

**This document is a non-binding translation but only serves as assistance for tendering. Please consult the relevant call for tender at [www.evergabe-online.de](http://www.evergabe-online.de) for the legal binding documents. DO NOT fill and submit any translated form. Matters of law will ONLY be ruled upon based on German-language documents.**

## **eTendering –**

### **The German Government's tendering platform**

More and more government authorities are using eTendering in order to conduct electronic award procedures from tender notice to submission of a tender.

The German Government's tendering platform guarantees secure and rapid communication between tenderer and contracting authority in compliance with the law. The rapid transmission of documents will not only save you postage, but, depending on the dispatch route, you will also have extra days to prepare the tender, which can often be very valuable. In addition, you will automatically receive a legally valid acknowledgement of receipt if you submit a request to participate or a tender via the platform. You can use the platform free of charge. The contract award documents are freely accessible without registration and you can download them if you are interested. Exceptions to this rule concern above all contract award procedures which relate to security-relevant contractual items.

### **Prerequisites for using eTendering**

Even if the registration on the eTendering platform is no longer required for requesting contract award documents, we would strongly advise all interested parties to register on the platform because only registered users can be informed actively about changes in the procedure. If you activate the participation in a procedure as a registered user, you will be kept up to date and you will avoid futile expenditure or even, in the worst case, being excluded from the contract award procedure. You will have to register yourself at the latest when you intend to participate in an electronic contract award procedure. The eTendering web application for communication with the contracting authority and for submission of a tender is called "AnA-Web".

To register for the "AnA-Web", you only need a computer with Internet access, an up-to-date web browser and a valid e-mail address in order to confirm the registration for eTendering. Specific invitations to tender (e.g. invitations to tender in accordance with the Procurement regulation on defence and security (VSVgV)), require an electronic signature and/or an electronic seal for submitting the tender or the request to participate. The tender notice and the contract award documents of the tender procedure will specify whether a signature or a seal is required.

For further information on electronic signatures/seals, see <https://www.evergabe-online.info/elektronische-signatur>.

Data protection provisions will be complied with when you register. For additional information on the implementation of the data protection provisions, see <https://www.evergabe-online.info/datenschutz>.

### **AnA-Web**

You will have to register your company once with your company data and your valid e-mail address on the web-based tender wizard (AnA-Web). You can now participate in electronic invitations to tender by using the AnA-Web. You can also use the AnA-Web to transmit your request to participate or your tender or to send inquiries to the contracting authority.

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Ausschreibung	Nächster Termin	Ausschreibungsstatus	Bearbeiter	Datum Teilnahme	Schlagwort
Geschäftsabwicklung im Rahmen des BMWi-Marktschließungsprogramms für KMU 2017, 2. Tranche	21.04.17 12:00 - Angebotsfrist	Teilnahme- / Angebotsphase	Marc Pick	18.04.2017	Noch kein Angebot abgegeben
8-12-17 - TLDA (Sicherheitsdienstleistungen)	19.05.17 07:00 - Angebotsfrist	Teilnahme- / Angebotsphase	Marc Pick	18.04.2017	Defekte Vergabeunterlagen

Meine Ausschreibungen	My invitations to tender
Desponent	Scheduler
Benutzerkonto	User account
Administration	Administration
Ausschreibungsübersicht	Overview of invitations to tender
Anzeige filtern	Filter display
Suchbegriff	Search term
Suche	Search
Ausschreibungsstatus	Status of invitation to tender
alle	all
Bearbeiter	Prepared by
Rubrik	Category
Zurücksetzen	Reset
Anwenden	Apply
Spalten ein-/ausblenden	Show/hide columns
Ausschreibung	Invitation to tender
Nächster Termin	Next date
Datum Teilnahme	Date of participation
Schlagwort	Key word

In most cases, the documents are PDF files with specified fields to be completed and/or signed as required.

For further information and instructions on AnA-Web, see <https://www.evergabe-online.info/anleitungen>

### Secure encryption of documents

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Security is given top priority when tenders for public contracts are invited. Not only all documents, but also the data transmission itself will be encrypted automatically on the AnA-Web to ensure confidentiality and integrity. Data security is implemented in coordination with the Federal Office for Information Security (BSI).

### **Securing tenders by a time lock**

All tenders submitted can only be viewed after the time limit for submission of tenders has expired and inspection requires the four-eyes-principle (two employees must log into the system).

### **Information and support all around eTendering**

Companies and government authorities may contact the eTendering Help Desk using the following e-mail address, if they have general questions and problems: [ticket@bescha.bund.de](mailto:ticket@bescha.bund.de)

In particularly urgent cases, you may reach the eTendering Help Desk by telephone at +49 228 99 610-1234

If you have any questions about content and functions, please contact the administrative specialist responsible for the invitation to tender, whose contact data are included in the tender notice.

**The following website shows all the important information on eTendering and current procedures at a glance:**

<https://www.evergabe-online.de>

Beschaffungsamt des BMI  
Brühler Straße 3  
Postfach 41 01 55  
53119 Bonn

[www.beschaffungsamt.de](http://www.beschaffungsamt.de)

eTendering Help Desk: +49 (0) 228 99 / 610-1234

E-mail: [ticket@bescha.bund.de](mailto:ticket@bescha.bund.de)

#### Office hours:

Mon. to Thu.: 08.00 to 16.00 hrs  
Fri.: 08.00 to 14.00 hrs