E-SUBMISSION APPLICATION-GUIDE FOR ECONOMIC OPERATORS

1. What is the e-submission application?

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. The e-Tendering is the starting point for launching the e-Submission application.

On the Contracting Authority side (EDA), this application is responsible for generating the necessary templates and encryption key, and to securely open the received tenders.

As an economic operator you can:

• Prepare, save and load your tender.

• Submit your tender electronically and securely.

• Receive a proof of tender submission

• View the tenders to which you have applied.

Your electronically submitted tender(s) will be received by the corresponding Contracting Authority (EDA) who will be able to open them during the opening session.

2. How does it work?

1. The Call for Tenders (CfT) is first created in TED eTendering by the Contracting Authority (CA).
2. The CA enables e-Submission. This will allow Economic Operators (EO) to submit tenders via e-Submission once the CfT is published.
3. The CA can preview the CfT as it will be seen by the EO before it is make public.
4. When the CfT is ready the CA publishes the CfT.
5. The EO accesses e-Submission via TED eTendering website and submits a tender,.
6. The EO fills in the required information and attaches all required documents
7. When the Tender is ready, the EO creates a "consolidated package" (enctrypted) of his Tender to prepare it for submission.
8. The EO submits his Tender to the CA
9. On the Opening date, the Opening Board gathers and opens all the received Tenders.
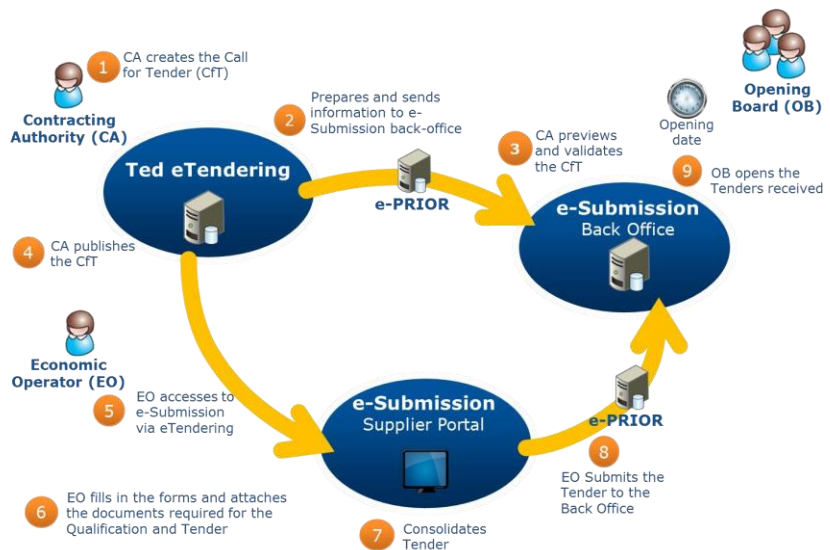
3. Where to find more information

Please note that on the Help page of the e-Submission application, a User Manual is available that elaborates the system requirements and a step by step procedure to successfully submit a tender. On the Help page you can also find:

- a Quick Guide summarising the User Manual,
- FAQs (Frequently Asked Questions),
- the terms and conditions to which you agree by using the system,
- the privacy statement for processing of personal data.

The Help page is available at:

https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/spotsHelpPage_en.html

4. Step by step e-Submission
4.1. Access to the e-Submission application

You can access the e-Submission platform via the e-Tendering URL link found under point I.3) "Communication" of the corresponding call's contract notice.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED eTendering first. For this, you will need to have an EU Login (previously called European Commission authentication system (ECAS). You can create one account, in case you don't have an EU Login. See 'How to create an ECAS account' for more details at: https://ecas.ec.europa.eu/cas/eim/external/help.cgi

After logging in with your ECAS password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

Before proceeding to filling in the tender details in the system, you must accept the terms & conditions and acknowledge the privacy statement of the e-Submission portal.

4.2. Testing the e-Submission application

In order to familiarise you with the system and to test whether your workstation configuration is working correctly with the e-Submission environment, you are invited to access the following test environments at:

Option 1 - Procurement procedures with lots

https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUUID=TEST_CFT-NO_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850

Option 2 - Procurement procedures without lots

https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUUID=TEST_CFT-3_LOTS_3&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850

This will enable you to make a test submission well in advance of the time limit for receipt indicated in the tender specifications. Any documents uploaded in the test environment will not be considered as a submission of a tender.

4.3. Welcome to the tender wizard

You must provide the information below using the e-Submission application. In the e-Submission application, please fill in all mandatory fields (marked with a *) and other fields as appropriate.

At this step, you will be required to select if you want to:

1. Create a new Tender
2. Load a draft Tender you previously saved on your local disk so you can:

   a) Resume your work to complete your Tender
   b) View your Tender in Read-Only mode
   c) Create a new Tender based on a previously submitted Tender

4.4. Tendering data

There are different ways to submit a tender:

Options 1 to 4 below describe the different ways to submit a tender. Please make sure all required documents and evidence are submitted with your tender.

Option 1: Submission by one tenderer: 'sole tender' in the e-Submission application.

Option 2: Submission by a group: 'joint tender' in the e-Submission application. In case of a group (joint tender) one member of the group must be designated as leader ('joint tender leader' in the e-Submission application).

Option 3: Submission by one tenderer with subcontractors: 'sole tender; involving subcontracting' in the e-Submission application.

Option 4: Submission by a group with subcontractors: 'joint tender; involving subcontracting' in the e-Submission application.

4.5. Qualification – Identification of the Tenderer (see section "Stage 1 – application of eligibility criteria-access to the procedure" of the tender specifications)

At this step, you will be required to introduce the identification details of all the entities participating in the tender and upload (under Qualification" -> "Identification of the Tenderer" ->"<'Member Name'>" ->Tab "Documents") the signed and completed legal entity/ financial identification form(s) as described in section "Stage 1 – application of eligibility criteria-access to the procedure" of the tender specifications.

4.6. Qualification - Exclusion criteria (see section "Stage 2 – grounds for disqualification" of the tender specifications)

At this step, you will be required to upload (under Qualification" -> "Identification of the Tenderer" ->"<'Member Name'>" ->Tab "Documents") the signed and completed exclusion criteria form(s) as described in section "Stage 2 – grounds for disqualification" of the tender specifications.

4.7. Qualification – Selection criteria Economic and Financial Capacity (see section "Stage 3 – application of selection criteria- selection of tenderers" of the tender specifications)

At this step, you will be required to upload the document(s) certifying financial and economic capacity (under "Qualification" -> "Selection Criteria" -> "Financial and Economic Capacity" -> "[Member Name]") as described in section "Stage 3 – application of selection criteria- selection of tenderers" of the tender specifications.

4.8. Qualification – Selection criteria technical and professional capacity (see section "Stage 3 – application of selection criteria- selection of tenderers" of the tender specifications)

At this step, you will be required to upload the document(s) certifying technical and professional capacity (under "Qualification" -> "Selection Criteria" -> "Technical and Professional Capacity" -> "[Member Name]") as described in section "Stage 3 – application of selection criteria- selection of tenderers" of the tender specifications.

4.9. Qualification – Tender

a. Technical tender (see section "Technical Proposal" of the tender specifications)

At this step, you will be required to upload (under 'tender'-> <'name of call for tender' / 'lot name'>) the technical proposal by selecting "Technical Tender" from the dropdown box ("Financial Tender or Technical Tender") as described in section "Technical Proposal" of the tender specifications. The e-Submission application allows attachment of as many documents as necessary.

b. Financial tender (see section "Financial Proposal" of the tender specifications)

At this step, you will be required to upload (under 'tender'-> <'name of call for tender' / 'lot name'>) the financial proposal by selecting "Financial Tender" from the dropdown box ("Financial Tender or Technical Tender") as described in section "Financial Proposal" of the tender specifications.

The total price must be encoded directly in the e-Submission application (tab 'tender' -> 'name of call for tender' /'lot name'>). Please indicate the total price of the Financial offer template (in annex to the tender specifications) in the fields "Tax exclusive amount" and "Total payable". In the field "Tax total" please indicate "0"/Zero value.

4.10. Tender validation

To continue your submission, please click on 'validate' button. A tender preview document will be generated on your local computer. This document is for your records only. To go to the next step, the application will require you to save your draft tender.

At this stage, your draft tender, including all your documents, are still on your local environment only and your tender _is not submitted yet_.

4.11. Consolidation of tender documents

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to consolidate the tender into one consolidated tender package. A tender preparation report will be generated by the e-Submission application. **This report is not a proof of submission; as your tender is not submitted yet.**

The application will require you to save both files (i.e. the consolidated tender package and the tender preparation report) on your local computer.

The tender preparation report must be signed in the following way:

- Hand signature: you must print the tender preparation report. The single tenderer's or consortium leader's authorised representative(s) must hand sign (in blue ink) the tender preparation report. The signature of the single tenderer's or lead partner's authorised representative(s) on the Tender Preparation Report will be considered as binding with respect to the terms of the tender. Upon signature, you will upload the scanned, signed document in the e-Submission application.

It should be checked if the Tender ID mentioned in the Tender Preparation Report signed and uploaded in the e-Submission application corresponds to the Tender ID to the tender ID displayed on the screen. For more information see section 8. Step 4: Consolidate Tender documents of the User Manual on the help page.

The contracting authority may reject your tender if you attach a tender preparation report with a different tender ID.

In order to submit the tender, both (i) the consolidated tender package; and (ii) the scanned hand signed Tender Preparation Report need to be uploaded into the e-Submission application.

4.12. Submitting your tender

To start the submission of your tender you must click on the button 'submit tender'. Once you click on 'submit tender', you will not be able to make any changes to your tender anymore.

Following submission, you will receive a tender receipt confirmation in your e-Submission mailbox, 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 (Receipt Time Limit) given in the tender specifications. Late receipt will lead to the exclusion from the evaluation procedure of the contract to be awarded.

5. Deadline for receipt of tenders

The tender (including the scanned copy of the tender preparation report) must be fully uploaded and received within the deadline (Receipt Time Limit) for receipt of tenders indicated in the tender specifications.

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

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

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6. Technical support

In case of problems with the submission of the electronic tender, we recommend that you contact the helpdesk in reasonable time before the time limit for receipt. You can contact the helpdesk by e-mail: DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu, or by phone: +32 (0)2 297 10 63. 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. 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 its electronic equipment made available for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering URL link found under point I.3) "Communication" of the corresponding call's contract notice.

7. RE-SUBMISSION

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender by following the steps mentioned above. To do this, you must upload a new consolidated tender package containing corrected tender documents together with a formal notification by letter (uploaded with the new tender) that the previous tender is withdrawn.

8. WITHDRAWAL OF TENDERS

If, after submission, you wish to withdraw your tender, you must send a scanned copy of a signed letter to this e-mail address: procurement@eda.europa.eu identifying the name and reference of the tender you wish to withdraw. This notification must be signed by the same authorised legal representative(s) who previously signed the tender in question.