

HOW TO SUBMIT AN ELECTRONIC TENDER ?

CHECKLIST FOR SUPPLIERS

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1 Introduction

This brochure was compiled to offer enterprises the opportunity to take part in the electronic public procurement process. It offers an insight into all aspects of the electronic public tendering process and explains how you can take part in that process in Belgium.

The aim of the authorities is to simplify the tendering process and to make it more transparent and efficient. For that reason, e-Procurement provides for every stage of the process an application that allows the electronic handling of the public tender, starting from the publication of the contract notice up to the awarding.

Every stage is handled by a specific application:

The publication of and searching for contract notices is handled by the application [e-Notification](#).



For detailed information on the use of e-Notification, please refer to this [manual](#).

Submitting and opening tenders/requests for participation is handled by the application [e-Tendering](#).



Aside from [e-Notification](#) and [e-Tendering](#), e-Procurement also offers the [e-Catalogue](#) and e-Awarding applications.

Full details about these applications can be found on our [web portal](#) (incl. links, manuals, etc.).

M / F

For the sake of clarity, the terms used to designate persons are always expressed in the masculine. The use of this form should be understood as targeting the two genera, male and female.

2 Requirements?

2.1 Minimal configuration

You will need:

- a computer with an up-to-date operating system
- an Internet connection
- a standard browser
- a qualified certificate stored on a secure device (card, USB token...)

For more information about the minimum requirements necessary to use the e-Procurement application, please refer to the document available at [this address](#).

If your configuration is not in the list, we recommend that you run a test on our demo environment (<https://mydemo.publicprocurement.be>)

In addition, due to the evolution of browsers and operating systems, we also recommend that you regularly validate your configuration (by running a test on the demo environment).

Note: The demo environment requires the creation of another user

2.2 Access to the e-Procurement platform

- [Register yourself as a supplier](#).
- Long on as a supplier with your user name and password.

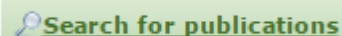


For more information about the creation and the use of a user profile on the e-Procurement platform, please refer to this [document](#).

3 How to find a notice?

3.1 Searching a specific market (in which you want to participate)

- Go to [e-Notification](#).
- In the left menu click on "Search for publications".
- Choose the tab page "Simple search" or "Advanced search".
- Complete the search criteria.
- Click on the "Search" button.

A green rectangular button with a magnifying glass icon on the left and the text "Search for publications" in a dark green font.

3.2 Configuring a search profile

- Log on to the e-Procurement platform.
- In the left menu in [e-Notification](#), click on "My search profiles".
- Complete the search criteria.
- Specify that you want to receive recent notices by e-mail.
- Save your search profile.

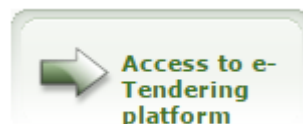
A green rectangular button with the text "Environment" in a dark green font.A light grey rectangular button with a right-pointing chevron icon and the text "My search profiles" in a dark grey font.

4 How to submit an electronic tender?

4.1 Navigating to a submission dossier

4.1.1 From e-Notification

- Log on to the e-Procurement platform and navigate to e-Notification.
- Search a notice (see "How to find a notice?").
- If e-Tendering has been activated (by the public buyer) and you can submit your tender/request to participate electronically, you will see the button "Access to e-Tendering platform" in the dossier in e-Notification.
- Click on the button to be automatically redirected to the e-Tendering dossier.



4.1.2 From e-Tendering

- Log on to the e-Procurement platform and navigate to e-Tendering.
- In the left menu, click on "Search a dossier".
- Enter (part of) the reference number of the market. You are free to use wild cards (%).

Search a dossier

Please enter in the field below the reference number of the dossier you wish to retrieve. Insert a part of the reference number by following format: %partofthenumber%

Enter the reference number of the dossier:

4.2 Participating in a public procurement and uploading documents

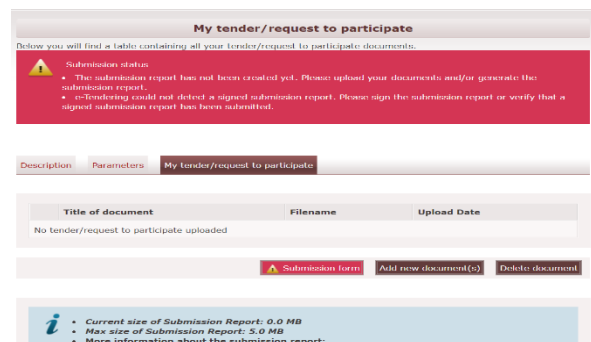
Initially two tab pages are available in an e-Tendering dossier: "Description" and "Parameters".

On the "Description" tab page, click on the "Confirm my participation" button.

