e-Submission

Quick Reference Guide for

Economic Operators

European Commission

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 tender 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.

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[1] Previously called European Commission authentication system (ECAS)

Technical Requirements

Supported Operating Systems

Windows Vista or newer

Mac OS v10.7 Lion or newer

Supported Browsers

Internet Explorer

Chrome

Firefox

Safari

Other Requirements

Adobe Reader

Step-by-step guide

How to submit your tender

Access to e-Submission

From TED e-Tendering, first, you will need to log in with your EU Login account, then, e-Tendering will then display a button 'submit your tender' that will allow you to access e-Submission

Once you are in e-Submission:

- you must accept the Terms & Conditions and Privacy Statement by the ticking in the corresponding option (☑). Then you will be able to:
    - A. create a 'New Tender', or
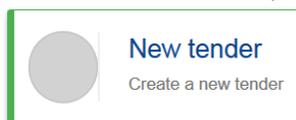
    - B. 'Resume draft', this option will appear only if you have started drafting a tender for the specific Call for Tenders in the past.

Different 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' (Next ❯)

Identification of the tenderer

Add 'New party' for each member participating in the Tender ➕ New party . In case of consortium, you may also put the consortium name.

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

1) Complete all information in the '*Required fields'* section, including the Declaration on honour(s). The Declaration on honour(s) must be signed and dated, using the template available in the Tender Specifications. You must convert the form(s) into PDF format and then have them signed by an authorised representative with:

a) An advanced electronic signature based on qualified certificates, or

b) 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 Exclusion criteria & Selection 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:

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

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(s)*.

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' (Next >)

Lots selection

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' (Next >)

Tender data

For each lot you want to apply to, 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 be the same 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' (Next >)

> **At this stage, your draft tender, including all your documents, _is not submitted yet_.**

Review and sign your tender

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 that you review and validate your tender.

a) 'Download 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 the Leader of the joint tenderer's authorised representative must sign the Tender Report. If allowed in the Tender Specifications of your Call for tenders, you can sign this report by using any of the following 2 methods:

- *Electronically signed,* in this case you must sign with *an advanced electronic signature based on qualified certificates*. For technical details on the electronic Signatures, please consult our signature policy.
- *Hand signature*, in this case, 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.

c) Upload the duly signed document in the e-Submission application.

In case you have signed by hand, the original hand signed tender report must be scanned and *sent by email immediately after submission*, to the email address indicated in the Tender Specification documents.

In case you have signed the report with an electronic signature, the system will automatically validate the electronically signed report by using the Electronic Signature Service Infrastructure (ESSI) of European Commission.

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 the tender is not yet submitted.**

Submit the tender

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

You will receive an email when your tender is received successfully. This email contains the instruction on how to get your tender receipt confirmation, including information about the timestamp put on your tender by the e-Submission system.

This timestamp is considered as the official time of receipt and will constitute proof of compliance with the deadline given in the invitation to tender.

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 that you submit your tender several hours before the deadline.

> ℹ️ **A tender received after the deadline indicated in the procurement documents will be _rejected_.**

Deadline for receipt of tenders

The tender (including the electronically signed or scanned copy of the tender preparation report) 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 e-Tendering link indicated in *section 1*.

For more information on e-Submission, please visit the help page of e-Submission:

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.

To get access the test environment, please contact our Support team: DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu

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.

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.

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 further support, please consult the following links:

- e-Submission help
- FAQ section
- TED eTendering website
- EU Login help

If you require support, you can contact our Support team: DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu