

## e-Submission Guidelines

Requests to participate and tenders must be submitted exclusively via the electronic submission system (eSubmission<sup>1</sup>) accessible on the Funding and Tenders Opportunities portal (F&T portal)<sup>2</sup>. Requests or tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

The eSubmission application allows economic operators to respond to calls for tenders by preparing their requests for participation and/or tenders electronically in a structured and secured way and submitting their requests and/or tenders electronically. The F&T Portal<sup>3</sup> is the starting point for launching the eSubmission application.

**Make sure you submit your request/tender on time: you are advised to start completing your request/tender early. To avoid any complications with regard to late receipt/non receipt of requests/tenders within the deadline, please ensure that you submit your request/tender several hours before the deadline. A request/tender received after the deadline indicated in the procurement documents will be rejected.**

### 1. How to Submit your Request / Tender in e-Submission<sup>4</sup>

You can access eSubmission via the corresponding call for tender in the F&T Portal, as specified in Section 12 of the Request Specifications/Tender Specifications.

In order to have access to eSubmission you will need to login with your/ an [EU Login](#)<sup>5</sup>. 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 F&T Portal will then display a button 'Submit a request to participate' / 'Submit a tender' (depending on the type of procedure) and you will be able to access the eSubmission.

In order to submit a request/tender using eSubmission, economic operators (each member of the group in the case of a joint request/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 requests/tenders in eSubmission.

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<sup>1</sup> [Quick guides eSubmission - F&T Portal eProcurement Documentation - EC Public Wiki \(europa.eu\)](#)

<sup>2</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

<sup>3</sup> [For detailed instructions on how to prepare and submit please consult the Funding & Tenders Portal eProcurement wiki - F&T Portal eProcurement Documentation - EC Public Wiki \(europa.eu\)](#)

<sup>4</sup> [Funding & tenders \(europa.eu\)](#) – How to participate?

<sup>5</sup> Previously called European Commission authentication system (ECAS)

The time limit for receipt of requests/tenders is indicated in the Invitation to submit a request to participate/ Invitation to tender. The time-limit is published also on the F&T Portal website which sends notifications to subscribed users when the call for tenders' data is modified<sup>6</sup>.

**Please note that it is not possible to submit a request/tender through eSubmission after the time-limit for receipt of requests/tenders indicated in the contract notice and/or the F&T Portal. To ensure requests/tenders are submitted on time, candidates/tenderers are invited to get familiar with the system and the system requirements, in particular the accepted file formats<sup>1</sup>, well in advance.**

A request/tender received after the time-limit for receipt of requests/tenders will be rejected. The submission receipt provided by eSubmission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of requests/tenders<sup>7</sup>.

## 2. Information to be filled in

Candidates/Tenderers must ensure that their submitted requests/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 eSubmission fill in and upload all necessary fields and documents as appropriate. All requests/tenders must be clear, complete and consistent with all the requirements laid down in the Request Specifications/Tender Specifications, including:

- **Signed Declaration of Honour (DoH):** All members of a joint request/tender, including subcontractors (if applicable) must upload the signed and dated DoH(s) available at <http://emsa.europa.eu/procurement/calls.html>,
- **Exclusion criteria:** The candidates participating to Restricted Procedures or Competitive Procedures with negotiations need to upload all the documentary evidence for exclusion criteria at the stage of submitting the request to participate. For other type of procedures, 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 candidates participating to Restricted Procedures or Competitive Procedures with negotiations and the tenderers for all other types (and each member of the group in case of joint request/tender) and the other entities on whose capacity candidates/tenderers rely on to fulfil the selection criteria (if applicable) are requested to provide the documentary evidence for selection criteria at the stage of submitting the request/tender.
- **Technical tender:** It must address all the requirements laid down in the Tender Specifications. Tenderers must provide all the information needed to assess the compliance with the Tender Specifications and the award criteria.

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<sup>6</sup> Subscription to the call for tenders at the above link allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender.

<sup>7</sup> If no submission receipt is received in reasonable time after submission, please contact the eSubmission Helpdesk (see contact details in the above referred eSubmission Quick Guide) as soon as possible.

- **Financial tender:** The complete financial tender, including the breakdown of the price & the price of the scenario(s) (as applicable) as provided in the Tender Specifications must be uploaded.

**However, the total price of the tender must be encoded in the field “Total amount” under the section “Tender data” in eSubmission ONLY for the procedures (lots, as applicable) of which the award method is lowest price/cost.**

**It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the eSubmission field “Total amount” corresponds to the amount indicated in the uploaded financial tender. In case of discrepancies, only the amount indicated in the financial tender will be taken into account.**

- **Minimum requirements:** Tenderers must declare when submitting their tenders in eSubmission whether their tenders comply with the minimum requirements specified in the procurement documents.

**Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

For detailed instructions on how to submit your request/tender, consult the [Quick guides eSubmission - F&T Portal eProcurement Documentation - EC Public Wiki \(europa.eu\)](#), where you will find information on items such as, but not limited to:

- Technical requirements to use eSubmission,
- Step-by-step guide to help you submit your request/tender,
- Test call for tenders,
- Important advice and information and
- How to get technical support.

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

### **3. Documents to be signed and dated while creating your Request/Tender**

The following document must be signed and dated during the creation of your request/tender in eSubmission:

- **DoH(s):** The candidate/tenderer and all members of a joint request/tender, including subcontractors (if applicable) must sign and date this document.

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

- ***Electronically signed***, in this case you must sign with a qualified electronic signature (QES).
- ***Hand signature***, in this case, you must print the documents and the authorised representative must hand sign the documents and then scan them so you can upload these into the eSubmission system.

#### 4. Withdrawal of requests/tenders / re-submission of alternative request/tender

After submitting a request/tender, but before the deadline for receipt of requests/tenders, a candidate/tenderer may definitively withdraw its request/tenders<sup>8</sup>, or withdraw it and replace it with a new one. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

To submit a new version, the candidate/tenderer must create a new request/tender in eSubmission and include all the information and documents required in the procurement documents with the submission of a request/tender, even if some of them have already been included in the replaced request/tender.

#### 5. Deadline for receipt of requests/tenders

The request/tender (including all documents) must be fully uploaded and received before the deadline for receipt of requests/tenders indicated in the Invitation to submit a request to participate/Invitation to tender.

**Please note that you are responsible to ensure that your full request/tender reaches the destination in due time.**

In case of problems with the electronic submission of the request/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 request/tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your request/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 requests/tenders due to which it is impossible to electronically submit and receive requests/tenders, you will be informed of the extension of the time limit by the Contracting Authority at the F&T Portal link indicated in the Contract Notice.

#### 6. Contact the Contracting Authority

For information with regard contacts during the procurement procedure please refer to the Invitation to submit a request to participate / 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 guides eSubmission - F&T Portal eProcurement Documentation - EC Public Wiki \(europa.eu\)](#) or directly contact the Directorate General Informatics (DG DIGIT) by consulting the footer section on the eSubmission application.

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<sup>8</sup> A submitted request/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 request/tender please consult the above referred e-Submission Quick Guide.