

TED E-TENDERING PLATFORM: GUIDE FOR PROSPECTIVE TENDERERS

How to submit electronic tenders for EIOPA calls for tender

Corporate Support Department | Finance & Corporate Services Unit

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INTRODUCTION

- For most EIOPA procurement procedures, tenders have to be submitted electronically. You can access the electronic submission system via the link provided in the Contract Notice and in the Invitation to Tender. Direct links to on-going calls for tenders are also published on EIOPA's website:
 - https://www.eiopa.europa.eu/about/procurement_en

- You can also find on-going calls for tenders by searching on these platforms:
 - [Funding & tender portal of the European Commission](#) and [TED eTendering platform of the European institutions](#)

- In order to submit a tender electronically, you will have to follow **three steps** – these are explained in detail on the following pages:
 1. First, in order to gain full access to the TED eTendering platform, please **create a user account for EU Login** (also called 'ECAS').
 - <https://ecas.ec.europa.eu/cas/>

 2. Second, please **register your organisation/company** in the European Commission's Funding & Tenders Portal to obtain a so-called 'Participant Identification Code' (PIC). The PIC number is required to fill in the electronic submission form for your tender.
 - <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

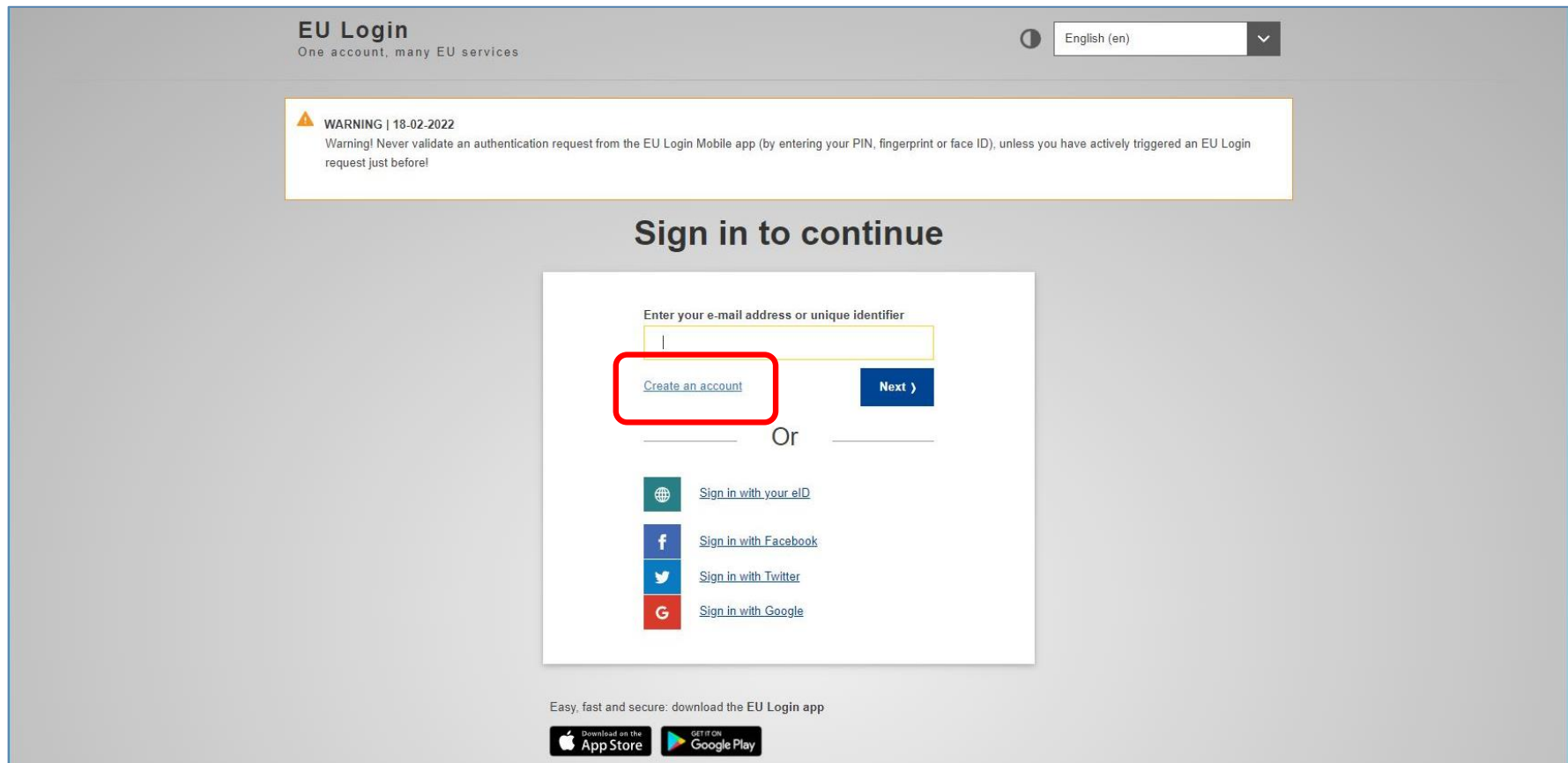
 3. Third, please **fill in the eSubmission form for the call for tenders** in which you would like to participate, upload all relevant documents and submit your tender.
 - You can access the eSubmission form by clicking on 'Submit a tender' on the relevant sub-page of the TED eTendering platform for the call for tenders that you are interested in.