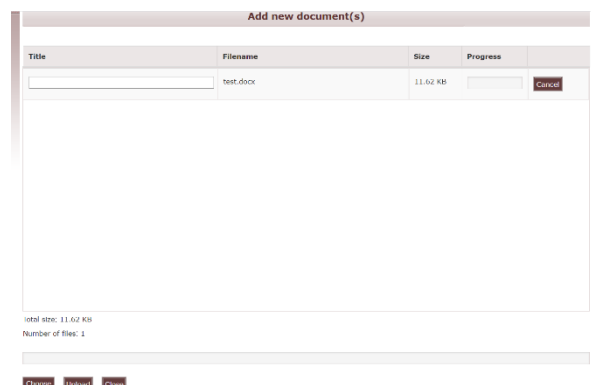
A new tab page "My tender/request to participate" will appear. The dossier will also appear on the "My dossiers" page available through the menu on the left.

On the "My tender/request to participate" tab page, you can upload the documents which are part of your tender.

- Click on the "Add new document(s)" button.



- Click "Choose" to select the documents you wish to submit.
- In the open dialogue box, select the documents you wish to submit and click "Open".
 - To add additional documents, click again on the "Choose" button.
 - To delete documents, select them and click on the "Delete" button.
- Click on the "Upload" button.
- Click on the "OK" button and then on "Close" to return to the "My tender/request to participate" tab page.



The uploading of documents is subject to a number of technical restrictions:

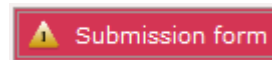
- maximum 80MB per document
- maximum 350MB for all documents
- maximum 20 files uploaded at once
- maximum 50 documents per offer

4.3 Completing the simplified electronic tender form

You will only be able to complete the submission form if the awarding authority has activated this option.

Via the submission form, you, as a tenderer, can enter the name and the address of your company and the price of your tender if you wish. These details will automatically appear in the opening report when the dossier is opened.

- If the "Submission form" button is available on the "My tender/request to participate" tab page, this means that the contracting authority has activated this option. The red color of the button indicates that the form is still not completed.
- Click on the "Submission form" button.
- Complete the submission form and make sure that the details on this online form fully correspond to the details on your tender (form).
 - Where applicable, specify which lots you are submitting a proposal for.
 - Where applicable, enter the overall price (per lot).
- Once the form has been completed in full, the "Submission Form" button will turn green.



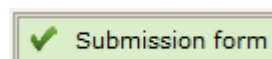
Submission form

Submission form created successfully

Company name: MyCompany
 Company CRM: 0123456789
 Company address: Avenue 23
 Postal code: 1040
 City: Brussels
 Country: Belgium
 Telephone: +32 27895200
 Fax:
 Website:

Lot number	Submit for ...	Total price
1	€	10000
2	€	
3	€	20000

Submit Cancel



4.4 Signing the submission report

Once all the documents have been uploaded, you can sign the submission report. This report features all the relevant details about the documents you uploaded and - where applicable - the details of the online submission form.

- Click on the "Generate and sign submission report" button.
- The submission report will open. At the bottom of the page, there are buttons for each signing method



POINTS OF ATTENTION REGARDING THE SIGNATURE

1. As long as the dossier has not been opened you can still modify the online registration form and your files. Bear in mind however that you will have to sign a new version of your submission report if you do make any changes.

2. If you want to have several persons sign the submission report, please do not have the same submission report signed simultaneously (from different computers or different browsers for instance). In concrete terms, this means that the second person who wants to sign can only access the submission report (by clicking the "View and sign submission report" button) once the signing procedure has been finalized by the first person and only when a message informs this first person that a signing procedure has been performed.

The application will not be able to register one or several signatures if the instructions above are not followed.

3. If you use the "e-ID method", a signature will be registered for the last submission report. The application does not verify the legal compliance of this signature. It is the responsibility of the tenderer to ensure the legal compliance of this signature (expiration date, signed by the person (s) responsible (s) or authority (s) to commit the bidder...).

If you use the "3rd Party method" a file will be uploaded. The application does not verify whether this file contains a signature, nor does it verify whether the signature complies with regulations. It is the responsibility of the tenderer to ensure that the registered file contains a legal signature (expiration date, signed by the person (s) responsible (s) or authority (s) to commit the bidder...).

Whichever signature method is selected, the format of the signature and the certificate used must comply with the requirements of Belgian legislation.

More information about these requirements and validations by e-Tendering and a link to the European Trusted List covering all qualified certificate providers can be found on the [following page](#).

4. Now, Belgian legislation requires tenderers to sign the submission report generated by the tendering platform used. Tenders for which the tender report is not signed shall be rejected by the contracting authority. This also means that an electronic signature made on a document forming part of the tender (eg the PDF version of the signed tender document) will not be taken into account by the contracting authority.

4.4.1 The eID method

Depending on the type of browser used, it may be necessary to install a middleware and a browser extension.

If necessary, follow the instructions on the screen.

You can find more information about browser compatibility and the e-ID signature service at [this address](#).

- Click on one of the buttons labeled "e-ID method: sign using the e-ID 1 server



- Indicate that you have read the document and then click the "Sign" button

1 Read and connect eID

2 Enter PIN and sign

3 Ready

Digital signature of
'unsigned_test_34274_0.25103599373346963.xml'

Welcome
you are about to sign the document on the left.

When you have read the document, connect your eID reader to your computer, insert the eID card and click **Sign** to digitally sign it.

