



Additional notes from the Federal Foreign Office for companies using the federal e-Vergabe platform

Introduction

Since 18 October 2018, the electronic submission of requests for participation and tenders has in general been required in the context of tendering procedures under EU procurement law (the Act against Restraints on Competition (GWB), the Contract Award Regulations (VgV), and the Award Regulations on Concessions (KonzVgV)). Electronic submissions have been mandatory for tendering procedures under the Rules of Procedure Governing Supply and Service Contracts Below the EU Thresholds (UVgO) since 1 January 2020. Requests for participation and tenders that are not submitted electronically can therefore no longer be considered.

The Federal Foreign Office uses the [federal e-Vergabe platform](#)¹ to publish tender documents and to receive digital requests for participation and tenders. You have to register to submit requests for participation and tenders digitally. This information sheet provides you with additional notes from the Federal Foreign Office about using the federal e-Vergabe platform. The detailed information and terms of use published by the provider of the federal e-Vergabe platform also apply. These can be found on the above-mentioned website.

Register / Sign in

If your company is not yet registered on the federal e-Vergabe platform, please [register](#)² your company free of charge as soon as possible. Information on the required specifications can be found [here](#)³. You can [log in](#)⁴ via your internet browser.

You can find detailed information on how the web platform functions [here](#)⁵. If you have any questions about using this platform, feel free to contact the provider (Procurement Office of the Federal Ministry of the Interior) by email at support@bescha.bund.de or using the telephone hotline on 0228 99610-1234.

Publication of tender documents by the contracting authority

The **most up-to-date versions of the tender documents** are only published on the federal e-Vergabe platform. All notices include a deep link via which you can read and download the most up-to-date versions. All registered companies that have activated their participation in a tendering procedure via the e-Vergabe platform will receive status reports whenever changes are made to tender documents during an ongoing procedure or if **information for tenderers** is posted in

¹ <https://www.evergabe-online.de>.

² <https://www.evergabe-online.de/registration/tenderer/companyData.html>.

³ https://www.evergabe-online.info/e-Vergabe/DE/3%20Unternehmen/Nutzungsvoraussetzungen/node_nutzungsvoraussetzungen.html.

⁴ <https://www.evergabe-online.de/registration/tenderer/companyData.html?1-1.ILinkListener-html-body-headerPanel-navigationContainer-openLoginModalAjaxLink>.

⁵ https://www.evergabe-online.info/e-Vergabe/DE/3%20Unternehmen/Arbeiten-mit-der-e-Vergabe/node_Arbeiten-mit-der-e-Vergabe.html.

response to questions asked by candidates or tenderers. If your company is not registered on the e-Vergabe platform, you will have to check the platform regularly to find out if tender documents have been changed or supplemented. A **new version** of the tender documents is published every time new information for tenderers is provided. This is always done, even if other parts of the tender documents have not changed at all. The information for tenderers includes details of whether other documents have been changed. You must submit the latest versions with your request for participation or tender.

Generating and submitting requests for participation and tenders

The Federal Foreign Office uses an electronic **tenders management system** for the in-house processing of the tendering procedures for which it is the contracting authority. You will greatly facilitate the quick and error-free processing of your request for participation or tender by filling in the documents available on the website **digitally** in the file format in which they were provided and uploading them in this format via the federal e-Vergabe platform. This is particularly important for AIDF, GAEB (P84, X84), PFD and DOCX files. By doing this, you ensure the seamless, swift and straightforward processing of your request for participation or tender and eliminate the danger of transcription errors being made in the course of copying your data manually into the electronic system from scanned-in documents. The information submitted in your request for participation or tender will be automatically copied by the Federal Foreign Office. If you do not submit these files in the recommended format, the information will have to be manually entered into our tenders management system. This results in longer processing times and risks introducing errors.

Files for tendering procedures are generated in AIDF format – e.g. the list of selection criteria, tendering specifications and the forms to be completed by candidates or tenderers – and made available on the federal e-Vergabe platform. You can open and edit AIDF files. To this end you need to install AI LV-Cockpit. This tool can be downloaded [here](#)⁶ for free.

Please note that you should always use the most up-to-date version of the tender documents when generating your request for participation or tender. This applies in particular to the AIDF files (cf. paragraphs 4 and 7 of our Conditions of Application and Participation), which must be the most recently published.

Please upload the completed AIDF files to the e-Vergabe platform individually and not in a ZIP folder. Zipped files cannot be copied automatically and so any data contained in them will have to be entered again manually. All other file formats can be submitted in a zipped folder.

Requests for participation or tenders must be made in writing (section 126b of the German Civil Code) but there is **no general requirement for a holographic signature**. Only if the contracting authority imposes higher security requirements may the use of advanced or qualified electronic signatures in the tender documents be mandatory. You can find signature fields for this purpose on the form regarding the non-applicability of the statutory grounds for exclusion, the letter of tender and the tendering specifications. If, unusually, the Conditions of Application and Participation permit requests for participation or tenders to be submitted **in paper form**, they must be sent in a sealed envelope. Requests for participation or tenders and supporting declarations submitted on paper must be signed. Please sign in the field marked on the forms.

If you have any questions, the relevant Federal Foreign Office staff will be happy to help.

⁶ <http://www.lv-cockpit.de>.