Release note
eProcurement

European Commission - Directorate General for Informatics Directorate B - Digital Business Solutions

Release date 25 May 2021

In this release, we introduce the improvement of notification system and the exchange of information with the economic operators.

Contents

Improvement of notification system and the exchange of information with the economic operators 2

System requirements: allowed file types 2

Notifications about upcoming deadline 3

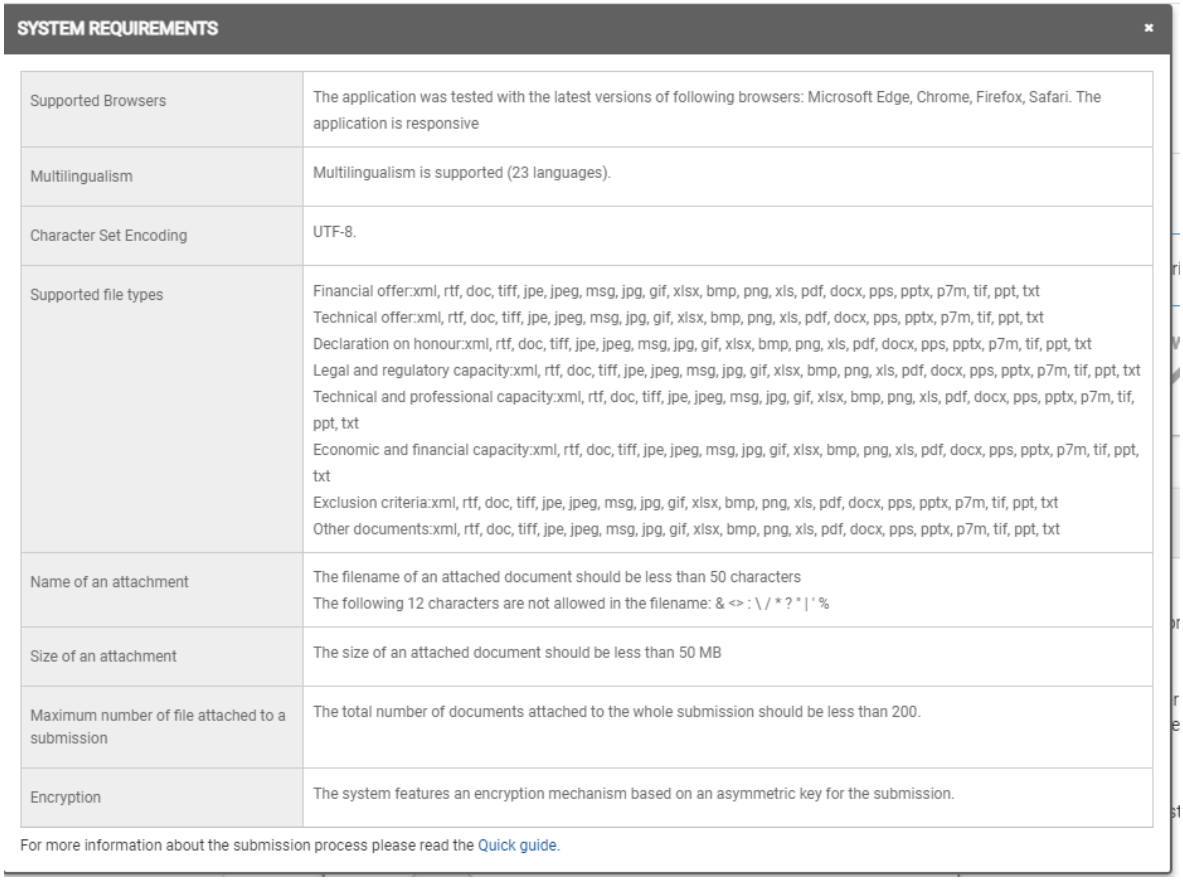
Invitation to the next step or round of the procedure 4

Notifications sent to the LEAR 4

Improvement of notification system and the exchange of information with the economic operators

System requirements: allowed file types

Thanks to enhancements of the presentation of eSubmission **system requirements**, the economic operators will have a clearer view on which **file types** they can upload.



