



## EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture

Culture and Creativity  
Director

Brussels,  
ARES(2017) 2518170

Dear Sir/Madam,

**Subject: Open Call for tenders EAC/06/2016: Study on "Improving knowledge about illicit trade in cultural goods in the EU, and the new technologies available to combat it"**

The European Commission is planning to award the abovementioned contract. The procurement documents consist of the contract notice, this invitation letter, the declaration on honour, the tender specifications with their annexes, and the draft contract.

1. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

3. You must submit your tender exclusively through the electronic submission system at

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2526>

Tenders that are not submitted via the electronic submission system shall be rejected and their content shall not be examined.

The tender must be received no later than **12:00 CET** on **26/09/2017**. Details on the electronic submission system are provided in the annexes to this invitation letter.

4. Tenders must be:

- Clearly legible so that there can be no doubt as to words and figures;
- Drawn up using the model reply forms in the tender specifications (where applicable).

5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 3 months from the date indicated in point 3 above.

6. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, a waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
8. A maximum of two representatives per tender can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to:

EAC-UNITE-D1@ec.europa.eu with the call reference number in the subject line of their e-mail.

Failing that, the Contracting Authority reserves the right to refuse access to its premises.

9. Any contact between the Contracting Authority and tenderers is prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the closing date for receipt of tenders indicated in point 3 above:

Upon request of the candidate or tenderer, the Contracting Authority may exceptionally provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing and only through TED eTendering:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2526>

To submit a request, please go to the "questions and answers" tab, and click "create a question".

The Contracting Authority is not bound to reply to requests for additional information received less than six working days before the closing date for receipt of tenders indicated in point 3 above.

The Contracting Authority may, on its own initiative, inform interested parties of any error, lack of precision, omission or any other type of clerical defect in the text of the procurement documents.

Any additional information provided by the Contracting Authority including that referred to above will be posted via TED eTendering as indicated above. TED eTendering will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the submission period.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the Contracting Authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

10. This invitation to tender is in no way binding on the Contracting Authority. The Contracting Authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
11. Up to the point of signature, the Contracting Authority may cancel the procurement procedure without tenderers being entitled to claim any compensation. This decision must be substantiated by the Contracting Authority and the tenderers must be notified.
12. Once the Contracting Authority has opened the tender, it becomes its property and it shall be treated confidentially.
13. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail inbox regularly.
14. If processing your reply to this invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Head of Unit D.1 Cultural Policy, Directorate-General for Education, Youth, Sport and Culture. Details concerning the processing of your personal data are available on the privacy statement at:  
[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/privacyStatement/privacyStatementPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/privacyStatement/privacyStatementPage.jsp)
15. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation<sup>1</sup>. For more information, see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
16. You may submit any observations concerning the procurement procedure to the Contracting Authority using the following contact means: EAC-UNITE-D1@ec.europa.eu . If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>).

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<sup>1</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

17. Within two months of notice of the award decision, you may launch an action for annulment of the award decision. Any request you may make and any reply from us, or any complaint for maladministration, will neither have the purpose nor the effect of suspending the time-limit for launching an action for annulment or to open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.

We hope this opportunity is of interest to you and we look forward to hearing from you.

Yours faithfully,

Michel Magnier  
Director  
(signed)

Annexes:

ANNEX 1 DESCRIPTION OF THE E SUBMISSION PLATFORM

ANNEX 2 GUIDELINES FOR THE SUBMISSION OF TENDERS VIA THE E SUBMISSION PLATFORM

ANNEX 3 CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E SUBMISSION PLATFORM

