

## APPENDIX I – Submission of Encrypted Tenders by E-Mail

### I. SUBMISSION BY E-MAIL

Encrypted submission allows economic operators to submit tenders electronically to the dedicated e-mail address indicated in the tender documents in a secured way, ensure the confidentiality and integrity of the tender.

**Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.**

#### 1. How to submit your encrypted tender file

- Please prepare and fill in all your procurement documents and evidence, in particular those referred to in the Tenderer's/Candidate/s checklist.
- Encrypt a Zip file with a password of your choice. Please refer to **Section II “Password Protect and Encrypt Zip Files”** for additional information.
- Send the encrypted tender file to the dedicated e-mail address indicated in the tender documents. **Do not send the password at the same time as your tender.**
- The password to your encrypted tender shall be sent **within the 24h after the bid submission deadline**, to the same dedicated e-mail address.
- Tenders received without encryption **will be rejected** as their integrity and confidentiality cannot be ensured.

**Make sure all necessary documents are included on the file. Failure to submit any documents may lead to the rejection of your bid.**

#### 2. Reasons for rejection of the tender at the opening stage

- Tenders may be rejected if:
  - they are received after the deadline;
  - the password submitted does not allow to open the encrypted tender;
  - they are not encrypted;
  - the password is received before the bid submission deadline.

#### 3. Re-submission or alternative tender

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender.

You must formally notify the Contracting Authority by that the previous tender is withdrawn. You are also entitled to send several tenders to one procurement procedure.

The notification must be sent to the dedicated email address indicated in the procurement documents stating the reference to the procurement procedure.

**If you submit a new tender you must include all tender documents as only the latter submission will be considered.**

#### **4. Withdrawal of tenders**

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify the Contracting Authority that you wish to withdraw your submitted tender(s) to the dedicated e-mail address indicated in the tender documents.

This withdrawal notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

#### **5. Deadline for receipt of tenders**

The tender (including all documents) must be fully received before the deadline for receipt of tenders indicated in the Invitation to tender.

**Please note that you are responsible to ensure that your full tender reaches the destination in due time.**

The time it takes to encrypt the tender file and send of the tender documents may vary considerably depending on the size of your tender file and the type of internet service you are using.

If the Contracting Authority detects technical faults in the functioning of its infrastructure dedicated to submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the Contracting Authority.

#### **6. Contact the Contracting Authority**

For information with regards contacts during the procurement procedure please refer to the Invitation to tender. When communicating, state the reference to the procurement procedure.

## **II. PASSWORD PROTECT AND ENCRYPT ZIP FILES**

### **1. Context**

Encrypted and password protected submission allows economic operators to submit tenders electronically to the dedicated e-mail address indicated in the tender documents in a secured way, ensuring the confidentiality and integrity of the tender.

This document aims to facilitate the process of protecting files to bidders. This “How to” guide provides information on how to encrypt and password protect files using 7-Zip. 7-Zip is an open source and free tool available for different platforms (Windows and Linux) that provides password protection and encryption to any file and store it in a Zip file format folder (Zip file format is specified in ISO/IEC 21320-1:2015 and PKWARE version 6.3.3).

7-Zip is not the only tool in the market providing this functionality. It is also possible to encrypt and password protect files with several different available free (Zipware, PeaZip...) and commercial tools. Please choose the most appropriate tool for your organization.

## 2. Support

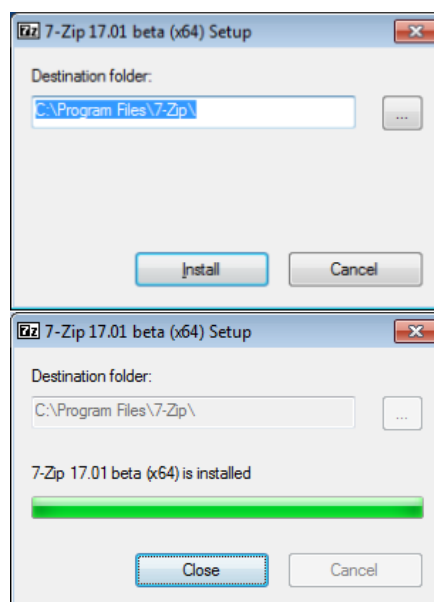
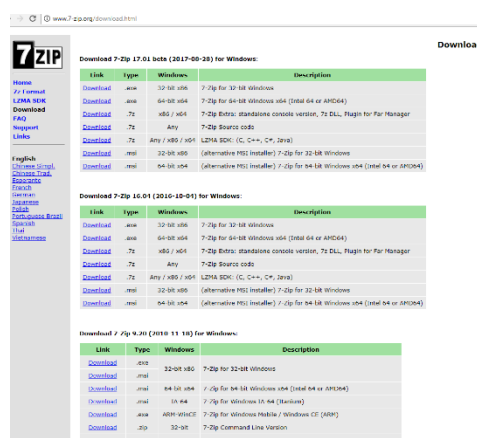
EMSA does not provide any kind of support neither on the encryption and password protection process nor with the installation or maintenance of any tool, including 7-Zip.