STEP 1:
CREATING A USER ACCOUNT FOR EU LOGIN ('ECAS')

STEP 1: CREATING A USER ACCOUNT FOR EU LOGIN ('ECAS') – 1/2

- In order to gain full access to the TED eTendering platform and to submit a tender, you will require a user account for EU Login/ECAS.
- This step is only necessary once – you can use the same EU Login credentials to participate in any call for tender published on the platform.

Open the website <https://ecas.ec.europa.eu/cas/> in your web browser and click on 'Create an account'.



EU Login
One account, many EU services

English (en)





WARNING | 18-02-2022
Warning! Never validate an authentication request from the EU Login Mobile app (by entering your PIN, fingerprint or face ID), unless you have actively triggered an EU Login request just before!

Sign in to continue



Enter your e-mail address or unique identifier

[Create an account](#) **Next >**

Or

-  [Sign in with your eID](#)
-  [Sign in with Facebook](#)
-  [Sign in with Twitter](#)
-  [Sign in with Google](#)

Easy, fast and secure: download the EU Login app

STEP 1: CREATING A USER ACCOUNT FOR EU LOGIN ('ECAS') – 2/2

Enter your personal details, tick the privacy statement confirmation and click on 'Create an account'. Open the link in the confirmation email, specify a new password and click on 'Submit'. By clicking on 'Proceed' in the next window, you will be able to log into the service.

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en) ▼

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account Cancel

Open the link in the confirmation email

New password

Please choose your new password.

n009j5o5
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[]^_`{|}~

Examples: SrosfJl3pP vQ0YfUx# NrACbgizu(
[\[Generate other sample passwords\]](#)

New password

Your EU Login password was successfully changed.

Proceed

Successful login

You are now logged in to EU Login.

To stop the automatic single sign-on, click [Logout](#) or close all browser windows.

STEP 2:

REGISTERING YOUR ORGANISATION/COMPANY IN THE EUROPEAN COMMISSION'S FUNDING & TENDERS PORTAL

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 1/6

- Before being able to submit a tender via the TED eTendering platform, you will have to register your organisation/company in the European Commission's Funding & Tenders Portal in order to obtain a 'Participant Identification Code' (PIC). The PIC number is required to fill in the electronic submission form for your tender.
- This registration is only necessary once – you can then use your PIC number to participate in any call for tenders published on the platform.

Open the website <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register> in your web browser and click on 'Register your organisation'. (In case you have already registered before but forgot your PIC, please use the 'Search a PIC' function).

Participant Register Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 2/6

If you plan to submit a tender on behalf of an organisation/company, please enter the details of the firm. If you plan to submit a tender as a natural person/self-employed business, please enter your personal details. Once complete, click on 'Next' in the bottom right corner.

