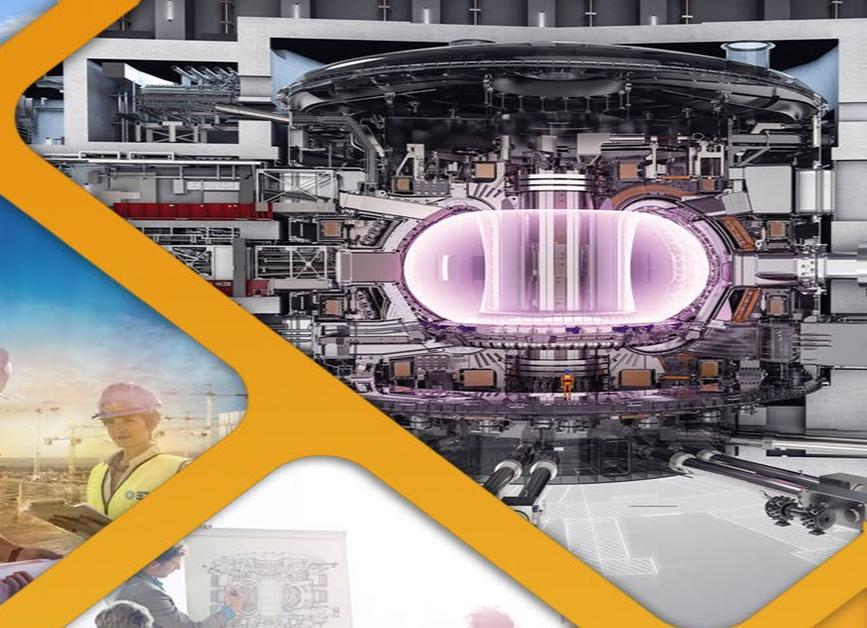




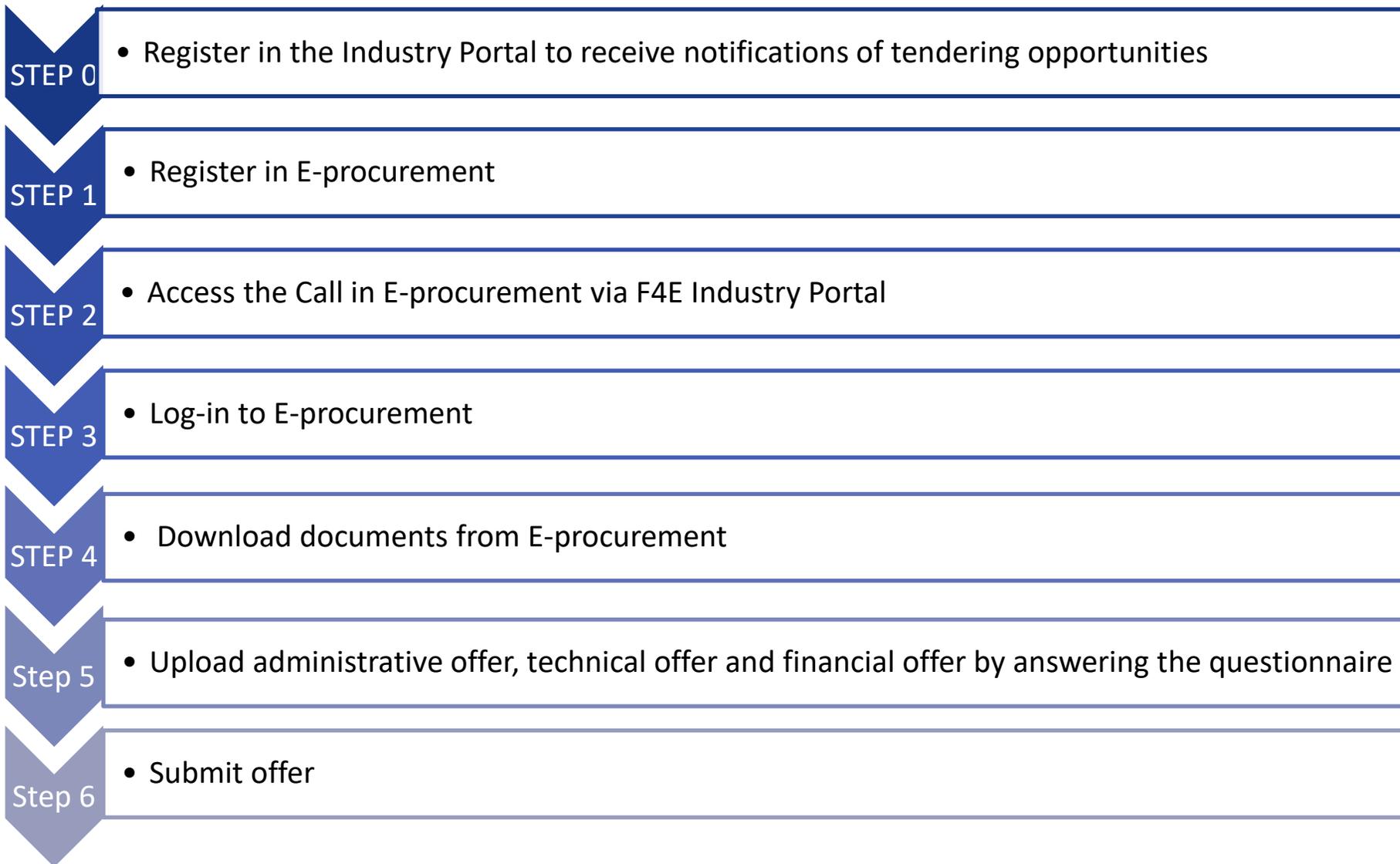
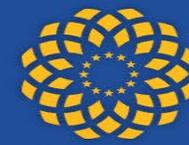
**FUSION  
FOR  
ENERGY**