You will sign the document with the PIN of your eID, please make sure that you know this PIN.

Please note: **you will not be able to download** the signed document(s) after signing.

I have read this document.*

SIGN

- Fill in your PIN code and click on the "Sign with eID" button.

Enter PIN code

Enter the PIN and click on **Sign with eID** to sign the document.

Sign with eID

When the signature is successfully completed, you will receive a message indicating that it has been successfully submitted. You will be automatically redirected to the submission report. It is important that you do not close your window immediately but let the counter count down 3 seconds. You will receive an e-mail with the official version of the submission report.

Close the window with the submission report to return to the "My tender/request to participate" tab page.

A green "View and sign submission report" button will tell you that the submission report has been signed. You have now successfully submitted your bid or request to participate.

4.4.2 The 3rd-party method

The third signing method allows the use of your own signing software. The process consists of 3 steps:

- Click on the "3rd-Party method: Sign using another certificate and external software" button.
- In the window that will open, click on the "Download submission report" link.
- Sign the downloaded file with your own software (e.g. [Acrobat reader](#)) or use the [SR-DST tool](#). More information about signing via the 3rd party method can also be found on [this page](#).
- Load the signed file again via the "Browse" button at the bottom of the page. Then click on "Send".



- Step 1 : Download the submission report (XML file).

Here you can download the xml of latest version of submission report.
[Download submission report](#)

Document:

Bear in mind though that, at the discretion of the awarding authority, certain restrictions in terms of signature format may apply. Generally speaking, all signature formats will be accepted unless the awarding authority has decided otherwise. In that case, you will be notified via the dossier's parameters.

So, if you choose to sign this way, make sure that you are properly informed and run a thorough test first!

4.5 Further information

4.5.1 General information

- A signature must always be placed by a mandatory or a person with power of attorney.
- An electronic signature must be an advanced signature placed with a qualified certificate stored on a secure device.
- Configure your computer in time. This will allow you to insert electronic signatures.

4.5.2 Submission rights

You may grant other tenderers the right to submit a bid/request to participate. For further information on this topic, please refer to our manual [manuel e-Tendering pour entreprises](#).

4.5.3 Power of attorney

The Belgian legislation allows the use of a power of attorney when submitting a tender. To do so, you will only need to add a scanned copy of an official power of attorney that is valid and signed manually to the electronically submitted files.

Additionally, the e-Tendering application lets you create digital powers of attorney and attach an electronic signature to them. Please refer to our e-Tendering manual for companies for more information on this subject..

Finally, the person mandated by the power of attorney will be able to sign the tender legally.

Two templates of proxy document are available at the following addresses :

- [Proxy- limited duration](#) (FR)
- [Proxy- per file](#) (FR)

4.5.4 Restricted procedures and negotiated procedures

Some procedures consist of 2 phases. Firstly, you will need to send in your request to participate. In the second phase, you will be asked to submit your tender. You can also do this via e-Tendering, if the public buyer has selected you in the first phase. If so, you will receive an invitation, i.e., an email with an annexed letter containing the following details:

- the dossier details
- the link to e-Notification to download the specifications
- the link to e-Tendering to submit your tender
- the password to access the specifications and submit your tender

4.5.5 The opening session report

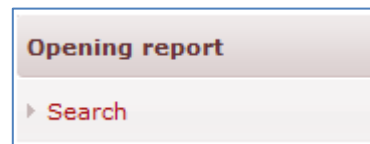
Every public tender comes with a formal opening and, at times, with an opening session. Some procedures are public, others are not.

The session is declared opened once the chairman opens the electronic safe.

In e-Tendering, a written report (PV) can be drawn up. This contains all the information relating to the opening: the data, the incidents, ... The electronic PV automatically includes the electronic tenders, the tenders on paper can be added to the PV. The PV can be signed by the chairman. The PV can be made available for everyone to consult. However, the chairman can also choose to make it available only to the tenderers or not at all.

4.5.5.1 *How to search for a report?*

- Log on to [e-Tendering](#) with your credentials.
- In the menu on the left, click on the "Search" link under "Opening report". Enter the reference number and click on "Search".



i If you click on search without entering the reference number, you will see all available opening reports.

4.5.6 Updates

Due to frequent updates of browsers and operating systems, we recommend that you regularly ensure that your configuration always supports the software specifications of our applications.

To do this, you have the demonstration environment available [here](#), where you can simulate the introduction of an offer or the management of a file.

For your tests, you can use the folder with the reference : « [testconfiguration](#) »

i The demo environment requires the creation of another user

5 Need more information?

5.1 *The PublicProcurement.be website*

You can find more informations on our [portalsite](#).

This website contains information about:

- the legislation governing public procurement
- document templates
- all manuals and checklists concerning the e-Procurement applications
- shortcuts to the e-Procurement applications
- news
- the training schedule
- ...

5.2 *The e-Procurement helpdesk*

The e-Procurement helpdesk can help answer your questions about the use of the e-Procurement applications.



For more information about the access to the e-Procurement helpdesk, read the page available [here](#) (FR)