The screenshot shows the 'Participant's Register' interface. A progress bar at the top indicates six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. A 'Need help?' button is in the top right. The left sidebar contains navigation options: My Person Profile, My Organisation(s), Procurement, My Submission(s), My Formal Notification(s), and My Task(s). The 'Identification' section contains the following fields:

- Legal name * (text input, 240 characters)
- Registration country * (dropdown menu)
- Registration number * (text input, 50 characters)
- VAT number * (text input, 20 characters, with a 'not applicable' toggle)
- Website (text input, 500 characters)

Red arrows point from the text below to the 'Legal name', 'VAT number', 'Registration country', and 'Registration number' fields.

Full name of the organisation/company as stated in the register of commerce

Country and registration number as stated in the register of commerce

VAT Identification Number of the organisation/company (not the 'regular' tax number of the business)

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 3/6

In the section 'Organisation Data', enter your organisation's/company's name, address and contact details. Once complete, click on 'Next' in the bottom right corner.

Participant 's Register [Need help?](#)

Progress: 1. Identification (Completed) 2. **Organisation Data** (Current) 3. Legal Information 4. Authorised Users 5. Summary 6. Success

Organisation Data

Legal name

Business name * 400

Address * 239
This field is required

Postal code * 39
Please enter the postal code in the following format: NNNNN (12345)

P. O. box 30

City * 119
This field is required

Registration country **Germany**

Phone * 30

Fax 30

Website

Official language *

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 4/6

In the section 'Legal Information', first select the legal entity status: if you plan to submit a tender on behalf of an organisation/company, select 'legal person'; if you are self-employed select 'natural person' instead. Choose your company's legal form from the list (if not listed, use 'Other'). Then provide your organisation's/company's VAT number and information from the register of commerce. Lastly, tick the boxes that apply to your organisation/company and click on 'Next' in the bottom right corner to proceed.

The screenshot shows the 'Participant's Register' interface. A progress bar at the top indicates the current step is 'Legal Information' (step 3), with previous steps 'Identification' and 'Organisation Data' completed, and subsequent steps 'Authorised Users', 'Summary', and 'Success' pending. The left sidebar contains navigation options: My Person Profile, My Organisation(s), Procurement, My Submission(s), My Formal Notification(s), and My Task(s). The main content area is titled 'Legal Information' and contains the following fields:

- Legal entity status: a natural person, a legal person
- Legal form: -- Select One --
- VAT number: [input field]
- Legal register: [input field with value 'Legal register']
- Registration number: [input field]
- Registration date: [calendar icon]
- Legal entity type: private entity, public body
- Legal entity qualification: non-profit, for profit
- SME Self-Declaration: Yes, No
- Is it a civil society organisation: Yes, No
- International organisation: Yes, No
- International Organisation of European Interest for H2020 (IOEI H2020): Yes, No

Red annotations include:

- A red arrow pointing to the 'a legal person' radio button with the text: 'For a company select 'legal person'; if self-employed select 'natural person''
- A red bracket on the right side of the form with the text: 'Enter the information from the register of commerce that your company is listed in' pointing to the 'Legal register' and 'Registration number' fields.