# E- procurement at F4E as of 1<sup>st</sup> April 2022

BRINGING  
THE **POWER**  
OF THE **SUN**  
TO **EARTH**

# E-procurement Tendering step by step



# STEP 1: Register in E-procurement

In the Industry Portal: click on the hyperlink: Click [HERE](#) to register:

Submit Here

IMPORTANT: Tenderers must register on the e-submission portal at least 48hrs in advance of the submission deadline. Click [HERE](#) to register.

[Access Call](#)

Questions & Answers

Or by clicking on the following link:

<https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>

| eu-supply.com | 

To login to the marketplace:

Enter username and password. (case sensitive)

Then click on "Log in".

- [Current tender opportunities](#)
- [New supplier registration](#)
- [Cookies](#)
- [Planned downtimes](#)

Customer log in:

User name

Password

[Forgot your password?](#)

# STEP 2: Access the Call in E-procurement via F4E Industry Portal

## Find the Call for Tender in the Industry Portal



The screenshot shows the F4E Industry and Fusion Laboratories Portal. The header includes the F4E logo, the text "INDUSTRY AND FUSION LABORATORIES PORTAL", and a "Sign In" button. A navigation bar contains "CALLS", "USER REGISTRATION", "CONTACT", and "HELP".

**F4E CALLS WORKSPACE**

- Search F4E public calls** (highlighted with a red box)
- ITER Task Agreements
- ITER calls
- Administrative procurement
- Key Reference Documents
- F4E General Tender Conditions
- F4E Model Contracts
- Technology codes

**LATEST CALLS**

- 21 June 2018 - 31 July 2018  
> **F4E-OPE-0911**  
Supply of the High-Speed Digitizers and Control System of the Beam Position Moni .....
- 10 March 2018 - 28 September 2018  
> **F4E-OPE-0754**

**Welcome to the F4E Industry and Fusion Laboratories Portal**

European companies get ready to work for the ITER project!  
F4E is proud to release its first video clip on "How to submit a tender".  
Our mission is to explain the bidding process in an easy, clear and engaging way for all of you out there considering getting involved in the ITER project!



