

**Invitation to tender Gender-sensitive language review in English and any other EU language  
FWC EIGE/2019/OPER/04– Lots 1-2**

**Guide to the e-Submission application**

The e-Submission system allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secure manner, and submitting them by electronic means. You can launch the e-Submission application from the e-Tendering website.

**Make sure you submit your tender on time: we advise you to start completing your tender as early as possible. To avoid any complications due to late receipt/non-receipt of tenders by the deadline, please ensure that you submit your tender several hours before the deadline. Any tenders received after the deadline indicated in the tender documents will be rejected.**

## **1. HOW TO SUBMIT YOUR TENDER VIA E-SUBMISSION**

You must submit your tender electronically via the e-Submission application available on the eTendering website, under the link corresponding to the invitation to tender referred to in point I.3 of the contract notice, before the deadline for the receipt of tenders.

To gain access to e-Submission, you must first select 'Submit a tender' on the TED eTendering website. To do this you will need to log in with your EU Login<sup>1</sup> account. If you don't have an EU Login, you can create an account at any time. See [EU Login help](#) for more details. After logging in with your EU Login password, the eTendering website will display a button marked 'Submit a tender' (under 'Actions' in the small box on the right). You will then be able to access e-Submission.

The e-Submission application will first ask you for information about your company. Among other things, you will be asked for your Participant Identification Code (PIC), a nine-digit number<sup>2</sup>. If your company does not yet have a PIC, the application will allow you to create one, which may be useful for future invitations to tender.

In the e-Submission application, fill in all the required fields and upload all the documents requested in the tender specification. Tenders must be clear and complete and must satisfy all the requirements set out in the contract documents (contract notice and tender specification).

For detailed instructions on how to submit your tender, download the [Quick Reference Guide for Economic Operators](#)<sup>3</sup>, where you will find the following information:

- technical requirements for using e-Submission;
- a step-by-step guide to submitting a tender;
- a specimen invitation to tender;
- important advice and information; and
- how to get technical support.

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<sup>1</sup> Previously called 'European Commission authentication system (ECAS)'.

<sup>2</sup> For more information on how to create a PIC, please follow this link:  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/registration-of-organisation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/registration-of-organisation_en.htm)

<sup>3</sup> An [EU Login](#) is required to download the Quick Reference Guide for Economic Operators

### 1.1. Tenderer identification

Complete all the identification fields and upload the documents requested in Annex I to the tender specification ('Checklist of documents to be completed and submitted'):

- **Signed solemn declarations:** the solemn declaration referred to in Standard Submission Forms ('Checklist of documents to be completed and submitted') must be completed, converted to .PDF format and signed by a duly authorised representative. For the rules on signing the declaration, see point 2 below.
- **'Economic and financial capacity' field:** upload the documents required in Standard Submission Forms ('Checklist of documents to be completed and submitted')
- **'Technical and professional capacity' field:** upload the documents required in Standard Submission Forms ('Checklist of documents to be completed and submitted')
- **'Exclusion criteria' field:** the supporting documents relating to the exclusion criteria will be requested after the evaluation of tenders from the tenderer to whom the contract is to be awarded.
- **'Other documents' field:** upload all other relevant documents required under Standard Submission Forms ('Checklist of documents to be completed and submitted'), duly completed and signed, if applicable.

### 1.2. Details of the tender

- Fill in the total amount of the tender. The amount of tax should be zero.
- Upload the tender documents: the files should be labelled 'Technical tender' or 'Financial tender' respectively. The e-Submission application allows as many files as required to be attached.
  - **'Technical tender' field:** upload the documents required in Standard Submission Forms ('Checklist of documents to be completed and submitted').
  - **'Financial tender' field:** upload the documents required in Standard Submission Forms ('Checklist of documents to be completed and submitted').

In the event of a difference between the total amount indicated in the e-Submission form and that indicated in the financial tender form attached, the contracting authority will deem the latter to be authentic.

***Please make sure all the required documents and supporting documents are attached to your tender.***

### 1.3. Verification and signature of the tender

After uploading all the required documents, please:

- **Upload the report of your tender. This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you have submitted.** The sole tenderer or lead tenderer's authorised representative(s) must sign the report.
- **Upload the signed report** using the advanced electronic signature based on qualified certificates or a handwritten signature (see the rules on signatures below).

## 2. DOCUMENTS TO BE SIGNED AND DATED DURING CREATION OF YOUR TENDER

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

- **Solemn declaration(s):** for a joint tender, all members of the group, including subcontractors, must sign and date this declaration. The solemn declaration must be converted to PDF format and signed by an authorised representative of each member using an advanced electronic signature based on qualified certificates or a handwritten signature.
- **Tender report:** The sole tenderer or lead tenderer's authorised representative(s) must sign the report.

The documents must be signed using the method:

- Handwritten signature: you must print the documents (solemn declaration(s) and tender report), have them signed by hand by the authorised representative, and then convert them to PDF format and upload them.

You must submit **all the original documents (the tender report and the solemn declarations<sup>4</sup>) by registered post** immediately after you submit your tender by electronic means, and at the latest the first working day after the deadline for the receipt of tenders, to the following address:

**European Institute for Gender Equality  
Gedimino pr. 16  
LT01103 - Vilnius  
Lithuania  
Invitation to tender FWC EIGE/2019/OPER/04- Lots1-2  
EIGE Procurement**

## 3. NEW SUBMISSION OR ALTERNATIVE TENDER

After submitting a tender, but before the deadline for receipt of tenders, you may upload a new version of your tender or submit a completely new tender containing all the tender documents in the same way as for the initial tender.

If you submit more than one tender, only the last tender submitted before the deadline will be taken into consideration, and if you have omitted any of the tender documents in that submission, you may not make reference to previous submissions and your tender may be disqualified if any of the compulsory documents are missing.

In the case of contracts divided into lots, tenderers will be required to submit a separate tender for each lot they wish to participate in.

## 4. WITHDRAWAL OF TENDERS

If, after submitting a tender, you wish to completely withdraw it, you must formally notify the contracting authority. Send a copy of your signed letter to [procurement@eige.europa.eu](mailto:procurement@eige.europa.eu), indicating

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<sup>4</sup> In case of a joint tender, the lead tenderer must collect all the original declarations hand-signed by the members of the group.

the name and reference of the tender(s) you wish to withdraw. The letter must be signed by the authorised legal representative(s).

## **5. DEADLINE FOR RECEIPT OF TENDERS**

The tender (all documents, including the solemn declaration(s) and the tender report) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

**Please note: the tenderer alone is responsible for submitting the tender by the deadline.**

In the event of a problem in submitting the electronic tender, we recommend that you call the help desk (see the page footer in the e-Submission application) well before the deadline for the receipt of tenders. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of simultaneous submissions by other economic operators, the volume of your tender and the type of internet service you are using.

If the contracting authority becomes aware of technical problems with the electronic equipment used for submitting and receiving tenders which prevent electronic submission or receipt of tenders, it will inform you of the deadline extension by means of the eTendering link to the tender in question.

## **6. TECHNICAL ASSISTANCE**

For technical assistance please consult the '[Quick Reference Guide for Economic Operators](#)' or contact us directly using the link in the page footer of the e-Submission application.