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 5/6

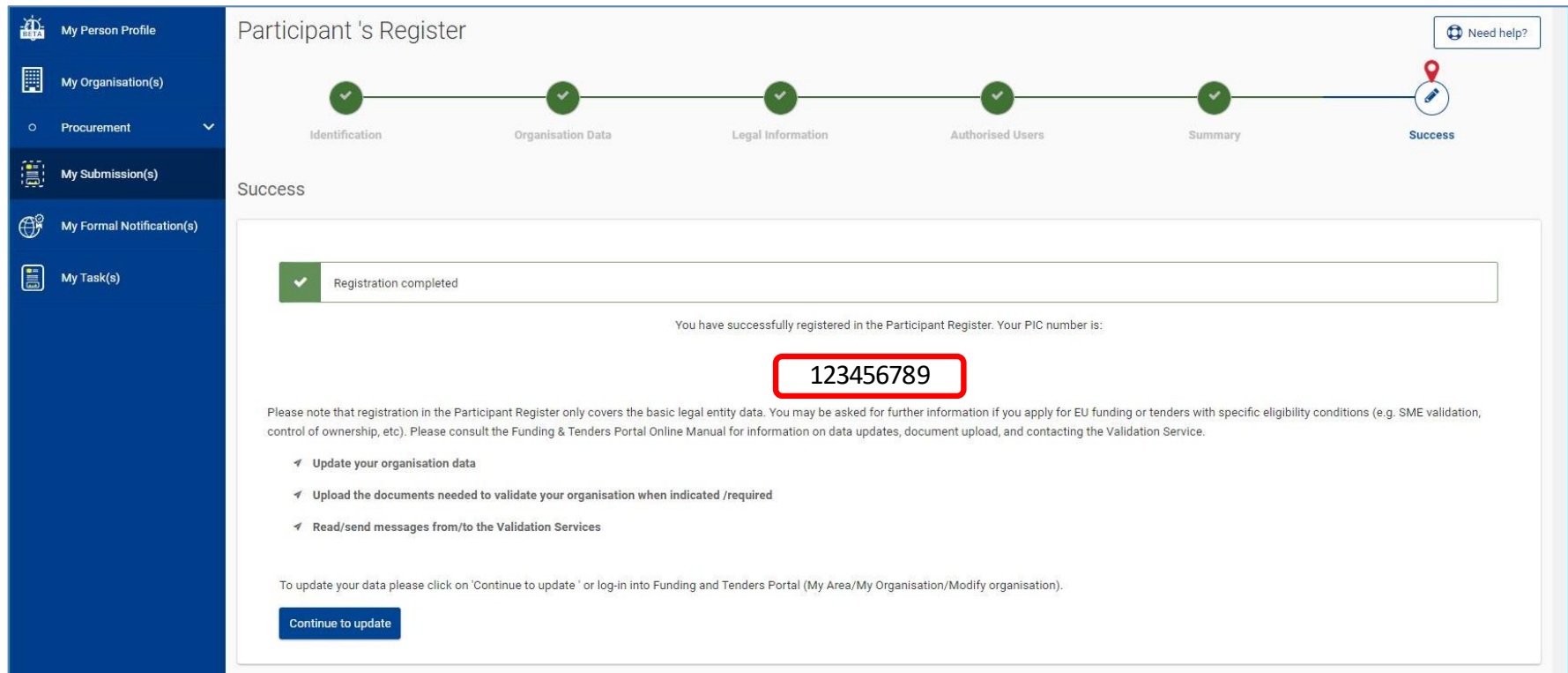
In the section 'Authorised Users', you have the option to add additional persons who shall be able to use the TED eTendering platform on behalf on your organisation/company. Click on '+ Authorised user' to enter the details of these persons. Otherwise click 'Next' in the bottom right corner to proceed.

The screenshot shows the 'Participant's Register' interface. On the left is a blue navigation sidebar with the following menu items: 'My Person Profile', 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area is titled 'Participant's Register' and features a progress bar with six steps: 'Identification', 'Organisation Data', 'Legal Information', 'Authorised Users', 'Summary', and 'Success'. The 'Authorised Users' step is currently active, indicated by a red location pin icon. Below the progress bar, the 'Authorised Users' section contains three input fields: 'First name:', 'Last name:', and 'E-mail:', each followed by a blacked-out text field. A yellow warning box with a triangle icon contains the text: 'It is highly recommended to add an authorised user to access to your organisation (back-up function)'. Below this warning box, a button labeled '+ Authorised user' is highlighted with a red rectangular border.

In the following section 'Summary' you will find an overview of the information you have entered. Should you wish to make changes, click on 'Previous' in the bottom right corner to return to the relevant section. If the information is correct, click on 'Submit'.

STEP 2: REGISTERING YOUR ORGANISATION/COMPANY – 6/6

Once you have successfully submitted your registration, you will be shown your 'Participant Identification Code' (PIC). Please write down this PIC number as it is required to fill in the electronic submission form for your tender later on. You should also automatically receive a confirmation email.



The screenshot displays the 'Participant 's Register' interface. On the left is a dark blue navigation sidebar with the following menu items: 'My Person Profile', 'My Organisation(s)', 'Procurement', 'My Submission(s)', 'My Formal Notification(s)', and 'My Task(s)'. The main content area is titled 'Participant 's Register' and features a progress bar with six steps: 'Identification', 'Organisation Data', 'Legal Information', 'Authorised Users', 'Summary', and 'Success'. The 'Success' step is highlighted with a red location pin icon. Below the progress bar, a green checkmark icon is followed by the text 'Registration completed'. A message states: 'You have successfully registered in the Participant Register. Your PIC number is:'. The PIC number '123456789' is displayed in a white box with a red border. Below this, a note explains that registration only covers basic legal entity data and provides instructions on how to update data. A 'Continue to update' button is located at the bottom left of the main content area. A 'Need help?' link is visible in the top right corner of the main content area.