## 3. Requirements for the protection

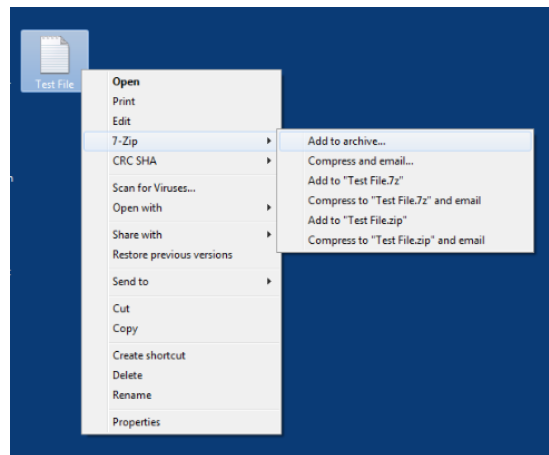
- Minimum password length: 8 characters.
- Encryption algorithm: AES-256

## 4. How to Password Protect and Encrypt Files using 7-Zip for Windows

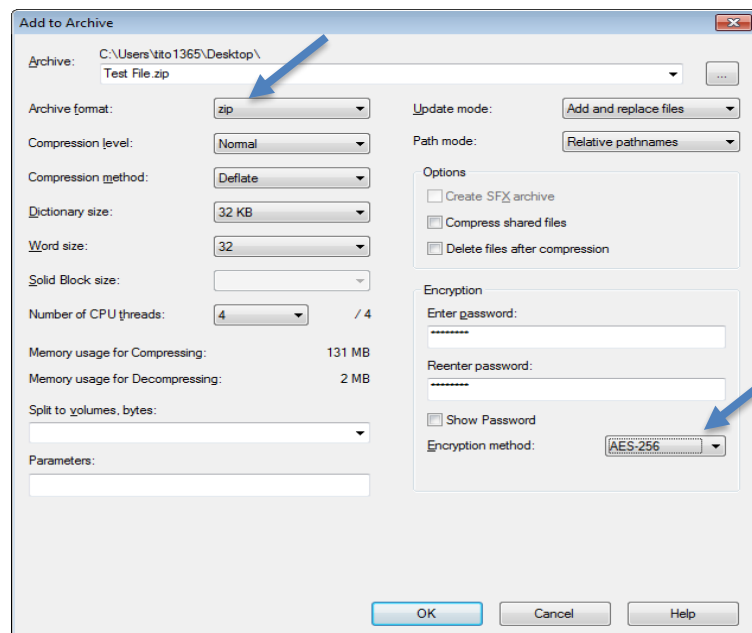
1. Navigate to the 7-Zip download page which could be found [here](http://www.7-zip.org/download.html).
2. Click the correct .exe for your operating system and save it to your computer.
3. Click "Install" then once it's finished, click "Close."



4. Find the file/folder you want to encrypt, right click it, navigate to 7-Zip>Add to archive...



5. You will be presented with this screen.
6. Change the archive format to "zip" to make your zip folder
7. Create a password for the document, re-enter it, then change the encryption method to AES-256, then press "OK."
8. A zip folder will then be created in the directory your file was. It is both encrypted and password protected with the password you gave it.
9. Follow EMSA instructions to send the encrypted and password protected file to the point of contact.



10. Never email the password to the file in the same email along with the file. Follow EMSA instructions to send the password to the point of contact.

NOTE: If you lose or forget the password, it will not be possible to recover your data and your tender cannot be opened.