

Find and Participate in a Call

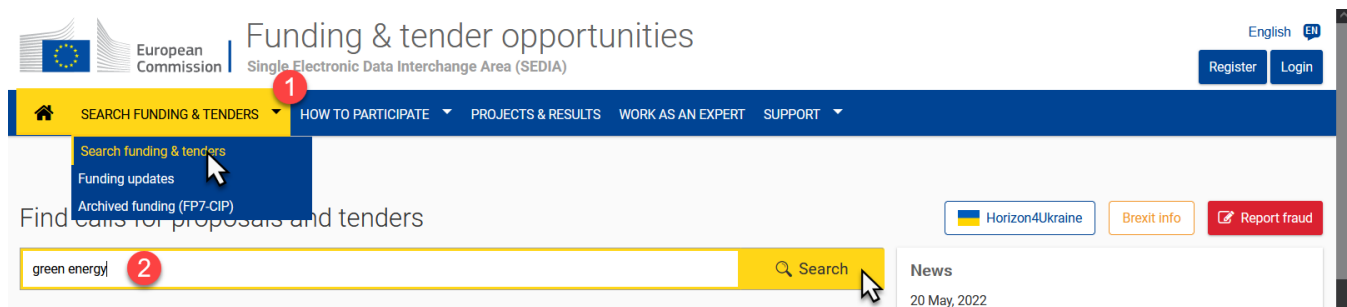
Find and Participate in a Call

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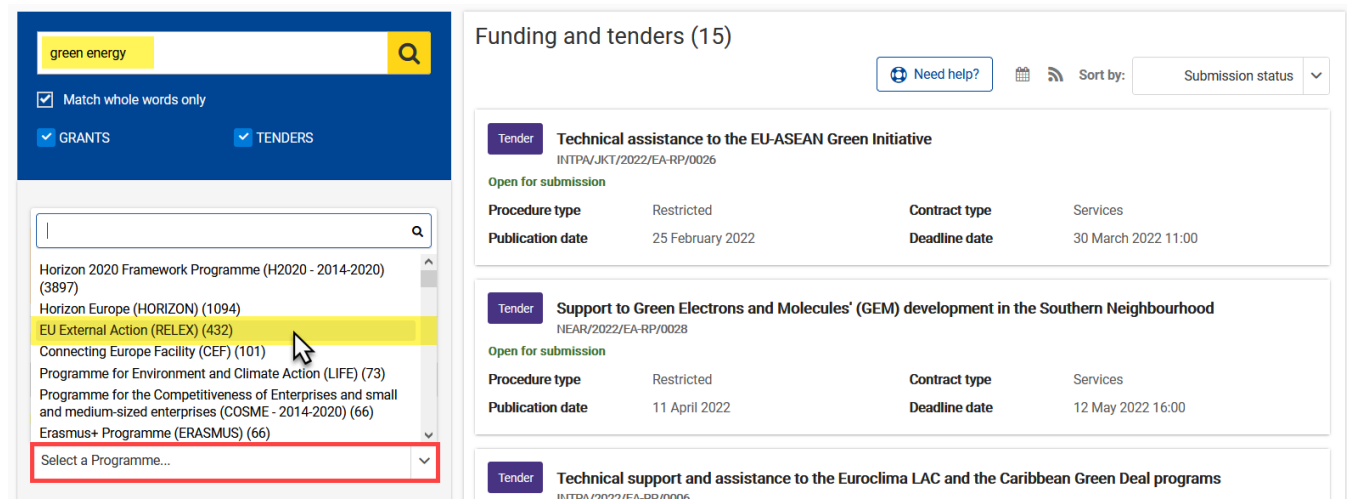
1. Find and Participate in a Call

1.1 Search for a Call

Economic Operators (for tenders) or potential candidates/applicants (for calls for proposals for grants) can search for calls for EU External Actions from the [Search Funding & Tenders](#) (1) page on the **Funding & Tender Opportunities Portal**, or directly from the **search function** (2) on the main page of the same portal.



On the **Search Funding & Tenders** page, select the programme "**EU External Action (RELEX)**" from the left **search and filter menu**, and use the filter by keyword(s) or other filters to limit the search results.



Click on the **title** of the call to access the call and application or submission details.



Please note that for **calls for proposals** for grants from the European Commission in the field of External Actions are still published on the [International Partnerships website](#) (previously EuropeAid), and managed through **e-Calls PADOR** and **e-Calls PROSPECT**. Additionally, and from the **13/03/2023**, these calls for proposals will also be published on the **Funding and Tender Opportunities Portal** (see details above). The [International Partnerships website](#) will **no longer be used for the publication of calls** following a transition period. There is **no change for applying for a call**, whether from the International Partnerships or Funding and Tenders Portal websites, as the call publication will redirect the applicant to **complete the application** for the call exactly as before in **e-Calls PROSPECT**.

