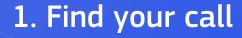


USER MANUAL

How to apply to EU4Health tenders

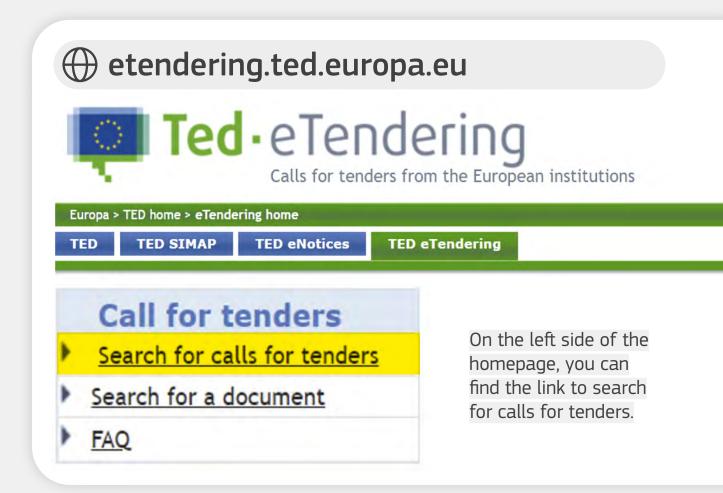


- 2. Download all relevant documents
- 3. Prepare your offer
- 4. Submit your offer
- 5. Evaluation
- 6. Informing the tenderers
- 7. Contract signature



1. Find your call

All calls for tenders are published on **Ted eTendering**, the EU institutions' eProcurement platform, based on EU directives on public procurement.



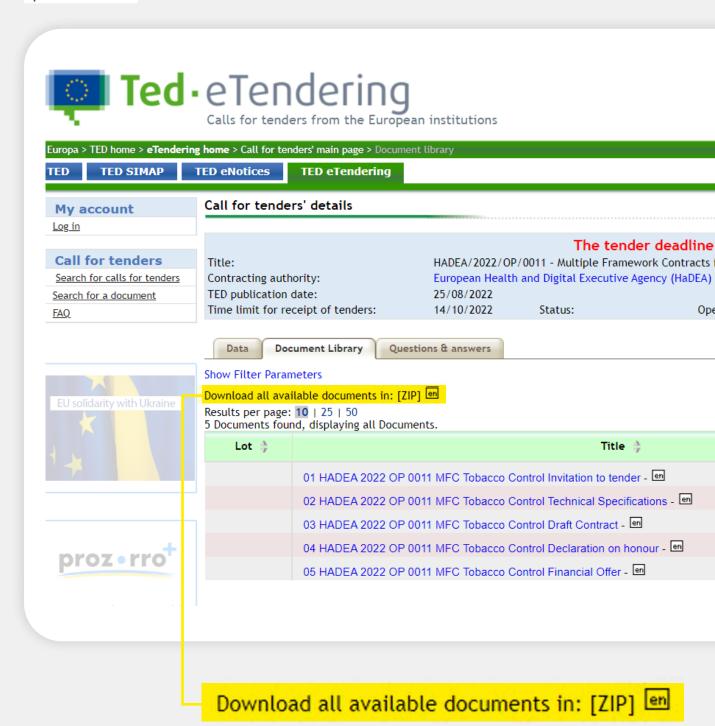
Select European Health and Digital Executive Agency (HaDEA)

to view a list of the open tenders currently open in the Agency:

esults :			
esults 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	
HADEA/2022/OP/0023-PIN	HADEA/2022/OP/0023-PIN – Study on Job Re	European Health and Digital Executive	
HADEA/2022/OP/0024-PIN	Recommendations and Guidelines for the M	European Health and Digital Executi	
HADEA/2022/OP/0021-PIN	HADEA/2022/OP/0021-PIN – Service Contrac	European Health and Digital Executi	
HADEA/2022/OP/0019-PIN	HADEA/2022/OP/0019 – PIN – Development o	European Health and Digital Execut	
HADEA/2022/OP/0017-PIN	HADEA/2022/OP/0017 PIN – EU Preparedness	European Health and Digital Execut	

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.



3. Prepare your offer

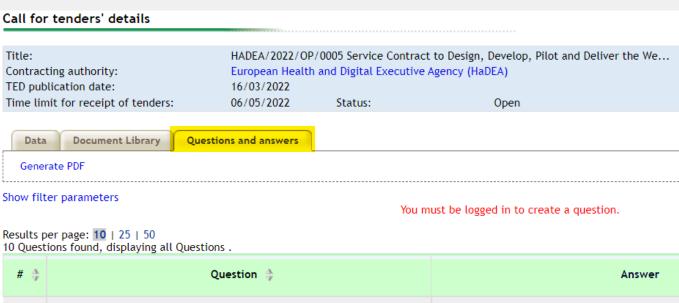
3a. Carefully read the tender specifications

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.



# 強	Question $\frac{\Delta}{T}$	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.

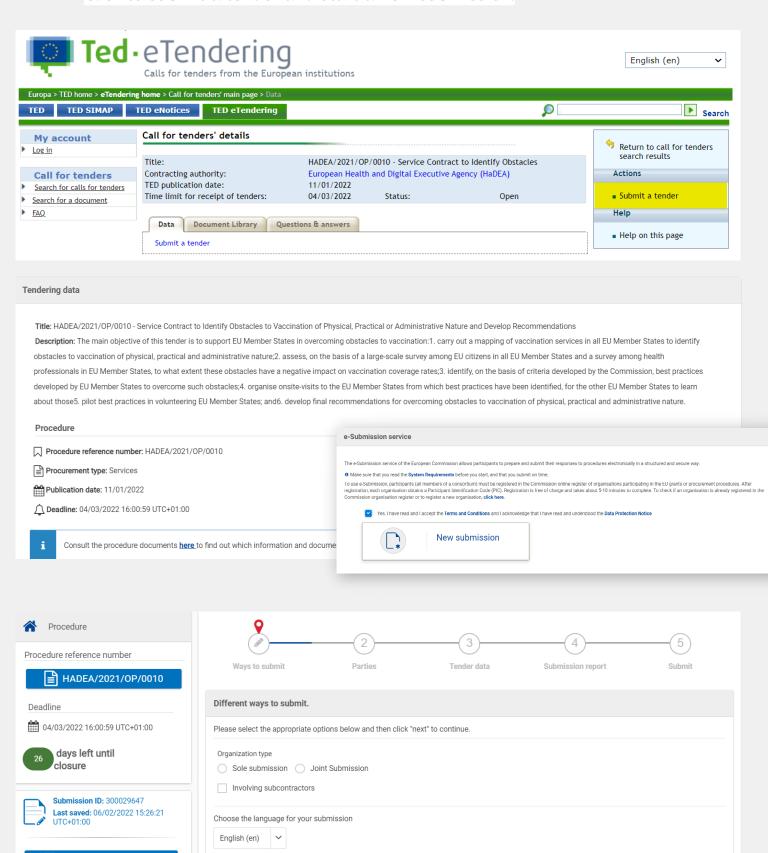
Subcontracting

- 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

Submission documents

Click to submit a tender and start a new submission.



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