

USER MANUAL

How to apply to EU4Health tenders

1. Find your call
2. Download all relevant documents
3. Prepare your offer
4. Submit your offer
5. Evaluation
6. Informing the tenderers
7. Contract signature

1. Find your call

All calls for tenders are published on [Ted eTendering](https://ted.europa.eu), the EU institutions' eProcurement platform, based on EU directives on public procurement.

 etendering.ted.europa.eu



Ted·eTendering

Calls for tenders from the European institutions

Europa > TED home > eTendering home

TED

TED SIMAP

TED eNotices

TED eTendering

Call for tenders

- ▶ [Search for calls for tenders](#)
- ▶ [Search for a document](#)
- ▶ [FAQ](#)

On the left side of the homepage, you can find the link to search for calls for tenders.

Select [European Health and Digital Executive Agency \(HaDEA\)](#) to view a list of the open tenders currently open in the Agency:

Results :

Results per page: [10](#) | [25](#) | [50](#)

125 Calls for tenders found, displaying 1 to 10. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#), [11](#), [12](#), [13](#) [\[Next/Last\]](#)

Tender reference number	Title	Contracting au
HADEA/2022/OP/0023-PIN	HADEA/2022/OP/0023-PIN – Study on Job Re...	European Health and Digital Executive A
HADEA/2022/OP/0024-PIN	Recommendations and Guidelines for the M...	European Health and Digital Executive A
HADEA/2022/OP/0021-PIN	HADEA/2022/OP/0021-PIN – Service Contrac...	European Health and Digital Executive A
HADEA/2022/OP/0019-PIN	HADEA/2022/OP/0019 – PIN – Development o...	European Health and Digital Executive A
HADEA/2022/OP/0017-PIN	HADEA/2022/OP/0017 PIN – EU Preparedness...	European Health and Digital Executive A

2. Download all relevant documents

Once you have found the tender you want to apply to, download all the documents and read the tender specifications.

The screenshot shows the TED eTendering website interface. At the top, there is a navigation bar with the TED logo and the text "Ted·eTendering Calls for tenders from the European institutions". Below this, a breadcrumb trail reads "Europa > TED home > eTendering home > Call for tenders' main page > Document library". A secondary navigation bar contains tabs for "TED", "TED SIMAP", "TED eNotices", and "TED eTendering".

On the left side, there are two main sections: "My account" with a "Log in" link, and "Call for tenders" with links for "Search for calls for tenders", "Search for a document", and "FAQ".

The main content area is titled "Call for tenders' details" and contains the following information:

- Title:** HADEA/2022/OP/0011 - Multiple Framework Contracts
- Contracting authority:** European Health and Digital Executive Agency (HaDEA)
- TED publication date:** 25/08/2022
- Time limit for receipt of tenders:** 14/10/2022
- Status:** Open

Below this information, there are three tabs: "Data", "Document Library", and "Questions & answers". The "Document Library" tab is active, showing a "Show Filter Parameters" link and a yellow highlighted button that says "Download all available documents in: [ZIP] en". Below this, it indicates "Results per page: 10 | 25 | 50" and "5 Documents found, displaying all Documents.".

A table lists the documents with columns for "Lot" and "Title":

Lot	Title
01	HADEA 2022 OP 0011 MFC Tobacco Control Invitation to tender - en
02	HADEA 2022 OP 0011 MFC Tobacco Control Technical Specifications - en
03	HADEA 2022 OP 0011 MFC Tobacco Control Draft Contract - en
04	HADEA 2022 OP 0011 MFC Tobacco Control Declaration on honour - en
05	HADEA 2022 OP 0011 MFC Tobacco Control Financial Offer - en

At the bottom of the page, there is a large yellow highlighted button that says "Download all available documents in: [ZIP] en".

Download all available documents in: [ZIP] en

3. Prepare your offer

3a. Carefully read the tender specifications

These include:

- Description of the service / supply to be purchased by the contracting authority;
- Procedure used for the procurement (open / restricted / competitive with negotiation);
- Minimum requirements, selection and exclusion criteria;
- Award criteria;
- List of documents that the tenderer will need to submit with its offer.