Participant 's Register

Need help?

Identification Organisation Data Legal Information Authorised Users Summary Success

Success

Registration completed

You have successfully registered in the Participant Register. Your PIC number is:

123456789

Please note that registration in the Participant Register only covers the basic legal entity data. You may be asked for further information if you apply for EU funding or tenders with specific eligibility conditions (e.g. SME validation, control of ownership, etc). Please consult the Funding & Tenders Portal Online Manual for information on data updates, document upload, and contacting the Validation Service.

- Update your organisation data
- Upload the documents needed to validate your organisation when indicated /required
- Read/send messages from/to the Validation Services

To update your data please click on 'Continue to update ' or log-in into Funding and Tenders Portal (My Area/My Organisation/Modify organisation).

Continue to update

STEP 3:
SUBMITTING YOUR TENDER

STEP 3: SUBMITTING YOUR TENDER – 1/10

Open the sub-page of the TED eTendering platform for the call for tenders that you are interested in. Download all relevant procurement documents, including the templates/forms required for your tender, by clicking on 'Document Library'. Should you have any questions regarding the documents or procurement process, you can submit these via the 'Questions and answers' page.

The screenshot shows the TED eTendering platform interface. The main content area is titled 'Call for tenders' details. It includes a navigation menu on the left with options like 'My account', 'Call for tenders', and 'FAQ'. The main content area has tabs for 'Data', 'Document Library', and 'Questions and answers'. A 'Submit a tender' button is highlighted with a red box. The 'Information' section provides details about the tender, including the title, description, contract type, and submission method. Red arrows and text annotations point to specific elements: 'Download the procurement documents here' points to the 'Document Library' tab; 'If you have questions, submit them here' points to the 'Questions and answers' tab; and 'Click here to submit your tender' points to the 'Submit a tender' button.

Download the procurement documents here

If you have questions, submit them here

Click here to submit your tender

Call for tenders' details	
Title:	Provision of Catering Services
Contracting authority:	European Insurance and Occupational Pensions Authority (EIOPA)
TED publication date:	29/03/2022
Time limit for receipt of tenders:	02/05/2022
Status:	Open

Information	
Tender reference number:	EIOPA-OP-144-2022
Title:	Provision of Catering Services
Description:	The general objective is to provide professional, appropriate and reliable catering services to EIOPA stakeholders at EIOPA premises.
Contract type:	Services
Procedure type:	Open procedure
Status:	Open
Published on TED:	✓
Submission Method:	Electronic
Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):	Framework agreement
Address of the buyer profile: (URL):	
Award method:	Best price-quality ratio
Estimated total value:	570000.00 EUR
Estimated value:	570000.00 EUR
Main CPV:	55520000
NUTS:	DE712
Additional CPV:	39222000
Supplementary CPV:	

Once you have filled in all documents required for your tender, click on 'Submit a tender' and log into the system with the EU Login/ECAS username and password that you created in Step 1 of this guide.

STEP 3: SUBMITTING YOUR TENDER – 2/10

You will be redirected to the eSubmission form for the call for tenders you are interested in. Here, tick the box to acknowledge the Terms and Conditions and click on 'New submission'.

The screenshot shows the eSubmission interface for a tender titled "Provision of Catering Services". At the top, there is a navigation bar with the European Commission logo and the text "eSubmission". A welcome message "Welcome [redacted]" is visible in the top right corner. Below the navigation bar, there is a blue header with icons for email, phone, help, and share. A warning message states: "Microsoft Internet Explorer is no longer a supported browser. Please check the system requirements for more information".

