

e-Submission - Quick Guide for Economic Operators

Introduction

Welcome to e-Submission. This quick guide explains:

- What is e-Submission
- Pre-requisites to use e-Submission
- [The pre-requisites](#)
- [e-Submission in a nutshell](#)
- [How to submit a Tender](#)
- [Important advices](#)
- [How to get more information](#)

What is e-Submission

e-Submission is an online system allowing Economic Operators to securely prepare and submit tenders and Contracting Authorities to receive, open and download tenders.

Main features

As an Economic Operator you can:

- Prepare, save and load your Tender.
- Submit Tenders securely.
- Receive a proof of Tender Receipt by CA.

- View the Tenders related to the call for 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

If e-Submission has been enabled for the Call for Tenders you plan to respond to you need to:

- Have an appointed representative with a valid ECAS account. Visit [ECAS help](#) for more information.
- Comply with the technical requirements to execute e-Submission.
- Access to TED eTendering website. Visit [TED portal](#) website for more information.
- Accept the terms & Conditions of the system.

Technical Requirements

Supported Operating Systems



Linux
Ubuntu



Windows XP, 7
or 8



Mac OS
v10.7,
10.8, 10.9

Supported Browsers



Internet
Explorer (32-
bit) 8 or +



Chrome v31 or
+



Firefox v24 or
+

Other Requirements



Java Runtime
Environment
(JRE) (32-bit)



