



Annex VIII e-Submission application guide

I. Guide to submitting your offer using e-Submission

You must submit your tender electronically via the e-Submission application available via the e-Tendering website before the time limit for receipt of tenders.

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 website is the starting point for launching the e-Submission application.

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 at least several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.

1. Registration in the Participant Register

Any economic operator wanting to submit a tender must be registered in the [Participant Register](#) - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals. If not already registered, you can select the link '*Register your organisation*' or firstly read the [PIC quick guide for economic operators](#)

On registering, each participant obtains a 9-digit Participant Identification Code (PIC), which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission or Agency calls for tenders or calls for proposals.

2. How to Submit your Tender in e-Submission

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering. To have access to e-Submission, you will need to "Subscribe to call for tenders" on TED e-Tendering first. To subscribe, you will need to login with your [EU Login](#)¹. In case you don't have an EU Login, you can [create an account](#) anytime. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering page for the specific tender will then display a button 'submit your tender' from which you will be able to access the e-Submission application.

2(a) Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in Part 2 of this document, including:

- **Signed declaration on Honour(s).** The tenderer, and all members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour(s) using the template provided in annex to this document,

¹ Previously called European Commission authentication system (ECAS)

- **Exclusion criteria.** If requested in Part 2 Section 3.1 of this document, the tenderer and all members of a joint tender including subcontractors – if applicable – must provide the documentary evidence for exclusion criteria,
- **Selection criteria.** If requested in Part 2 Section 3.2 of this document, the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria
- **Technical tender.** It must address all the requirements laid down in the Terms of Reference or Technical Specification,
- **Financial tender** The complete financial tender, including the breakdown of the price as provided in the Tender Specifications,

For detailed instructions on how to submit your tender, see [Quick Reference Guide for Economic Operators](#), where you will find:

- Technical requirements for using e-Submission,
- Step-by-step guide to help you submit your tender,
- A link to the test environment for submitting call for tenders,
- Important advice and information,
- How to get technical support

Please make sure all required documents and evidence are submitted with your tender.

2(b) Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour(s).** The tenderer, and all members of a joint tender, including subcontractors must sign and date this declaration. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member with advanced electronic signature based on qualified certificates, or by hand.
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report.

The documents must be signed using any of the following 2 methods:

- Electronically signed, in this case you must sign with *an advanced electronic signature based on qualified certificates*.
- Hand signature, in this case, you must print the documents and the authorised representative must hand-sign and then scan the documents so they can be uploaded into the system.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and keep them on file together with the Tender Report, if the latter was also signed by hand. The Contracting Authority reserves the right to request these hand-signed originals to be sent via postal service/courier to the address shown in point 5 below. The successful tenderer will in any case be formally requested to provide these originals as well as other documentary evidence required before signature of contract.

3. 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 formally notify by that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to address indicated in 'section 5. Contact the Contracting Authority' (below), stating the reference to the call for tenders and the Tender ID you wish to withdraw.

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

4. Withdrawal of tenders

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify that you wish to withdraw your submitted Tender(s). This notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to address indicated in the section 'section 5. Contact the Contracting Authority' (below), stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

5. Deadline for receipt of tenders

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders, as 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 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 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 link for this particular tender.

6. Contact the Contracting Authority

- Only if requested, original hand signed documentation must be sent by postal service/courier, to the following address:

[Insert tender title and reference]

ENISA

For the attention of the Procurement Officer

1 Vasilissis Sofias Street,

Maroussi 15124,

Greece

- Notifications for re-submission or withdrawal of tenders must be sent to:

procurement@enisa.europa.eu

When communicating state the reference to the call for tenders and if applicable, the Tender ID.

7. Get Technical help

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](#) or directly contact us by consulting the footer section on e-Submission application.

8. TEST environment for e-Submission application

In order to familiarise yourself with the system and to test whether your workstation configuration is working correctly with our environment, you are invited to access the **test environment**:

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