

## Annex VII - e-Submission application guide

You must submit your tender electronically via the e-Submission application available from the e-Tendering website 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.

**IMPORTANT:** In case of any problems with the submission of your electronic tender, you **must contact the helpdesk** in reasonable time before the time limit for receipt.

Contact details for helpdesk can be found at the following link:

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

### 1. STEP BY STEP 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. The e-Tendering is the starting point for launching the e-Submission application.

You can access the e-Submission platform via the corresponding call for tender in e-Tendering through the link indicated in the Contract notice.

You are requested to have an [EU Login](#) account (former ECAS) in the system in order to have access to e-Submission. See 'Help for external users' at:

<https://ecas.ec.europa.eu/cas/eim/external/help.cgi>

### **1.1. 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\\_2016-3\\_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850](https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUUID=TEST_CFT_2016-3_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\\_2016-NO\\_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850](https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFTUUID=TEST_CFT_2016-NO_LOTS&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 invitation to tender letter (and contract notice).

### **1.2. Access to the e-Submission application**

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 for the first time, you must accept the [terms & conditions](#) and acknowledge [the privacy statement of the e-Submission portal](#).

### **1.3. Step 1 & 2: Ways to submit a Tender**

There are different ways to submit a tender: You can either create a tender for the first time or load a draft tender from your local disk if not created for the first time. 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.

#### **1.4. Step 3: Tendering data**

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. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications including the instructions provided below (see annex IV and VIII).

##### ***1.4.1 Qualification – Declaration on Honour***

For exclusion and selection criteria the tenderer and all members of a joint tender, including subcontractors, if applicable, are requested to provide:

A declaration on honour using the template available at the e-Tendering link indicated in the Contract notice, signed and dated (Annex III). The declaration on honour must be converted to PDF format and then signed by an authorised representative by hand.

The declaration must be uploaded under ‘qualification’ → ‘identification of the tenderer’ → ‘<member name>’ → tab ‘documents’.

The original declaration must also be sent by post immediately after electronic submission of the tender.

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.

#### **1.5. Qualification – Exclusion criteria**

This section should be left empty.

##### ***1.5.1 Qualification – Selection criteria***

If requested in section 3.2 (Selection Criteria) of the tender specifications, the tenderer and all members of a joint tender, including subcontractors if applicable, are requested to provide the documentary evidence for selection criteria which must be uploaded as follows:

1. Documents certifying their capacity to pursue professional activity must be included in the section ‘qualification’ -> ‘selection criteria’ -> ‘capacity to pursue professional activity’ -> ‘member name’ in the e-Submission application.
2. Documents certifying financial and economic capacity must be included in the section ‘qualification’ -> ‘selection criteria’ -> ‘financial and economic capacity’ -> ‘member name’ in the e-Submission application (including Annex VI).
3. Documents certifying technical and professional capacity must be included in the section ‘qualification’ -> ‘selection criteria’ -> ‘technical and professional capacity’ -> ‘member name’ in the e-Submission application.

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 which must be uploaded as referred to in section 1.4.1.

### **1.5.2 Tender**

#### **a. Technical tender**

This section must address all the requirements laid down in section 4.1 (Technical proposal) of the tender specifications.

The technical tender must be uploaded in the section 'tender' → '<name of call for tender' / 'lot name'>' in the e-Submission application.

The tenderer must select the 'technical tender' from the dropdown box ('financial tender or technical tender'). The e-Submission application allows attachment of as many documents as necessary.

#### **b. Financial tender**

The complete financial tender, including the breakdown of the price as provided in the tender specifications (Annex II – Financial proposal) must be uploaded in the section 'tender' → '<name of call for tender' / 'lot name'>' in the e-Submission application. The tenderer will select the 'financial tender' from the dropdown box ('financial tender or technical tender').

The total price must be encoded directly in the e-Submission application (section 'tender' → '<name of call for tender' / 'lot name'>). This total price must be encoded as "Tax Exclusive amount" (with 0 in the field "Tax total") and must be the same as in the downloaded document (Annex II – Financial proposal).

**IMPORTANT:** In case of discrepancy between the total reference price indicated in the financial tender in Annex II and the price encoded in the e-Submission application, the price mentioned in Annex II shall prevail.

### **1.5.3 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. 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 (not yet submitted).

### **1.6. Step 4: 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.

The tender preparation report must be signed by hand: you must print the tender preparation report. The sole tenderer's or leader's authorised representative(s) must hand sign the tender preparation report. Upon signature, you will upload the scanned, signed document in the e-Submission application.

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

ECDC may reject your tender if you attach a tender preparation report with a different tender ID.

The original hand signed tender preparation report and the declaration on honour must also be sent by post immediately after submission, to the following postal address indicating the reference to the call for tenders (title and reference):

European Centre for Disease Prevention and Control (ECDC)  
Attn: Procurement Back Office  
Granits väg 8  
171 65 Solna  
Sweden

### **1.7. Step 5: 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 no longer be able to make any changes to your tender.

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 is considered as the official time of receipt and will constitute proof of compliance with the deadline given in the invitation to tender (and contract notice).

## **2. 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 follow the process explained in sections 1.2 to 1.6 of this document to submit a new tender package containing all tender documents, including the corrected documents.

You may upload your previous submitted tender, by choosing "Load draft Tender" as mentioned in section 1.3, and select the saved copy of your tender from your local environment. The system re-initializes the new tender with all the contents of the previous submitted tender.

You must formally notify by letter that the previous tender is withdrawn and send the letter (scanned copy) to [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu) (the original signed letter may be requested by ECDC).

- 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 [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu).

### 3. 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@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu) identifying the name and reference to the call for tenders and 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.

### 4. DEADLINE FOR RECEIPT OF TENDERS

**IMPORTANT:** The tender (including the scanned copy of the tender preparation report and declaration on honour) must be fully uploaded (step 5 fulfilled) and received before the deadline for receipt of tenders indicated in the invitation to tender (and contract notice).

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 ECDC 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 indicated in the Contract notice.

For more information on e-Submission, please find below the link to the user manual and frequently asked questions:

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