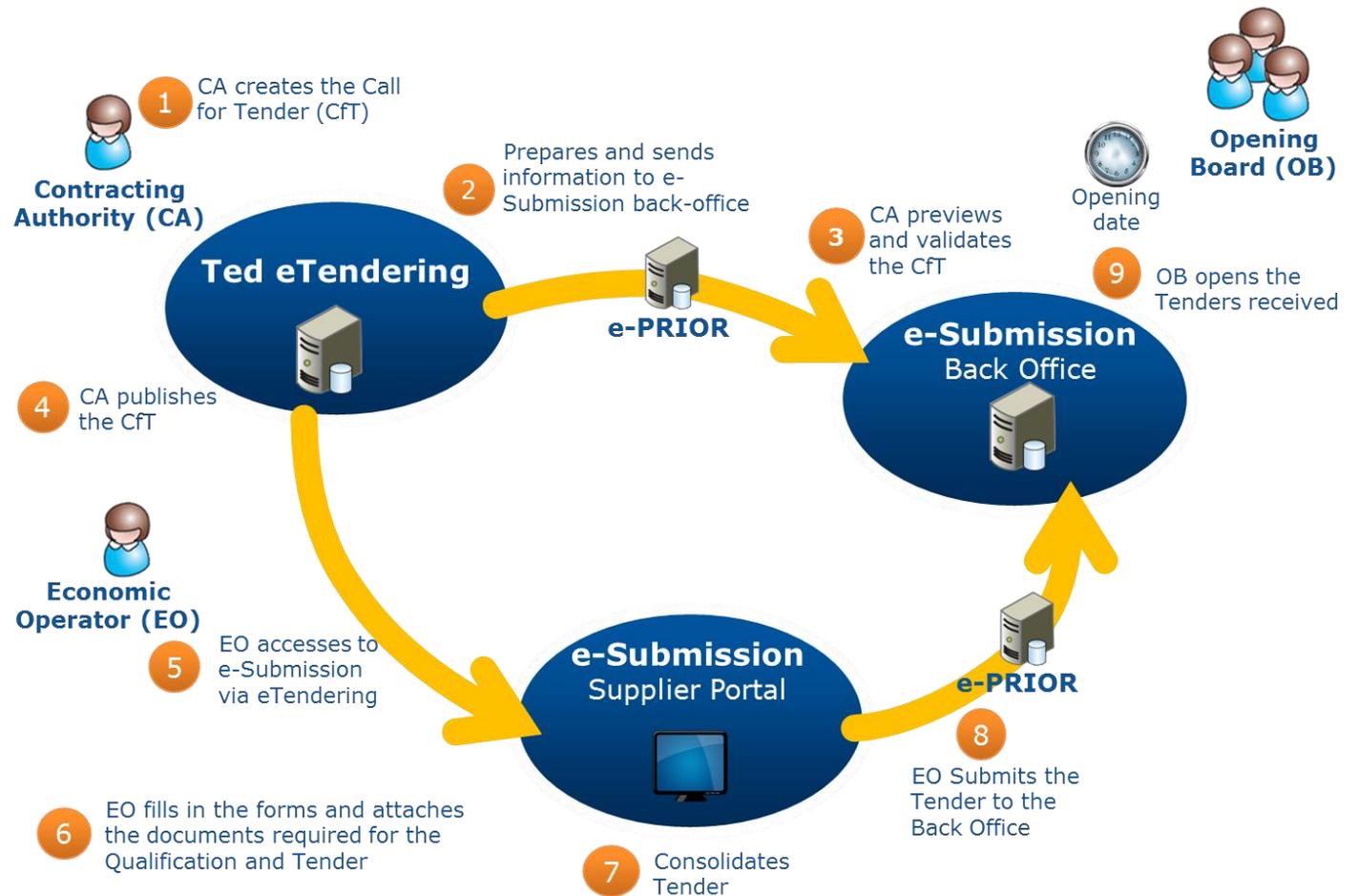
Adobe
Reader

Processor:
2 GHz or +

RAM:
2 GB or +

e-Submission in a Nutshell

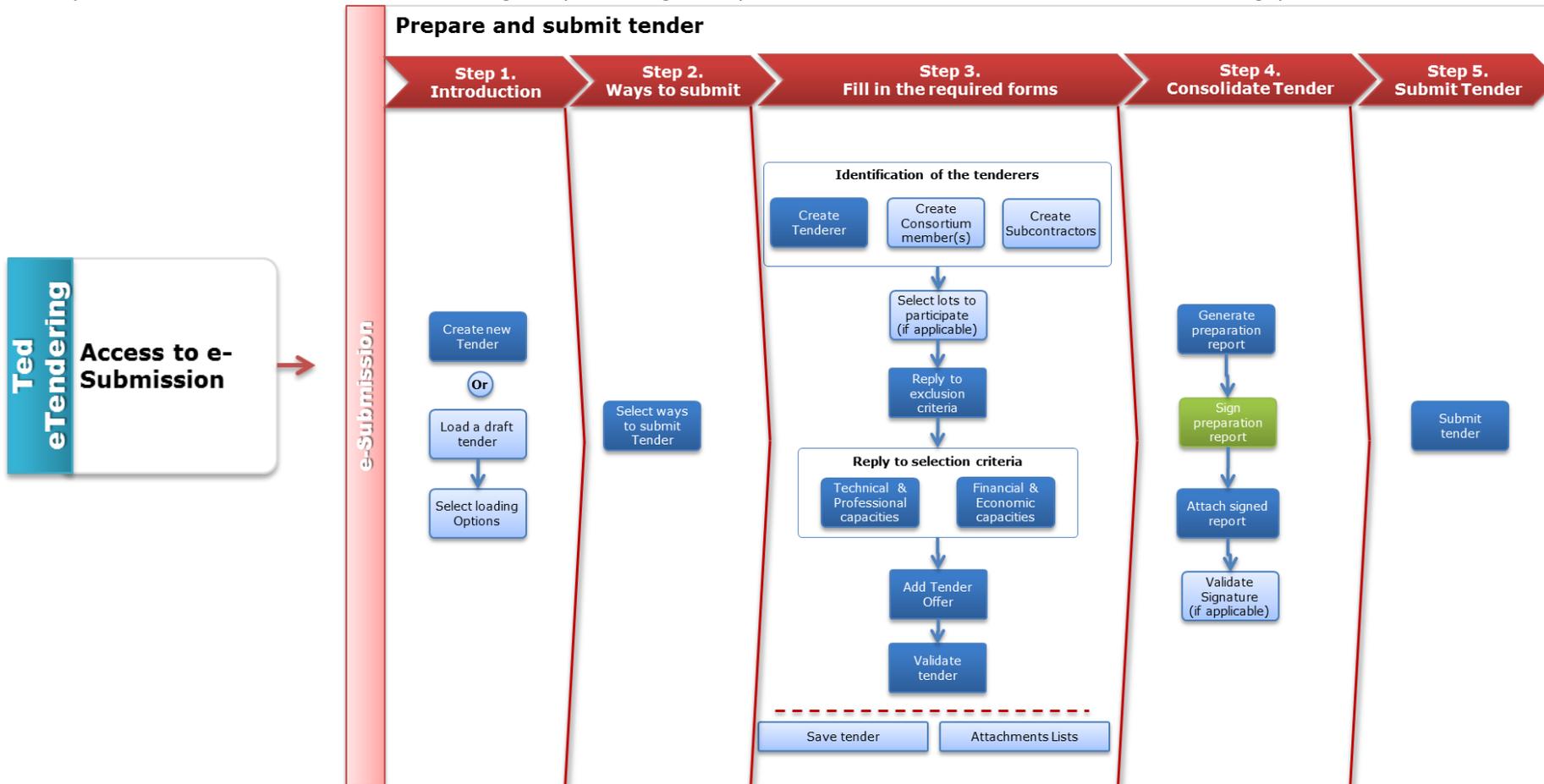
1. The Call for Tenders (CfT) is first created in TED eTendering by the Contracting Authority (CA).
2. The CA enables e-Submission. This will allow Economic Operators (EO) to submit tenders via e-Submission once the CfT is published.
3. The CA can preview the CfT as it will be seen by the EO before it is made 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" (encrypted) 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.



