

Annex to Invitation to Tender- e-Submission application

You must submit your tender electronically via the e-Submission application available on the eTendering 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 here:

https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/spots/HelpPage_en.html

For detailed instructions on how to submit your tender, consult the Quick Reference Guide for Economic Operators available in the [e-Submission help page](#), under the section "Quick Guide", where you will find:

- Technical requirements to use e-Submission
- Step-by-step guide to help you submit your tender
- Important advices and information on how to get technical support

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

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

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED eTendering 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](#) at any moment. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

¹ Previously called European Commission authentication system (ECAS)

1.1. Testing the e-Submission application

In order to familiarise yourself 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 environment at:

<https://webgate.ec.europa.eu/esubmission?CFTUID=TEST01CFT3LOTS201706&language=EN>

This will enable you to make a test submission well in advance of the time limit for receipt indicated in the Invitation to Tender.

1.2. Step: Access to the e-Submission application

After logging in with your EU Login, the eTendering 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: Welcome to the tender

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 required. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications including the instructions provided below.

1.4. Step: Tendering data

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.

1.5. Step: Identification of the tenderer: Contact info and power of representation

(i) Contact info

In order to be able to contact tenderers, they must provide their Contact info, including a valid e-mail address.

The information needs to be provided in the section:

'Required fields'

(ii) Power of representation

The tenderer (or the consortium leader in case of joint tender) must provide complete information on the person(s) authorised to sign the contract in the section:

'Exclusion criteria documents'

1.6. Step: Qualification – Legal entities, financial identification (consortium, subcontracting)

(i) Legal Entities

In order to prove their legal capacity and their status, the tenderer and all members of a joint tender (consortium) must provide a Legal Entity Form and the following supporting documents:

- For **private companies**:
 - A copy of an official document (Company Register, Official Gazette, etc.) showing the name of the company, the address of the head office and registration number provided by the National Authority
 - A copy of the VAT registration document
- For **natural persons**:
 - A legible photocopy (recto/verso) of the identity card or passport;
 - Where applicable, an official document provided by the tax authorities with the VAT and Registration numbers
- For **public law bodies**:
 - Any official document attesting the establishment of the entity by National authorities, e.g. A copy of the resolution, law, decree or decision establishing the entity;
 - If a VAT or registration number is applicable, an additional document confirming this reference number must also be provided.

A standard template in each EU language is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

The Legal Entity Form(s) must to be printed, filled in and then scanned and uploaded in together with the supporting documents.

'Identification of the tenderer' - 'Attachments' - 'Legal and Regulatory capacity'

(ii) Financial identification

The tenderer (or the consortium leader in case of joint tender) must provide a Financial Identification Form and the following supporting document:

- A recent document (less than 6 months) issued by the bank (e.g.: a bank statement, a bank certificate, online banking screenshots ...) indicating the name of the bank, the name of the account and the account number/IBAN (if applicable).

If such document is not available, a bank stamp (indicating the name of the bank) and the signature of a representative of the bank on the financial identification form are required.

Only one form per offer should be submitted (no form is needed for subcontractors and other consortium members). The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

The form needs to be printed, filled in and then scanned and uploaded in the following section together with the supporting document:

'Identification of the tenderer' - 'Attachments' - 'Economic and financial capacity'

In case of a joint tender, the documents have to be uploaded in section of the Consortium Leader.

(iii) Consortium form (Annex C)

In case of a joint tender, information on all members must be provided in the e-Submission application. Also, the Consortium form (Annex C) must be filled in, signed, scanned and uploaded in the section

'Identification of the tenderer' - 'Attachments' - 'Legal and Regulatory capacity'

(iv) Subcontracting (Annex D)

In case of subcontracting, the subcontractors form (Annex D) must be filled in. It must be signed by all subcontractors, scanned and uploaded in section.

'Identification of the tenderer' - 'Attachments' - 'Legal and Regulatory capacity'

1.7. Step: Qualification – Declaration on Honour on exclusion and selection criteria (Annex F)

The tenderer and all members of a joint tender (consortium), and subcontractors if applicable², are requested to provide:

A declaration on honour using the template available in the document section on the eTendering website (the website address is indicated in the Invitation to Tender – “Contacts between EFCA and tenderers” section).

The declaration on honour is to be signed by an authorised representative with qualified electronic signature or by hand.

The signed, dated and scanned (pdf format) declaration must be uploaded in section:

‘Identification of the tenderer’

1.8. Step: Qualification – Tender

a. Technical tender

The technical tender must address all the requirements laid down in sections B and C.3 of the tender specifications.

The technical tender document(s) must be uploaded in the tab *‘Technical tender’*

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 (Annex B)

The complete financial tender, including the breakdown of the price as provided in the tender specifications must be uploaded as excel file in the in the tab *‘Financial tender’* in the e-Submission application

The total reference price³ as indicated in the financial tender (Annex B) needs to be encoded in the e-Submission application in the field “TAX AMOUNT EXCLUSIVE OF TAXES”

In the same section, in the field “TOTAL TAX AMOUNT” the amount encoded must be 0 Euro.

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

² If the tenderer relies on the capacities of subcontractors for fulfilling the selection criteria as set out in Section C.2 of the tender specifications (economic and financial AND/OR technical and professional capacity), the Declaration of Honour must be filled in by all such sub-contractor(s).

³ In case of lots, this applies for each lot separately.

1.9. Step: 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 generate a Tender preparation report in the step "Tender Report" that you need to download.

The tender report⁴ must be signed in the following way:

- Electronically with qualified electronic signature based on qualified certificates: the electronically signed tender report must be uploaded into the e-Submission application.

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

OR

- Hand signature: you must print the tender report. The tenderer's (or in case of joint tender the consortium leader's) authorised representative(s) must hand sign the tender report. Upon signature, you will upload the scanned, signed document in the e-Submission application⁵.

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

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

Note!

After submission of your tender (see step 1.10. below), please send the tender report by e-mail to procurement@efca.europa.eu , indicating the tender ID and the EFCA reference for the tender in the subject.
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1.10. Step: 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 not be able to make any changes to your tender anymore.

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.

2. RE-SUBMISSION

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender replacing the previously submitted tender. You must upload a

⁴ Declaration(s) of honour must be signed in the same way.

⁵ See also point 5 below.

new consolidated tender package containing the corrected tender documents and resend it. The system re-initializes the new tender with all the contents of the previous tender.

You must inform EFCA that the previous tender is withdrawn, following the procedure laid down in point 3 below.

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@efca.europa.eu identifying the EFCA internal reference number and the e-Submission Tender ID of the tender 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 electronically signed or hand-signed and scanned copies of the tender report and Declaration(s) on Honour) must be fully uploaded and received within 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 problems with the submission of the electronic tender, you must contact 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 EFCA 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 EFCA via the corresponding call for tender in eTendering (the website address is indicated in the Invitation to Tender – “Contacts between EFCA and tenderers” section).

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/spots/HelpPage_en.html

5. SUCCESSFUL TENDERER: ORIGINAL HAND-SIGNED DOCUMENTS

After the tender evaluation is finished and before the contract is awarded EFCA will request from the successful tender the originals of:

- Hand signed Tender Report (if document signed with electronic signature then this is not needed)
- Hand signed Declaration(s) on Honour (if document signed with electronic signature then this is not needed).