## ANNEX 1 DESCRIPTION OF THE E SUBMISSION PLATFORM

### What is the eSubmission platform?

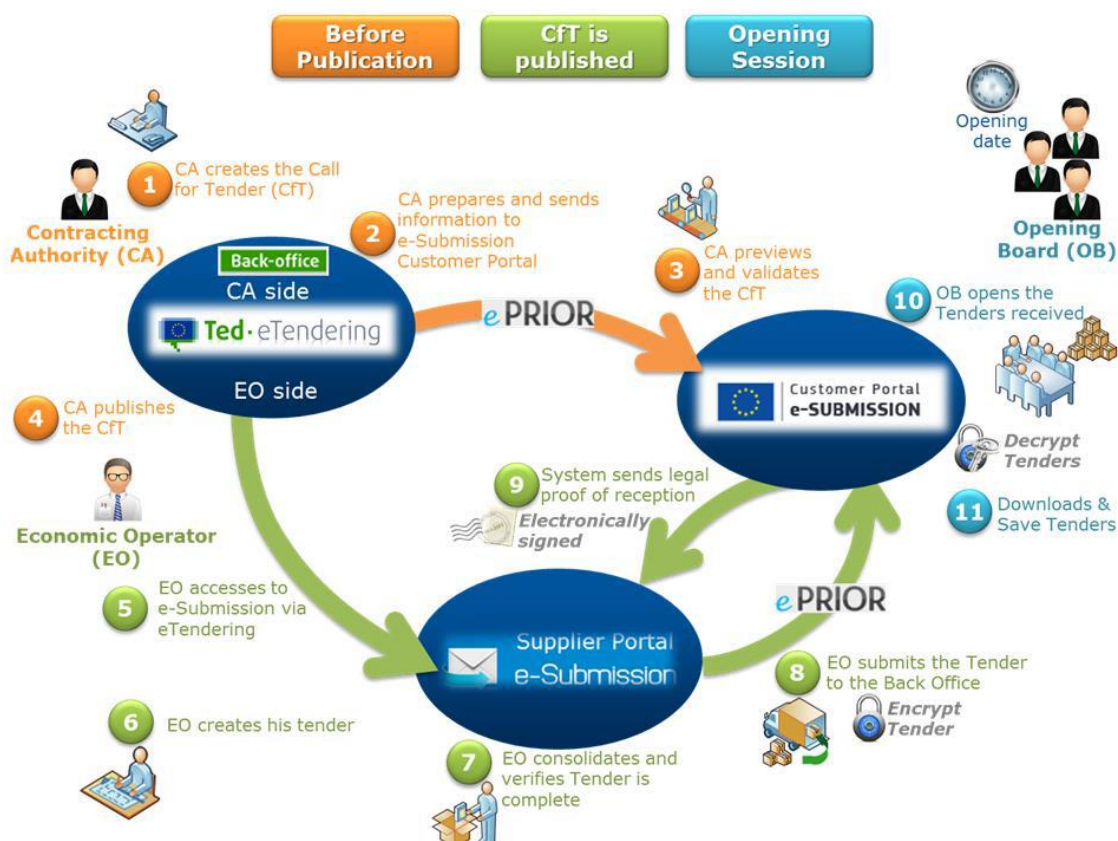
The eSubmission platform allows economic operators to respond to a call for tenders by preparing their tenders electronically in a structured and secured way, and by submitting their tenders electronically. TED eTendering refers the applicants via a link to the eSubmission platform, which is the starting point for the submission of their tender(s).

Via the eSubmission platform, an Economic Operator can:

- Prepare, save, and upload their tender.
- Submit their tender electronically and securely.
- Receive a proof of tender submission.
- View the tender(s) to which they have applied.

The submitted tender(s) will be received by the Contracting Authority who will be able to open them during the Opening Session.

### 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 eSubmission. This will allow Economic Operators (EO) to submit tenders via eSubmission once the CfT is published.
3. The CA can preview the CfT as it will be seen by the EO before publication.
4. When the CfT is ready the CA publishes the CfT.
5. The EO accesses eSubmission via TED eTendering to submit a tender.
6. The EO fills the forms in and attaches the documents required including e.g. the signed Declaration on honour.
7. When the tender is ready, the EO consolidates the tender and a report is generated that lists all the documents included (Tender Preparation Report).
8. The EO submits their tender to the CA.
9. The system generates and sends an electronically signed proof of reception.
10. On the opening date, the Opening Committee gathers and opens the tenders received.
11. The Opening Committee decrypts the tender, downloads and saves the tender documents received.

### **Where to find more information?**

Terms and Conditions:

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spotsTerms/termsPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/spotsTerms/termsPage.jsp)

Privacy Statement:

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/privacyStatement/privacyStatementPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/privacyStatement/privacyStatementPage.jsp)

User Manual and FAQs:

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spotsHelpPage.jsp](https://webgate.ec.europa.eu/supplier_portal_toolbox/spotsHelpPage.jsp)

## ANNEX 2 GUIDELINES FOR THE SUBMISSION OF TENDERS VIA THE E SUBMISSION PLATFORM

You must submit your tender electronically via the eSubmission platform available on TED eTendering before the time limit for receipt of tenders.

