to pursue professional activity must be uploaded in this section
- *'Economic and financial capacity'* section. Documents certifying financial and economic capacity must be uploaded in this section
- *'Technical and professional capacity'* section. Documents certifying technical and professional capacity must be uploaded in this section
- *'Exclusion criteria documents'* section. Documentary evidence for exclusion criteria which must be uploaded in this section.

If evidence has already been provided for another procurement procedure and if the documents are up to date, please provide reference to the earlier procedure in the *declaration on honour*.

All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications.

When all the information for all parties is completed, click on the button 'Next' ()

Lots

If applicable, you will need to choose the lot(s) you are interested in, once you have made your choice(s) click on the button 'Next' ()

Tender data

For each lot you want to submit, you must address all the requirements laid down in the tender specifications.

Financial tender

The total price in Euros must be encoded in *'Total amount exclusive of taxes'* (with 0 in the field *'Total taxes amount'*) and it must match as in the uploaded financial document.

The complete financial tender documents, including the breakdown of the price, as provided in the tender specifications, must be uploaded in the tab *'Financial tender'*

Technical tender

The technical tender document(s) must be uploaded in the tab *'Technical tender'*

When all the information in this section is complete, click on the button 'Next'

()



At this stage, your draft tender, including all your documents, are not submitted yet.

Tender Report

Once all information and tender documents have been encoded and uploaded in the e-Submission application, and you consider that the tender is correct and complete, the application will require you review and sign your tender.

a) 'Download your Tender Report'

This Tender Report contains the list of documents that you are about to submit,

b) Sign the report. The sole tenderer's or Consortium leader's authorised representative must sign the Tender Report. The Tender Report must be signed in the following way:

- **Hand signature**: you must print the report and the authorised representative must hand sign the report and then scanned so you can upload it into the system.

² This email may take several minutes to arrive. In case the email hasn't arrived in 1hr, contact the helpdesk for support.

C) 'Upload signed Tender report' in the e-Submission application.

When you upload the tender report, verify that the Report ID corresponds to the tender ID displayed on the application. The contracting authority reserves the right to reject your tender if you upload a tender report with a different tender ID.



This report is not a proof of submission; as your tender is not yet submitted.

Submit tender

To submit your tender, click on the button 'Submit' to start the submission. Once you confirm, you will no longer be able to make any changes to your tender.

After submission, the system will show a similar message as pictured below, confirming that your tender has been successfully submitted on the date and time specified:



Your tender has been successfully submitted on 20/06/2017
15:34:26 UTC+02:00

Additionally, you will receive an email² confirming the submission and reception of your tender.

From: SUPPLIER_PORTAL_EMAIL@nomal.ec.europa.eu Sent: Tue 20/06/20
To:
Cc:
Subject: [EC-Supplier Portal] New Receipt for Call for Tenders "L30-DIGIT/R3/PO/2016/020," from Directorate-General for Informatics

Dear

You have received a new document of type Receipt from the customer Directorate-General for Informatics.
You can review the details by connecting to the EC-Supplier Portal at the following URL: https://webgate.ec.europa.eu/supplier_portal_toolbox.

This email contains the instruction on how to get your *Tender Reception confirmation*, this PDF document contains the details of your tender submitted, including:

- ID of the Tender submitted,
- the date and time of reception (timestamp): ***This is considered as the official and legal time of receipt and will constitute proof of compliance with the deadline given in the invitation to tender.***
- list of all documents received as part of your tender

**Advices and
important information**

Make sure you submit your tender on time

You are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure to submit your tender **several hours** before the deadline.



A tender received after the deadline indicated in the procurement documents will be *rejected*.

Deadline for receipt of tenders

The tender (including the scanned copy of the tender preparation report and all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

Please note that you are responsible to ensure that your full tender reaches the destination in due time.

In case of technical problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it was impossible to submit and/or receive tenders, you will be informed of the

extension of the time limit by the contracting authority at the TED e-Tendering site.

Testing the e-Submission application

In order to familiarise you with the system and to test whether your PC configuration is working correctly with the e-Submission environment, we offer you the possibility to access the test environment.

<https://webgate.ec.europa.eu/esubmission/index.jsp?CFTUID=TEST01CFT201706>

Update an already submitted tender

Please note that you cannot update your tender once it has been submitted. We advise you to double-check that all the required information and documents are included before sending the tender. In case you need to re-submit a tender see section [Re-submission or alternative tender](#).

Re-submission or alternative tender

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender. You must do the process explained in section ['How to submit a Tender'](#) of this document to submit a new tender.

If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents.

You must formally notify to the Contracting Authority that the previous tender is withdrawn via the communication channel indicated in the Tender Specification documents.

You are also entitled to send several tenders to one call for tenders. You have to indicate your intention to submit a second separate tender to the contracting authority via the communication channel indicated in the Tender Specification documents.

In all cases, you must identify the name and reference to the call for tenders as well the Tender ID you wish to withdraw.

Consult the Call for Tenders documentation or contact the Contracting Authority for more information about re-submitting a new tender.

Withdrawal of tenders

If, after submission, you wish to withdraw your tender, you must formally notify to the Contracting Authority that you wish to withdraw, via the corresponding communication channel indicated in the Tender Specification documents.

In such case, you must identify the name and reference to the call for tenders as well the Tender ID you wish to withdraw.

This notification must be signed by the same authorised legal representative(s) who previously signed the tender in question.

Get technical help

If you require support, you can contact our Support team:

- ✉ DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu, or
- ☎ +(32) 229 71063

Please note that the support line is open from 8:30 to 12:00 and from 13:00 to 17:30 (Brussels time), on all EDA working days.