**ANNOUNCEMENTS**

- TECHNICAL SUPPORT SERVICES [F4E-OMF-0902]: F4E publishes a Contract Award Notice** 29/06/2018 15:55  
by F4E Business Intelligence Group  
F4E publishes a Contract Award Notice related to the recent award of the procedure F4E-OMF-0902 related to the provision of an Acquisition Channel for Metrology and Software.
- EX-POST REPORTING: F4E publishes documents in line with its Ex-Post Reporting** 02/07/2018 16:28

**COMPANY DATABASE**

- Get an account
- Register my company
- Search companies

ITER DAs Access **SIGN IN HERE**

ILO National Initiatives

ILO Access **SIGN IN HERE**

Intellectual Property



# STEP 3: Log in to E-procurement

Once the relevant CFT selected, land on the CFT details and click on Access Call

Call Information

**Call Reference:** F4E-OPE-1112 - Supply of Pins, Sleeves and PFC Links for the ITER Divertor Cassette Body

**Deadline to Submit:** 30-06-2022

**Status:** Published

Procurement Type: Operational Procurement

Procedure Type: Competitive Procedure with Negotiation

Stage of Procedure: Call for interest

Publication Date: 02-06-2021

Deadline to Submit Questions: 23-06-2021

Delivery Place: Cadarache (France)

Activity Code	Activity
50910	VACUUM HEAT TREATMENT / SPECIALIZED MANUF
50911	COMPONENT CLEANING / SPECIALIZED MANUFACT

Procurement Package: 17 - DIVERTOR

CPV Code: 42638000-7

Comments On Call

Comments On Lots

N/A

Access to detailed call information and offer submission

IMPORTANT: all information for this procedure is accessible from our e-procurement portal. All procurement documents for this procedure are accessible in the "Access Documents" section of our e-procurement portal. Tenderers must register on the e-procurement portal at least 48hr in advance of submission deadline. Click [HERE](#) to register.

**ACCESS CALL**



# STEP 3: Log in to E-procurement



## F4E

Log in

Online registration...

Click on **Accept** to get access to the RFT information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you click on *View your presentation here!* from your Home page. If you can't see the **Accept** button you need to first login or register your company. In case you are unsure if the company is registered please contact the helpdesk on [tendersupport@eu-supply.com](mailto:tendersupport@eu-supply.com).

### RFT information

#### Short description

F4E-OPE-0911 -

Supply of the High-Speed Digitizers and Control System of the Beam Position Monitors for the IFMIF/LIPAc Accelerator

#### Detailed description

The object of this contract is the design and supply of the whole Beam Position Monitor (BPM) digitizing system of the LIPAc accelerator consisting of the cards for high-speed digitization and digital processing of the 80 radiofrequency signals from the sensors of the 20 BPMs, CPU, crates, cables and associated software development required for its integration in the Central Control System, as well as a synchronization system based on White Rabbit technology for its integration in the LIPAc timing system.

#### Response deadline (CET)

31/07/2018 24:00

#### Currency

EUR

#### Contracting authority

Fusion for Energy

Torres Diagonal Litoral

08019

Eddificio B3, Barcelona

Spain

[View profile](#)

# STEP 4 : Download procurement documents



## Overview of E-procurement interface where to access documents



RFT 261802 - F4E-ADM-1136 - Provision of Company Ratings and Reports on Commercial, Economic and Financial Information

Instructions

To submit response:

Please allow some time for sending of your response.  
We recommend testing submission before the deadline.  
After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.  
Evaluate the risk of potential interference (Internet connection speed, Internet connection failure, power failure, change of computerized workplace settings, etc.).

[Detailed instructions](#)

**Response not submitted (Scroll down to submit)** **Status of response**

**Time left: 442:52:12** **Time remaining in hours and minutes**

**Access documents** **Deadlines**

Dates	(CET)
Publication of notice	15/02/2021 09:11
Provision of Company Ratings and Reports on Commercial, Economic and Financial Information	
Deadline of clarification questions	26/03/2021 23:59
Response deadline	05/04/2021 23:59

**procurement documents available here**

Mv response **Progress**

# STEP 5 : Upload your Offer (reminder)

Upload the administrative offer, the technical offer and the financial offer by answering the questionnaire

RFT 42237 - F4E-OPE-123 - Test for tutorial Le département/workspace: esubmission | endes

**Instructions**

To submit response:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by entering your user name and password before sending. If you can't see the pop up window when submitting your response it could be minimized. Check among your minimized windows or log out and close your browsers and try again.

[Detailed instructions](#)

**The response has unsubmitted changes (Scroll down to submit)**

**Time left: 12:28:55**

**My Response** [Contracts](#) [Messaging](#) [Audit trail](#)

RFT	Dates	(CET)
<a href="#">View RFT</a> <a href="#">Access documents</a> <a href="#">Assign user access</a>	Publication of notice	04/07/2018 15:30
	Response deadline	05/07/2018 24:00

**My response** **Progress**

**Test for tutorial**

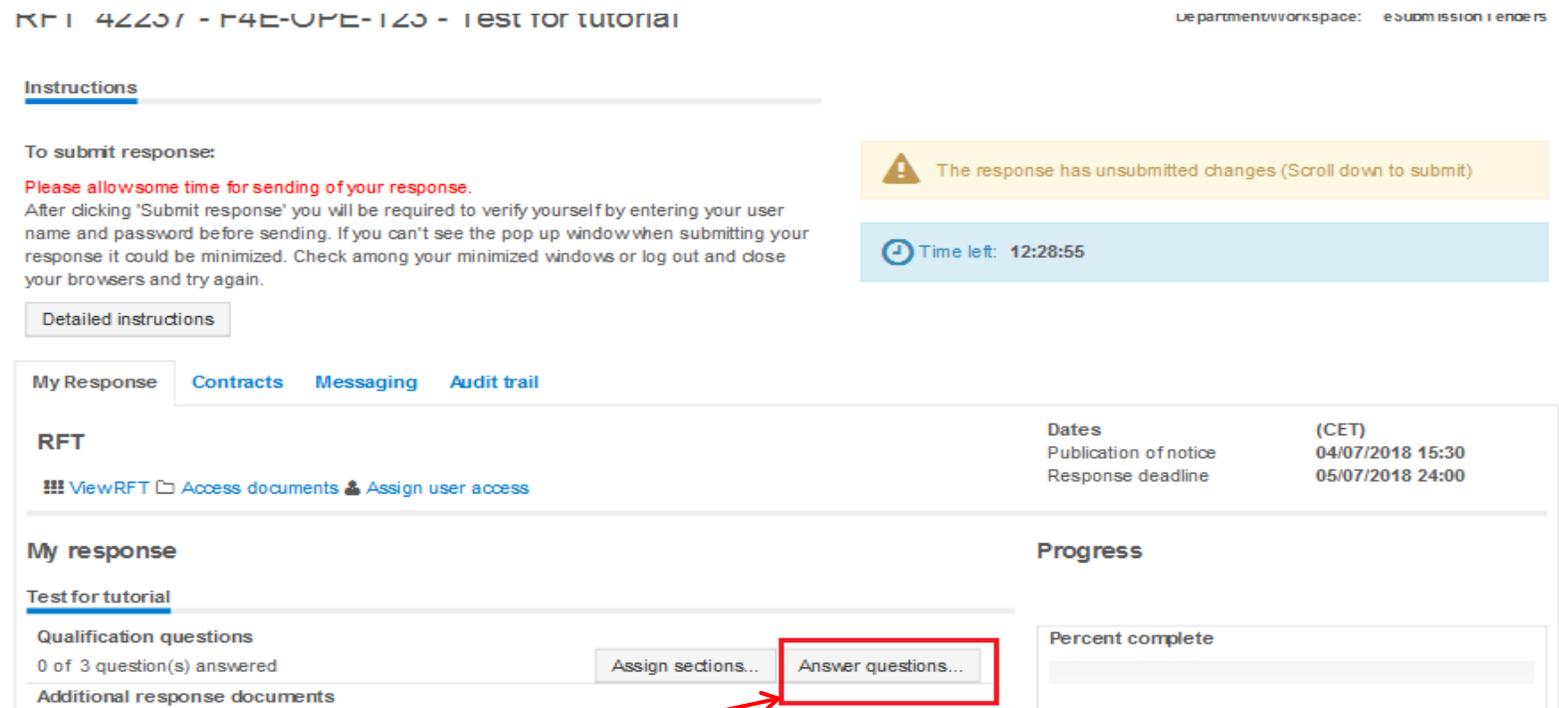
Qualification questions

0 of 3 question(s) answered

[Assign sections...](#) [Answer questions...](#)

Additional response documents

Percent complete



To upload the documents  
click on answer questions

# STEP 5 : Upload your Offer (reminder)

## Submit your Offer:

- 1/ you need to answer yes to all the questions first
- 2/ then **SAVE** before uploading your documents

RFT 42237 - F4E-OPE-123 - Test for tutorial

Instructions

Department/Workspace: eSubmission Tenders  
Package: Test for tutorial  
Buyer: Fusion for Energy

Package 42237:1 Response form

Print... **Save** Save and back Exit

**Response form**

Time left before session times out 39:46

**Administrative offer** 1 questions to answer  
1 questions not answered

1  
Please confirm you have uploaded the administrative offer.

Yes ✓  
 No

**Technical offer** 1 questions to answer  
1 questions not answered

1  
Please confirm that you have uploaded your technical offer.

Yes ✓  
 No

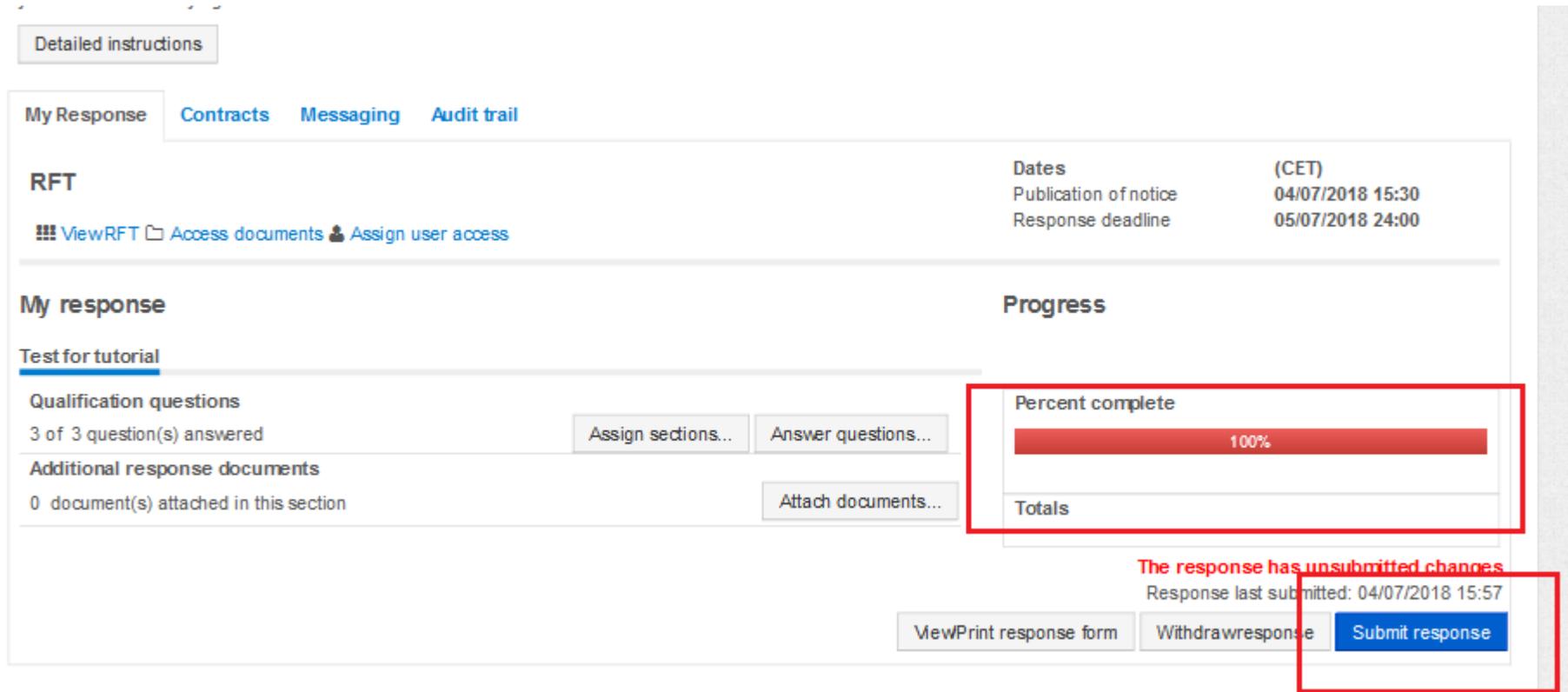
**Financial offer** 1 questions to answer  
1 questions not answered

