European Maritime Safety Agency

APPENDIX I – e-Submission Guidelines

Tenders must be submitted exclusively via the electronic submission system (e-Submission) available from the TED e-Tendering website[1] and accessible on the Funding and Tenders Opportunities portal (F&T portal)[2], Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

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 login with your/ an EU Login[3]. 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 a tender' and you will be able to access the e-Submission.

In order to submit a tender using e-Submission, economic operators (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 on this page. Economic operators already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

The lime limit for receipt of tenders is indicated in the Invitation to tender. A tender received after the time-limit for receipt of tenders will be rejected. The submission receipt provided by e-Submission with the official date

[1] For detailed instructions on how to submit a tender please consult the e-Submission Quick Guide available at: https://webgate.ec.europa.eu/digit/opsys/esubmission/assets/documents/manual/quickGuide_en.pdf.

The supported browsers, file types, size of attachments and other system requirements can be consulted at: https://webgate.ec.europa.eu/fpfis/wikis/x/f6dqEg. In case of technical problems, please contact the e-Submission Helpdesk (see contact details in the e-Submission Quick Guide) as soon as possible.

[2] https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

[3] Previously called European Commission authentication system (ECAS)

and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders4.

2. Information to be filled in

Tenderers must ensure that their submitted tenders contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.

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,
- **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[5] (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:

[4] If no submission receipt is received in reasonable time after submission, please contact the e-Submission Helpdesk (see contact details in the above referred e-Submission Quick Guide) as soon as possible.
[5] An EU Login is required to download the document *Quick Reference Guide for Economic Operators*

- **DoH(s):** The tenderer and all members of a joint tender, including subcontractors (if applicable) must sign and date this document.
- **The Submission Report:** This report is a document generated by e-Submission and listing all the documents included in the tender, to be signed by the tenderer or the group leader in case of a joint tender.

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.

4. Withdrawal of tenders / re-submission or alternative tender

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender6, or withdraw it and replace it with a new one7. A withdrawal receipt will be provided by e-Submission as proof of withdrawal.

In case of replacement, you must formally notify the Contracting Authority by that the previous tender is withdrawn.

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.

You are also entitled to send several tenders to one call for tenders.

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

5. 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

[6] A submitted tender can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a tender please consult the above referred e-Submission Quick Guide.
[7] To submit a new version, the tenderer must create a new tender in e-Submission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender.

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.

6. 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.

7. 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 the e-Submission application.