

The time-limit for receipt of tenders is indicated under Heading IV.2.2 of the contract notice where local time shall be understood as local time at ECDC's location (the location indicated under Heading I.1 of the contract notice).

A tender received after the time-limit for receipt of tenders will be rejected. The submission receipt provided by e-Submission with the official date and time of receipt of the tender (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders<sup>4</sup>.

Tenderers must ensure that their submitted tenders contain all the information and documents required by ECDC at the time of submission as set out in the procurement documents.

The Declaration(s) on Honour on exclusion and selection criteria (template available as a link in the tender specifications) shall be dated and signed by hand by an authorised representative of the signatory.

When the Declaration(s) on Honour is/are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed original(s) must be sent by letter to ECDC's postal address specified under Heading I.1 of the contract notice at the latest on the first working day following the electronic submission of tender. The envelope, clearly mentioning the reference to the call for tenders and the e-Submission ID of the tender must be marked as "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".

**Only the original(s) of the Declaration(s) on Honour is/are to be sent by letter, not other documents.**

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender<sup>5</sup>, or withdraw it and replace it with a new one<sup>6</sup>. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

## **2. Legal effects of the invitation to tender and submission of a tender**

This invitation to tender is in no way binding on ECDC. ECDC's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the signature of the contract ECDC may cancel the procurement procedure without the tenderers being entitled to claim any compensation. Any such decision must be substantiated and the tenderers notified.

The validity period of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated under Heading IV.2.6 of the contract notice.

Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

## **3. Contacts during the procurement procedure**

Contacts between ECDC and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

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<sup>4</sup> If no submission receipt is received in reasonable time after submission, please contact the e-Submission Helpdesk (see contact details in the above referred e-Submission Quick Guide) as soon as possible.

<sup>5</sup> A submitted tender can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a tender please consult the above referred e-Submission Quick Guide.

<sup>6</sup> To submit a new version, the tenderer must create a new tender in e-Submission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender.