

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 advice

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.

¹ Previously called European Commission authentication system (ECAS)

Your submitted Tender(s) will be received by the corresponding Contracting Authority who will **ONLY** be able to open your Tender after the expiry time and date - during the formal 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 Vista or newer



Mac OS v10.7 Lion or newer

Supported Browsers



Internet Explorer



Chrome



Firefox



Safari

Other Requirements



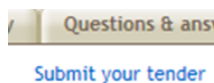
Adobe Reader

Step-by-step guide

How to submit your tender

Access to e-Submission

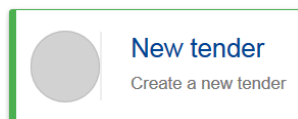
Go to TED e-Tendering and select the Call for Tenders you wish to submit a tender for. Then log in with your EU Login account, once you log in, TED e-Tendering will then display a link named 'submit your tender' that will allow you to access e-Submission for this particular Call for Tenders:



Once you are in e-Submission:

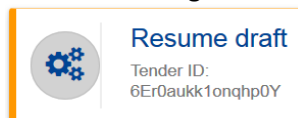
- you must accept the Terms & Conditions and Privacy Statement by ticking the corresponding option (). Then you will be able to either:

A. create a 'New Tender'



or

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

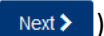


Ways to submit a Tender

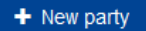
When you create a 'New Tender' you will be prompted to choose the way you plan to submit your tender: 'Sole Tender', 'Joint tender' and if 'involving subcontractors'.

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 in the Call for Tender documentation found in e-Tendering or e-Notices.

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

Participating 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 have it signed by an authorised representative with either:

a) An advanced electronic signature based on qualified certificates,

or

b) by hand – (If the Tender Specifications requires it), the original declaration(s) must be sent by post immediately after submission, to the postal address indicated in the Tender Specification documents. See 'Original documents to be sent by post (if applicable)' below for details.

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, then 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 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 to 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 to the e-Submission application, and you consider that the tender is correct and complete, the application will require you to review and validate your tender.

a) 'Download Tender Report'.

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. 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 electronic Signatures, please consult our [e-signature site](#).
- Hand signature, in this case, you must print the report and the authorised representative must hand sign the report and then scan it so you can upload it into the system.

c) 'Upload signed Tender Report' to the e-Submission application.

In case you have signed by hand, the Tender Specifications may require that the original hand signed Tender Report be sent by post immediately after submission, to the postal address indicated in the Tender Specification

documents. (See 'Original documents to be sent by post (if applicable)' below for details.

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 the European Commission.

When you upload the Tender Report, verify that the Report ID corresponds to the tender ID displayed in 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:



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

Original documents to be sent by post (if applicable)

ONLY if requested by the Contracting Authority in the Tender Specifications, the original documents listed below must be **sent by post** immediately after electronic submission of the tender, to the postal address indicated in the Tender Specification documents *if they were signed by hand*.

- **Declaration on honour(s),**
- **Tender Report**

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

In case of a joint tender, the leader will collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report, if it was also signed by hand.

The members who signed the declaration with an advanced electronic signature based on qualified certificates are not required to send them by post.

Consult the Call for Tenders documentation for requirements and postal address.

**Advice 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 that you 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 electronically signed or scanned copy of the 'tender preparation report' and 'declaration on honour') 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 on the TED e-Tendering site.

Testing the e-Submission application

In order to familiarise yourself 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?CFTUUIID=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 and if allowed by the Contracting Authority, then see below.

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 the Contracting Authority that the previous tender is withdrawn 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.

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

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

Withdrawal of tenders

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

In such a 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.

For more information about withdrawal of tenders, consult the Call for Tenders documentation or contact the Contracting Authority.

Get technical help

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

✉ DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu

or

☎ +(32) 229 71063