1.2 Participate in a Call

To participate in a call, first **find and access the Call Details** page on the Funding & Tenders Portal.

On the **Call Details** page, scroll-down to view the details of the call (general information, lots, description, etc.).

In the **Call Details** panel, click on the **"See all details"** button to be redirected to the call publication on **TED - eTendering** in a new web browser tab.

Call for tenders' details

Visit Ted - eTendering to see all details about this call for tender's:

For the call publication in **TED - eTendering**, view all the details of the call, and scroll-down to the **Notices** section to download the **Contract Notice** to view the legal basis.

Notices		
Reference	Notice type	Publication date
2022/S 052-134204	Contract notice	15/03/2022 00:00

The link to participate in the call is either the **"Submit a tender"** link on the call publication **Call for tenders' details** page in TED - eTendering, or in the **Contract Notice**, which is also accessible from the same page (see above).



You will need to be logged-in with **EU Login** in order to submit a tender. For more information, follow the detailed instructions on the [EU Login Guide](#), and [login or create your EU Login account](#). If you need help with your EU Login, please contact [INTPA SUPPORT SERVICES](#).

- For **Open Procedures** in *direct management*, Economic Operators will **submit a tender** for the call for tender via TED - eTendering, and complete their *tender submission* online via **eSubmission** from the Funding & Tenders Portal.
- For the **first step** of a **Restricted Procedure** in *direct management*, Economic Operators will **submit a request to participate** in the call for tender via TED - eTendering, and complete their *request submission* online via **eSubmission** from the Funding & Tenders Portal.
- For the **second step** of a **Restricted Procedure** in *direct management*, **invited** Economic Operators will **submit a tender** for the call for tender via TED - eTendering, and complete their *tender submission* online via **eSubmission** from the Funding & Tenders Portal (see [Manage My Invitations](#)).
- For the **first round** of a **Negotiated Procedure** in *direct management*, **invited** Economic Operators will **submit a tender** for the call for tender via TED - eTendering, and complete their *tender submission* online via **eSubmission** from the Funding & Tenders Portal.
- For **subsequent rounds** of a **Negotiated Procedure** in *direct management*, **invited** Economic Operators will **submit a revised tender** and complete their *tender submission* online via **eSubmission** from the Funding & Tenders Portal.

To participate in any other published call for proposal/tender, whether paper or electronic submission, in *direct* or *indirect management*, please follow the instructions on the **Call Details** page on the Funding & Tenders Portal, and/or linked **Contract Notice** on TED - eTendering.



For **Requests for Specific Contracts** under Framework Contracts, registered and eligible Framework Contractors are invited to participate in a submission of offers. For each request, the shortlisted Framework Contractors **manage their invitations** and **submit their offers** directly via the portal.

After clicking on the **"Submit a tender"** link, you will be automatically redirected to the Funding & Tenders Portal > eSubmission > **New Submission** page, where you can **start a new submission**.

e-Submission service

On 15/06/2022 at 18:54:23 you have expressed your willingness to make a submission for the procedure

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.



Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Data Protection Notice](#)



New submission



1.3 eSubmission

eSubmission allows for economic operators to respond to EU tender invitations by preparing and submitting tenders electronically in a structured and secure way via the **Funding & Tenders Portal**.

eSubmission is **required** for **Open** (excluding Local Open), **Restricted** and **Negotiated** public procurement procedures in *Direct Management*.

The *submission of offers* for **Request for Specific Contracts** under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020 and EVENTS 2020, is performed via eSubmission.

As an Economic Operator, you can:

- Create a tender in response to an invitation to submission launched by an EU Institution or Body;
- View, resume, and/or delete a saved draft tender;
- Submit a tender in a secure manner;
- Receive a proof of submission (Tender Reception Confirmation);
- Withdraw a submitted tender before the time limit for receipt of tenders;
- Receive a proof of withdrawal (Tender Withdrawal Reception Confirmation).

Before starting, make sure you read the **System Requirements** available on the eSubmission Homepage.

e-Submission service

The e-Submission service of the European Commission allows participants to prepare and submit the

 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 registration, each organisation obtains a Participant Identification Code (PIC). Registration is free of charge. To register or to register a new organisation, [click here](#).

- For any support questions concerning **eSubmission**, please contact:

DIGIT-EPROUREMENT-SUPPORT@ec.europa.eu

+32 (0) 229 71063

- For any questions related to the **Funding & Tenders Portal**, please contact:

EC-FUNDING-TENDER-SERVICE-DESK@EC.EUROPA.EU

- For any questions related to **OPSYS operational aspects**, please contact:

EC-OPSYS-CHANGE-MANAGEMENT@ec.europa.eu

Contracts and Procurement
Manage My Invitations