

Manage My Invitations

Manage My Invitations

- 2. Manage My Invitations
 - 2.1 View or Acknowledge Receipt of Invitation
 - 2.2 Express Willingness to Participate

2. Manage My Invitations

The **My Invitations(s)** section of the Funding & Tenders Portal is dedicated to the **management of your invitations to participate in a tender submission** for:

- **Requests for Specific Contracts** (under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020 and EVENTS 2020); or
- The second step of **Restricted Procedures** in *direct management*; or
- Subsequent rounds of **Negotiated Procedures** in *direct management*.

All persons who have an active PCOCO or COCO (Primary Coordinator Contact or Coordinator Contact) role within the organisation receive the notifications and have access to the invitations to participate, unless a **PCOCO** has already been assigned to the procedure. If a **PCOCO** has not been assigned to the procedure, the person in the organisation that responds to an invitation (i.e. expresses their willingness to participate) automatically becomes the **PCOCO** for that procedure/project. The *responder* can also assign another Coordinator Contact as the **PCOCO** for the procedure.



For public procurement procedures with invitations to participate and eSubmission (second step in **Restricted** and subsequent rounds in **Negotiated** procedures in *direct management* - see above), invited Economic Operators will receive a notification of invitation via e-mail, and via TED - eTendering > **My Messages** in the case of Restricted Procedures, and via **My Notification(s)** on the Funding & Tenders Portal.

Once the invitation to participate is *accepted* and the new submission *started*, the **draft submission** is created (accessible from **My Submission(s)**), and is automatically assigned to the **PCOCO** of the procedure/project.



For more information concerning **Roles and access rights**, please consult the information on the dedicated **Funding & Tender Opportunities - IT How To** page.

2.1 View or Acknowledge Receipt of Invitation

You will receive an invitation by e-mail or by notification when:

- You have successfully passed the first step of a **Restricted Procedure**, namely that your **request to participate** has been accepted and you are selected for step 2 of the procedure (TED - eTendering sends a notification to the e-mail address linked to the EU Login account used to submit. It enables your organisation or consortium to take part in step 2);
- Your organisation has been selected to participate in the first round of a **Negotiated Procedure**;
- Your organisation has been selected for any subsequent rounds of a **Negotiated Procedure**;
- When your organisation/consortium is invited to participate in a **re-opening of competition** (i.e. you received a **Request for Specific Contract** that can lead to the signature of a Specific Contract, in the context of the implementation of a Framework Contract).

To view or acknowledge receipt (in the case of a Request for Specific Contract) of invitation, first **login to the Funding & Tenders Portal** and select the **My Invitation(s)** section (1) from the left main menu. You can also just follow the link in the received e-mail/notification of the invitation.

In **My Invitations(s)**, you will find a *list of invitations* with the following possible statuses:

- **Received** – An invitation has been received by the organisation or consortium to participate in a call for tender.
- **Closed** – The invitation is closed when the allocated time for submission has expired.

For **Requests for Specific Contracts**, there are two *additional* statuses:

- **Acknowledged** – The Contractor has acknowledged reception of the invitation for the call for tenders.
- **Accepted** – The Contractor has expressed their willingness to participate in the call for tenders.

In the *list of invitations*, click the corresponding **"Action"** button (2) of the invitation you wish to view or acknowledge receipt, and then select the **"View"** or **"Acknowledge Receipt"** option (3) from the drop-down menu.



Please note that in the case of a Request for Specific Contract, the *acknowledge receipt* of invitation option only allows the participant to **view the request**. The participant needs to indicate whether they want to (or not) participate in the tender through **expressing willingness**. If the participant has questions or requires clarification concerning the Request for Specific Contract, **they must contact the Contracting Authority directly**. The contact details of the Contracting Authority can be found in the Terms of Reference attached in the **list of documents**.

[My Submission\(s\)](#)
[My Contract\(s\)](#)
[My Invitation\(s\) 1](#)
[My Formal Notification\(s\)](#)

round 1

Participant: [redacted] Time limit to express willingness: 20/06/2022 14:00:59 UTC+02:00

Procedure reference number: SIEA-2018-17152 Deadline: 24/06/2022 14:00:59 UTC+02:00

Procedure type and step: Specific contract under framework contract Procedure title: BGD_28032201_SIEA

Participant: [redacted] Time limit to express willingness: 13/06/2022 14:00:59 UTC+02:00

Procedure reference number: SIEA-2018-17847 Deadline: 24/06/2022 14:00:59 UTC+02:00

Received [redacted] Action 2

Acknowledge Receipt

Manage R... 3

Closed Action 3



Please note that for public procurement procedures with **eSubmission**, there is no need to *acknowledge receipt* or *express willingness* to participate.