How to submit a Tender

The e-Submission system is accessed from TED eTendering website.

Once you launch it, the wizard like interface will guide you through a sequence of screens from the introduction to submitting your Tender.

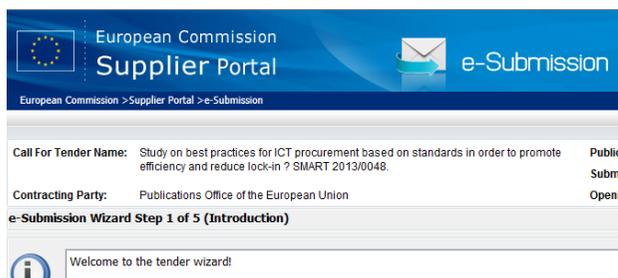


Access to e-Submission

- To launch e-Submission, you need to search for the Call for Tenders on [TED eTendering](#) website
- If the Call for Tenders is enabled for e-Submission you will see a link "Submit your tender" under the tab "Data" of the Call for Tenders' Details.



- When you click on it, e-Submission will be launched.



Step 1: Introduction

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

1. Create a new Tender
or
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.

Please select one of the options below and then click Next to cont

- Create a new Tender for: "Study on best practices for ICT procurement based on standards in order to promote efficiency and reduce lock-in ? SMART 2013/0048."
- Load draft tender for: "Study on best practices for ICT procurement based on standards in order to promote efficiency and reduce lock-in ? SMART 2013/0048." from local disk

Step 2: Ways to Submit

At this step you will be prompted to select how you plan to respond to the Call for Tenders. You can submit:

1. A Single Tender
2. A Single Tender with Subcontractors
3. A Joint Tender (Consortium)
4. A Joint Tender (Consortium) with Subcontractors

Please select the appropriate options and then click Next to continue:

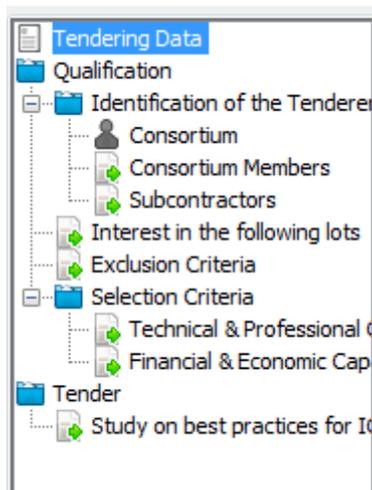
- Single Tender
 - Joint Tender
- The tender involves subcontracting
- No
 - Yes

Step 3: Fill in the required fields

Here you are required to fill in all the information as required in the Tender Specifications. At this step you will:

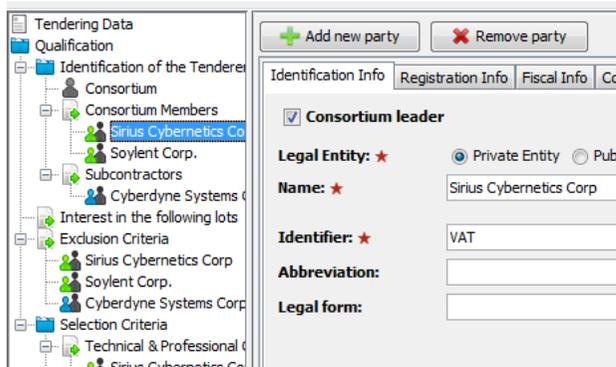
- a. Introduce the identification details of all the Tender Members.
- b. Select the lots to which you want to participate (if applicable)
- c. Add all the required documents for Exclusion criteria and Selection Criteria
- d. Add your Tender offer.

The sections you need to fill in are grouped in a tree structure. You need to go through all the sections and add the required information and documents.



Fill in required fields

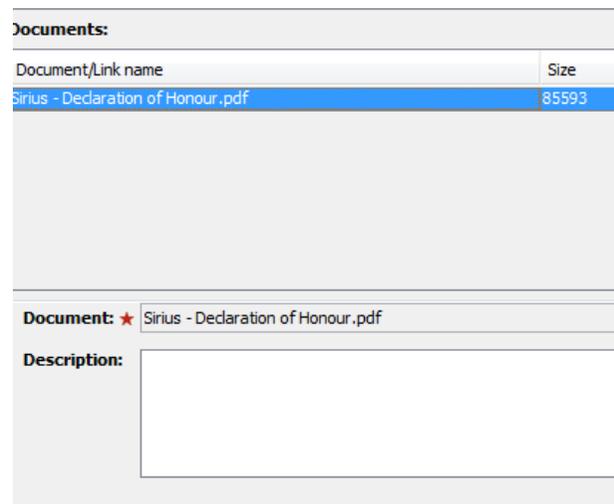
Fill in the required info as you go through the different sections in the tree.



Add required documents

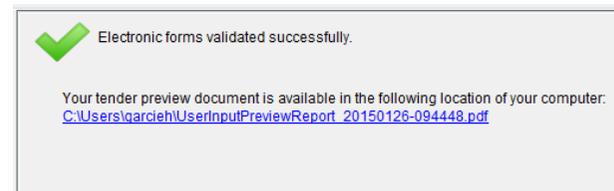
You can add documents in:

- The tab *Documents* of each Tenderer Identification details
- Section *Exclusion Criteria*
- Section *Technical & Professional Capacity*
- Section *Financial & Economical Capacity*
- Section *Tender*



Validate Tender

Once you have added all the required information, you need to validate your Tender to be able to go to Step 4.



Save Tender

You can save a draft of your Tender and continue later.

Step 4: Consolidate Tender

It allows you to finalise your tender and get it ready to submit it to the Contracting Authority.

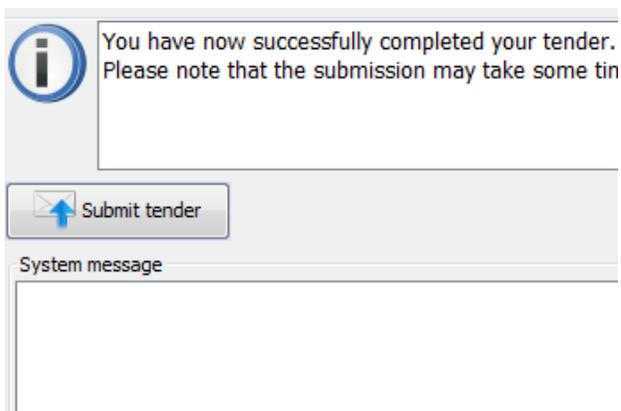
At this step you can:

- Consolidate your tender documents.
- Sign and attach¹ your Tender Preparation Report to your tender. The Tender Preparation Report is a PDF document that lists all documents included in the Tender.
- Validate the electronic signature of your Tender Preparation Report (If you used an Electronic Signature)

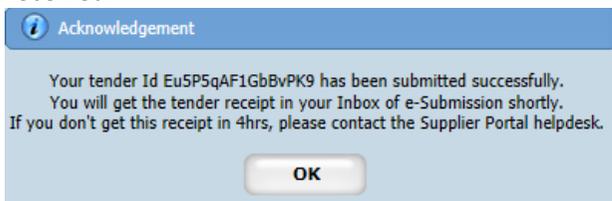
¹ Important: When attaching the signed Tender Preparation Report, verify if the Tender ID of your Tender Preparation Report corresponds to the Tender ID displayed on the system.