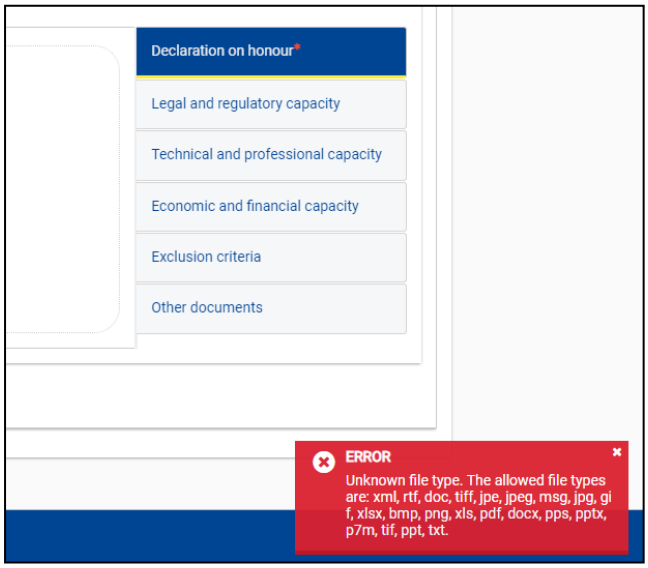
SYSTEM REQUIREMENTS

Supported Browsers	The application was tested with the latest versions of following browsers: Microsoft Edge, Chrome, Firefox, Safari. The application is responsive
Multilingualism	Multilingualism is supported (23 languages).
Character Set Encoding	UTF-8.
Supported file types	Financial offer:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Technical offer:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Declaration on honour:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Legal and regulatory capacity:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Technical and professional capacity:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Economic and financial capacity:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Exclusion criteria:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt Other documents:xml, rtf, doc, tiff, jpe, jpeg, msg, jpg, gif, xlsx, bmp, png, xls, pdf, docx, pps, pptx, p7m, tif, ppt, txt
Name of an attachment	The filename of an attached document should be less than 50 characters The following 12 characters are not allowed in the filename: & <> : \ / * ? " | ' %
Size of an attachment	The size of an attached document should be less than 50 MB
Maximum number of file attached to a submission	The total number of documents attached to the whole submission should be less than 200.
Encryption	The system features an encryption mechanism based on an asymmetric key for the submission.

For more information about the submission process please read the Quick guide.

Example:
The system supports the following file types for all uploads:
pps, pptx, jpg, docx, pdf, msg, doc, xlsx, xls,
xml, rtf, txt, tiff, p7m, bmp, jpeg, tif, pptx, jpe, gif, png

Moreover, if you select a wrong file type, the warning displayed lists explicitly the accepted file type.