3b. Submit your questions

- Only use the Q&A section on Ted e-Tendering.
- Do not contact the contracting authority directly.

Call for tenders' details

Title:	HADEA/2022/OP/0005 Service Contract to Design, Develop, Pilot and Deliver the We...		
Contracting authority:	European Health and Digital Executive Agency (HaDEA)		
TED publication date:	16/03/2022		
Time limit for receipt of tenders:	06/05/2022	Status:	Open

Data

Document Library

Questions and answers

[Generate PDF](#)

[Show filter parameters](#)

You must be logged in to create a question.

Results per page: **10** | 25 | 50

10 Questions found, displaying all Questions .

#	Question	Answer
10	Considering that the design and development of the software of the prototype will be executed in the [...]	A description of the how the tool will function in or scope of the call[...]
5	Can you please provide the Annexes 3, 4, 5.1 and 5.2 in editable format?	02. HaDEA_2022_OP_0005_Annexes 3_4_5.1_5
9	With reference to criteria T1 and T2 of section 3.2.3 Technical and professional capacity, page 29/51[...]	Question7
8	With reference to criterion T1 of section 3.2.3 Technical and professional capacity, page 29/51 of tender[...]	"Supporting online system" refers to: (i) server ma system upgrade and programming[...]
7	With reference to criteria T1 and T2 of section 3.2.3 Technical and professional capacity, page 29/51[...]	The project(s) to be used as evidence of minimum T1 and T2 can be the[...]

Sole tenderer or group of tenderers

A **sole tender** is a situation where a tender is submitted by one economic operator.

A **joint tender** is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer.

- **All members of the group assume joint and several liability towards the contracting authority** for the performance of the contract as a whole.
- **Group members must appoint a group leader** and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc, that may be received during the evaluation, award and until the contract signature.
- **The joint tender must clearly indicate the role and tasks of each member and of the group leader** who will act as the contracting authority's contact point for the contract's administrative or financial aspects and operational management. The group leader will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the contracting authority shall sign the contract with the group leader, authorised by the other members to sign the contract on their behalf via power of attorney.

Subcontracting

- The contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the contracting authority.
- **All contractual tasks may be subcontracted** unless the technical specifications expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.
- Tenderers are required to give an **indication of the proportion of the contract that they intend to subcontract**, as well as to **identify and describe briefly the envisaged contractual roles/tasks of subcontractors** meeting any of these conditions for performance of the contract as a whole.
- Any such subcontractor must provide the tenderer with a **commitment letter**.
- **Changes concerning subcontractors identified in the tender** (withdrawal/replacement of a subcontractor, additional subcontracting) **during the procurement procedure** (after the submission deadline and before contract signature) **require the prior written approval of the contracting authority** subject to verifications.

4. Submit your offer

Click to submit a tender and start a new submission.

The screenshot shows the top part of the TED eTendering website. On the left is the logo with the text "Ted·eTendering" and "Calls for tenders from the European institutions". On the right is a language dropdown menu set to "English (en)". Below the logo is a breadcrumb trail: "Europa > TED home > eTendering home > Call for tenders' main page > Data". A navigation bar contains tabs for "TED", "TED SIMAP", "TED eNotices", and "TED eTendering". A search bar is on the right. A sidebar on the left has "My account" (with a "Log in" link) and "Call for tenders" (with links for "Search for calls for tenders", "Search for a document", and "FAQ"). The main content area is titled "Call for tenders' details" and shows information for tender "HADEA/2021/OP/0010 - Service Contract to Identify Obstacles". It lists the contracting authority as "European Health and Digital Executive Agency (HaDEA)", the publication date as "11/01/2022", and the time limit for receipt of tenders as "04/03/2022". The status is "Open". Below this are tabs for "Data", "Document Library", and "Questions & answers", with a "Submit a tender" button. On the right is a "Return to call for tenders search results" link and a "Help" section with "Submit a tender" and "Help on this page" options.