The main content area is titled "Tendering data" and contains the following information:

- Title:** Provision of Catering Services
- Description:** The general objective is to provide professional, appropriate and reliable catering services to EIOPA stakeholders at EIOPA premises.
- Procedure:**
 - Procedure reference number: EIOPA-OP-144-2022
 - Procurement type: Services
 - Publication date: 29/03/2022
 - Deadline: 02/05/2022 23:59:59 UTC+02:00
 - Procedure type: Open procedure
 - Awarding method: Best price-quality ratio
 - Opening Date: 03/05/2022 14:00:00 UTC+02:00

A green badge indicates "33 days left until closure". Below the tendering data, there is an information box: "Consult the procedure documents [here](#) to find out which information and documents the contracting authority requires to be provided or sent in the submission." A "Show more" button with a downward arrow is located below this box.

The "e-Submission service" section contains the following text:

The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way.

- Make sure that you read the **System Requirements** before you start, and that you submit on time.

To use e-Submission, participants (all members of a consortium) must be registered in the Commission online register of organisations participating in the EU grants or procurement procedures. After registration, each organisation obtains a Participant Identification Code (PIC). Registration is free of charge and takes about 5-10 minutes to complete. To check if an organisation is already registered in the Commission organisation register or to register a new organisation, [click here](#).

Below this text, there is a checkbox with a blue checkmark, indicating that the user has read and accepted the Terms and Conditions and the Data Protection Notice. The text next to the checkbox reads: "Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**".

At the bottom of the form, there is a "New submission" button, which is highlighted with a red box. To the left of the button is a document icon with a plus sign.

STEP 3: SUBMITTING YOUR TENDER – 3/10

If you plan to submit the tender on behalf of an individual organisation/company, please select 'Sole submission'. If you plan to submit the tender on behalf of a consortium/group of economic operators, please select 'Joint Submission'. In either case, should you plan to work with subcontractors, tick the box 'Involving subcontractors'. Click on 'Next' to proceed.

European Commission | eSubmission

Welcome [redacted] EN

Procedure

Procedure reference number

EIOPA-OP-144-2022

Deadline

02/05/2022 23:59:59 UTC+02:00

33 days left until closure

Submission ID: 300031675
Last saved: 30/03/2022 15:21:12 UTC+02:00

Submission documents

Ways to submit | 2 Parties | 3 Tender data | 4 Submission report | 5 Submit

Different ways to submit.

Please select the appropriate options below and then click "next" to continue.

Organization type

Sole submission Joint Submission

Involving subcontractors

Choose the language for your submission

English (en) ▼

◀ Back Next ▶

STEP 3: SUBMITTING YOUR TENDER – 4/10

In the section 'Parties', you are asked to provide the details of your organisation/company. In case of a joint tender by a consortium, please list all organisations/companies who will partake in your tender. Please click on 'New party +', then enter the PIC number you have received during the registration process (Step 2) and click on 'Search 🔍'. Your organisation/company should be shown on the bottom of the screen. Click 'Select+' to proceed.

The screenshot displays the 'Parties' step of the eSubmission process. The progress bar indicates the current step is 'Parties'. The 'New party +' button is highlighted with a red box. Below it, a table with columns 'Name' and 'Identifier' is shown. A red box highlights the 'New party +' button. A message states 'There must be one main participant.' Below this, a 'New Main Participant' dialog box is open. It contains a text input field for 'PIC number (9 digits)', a 'Country' dropdown, and 'VAT number (full number)' and 'National registration number (full number)' fields. A red box highlights the 'PIC number (9 digits)' field. A red arrow points from the 'PIC number (9 digits)' field to a 'Select+' button in a separate dialog box on the right. A red text box at the bottom says 'Enter your PIC number (see Step 2) and click 'Search 🔍''.

STEP 3: SUBMITTING YOUR TENDER – 5/10

Once you have selected your organisation/company, you will be asked to provide the bank details to be used in case the contract will be awarded to you. You also have to indicate a contact person. Further below, please upload all documents/evidence requested for the tender procedure (please refer to the Tender Specifications to determine which documents are required). Click 'Done' to finish.

NOTE: Do NOT upload your Technical Offer and Financial Offer in this screen. These will be uploaded in the next section.

The screenshot shows a web form for submitting a tender. It is divided into three main sections: 'Bank Account', 'Contact Person', and 'Attachments'. The 'Bank Account' section has fields for IBAN/Account number, BIC/SWIFT Code, and Branch Code, with a note below. The 'Contact Person' section has radio buttons for selection and fields for First name, Last name, and Email address, with a note below. The 'Attachments' section has a list of document types to upload, including 'Declaration on honour', 'Legal and regulatory capacity', 'Technical and professional capacity', 'Economic and financial capacity', 'Exclusion criteria', and 'Other documents'. Red arrows and text boxes provide instructions on where to enter information and upload documents.

