



Submitting a Tender

This Appendix provides further information about submitting a Tender.

1. TenderNed tendering tool

The Procurement Procedure is being conducted via the online tendering platform TenderNed (www.TenderNed.nl).

Registration and authorisation

If you would you like to participate in this Procurement Procedure, please check in good time that your business is correctly registered on www.TenderNed.nl. Also check who is authorised to submit a digital Tender on behalf of your business.

2. Tender via TenderNed

You can only tender via TenderNed. If you do not submit your Tender via TenderNed, it will be deemed invalid and you will be excluded from further participation in the Procurement Procedure. This means that you cannot tender in any other way (e.g. by email).

Instructions for Economic Operators on how to use TenderNed can be found (in Dutch) at [TenderNed | TenderNed gebruiken als ondernemer](#). The correct use of TenderNed is at the risk of the Economic Operator or Tenderer.

Make sure you submit your Tender well in advance

Once the deadline for submitting Tenders has passed, it will no longer be possible to submit your Tender. Please bear in mind that:

- uploading all files correctly and completely takes time;
- your internet connection may be slow;
- you may encounter technical problems with TenderNed;
- the TenderNed helpdesk may not always be able to resolve your technical problem immediately.

When uploading the Appendices consider the following:

- start uploading the documents in good time. It may take some time before everything is uploaded;
- upload each Appendix as described in the table below;
- ensure that the file name clearly indicates which Appendix it is;
- make sure that each Appendix is complete and correct.

Details	Form to be used	Mandatory?	And by whom?
In your dashboard 'Beantwoord de gunningscriteria' (Respond to the award criteria)			
Response to the Award Subcriterion 'Quality'	Appendix 1 (upload in PDF and Word format)	Yes	Tenderer or (in the case of a Consortium) the lead party
Price sheet	Appendix 2 (upload in PDF and Excel format)	Yes	Tenderer or (in the case of a Consortium) the lead party
In your dashboard under 'Vul het Uniform Europees Aanbestedingsdocument in' (Complete the European Single Procurement Document)			
European Single Procurement Document (ESPD)	(UEA-wizard (ESPD wizard) in TenderNed) (upload in PDF format)	Yes	Tenderer or (in the case of a Consortium) the lead party of all Consortium Members or (if a Third Party is relied on in order to meet the Suitability Requirements) all Third Parties
In your dashboard under 'Voeg overige documenten toe' (Add other documents)			



Reference declaration	Appendix 3 (upload in PDF format)	Yes	Tenderer or (in the case of a Consortium) the lead party
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We can only extend the deadline for submitting Tenders in the event of a malfunction in TenderNed

We are not liable for malfunctions in TenderNed. However, it may be a reason to extend the deadline.

Please contact TenderNed in the event of technical problems

You will find the options, including the helpdesk opening hours, on the [TenderNed | Contact](#) page.

3. Tender using the European Single Procurement Document (ESPD)

We use the UEA-wizard (ESPD wizard) in TenderNed. You will find this on your dashboard. After fully completing the ESPD you generate a PDF. You must sign this in a legally valid manner and add it to your Tender.

The ESPD consists of five parts

In **Part II** you fill in the details of your own business. In **Part III** you will find all the Grounds for Exclusion. We have ticked which Grounds for Exclusion apply to this Procurement Procedure.

Each legal person involved submits its own ESPD

If you are submitting a Tender as a Consortium or you are relying on Third Parties in order to meet a Suitability Requirement, you must submit multiple ESPDs, one for each organisation involved.

You can create a second ESPD by clicking on the 'Vul het formulier in' (Fill in the form) button again. You can then prepare another ESPD for a Consortium partner or a Third Party. The ESPD for the Consortium partner or a Third Party can be completed online here.

By submitting an ESPD, you declare that you are suitable for this Contract

By clicking 'Ja' (Yes) in section a of **Part IV** of the ESPD ('Algemene aanwijzing voor alle selectiecriteria' (Global indication for all selection criteria)), you declare that your business meets all the Suitability Requirements set out in the Descriptive Document. The ESPD uses the term 'selectiecriteria' (selection criteria). This refers to the Suitability Requirements.

By signing the ESPD, you also declare that the Grounds for Exclusion do not apply to your business

If a Ground for Exclusion does apply, but you still wish to submit a Tender, please state the information and/or measures requested in **Part III** of the ESPD (Uitsluitingsgronden/Grounds for Exclusion) in the ESPD.

If something goes wrong when using the ESPD you will be given one more chance to submit your Tender

We offer this because the ESPD may be new to you and we understand that things can sometimes go wrong.