You can **start your submission** directly by:

- **Open Procedures** with **submit a tender** from the published call, and then **New Submission** on the **eSubmission** page of the portal;
- **Restricted Procedures step 1** with **submit a request to participate** from the published call, and then **New Submission** on the **eSubmission** page of the portal;
- **Restricted Procedures step 2** or **Negotiated Procedures first and subsequent rounds**, following your invitation, by selecting the "**Start New Submission**" option from the **Action** button of the invitation on the portal, or **New Submission** on the **eSubmission** page of the portal (accessible via the link in the invitation e-mail/notification received).

You will be redirected automatically to **eSubmission**, where you are able to **view the details** of the invitation in the **Tendering data** panel. Click on "**Show more**" to expand the panel and view the full details and **list of documents** attached to the invitation (e.g. Request for Specific Contract Summary, Terms of Reference, Evaluation Grid, etc.).

Tendering data

Title: BGD_28032201_SIEA

Description:

Procedure

Procedure reference number: SIEA-2018-17152

Procurement type: Services

Payment modality: Global Price

Invitation Mode: Competition

Deadline: 24/06/2022 14:00:59 UTC+02:00

9 days left until closure

Procedure type: Specific contract under framework contract

Procedure domain: Consultancy (Advisory services)

Awarding method: Best price-quality ratio

Time limit to express willingness: 13/06/2022 14:00:59 UTC+02:00

Language(s): English

Show more






To view an attached document to the invitation, click the corresponding "**Actions**" button of the document you wish to download and view, and then select the "**Download**" option to download and view the document.


Framework contract

Procedure reference number: SIEA-2018

Title: SIEA 2018

Lot title: 1 - Sustainable management of natural resources and resilience

 Procedure - SIEA-2018-17152 (Request to procure (services, supplies, works, infrastructure...)) Ares(2022)153134		Actions ▾	▼
Created 28/03/2022			
 01-Summary-SIEA-2018-17152 EN		Actions ▾	
Last updated 10/06/2022			
 02-TermsOfReference-SIEA-2018-17152 EN		Actions ▾	
Last updated 28/03/2022			
 Evaluation Grid (procurement) EN			
Last updated 28/03/2022			

 Download

Show less



Reminder: If a participant has questions or requires clarifications concerning the invitation, **they must contact the Contracting Authority directly**. The contact details of the Contracting Authority can be found in the Terms of Reference (Specific Contract under Framework Contract procedure) or attached in the **list of documents** for the invitation. The participant must also **keep all the administrative documents** related to the invitation/procedure/consultation, such as all the requests received (even if not awarded), as well as all the correspondence with the Contracting Authority.

2.2 Express Willingness to Participate

To express willingness to participate:

1. In the **eSubmission service** panel situated below the **Tendering data** panel, indicate ("Yes" or "No") *whether you want to participate in the request*.
2. Optional - If you indicate "**No**", you will be required to enter a reason in the **Comment** textbox.
3. Click on the "**Save**" button to *confirm your willingness to participate* (or not).

e-Submission service

Do you want to participate in this request? ☒ Yes ☐ No

Comment

1024

Save



Warning: There is a time limit to express your willingness to participate in a request (i.e. **request to participate date**), and can be as short as **1 calendar day** for Requests for Specific Contracts under Framework Contracts, so **make sure that you express your willingness (or not) before this time limit**. It is set by default to **1 calendar day**, but can be extended by the Contracting Authority to up to **3 calendar days** (for all Framework Contracts).

If you indicated "Yes" when confirming your willingness to participate:

- The status of the invitation in **My Invitation(s)** changes from "Received" to "Accepted";
- You may continue and tick the "Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**" tick box, then click on "**New submission**" to begin your submission for tender;
- A **draft submission** is automatically generated and can be used directly as the *current submission*, or resume at a later stage from the "**show submissions**" option of the relevant invitation in **My Invitation(s)**, or from **My Submission(s)**.

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



Always Reminder:

Once you have started a new submission, remember to submit it **before** the **submission deadline**. The submission deadline is clearly indicated either as a **deadline date**, or as a **countdown reminder**, in the *details of the invitation and new submission*.



Deadline: 24/06/2022 14:00:59 UTC+02:00



9 days left until closure

[Find and Participate in a Call](#)
[Manage My Submissions](#)