Enter the bank account to be used for payments in case the contract will be awarded to you

Upload your signed 'Declaration on Honour on Exclusion Criteria and Selection Criteria' here

Upload your signed 'Declaration on Honour on Compliance with Environmental, Social and Labour Law Obligations' here

Upload any further documents requested in the Tender Specifications here

STEP 3: SUBMITTING YOUR TENDER – 6/10

After you have entered the information for your organisation/company and uploaded the documents, click 'Next' to proceed.

In case of a joint tender, repeat the process for all organisations/companies involved in the consortium and upload the relevant documents/evidence for each entity. Then, click 'Next' to proceed.

The screenshot displays the European Commission eSubmission interface. At the top left, the European Commission logo and 'eSubmission' text are visible. The top right shows a user profile with a 'Welcome' message and a language selector set to 'EN'. A navigation bar contains icons for mail, phone, help, and share. The main content area features a progress indicator with five steps: 1. Ways to submit (completed), 2. Parties (current step, highlighted with a red location pin), 3. Tender data, 4. Submission report, and 5. Submit. Below the progress indicator is a form titled 'Identification of the participant' with a 'Sole submission' section. This section includes fields for 'Name' and 'Identifier', both containing redacted information. Below these fields are checkboxes for 'Main participant' and 'Private company', with a document upload icon to the right. At the bottom of the form, there are '<Back' and 'Next>' buttons. The 'Next>' button is highlighted with a red square. On the left side of the interface, a 'Procedure' sidebar shows the reference number 'EIOPA-OP-144-2022', a deadline of '02/05/2022 23:59:59 UTC+02:00', and '33 days left until closure'. It also displays 'Submission ID: 300031675' and 'Last saved: 30/03/2022 15:27:19 UTC+02:00'. A 'Submission documents' button with a '1' icon is located at the bottom of the sidebar.

STEP 3: SUBMITTING YOUR TENDER – 7/10

In the section 'Tender data', please indicate the total amount of your tender. Please refer to the Tender Specifications/Financial Offer Template to understand how to determine the Reference Price that should be quoted here. Then, please upload all documents related to your Technical Offer and Financial Offer under the respective tabs. Lastly, please confirm that your tender meets the minimum requirements and click 'Next'.

The screenshot displays the 'Tender data' step in a five-step process. The left sidebar shows the procedure reference number 'EIOPA-OP-144-2022', a deadline of '02/05/2022 23:59:59 UTC+02:00' with '33 days left until closure', and submission details including ID '300031675' and a 'Save' button. The main area features a 'Tender Data' section with a draft status message and a 'Total amount' input field containing '0'. A red arrow points to this field with the text 'Enter your offer amount (Reference Price) here'. Below this is an 'Attachments' section with a 'Choose file' button and two tabs: 'Technical offer*' and 'Financial offer*'. Red arrows point from the text 'Upload your Technical Offer document(s) here' to the 'Technical offer*' tab and from 'Upload your Financial Offer document(s) here' to the 'Financial offer*' tab. At the bottom, a confirmation message is circled in red: 'The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents' with radio buttons for 'Yes' and 'No'. A 'Next' button is visible at the bottom right.

STEP 3: SUBMITTING YOUR TENDER – 8/10

The section 'Submission report' will show you a summary of the information you have entered and the documents you have uploaded. Please verify that everything is in order before clicking 'Next'. To make further changes, click on 'Back' to return to the relevant section.

The screenshot displays the EIOPA tender submission interface. On the left, a sidebar shows the 'Procedure' details for EIOPA-OP-144-2022, with a deadline of 02/05/2022 23:59:59 UTC+02:00 and 33 days left until closure. The submission ID is 300031675, and it was last saved on 30/03/2022 15:31:22 UTC+02:00. There are 4 submission documents.