**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.**

### STEP BY STEP E SUBMISSION

The eSubmission platform 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. TED eTendering is the starting point for launching the eSubmission platform.

You are requested to create a European Commission Authentication System (ECAS) account in the system in order to have access to eSubmission. See 'How to create an ECAS account' for more details at: <https://ecas.ec.europa.eu/cas/eim/external/help.cgi>

### 1 Testing the eSubmission platform

In order to familiarise yourself with the platform and to test whether your workstation configuration is working correctly with the eSubmission environment, you are invited to access the following test environments at:

- For procurement procedures without lots

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spots/openSpots.do?CFTUID=TEST\\_CFT\\_2016-NO\\_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850](https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUID=TEST_CFT_2016-NO_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850)

- For procurement procedures with lots

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/spots/openSpots.do?CFTUID=TEST\\_CFT\\_2016-3\\_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850](https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUID=TEST_CFT_2016-3_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850)

This will enable you to make a test 'electronic submission of a tender' well in advance of the time limit for receipt of tenders as indicated in the invitation to tender letter.

## **2 Access to the eSubmission platform and submission of a tender**

### **2.1 Step 1: Access to the eSubmission platform**

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 filling in the details for your tender in the system for the first time, you must accept the terms and conditions and acknowledge the privacy statement of the e-Submission portal.

### **2.2 Step 2: Welcome to the tender**

You must provide the information requested below using the e Submission platform. In the eSubmission platform, please fill in all mandatory fields (marked with a \*) and other fields as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications including the instructions provided below.

### **2.3 Step 3: Tendering data**

There are two ways to create a tender on the eSubmission platform: You can either create a tender for the first time on the eSubmission platform itself or upload a draft tender from your local disk on the eSubmission platform.

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 eSubmission platform.

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

**Option 3:** Submission by one tenderer with subcontractors: 'sole tender; involving subcontracting' in the eSubmission platform.

**Option 4:** Submission by a group with subcontractors: 'joint tender; involving subcontracting' in the eSubmission platform.

### **2.4 Step 4: Qualification**

#### **2.4.1 Qualification - Identification of the tenderer - Declaration on Honour**

The tenderer must fill in all the required information regarding the identification of the tenderer(s) and/or subcontractor(s).

Any document required by the contracting authority in the tender specifications that relates to the identification of the tenderer(s), such as the Legal Entity form or the Power of attorney, must be uploaded under "Qualification" -> "Identification of the Tenderer" -> "<Member Name>" -> Tab "Documents".



The tenderer, and all members of a joint tender, including identified subcontractors and entities on whose capacity the economic operator intends to rely, if applicable, are requested to also provide a Declaration on honour using the template provided with the procurement documents. It must be signed and dated.

The Declaration on honour must be converted to PDF format and then signed by an authorised representative with advanced electronic signature based on qualified certificates or printed and signed by hand and then scanned. The declaration must be uploaded under "Qualification" → "Identification of the tenderer" → "<Member Name>" → Tab "Documents".

If the Declaration on honour is signed by hand, the original declaration(s) must be sent by post after submission of the tender to the postal address indicated in section I.1 of the contract notice by 06/10/2017 indicating the reference number of the call for tenders. The declaration(s) must be placed inside two closed envelopes addressed as indicated below. The inner envelope should be marked as follows:

**"CALL FOR TENDERS 'with reference to the call' – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".**

Receipt in this case is understood as the time at which the tenderer hands over the tender to the post office or courier service or central mail department.

Means of submission	Time limit	Evidence	Address for delivery
Post	<b>24:00 CET</b>	Postmark	<p>CALL FOR TENDERS</p> <p>N° EAC/06/2017</p> <p>Study on "Improving knowledge about illicit trade in cultural goods in the EU, and the new technologies available to combat it"</p> <p>European Commission</p> <p>Directorate-General for Education, Youth, Sport and Culture,</p> <p>Unit D.1 Cultural Policy</p> <p>Office J-70, 2/232</p> <p>For the attention of Walter Zampieri</p> <p>B – 1049 Brussels</p> <p>Belgium</p>

Courier	<b>24:00 CET</b>	Deposit slip of courier service	CALL FOR TENDERS N° EAC/06/2017
In person (hand delivery)	<b>17:00 CET</b>	Proof of receipt, signed and dated by the official in the central mail department who takes delivery	Study on "Improving knowledge about illicit trade in cultural goods in the EU, and the new technologies available to combat it"  European Commission  Directorate-General for Education, Youth, Sport and Culture,  Unit D.1 Cultural Policy  Office J-70, 2/232  For the attention of Walter Zampieri  B – 1049 Brussels  Belgium

Mail can be received from 07.30 to 17.00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the Contracting Authority.

