

APPENDIX I – e-Submission Guidelines

You must submit your tender electronically via e-Submission available from the e-Tendering website before the time limit for receipt of tenders.

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 TED e-Tendering is the starting point for launching the e-Submission application.

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.

1. How to Submit your Tender in e-Submission

You can access e-Submission via the corresponding call for tender in TED e-Tendering, as specified in Section 12 of the Tender Specifications.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED e-Tendering first. To subscribe, you will need to login with your an [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.

In order to submit a tender using e-Submission, tenderers (each member of the group in the case of a joint tender) will need to register in the European Commission's [Participant Register](#) - an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the PIC-management [Quick Guide for Economic Operators](#). Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

2. Information to be filled in

In e-Submission fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the Tender Specifications, including:

- **Signed Declaration of Honour (DoH):** All members of a joint tender, including subcontractors (if applicable) must upload the signed and dated DoH(s) available at <https://emsa.europa.eu/work/procurement/calls.html>.

¹ Previously called European Commission authentication system (ECAS)

- Exclusion criteria: The tenderers do not need to upload any documentary evidence for exclusion criteria at the stage of submitting the tender. EMSA will explicitly request the successful tenderers to submit this documentation at a later stage, prior to the signature of the contract.
- **Selection criteria:** The tenderers (and each member of the group in case of joint tender) and the other entities on whose capacity tenderers rely to fulfil the selection criteria (if applicable) are requested to provide the documentary evidence for selection criteria at the stage of submitting the tender.
- Technical tender: It must address all the requirements laid down in the Tender Specifications.
- Financial tender: The complete financial tender, including the *breakdown of the price/price of the scenario* as provided in the Tender Specifications.

For detailed instructions on how to submit your tender, download the [Quick Reference Guide for Economic Operators](#)² (pdf document), where you will find on:

- Technical requirements to use e-Submission,
- Step-by-step guide to help you submit your tender,
- Test call for tenders,
- Important advices and information and
- How to get technical support.

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

3. Documents to be signed and dated while creating your Tender

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

- **DoH(s):** The tenderer and all members of a joint tender, including subcontractors (if applicable) must sign and date this document.
- **Tender Report:** This report is a document generated by e-Submission while you are completing your tender and it contains the list of documents included in the tender. The tenderer's or group leader's authorised representative(s) must sign the report.

The above documents must be signed using any of the following 2 methods:

- Electronically signed, in this case you must sign with an advanced electronic signature based on qualified certificates.
- Hand signature, in this case, you must print the documents and the authorised representative must hand sign the documents and then scanned them so you can upload these into the e-Submission system.

A copy of the signed Tender Report shall be also sent to the dedicated email address of the procurement procedure as indicated in the Invitation to tender.

² An [EU Login](#) is required to download the document *Quick Reference Guide for Economic Operators*

4. 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 formally notify the Contracting Authority by that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to the dedicated email address indicated in the Invitation to tender stating the reference to the call for tenders and the Tender ID you wish to withdraw.

If you submit a new Tender you must include all your Tender related documents, including the Qualification and Tender documents.

5. Withdrawal of tenders

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify the Contracting Authority that you wish to withdraw your submitted tender(s). This withdrawal notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent by letter, with an advance scanned copy by e-mail to the dedicated email address. The letter shall be sent to the postal address indicated in the Contract Notice, stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

6. Deadline for receipt of tenders

The tender (including all documents) must be fully uploaded and received before 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 electronic submission of the tender, we recommend that you call the DG DIGIT 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 the Contracting Authority 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.

7. Contact the Contracting Authority

For information with regards contacts during the procurement procedure please refer to the Invitation to tender. When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

8. Get Technical help

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](#) or directly contact the Directorate General Informatics (DG DIGIT) by consulting the footer section on e-Submission application.