Tendering data

Title: HADEA/2021/OP/0010 - Service Contract to Identify Obstacles to Vaccination of Physical, Practical or Administrative Nature and Develop Recommendations

Description: The main objective of this tender is to support EU Member States in overcoming obstacles to vaccination: 1. carry out a mapping of vaccination services in all EU Member States to identify obstacles to vaccination of physical, practical and administrative nature; 2. assess, on the basis of a large-scale survey among EU citizens in all EU Member States and a survey among health professionals in EU Member States, to what extent these obstacles have a negative impact on vaccination coverage rates; 3. identify, on the basis of criteria developed by the Commission, best practices developed by EU Member States to overcome such obstacles; 4. organise onsite-visits to the EU Member States from which best practices have been identified, for the other EU Member States to learn about those; 5. pilot best practices in volunteering EU Member States; and 6. develop final recommendations for overcoming obstacles to vaccination of physical, practical and administrative nature.

Procedure

Procedure reference number: HADEA/2021/OP/0010

Procurement type: Services

Publication date: 11/01/2022

Deadline: 04/03/2022 16:00:59 UTC+01:00

Consult the procedure documents [here](#) to find out which information and documents


e-Submission service

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.

To use e-Submission, participants (all members of a consortium) must be registered in the Commission online register of organisations participating in the EU grants or procurement procedures. After registration, each organisation obtains a Participant Identification Code (PIC). Registration is free of charge and takes about 5-10 minutes to complete. To check if an organisation is already registered in the Commission organisation register or to register a new organisation, [click here](#).

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](#)

The sidebar shows the "Procedure" details. It includes the "Procedure reference number" HADEA/2021/OP/0010, the "Deadline" of 04/03/2022 16:00:59 UTC+01:00, and a "26 days left until closure" indicator. It also displays the "Submission ID: 300029647" and the "Last saved" time of 06/02/2022 15:26:21 UTC+01:00. At the bottom is a "Submission documents" button.

The main content area shows a 5-step process flow: 1. Ways to submit (active), 2. Parties, 3. Tender data, 4. Submission report, and 5. Submit. Below the flow is a section titled "Different ways to submit." with the instruction "Please select the appropriate options below and then click 'next' to continue." The form includes radio buttons for "Sole submission" and "Joint Submission", a checkbox for "Involving subcontractors", and a language dropdown menu set to "English (en)". At the bottom are "Back" and "Next" buttons.

5. Evaluation

The contracting authority evaluates compliance with submission conditions by:

- Verifying the tenderer's access to procurement (see Section 2.2);
- Verifying administrative compliance (e.g. signed by duly authorised representative(s) of the tenderer);
- Verifying non-exclusion of tenderers on the basis of the exclusion criteria;
- Selecting tenderers on the basis of selection criteria;
- Verifying compliance with the minimum requirements defined in the tender specifications;
- Evaluating tenders on the basis of the award criteria.

The contracting authority will evaluate the abovementioned elements in the order that it considers to be the most appropriate. **If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation.**

Exclusion & selection criteria

- The objective of the exclusion criteria is to **assess whether the tenderer is in any of the exclusion situations** listed in Article 136(1) of the Financial Regulation. As evidence of non-exclusion, each tenderer needs to submit with its tender a Declaration on Honour (Annex 2).
- The objective of the selection criteria is to assess whether the tenderer has:
 - Legal and regulatory capacity;
 - Economic and financial capacity;
 - Technical and professional capacity.

6. Informing the tenderers

- All tenderers are informed about the results of the procedure, whether they are successful or unsuccessful.
- The letter includes the outcomes of the assessment of the offer they have submitted.

7. Contract signature

- The successful tenderer will receive the contract for their signature.
- HaDEA as the contracting authority uses **QES (qualified electronic signature)**.

If the contractor does not have QES, they will have to sign in blue ink and send the signed contract to HaDEA for a countersignature.

- The contract enters into force when both parties have signed the contract.



Stay up to date!

Tentative calendar for open calls for tenders

europa.eu/cyhnPT

HaDEA website

hadea.ec.europa.eu/calls-tenders_en

Ted eTendering

etendering.ted.europa.eu

Twitter

twitter.com/eu_hadea

LinkedIn

www.linkedin.com/company/european-health-and-digital-executive-agency-hadea