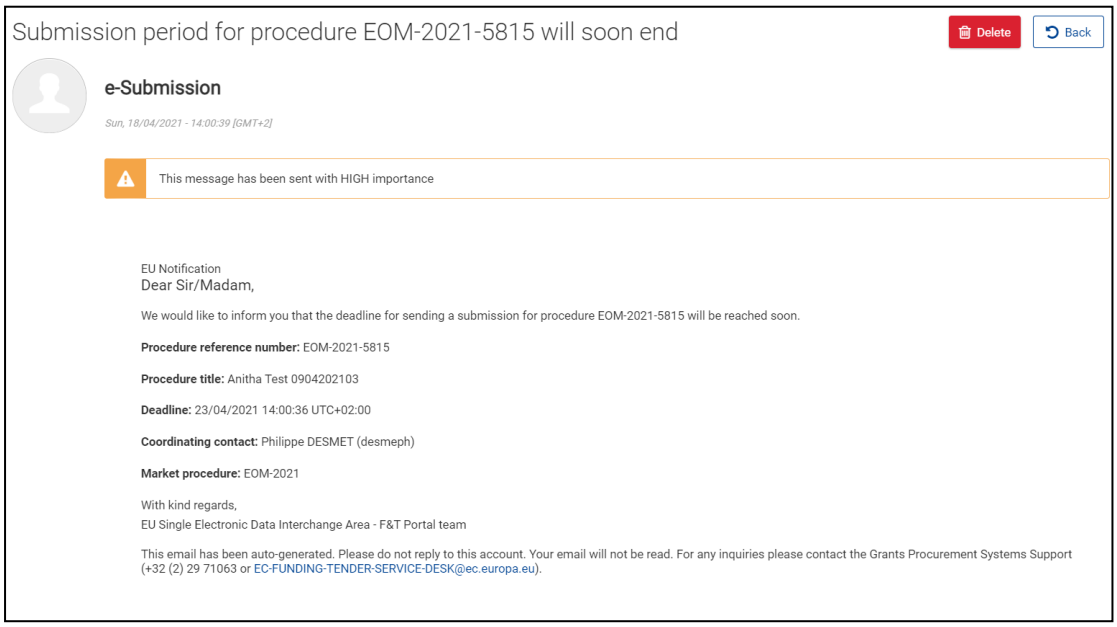


Notifications about upcoming deadline

In order to **remind economic operators** in due time about the upcoming deadline of a procedure in which they are participating, the system will send out an e-mail **5 days before the time limit** of receipt of submissions. More precisely,

- in open procedures, the 1st step of restricted procedures and the 1st round of exceptional negotiated procedures, all economic operators who have created a draft submission will receive an e-mail;
- in the 2nd step of restricted procedures and subsequent rounds of an exceptional negotiated procedures, all economic operators who have been invited will receive an e-mail.

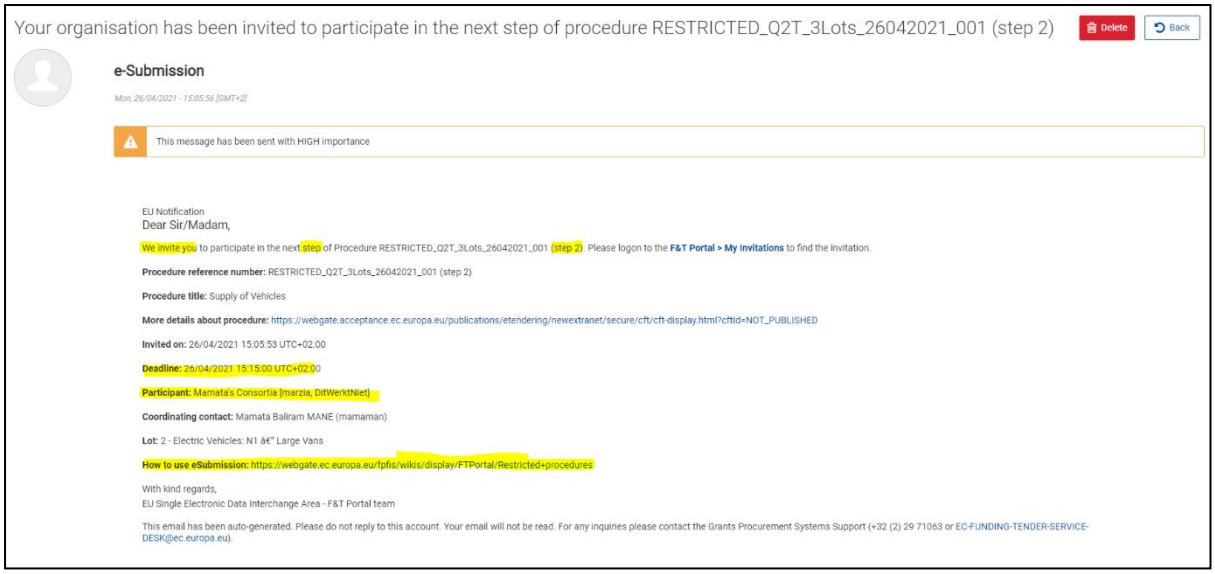
All persons who have a role as candidate/tenderer in the Funding & Tenders portal (primary coordinator contact or coordinator contact, see here for a definition) will receive the notification. In the Funding & Tenders portal, the e-mail will also be visible under the section "My Notifications".



Invitation to the next step or round of the procedure

For **restricted and exceptional negotiated procedures**, the **e-mail** inviting economic operators to the **next step or round of the procedure** is enriched with **more specific information.** The invitation will clearly state for which step or round the invitation is valid. In addition, it will explicitly mention the participant's name, as well as the time limit for receipt of submissions for that step or round. Furthermore, the invitation will contain a link to the Funding & Tenders portal eProcurement Wiki pages for restricted and exceptional negotiated procedures.