Step 5: Submitting tender

This final step is where you submit your tender to the Contracting Authority.



An acknowledgment message will appear after your tender has been successfully submitted and received.



The e-Submission back-office timestamp your Tender with the date and time when it was received and it will automatically send you the Tender Receipt as proof of good reception of your Tender. This Tender Receipt will be available in your e-Submission Mailbox within 4hrs after submission.

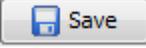
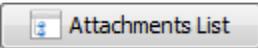
Important: To avoid any complications with regard to late receipt/non receipt of tenders, please ensure

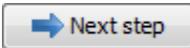
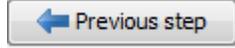
that you submit your tender several hours before the deadline. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by others economic operators, the size of your tender and the type of internet service you are using. Please note that the responsibility rests with you to ensure that your tender reaches the destination in due time.

What happens next?

At the Opening Session, the Opening Board will gather and open all received Tenders on the e-Submission Back Office. During this session the Opening Board will assess if your Tender is admitted or not.

Common icons & buttons

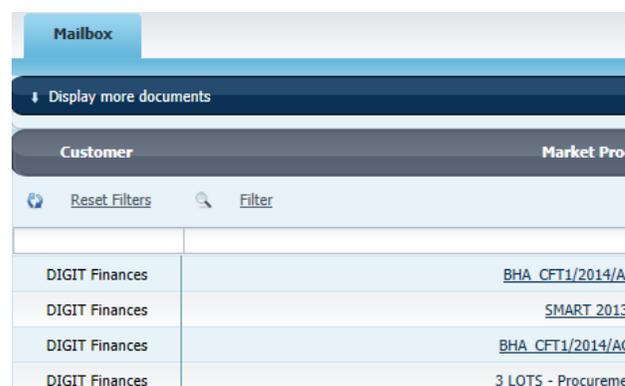
Icon / Button	Meaning
 Save	Allows you to save your tender in your local machine or your local network
 Validate	Checks if the fields required by the application are properly completed.
 Attachments List	Displays the list of all the attached files you have added to your Tender.

 Next step	Allows you to go to the next step of the process.
 Previous step	Allows you to go to the previous step of the process.
	Allows you to add a new document to the Tender
	Deletes an existing document you previously attached.
	Allows to select a file to be attached to the tender
	Removes the associated file already attached to the Tender.
	Indicates it is a required field
	Indicates that one or more fields need to be corrected
	This icon may appear on the <i>left-tree</i> section and represents a Consortium
	This icon may appear on the <i>left-tree</i> section and represents a Tenderer or a Consortium member
	This icon may appear on the <i>left-tree</i> section and represents a Subcontractor

e-Submission mailbox

It allows you to consult the tenders you have previously submitted. Specifically you can:

1. View the list of all Call for Tenders for which you have submitted Tender(s).
2. View the details and history of your submitted tender(s) for a specific Call for Tenders, including the Tender Receipt.



Customer	Market Pro
DIGIT Finances	BHA_CFT1/2014/A
DIGIT Finances	SMART 2013
DIGIT Finances	BHA_CFT1/2014/A
DIGIT Finances	3 LOTS - Procurement

Important advice and information

- Do not leave the preparation of the tender for the last minute. We recommend you to submit your tender *several hours before the deadline*.
- 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.
- Tenders are securely submitted and stored using encrypted mechanisms which prevent them from being accessed, read or replaced. Only the authorized persons can access the Tenders at the Opening session.

Where can I find more information?

If you require further support, please consult the following links:

- [e-Submission help](#)
- [TED eTendering website](#)
- [ECAS help](#)

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

DIGIT-ESUBMISSION@ec.europa.eu

Test Call for Tenders

In order to familiarize yourself with the system and to test whether your workstation configuration meets the technical requirements you are invited to access the test call for tenders via the links below. This will allow you to test the submission process well in advance before the deadlines of the Call for Tenders.

Test Call for Tenders with no lots:

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

Test Call for Tenders with 3 lots:

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