1  
Please confirm you have uploaded your financial offer.

Yes ✓  
 No

# STEP 6: submit your Offer (reminder)

Submit the Offer: once all the documents are uploaded, click on submit response



Detailed instructions

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

**RFT**

!!! [View RFT](#) [Access documents](#) [Assign user access](#)

Dates	(CET)
Publication of notice	04/07/2018 15:30
Response deadline	05/07/2018 24:00

---

**My response** **Progress**

Test for tutorial

Qualification questions  
3 of 3 question(s) answered [Assign sections...](#) [Answer questions...](#)

Additional response documents  
0 document(s) attached in this section [Attach documents...](#)

Percent complete

100%

Totals

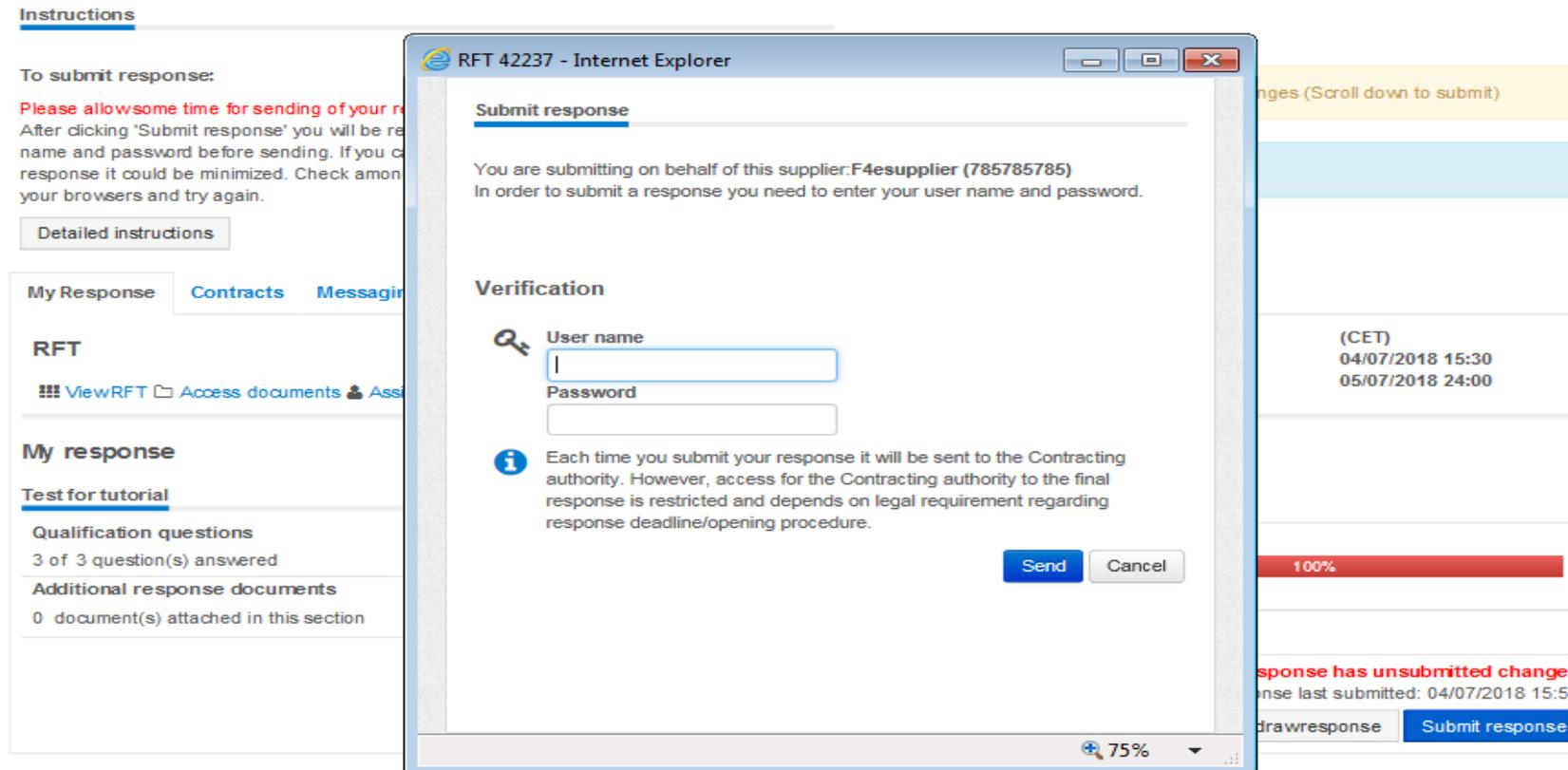
The response has unsubmitted changes

Response last submitted: 04/07/2018 15:57

[View/Print response form](#) [Withdraw response](#) [Submit response](#)

# STEP 6: submit your Offer (reminder)

## Submit the Offer: obligation to put username and password again for security reasons



**Instructions**

To submit response:

Please allow some time for sending of your response. After clicking 'Submit response' you will be required to enter your user name and password before sending. If you close the browser window or refresh the page your response it could be minimized. Check among your browsers and try again.

[Detailed instructions](#)

**My Response** | [Contracts](#) | [Messages](#)

**RFT**

[View RFT](#) | [Access documents](#) | [Assess](#)

**My response**

**Test for tutorial**

**Qualification questions**  
3 of 3 question(s) answered

**Additional response documents**  
0 document(s) attached in this section

**Submit response**

**RFT 42237 - Internet Explorer**

**Submit response**

You are submitting on behalf of this supplier: F4esupplier (785785785)  
In order to submit a response you need to enter your user name and password.

**Verification**

User name

Password

Each time you submit your response it will be sent to the Contracting authority. However, access for the Contracting authority to the final response is restricted and depends on legal requirement regarding response deadline/opening procedure.

[Send](#) [Cancel](#)

Response has unsubmitted changes (Scroll down to submit)

(CET)  
04/07/2018 15:30  
05/07/2018 24:00

100%

Response has unsubmitted changes  
Response last submitted: 04/07/2018 15:57  
[Draw response](#) [Submit response](#)

# STEP 6: submit your offer (reminder)



Once submitted, possibility to update the documents as many times as needed until the submission deadline

To submit response:

Please allow some time for sending of your response.

After clicking 'Submit response' you will be required to verify yourself by entering your user name and password before sending. If you can't see the pop up window when submitting your response it could be minimized. Check among your minimized windows or log out and close your browsers and try again.

Detailed instructions

✓ Response submitted: 05/07/2018 11:48

🕒 Time left: 12:10:39

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

**RFT**

🔗 [View RFT](#) 📁 [Access documents](#) 👤 [Assign user access](#)

Dates	(CET)
Publication of notice	04/07/2018 15:30
Response deadline	05/07/2018 24:00

---

**My response**

Test for tutorial

Qualification questions  
3 of 3 question(s) answered [Assign sections...](#) [Answer questions...](#)

Additional response documents  
0 document(s) attached in this section [Attach documents...](#)

**Progress**

Percent complete

100%

Totals



The maximum size limit for one uploaded file is 2.14 GB  
**BUT** there is no limit on the number of files that can be uploaded



Complete and submit offer **sufficiently prior to the deadline** to perform any and all submission action(s) and the verification/signature step (entering the username and password)



Sharing of Procurement Documents via E-procurement  
**All communication** (pre/post submission) being performed via E- procurement



In the ITT:



## Before the submission deadline

Requests for additional information, general questions, clarifications and any other request shall be submitted via the 'Questions and Answers' section of this platform, by clicking the 'Questions and Answers' button.

F4E is not bound to reply to requests for additional information made less than six working days before the specified deadline. Nevertheless, if a request for additional information was issued in good time and F4E did not provide the additional information within six days before the response deadline, the response deadline will be extended. In urgent cases, the additional information can be provided no later than four days before the response deadline.

Additional information, provided on F4E's own initiative, will be communicated simultaneously to all participating economic operators via this platform. It is the economic operator's responsibility to monitor for updates and modifications during the submission period.

An information meeting may be held to answer submitted questions regarding an ongoing procurement procedure. In such case, meeting minutes will be communicated simultaneously to all economic operators."

After submission deadline

My Response **Contracts** **Messaging** Audit trail

RFT

View RFT Access documents **Supplier questions and answers** Assign user access Internal notes

Before submission deadline

Dates  
Publication of not  
F4E-OPE-QATE  
Q&A Module  
Response dead

Home / My RFTs / RFT 57762 / Questions and answers

RFT 57762 - F4E-OPE-QATEST1 - F4E-OPE-QATEST1 - Test Q&A Module Step: 1. F4E-OPE-QATEST1 - Test Q&A Module

Instructions

Filter

Answer later Draft question Read

All All All

Search Reset

Questions and answers

Ask question Print Back

<input type="checkbox"/>	Id	Sent date	Answer date	Subject
<input type="checkbox"/>	6782	04/10/2021	04/10/2021	question 99

## Overview:

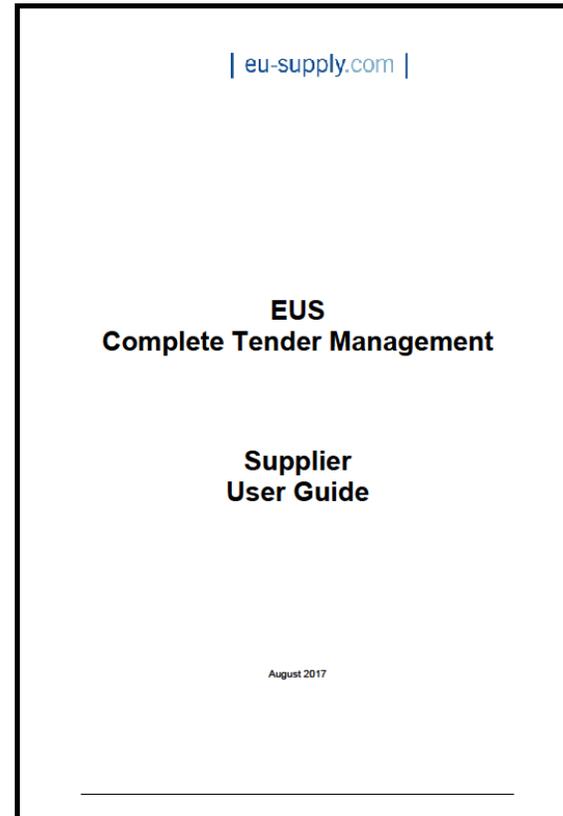
	QnA	Messages
Before Rtp/ (initial) tender/ (final) tender deadline		
Clarifications		
All Notifications		
Invitation step 2 / final tender	EU supply dispatch invite after short list	

If problem using E  
procurement, contact  
the EU supply technical  
support:

HelpdeskContact:

[tendersupport@eu-  
supply.com](mailto:tendersupport@eu-supply.com)

(available Mon-Fri from 09.00  
to 17.00 CET)



← Click on the image to access  
E-procurement supplier user guide



**FUSION  
FOR  
ENERGY**

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[www.flickr.com/photos/fusionforenergy](http://www.flickr.com/photos/fusionforenergy)