Example of an invitation to step 2 of the restricted procedure:


Your organisation has been invited to participate in the next step of procedure RESTRICTED_Q2T_3Lots_26042021_001 (step 2)

Delete Back

e-Submission

Mon, 26/04/2021 - 15:05:56 [GMT+2]

This message has been sent with HIGH importance

EU Notification
Dear Sir/Madam,

We invite you to participate in the next step of Procedure RESTRICTED_Q2T_3Lots_26042021_001 (step 2). Please logon to the **F&T Portal > My Invitations** to find the invitation.

Procedure reference number: RESTRICTED_Q2T_3Lots_26042021_001 (step 2)

Procedure title: Supply of Vehicles

More details about procedure: https://webgate.acceptance.ec.europa.eu/publications/etendering/newextranet/secure/cft/cft-display.html?cftId=NOT_PUBLISHED

Invited on: 26/04/2021 15:05:53 UTC+02:00

Deadline: 26/04/2021 15:15:00 UTC+02:00

Participant: Mamata's Consortia [marzia, DitWerktNiet]

Coordinating contact: Mamata Baliram MANE (mamaman)

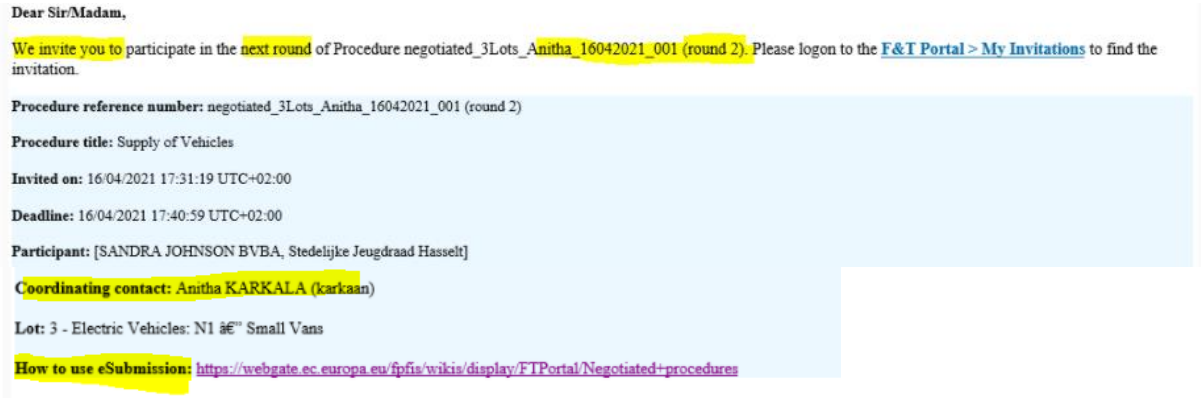
Lot: 2 - Electric Vehicles: N1 â€" Large Vans

How to use eSubmission: https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Restricted+procedures

With kind regards,
EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support (+32 (2) 29 71063 or EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

Example of an invitation to next round of the negotiated procedure:


Dear Sir/Madam,

We invite you to participate in the next round of Procedure negotiated_3Lots_Anitha_16042021_001 (round 2). Please logon to the **F&T Portal > My Invitations** to find the invitation.

Procedure reference number: negotiated_3Lots_Anitha_16042021_001 (round 2)

Procedure title: Supply of Vehicles

Invited on: 16/04/2021 17:31:19 UTC+02:00

Deadline: 16/04/2021 17:40:59 UTC+02:00

Participant: [SANDRA JOHNSON BVBA, Stedelijke Jeugdraad Hasselt]

Coordinating contact: Anitha KARKALA (karkaan)

Lot: 3 - Electric Vehicles: N1 â€" Small Vans

How to use eSubmission: https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Negotiated+procedures

Notifications sent to the LEAR

After closing the opening session, the **LEAR** (legal entity appointed representative) of each participating organisation will receive an **e-mail** notifying them that the **PIC (Participant Identification Code) of their organization was used** in a submission for a call for tenders. The LEAR will only receive this communication if the status of tender was indicated as "In Order" during the opening session. In case of a consortium, the LEARs of the group leader and group members will receive this notification.