

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.

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.

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.

1. HOW TO SUBMIT YOUR TENDER IN E-SUBMISSION

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specified in the contract notice.

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 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.

¹ Previously called European Commission authentication system (ECAS)

1.1. Information to be filled in

In the e-Submission application, 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 on Honour(s).** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour(s) using the template available in e-Tendering (annex III of the tender specifications),
- **Selection criteria.** If requested in the tender specifications, the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria
- **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 as provided in annex II of the tender specifications,

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.

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.

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

1.2. 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:

- **Declaration on honour(s).** All members of a joint tender, including subcontractors must sign and date this declaration. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member by hand.
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report by hand.

The documents must be signed by hand; you must print the documents and the authorised representative must hand sign the documents and then scanned so you can upload it into the system.

You **must send by post these two original documents** (only) that were signed by hand immediately after the electronic submission of your Tender.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report. The original documents must be sent to the postal address indicated in the section [5. Contact the Contracting Authority](#), stating the reference to the call for tenders and the Tender ID.

The other documents are not required to be sent by post.

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 formally notify 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 address indicated in the section [5. Contact the Contracting Authority](#), 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 documents, including the Qualification and Tender documents.

3. WITHDRAWAL OF TENDERS

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

The notification must be sent to address indicated in the section [5. Contact the Contracting Authority](#), stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

4. DEADLINE FOR RECEIPT OF TENDERS

IMPORTANT: 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 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 technical faults are detected 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 if the deadline for submission is extended on e-Tendering.

5. CONTACT THE CONTRACTING AUTHORITY

- Original hand signed tender report and/or hand signed declaration on honour(s) must be sent by post immediately after submission, to the following address:

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

- Notifications for re-submission or withdrawal of tenders must be sent to:
procurement@ecdc.europa.eu

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

6. GET TECHNICAL HELP

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](#) or directly contact us by consulting the footer section on e-Submission application (digit-eprocurement-support@ec.europa.eu).