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](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/](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.

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’)

[Image]
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/](https://ecas.ec.europa.eu/cas/) in your web browser and click on ‘Create an account’.
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.
STEP 2:

REGISTERING YOUR ORGANISATION/COMPANY IN THE EUROPEAN COMMISSION’S FUNDING & TENDERS PORTAL
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](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).
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.

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.
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.

For a company select ‘legal person’; if self-employed select ‘natural person’

Enter the information from the register of commerce that your company is listed in
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.

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’.
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.
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.

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’.
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.
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’.

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

- 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/Oo5kI](https://webgate.ec.europa.eu/fpfis/wikis/x/Oo5kI)

- 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