The main area shows a progress bar with five steps: 'Ways to submit', 'Parties', 'Tender data', 'Submission report', and 'Submit'. The 'Submission report' step is currently active, indicated by a red location pin icon. Below the progress bar, a 'Review your submission' section contains the following text:

Please review here the submission report. This report is generated by the system and contains the list of documents that you are about to submit. If there are no more changes to be done, click on 'Next' to continue. The submission report will be automatically added to the submission and the tenderer does not need to sign it and upload it again. You can download it below for your own records.

A warning message states: 'This submission report is not a proof of submission. You have not submitted yet.'

The submission report itself is displayed in a preview window with the following content:

EUROPEAN INSURANCE AND OCCUPATIONAL PENSIONS AUTHORITY

SUBMISSION REPORT

Submission details

Submission ID: [REDACTED]
Participant (s): [REDACTED]
Contact info: [REDACTED]

Procedure details

Contracting authority: European Commission, European Insurance and Occupational Pensions Authority
Country: Germany
Title: Provision of Catering Services
Procedure reference number: EIOPA-OP-144-2022

At the bottom of the interface, there are two buttons: '< Back' and 'Next >'. The 'Next >' button is highlighted with a red square, indicating the next step in the process.

STEP 3: SUBMITTING YOUR TENDER – 9/10

Finally, click on 'Submit' to transmit your tender to EIOPA. Once submitted, you will no longer be able to change your tender.

The screenshot displays the European Commission eSubmission interface. At the top left, the European Commission logo and 'eSubmission' text are visible. The top right shows a 'Welcome' message and a user profile icon. A navigation bar contains icons for mail, phone, help, and share. The main content area features a progress bar with five steps: 'Ways to submit', 'Parties', 'Tender data', 'Submission report', and 'Submit'. The first four steps are marked with green checkmarks, while the 'Submit' step is marked with a red location pin icon. Below the progress bar, a 'Submit' section contains the following text: 'You are ready to submit to the Contracting Authority. Please check if the provided data is correct, and if the submission contains all the information and the documents required by the Contracting Authority. Click on the button 'Submit' to start the submission. Once you confirm, you will no more be able to view, modify or to download the submission. After the submission, you will see a message informing you of the result of the submission process.' At the bottom of this section, there are two buttons: '<Back' and 'Submit>'. The 'Submit>' button is highlighted with a red rectangular box. On the left side of the interface, a 'Procedure' sidebar shows the reference number 'EIOPA-OP-144-2022', a deadline of '02/05/2022 23:59:59 UTC+02:00', and '33 days left until closure'. It also displays the submission ID '300031675' and the last saved time '30/03/2022 15:31:22 UTC+02:00'. A 'Submission documents' button with a count of '4' is located at the bottom of the sidebar.

STEP 3: SUBMITTING YOUR TENDER – 10/10

- Once your tender is submitted, you will be able to take the following actions via the electronic submission system:
 - Withdraw your tender (available only before the deadline for submission):
 - Select **Withdraw**: Provide the reason to withdraw your tender and confirm by clicking on the 'Withdraw' button. Once you have withdrawn a submission, you cannot view, edit or submit it again.
 - View Receipt:
 - Select **View Receipt**: The Submission Receipt is displayed.
 - Manage Roles:
 - Select **Manage Roles**: You will be able to view and manage the access to your tenders in the Funding & Tenders portal, i.e. add/remove persons who will also be able to act on behalf of your organisation/company.
 - NOTE: This option is available only after the relevant opening session.

USEFUL LINKS AND INFORMATION

- For further instructions on how to submit a tender please consult the eSubmission Quick Guide available here:
 - https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp_en.pdf
- Information on supported browsers, file types, size of attachments and other system requirements can be found here:
 - <https://webgate.ec.europa.eu/fpfis/wikis/x/Oo5kl>
- For questions about EIOPA's procurement procedures, please contact us via:
 - Email: procurement@eiopa.europa.eu
 - Tel: +49 (0) 69 95 1119-20 (*please ask to speak to the procurement team*)
- For technical assistance, please contact the European Commission's support team:
 - Email: ec-funding-tender-service-desk@ec.europa.eu
 - Tel: +32 (0) 229 71063 (*from 08:00 until 20:00 CET; only in English language*)

THANK YOU FOR YOUR INTEREST IN OUR PROCUREMENT OPPORTUNITIES!

For more information please visit <https://www.eiopa.europa.eu>
or contact procurement@eiopa.europa.eu