In case of joint tender, the leader will collect all declarations signed by hand by the members of the group and send them by post. The members who signed the declaration with advanced electronic signature based on qualified certificates do not need to send it by post.

#### 2.4.2 Qualification – Interest in the following lots

Not applicable

#### 2.4.3 Qualification – Exclusion Criteria

No need to upload any further documentary evidence at this step, the Declaration on honour is already uploaded in one of the previous steps.

#### 2.4.4 Qualification – Selection criteria

The tenderer must be able to prove that it meets the selection criteria indicated in the procurement documents by submitting the documents provided for under section 4.4 of the tender specifications.

Documentary evidence on selection criteria must be provided together with the submission of the offer. In this case, the tenderer and all members of a joint tender, including sub-contractors and entities on whose capacity the economic operator intends to rely, are requested to upload as follows:

1. Documents certifying their capacity to pursue professional activity must be included in the eSubmission platform, in the section "Qualification" -> "Selection criteria" -> "Capacity to pursue professional activity" -> "<Member Name'>".
2. Documents certifying technical and professional capacity must be included in the section "Qualification" -> "Selection criteria" -> "Technical and professional capacity" -> "<Member Name'>" in the eSubmission platform.
3. Documents certifying financial and economic capacity must be included in the section "Qualification" -> "Selection criteria" -> "Financial and economic capacity" -> "<Member Name'>" in the eSubmission platform.

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.

## **2.5 Step 5: Tender – Technical and financial tender**

This section allows tenderers to submit their offers. All tenders must include the technical and financial proposal in separate files. In case of applications for different lots, the technical and financial tender section must be completed for each lot.

### 2.5.1 Technical tender

This section must address all the requirements laid down in section 2 of the tender specifications.

The technical tender must be uploaded per lot in the section "Tender" → "<name of call for tender' / 'lot name'>" in the eSubmission platform.

The tenderer must select the appropriate files from the dropdown box ('technical tender'). The eSubmission platform allows an attachment of as many documents as is necessary.

### 2.5.2 Financial tender

The complete financial tender must be uploaded - per lot, in case of lots - in the section "Tender" → "<name of call for tender' / 'lot name'>" in the eSubmission platform. The tenderer will select the 'financial tender' from the dropdown box.

Tenderers must also encode the total price in the mandatory fields placed above the dropdown box. For calls for tenders that do not require a fixed, final price, the contracting authority may indicate the variables that must be taken into account to complete this information. In case of discrepancies between the prices laid down in the form and those set in the "financial tender" the Contracting Authority will take the latter into account.

## **2.6 Step 6 Tender validation**

To continue your submission, please click on the 'validate' button. A tender preview document will be generated on your local computer. This document is for your records only.

## **2.7 Step 7: Consolidation of tender documents**

- Once all information and documents have been encoded and uploaded in the eSubmission platform and you consider that the tender is complete, the platform will require you to consolidate the tender into one consolidated tender package. A Tender Preparation Report will be generated by the eSubmission platform. It will have to be signed (hand signature or electronic signature) and the signed version has to be uploaded, as explained below.

The eSubmission platform will request 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 using one of the following options:

- **OPTION 1:** Electronically with advanced electronic signature based on qualified certificates: The electronically signed tender preparation report must be uploaded into the eSubmission platform.

For more details on the electronic signature policy, please find below:  
[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/esubmissionFileProject/files/BT3/essiSignaturePolicy/essiSignaturePolicy\\_en.pdf](https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/essiSignaturePolicy/essiSignaturePolicy_en.pdf)

When you attach the tender preparation report, verify that it corresponds to the tender ID displayed on the screen.

The Contracting Authority may reject your tender if you attach a tender preparation report with a different tender ID.

## **2.8 Step 8: Submitting your tender**

Once you click on "submit tender", you will no longer be able to make any changes to your tender.

To start the submission of your tender you must click on the button "submit tender".

You will receive a tender receipt confirmation in your eSubmission mailbox, including information about the timestamp put on your tender by the eSubmission system. This is considered as the official time of receipt and will constitute proof of compliance with the deadline given in the invitation to tender letter.

## **3. RE-SUBMISSION OF A TENDER**

If you want to modify a submitted tender within the deadline for receipt of tenders, simply upload a new consolidated package or create a new tender containing all tender documents as if it was an initial submission.

You must formally notify by letter that the previous tender is withdrawn to the following postal address (insert)

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 through (e-mail) (insert channel).

#### **4. WITHDRAWAL OF TENDERS**

If, after the submission of your tender, you wish to withdraw your tender – or, in case of a tender with several lots, the part of the tender you submitted for one of these lots - you must send a scanned copy of a signed letter to this e-mail address: EAC-UNITE-D1@ec.europa.eu identifying the name and reference number of the call for tenders, the Tender ID and, if applicable, the reference of the lot you wish to withdraw from. This notification must be signed by the same authorised legal representative(s) who previously signed the tender in question.

#### **5. 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 letter.

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

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 making it impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the Contracting Authority via TED eTendering:

<https://etendering.ted.europa.eu>

For more information on the eSubmission platform, please find below the link to the user manual and frequently asked questions:

[https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/esubmissionFileProject/files/BT3/s potsHelpPage\\_en.html](https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/s potsHelpPage_en.html)

#### **6. WHAT TO DO IN CASE OF PROBLEMS WITH THE SUBMISSION OF YOUR TENDER**

In case of any problems with the submission of the electronic tender, we recommend that you call the helpdesk well before the time limit for receipt of tenders:

DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu

Phone +32 2 29 58181

Opening Hours 8.30-12.00 and 13.00-17.30 (CET time)

The helpdesk is open only during European Commission working days.

### ANNEX 3: CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E SUBMISSION PLATFORM

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (consortium leader in joint bid, partner in joint bid, single tenderer, subcontractor).

Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender. To this effect, please read carefully the tender specifications, which prevail in case of discrepancies between these Annexes and the tender specifications.

Description	Consortium leader in joint bid	All Partners in joint bid	Single tenderer	Sub-contractor(s) in accordance with tender specifications section 1.5	Where to fill in / upload a document in eSubmission
Power of attorney of partners in joint bid <sup>2</sup> indicating the consortium leader		■			"Qualification" -> "Identification of the Tenderer" under "Documents"
Letter of intent of subcontractor				■	"Qualification" -> "Identification of the Tenderer" under "Documents"
Legal Entity Form	■	■	■	■	"Qualification" -> "Identification of the Tenderer" under "Documents"
Supporting documents for the Legal Entity Form	■	■	■	■	"Qualification" -> "Identification of the Tenderer" under "Documents"
Financial Identification Form	■		■		"Qualification" -> "Identification of the Tenderer" under "Documents"

<sup>2</sup> A joint bid may also be referred to as a consortium bid.

Exclusion Criteria Declaration on honour	■	■	■	■	"Qualification" -> "Identification of the Tenderer" under "Documents"
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Description	Consortium leader in joint bid	All Partners in joint bid	Single tenderer	Sub- contractor(s) ) in accordance with tender specification s section 1.5	Where to fill in / upload a document in eSubmission
Evidence of technical and professional capacity (Selection criteria)	■	■	■	■	"Qualification" – "Selection criteria"
Evidence of economic and financial capacity (Selection criteria)	■	■	■	■	"Qualification" – "Selection criteria"

The following sections must be provided in the bid. Their absence would mean rejection of the bid for incompleteness. In addition, in case of a call for tenders with lots, the tenderer should submit the technical and financial proposal for each lot for which they submit a tender.

Description	Consortium leader in joint bid	All Partners in joint bid	Single tenderer	Sub- contractor(s) in accordance with tender specifications section 1.5	Where to upload a document in eSubmission
Technical Proposal	■			■	Tender-> "+" next to the 'Documents'  -> "Documents"  -> "Description"  -> "Technical tender"

Financial Proposal	■			■	Tender-> "+" next to the 'Documents' ->"Documents"  ->"Description"  ->"Financial tender"
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Once all information and documents have been encoded and uploaded in the eSubmission platform 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 eSubmission platform. It will have to be signed (hand signature or electronic signature) and the signed version has to be uploaded, as explained in 2.6 of the guidelines for the submission of tenders via the eSubmission platform.

Description	Consortium leader in joint offer	All partners in joint offer	Single tenderer	Sub-contract or in accordance with tender specifications section 1.5	Where to upload a document in eSubmission
Signing the Tender Preparation Report	■		■		In Step 4 of the eSubmission wizard