

*A Guide to...*

**Contract Notice Proformas for the Official Journal  
of The European Union (OJEU) in Compliance  
with Directive 2004/18 and Directive 2004/17**



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# Introduction

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## **Contract Notice Proformas for the Official Journal of the European Union (OJEU) in Compliance with Directive 2004/18/EC and Directive 2004/17/EC**

The new Consolidated Public Procurement Directive 2004/18/EC introduces many new processes and procedures, all of which require to be detailed in the contract notices published in the Official Journal. To facilitate this process a series of new proformas has been produced by the European Commission.

The new proformas, covering both the Consolidated Public Procurement Directive and the new Utilities Procurement Directive, run to almost 100 pages and accommodate new procedures such as competitive dialogue and dynamic purchasing systems, as well as addressing the use of framework agreements and reverse auctions.

All contract notices published by the OJEU now appear in the new proforma format.

The new forms also enable issuing authorities to specify in their contract notices the relative weighting which they give to each of the criteria chosen to determine the most economically advantageous tender. Where a contracting authority cannot determine the weightings, the new forms allow the authority instead to list the criteria in descending order of importance.

The proformas further accommodate the use of the new concept of a Buyer Profile in place of a Prior Information Notice, as detailed in the new Directives.

*They also highlight additional supplier information that must be provided, such as the new requirement to name within the contract notice:*

- the body responsible for appeals procedures
- the body responsible for mediation
- the lodging of appeals process

And of course they allow for much more information to be made known to suppliers about the procedures to be followed, and why.

Careful study of the new proformas reveals that the Commission may use the increased information published in the proformas as a way of more easily policing compliance with the Directives – so buyer beware!

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## PRIOR INFORMATION NOTICE

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>	Telephone:	
For the attention of:		
E-Mail:	Fax:	
<b>Internet address(es) (if applicable)</b> General address of the contracting authority (URL):  Address of the Buyer Profile (URL):  Address of the DPS (URL):		
Further information can be obtained at:		
<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.1</i>		

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local subdivisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input type="checkbox"/> Other ( <i>please specify</i> ): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public Order and Safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and Financial Affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other ( <i>please specify</i> ): _____
The contracting authority is purchasing on behalf of other contracting authorities	
yes <input type="checkbox"/> no <input type="checkbox"/>	

**SECTION II.A: OBJECT OF THE CONTRACT (WORKS)**

<b>II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY</b>		
_____		
<b>II.2) TYPE OF CONTRACT AND LOCATION OF WORKS</b>		
Main site or location of works: _____		NUTS code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>II.3) THIS NOTICE INVOLVES A FRAMEWORK AGREEMENT</b>		yes <input type="checkbox"/> no <input type="checkbox"/>
<b>II.4) SHORT DESCRIPTION OF NATURE AND SCOPE OF WORKS</b>		
_____		
_____		
If known, estimated cost of works excluding VAT (give figures only): _____		Currency: _____
OR Range: between _____ and _____		Currency: _____
<b>Division into lots (for information about lots, use Annex B as many times as there are lots)</b>		yes <input type="checkbox"/> no <input type="checkbox"/>
<b>II.5) COMMON PROCUREMENT VOCABULARY (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
<b>Additional object(s)</b>	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
<b>II.6) SCHEDULED DATE FOR START OF AWARD PROCEDURES AND DURATION OF THE CONTRACT</b>		
Scheduled date for (if known)		
start of award procedures <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
Period in months: <input type="text"/> <input type="text"/> or days: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (from the award of the contract)		
OR Scheduled date for (if known)		
start of works <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
completion of works <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
<b>II.7) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)</b>		yes <input type="checkbox"/> no <input type="checkbox"/>
<b>II.8) ADDITIONAL INFORMATION (if applicable)</b>		
_____		
_____		

**SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES)**

<b>II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY</b> <hr/>		
<b>II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE</b> <i>(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))</i>		
Supplies <input type="checkbox"/> Services <input type="checkbox"/> Service category:    No <input type="checkbox"/> <input type="checkbox"/> <i>(for service categories 1-27, please see Annex II of Directive 2004/18/EC)</i>		
Main place of performance or of delivery: _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)</b> <hr/> <hr/>		
If known, estimated cost excluding VAT (give figures only): _____ Currency: _____ OR Range: between _____ and _____ Currency: _____		
Division into lots (for information about lots, use Annex B as many times as there are lots)      yes <input type="checkbox"/> no <input type="checkbox"/>		
<b>II.4) COMMON PROCUREMENT VOCABULARY (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	<input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
<b>Additional objects</b>	<input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/>
<b>II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)</b> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (dd/mm/yyyy)		
<b>II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)</b> yes <input type="checkbox"/> no <input type="checkbox"/>		
<b>II.7) ADDITIONAL INFORMATION (if applicable)</b> <hr/> <hr/> <hr/>		

----- (Use this section as many times as needed) -----

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

<b>III.1) CONDITIONS RELATING TO THE CONTRACT</b>	
<b>III.1) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them (if known; provide information only in the case of works contracts):</b>  _____	
<b>III.2) CONDITIONS FOR PARTICIPATION</b>	
<b>III.2.1) Reserved contracts (if applicable)</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
The contract is restricted to sheltered workshops	<input type="checkbox"/>
The execution of the contract is restricted to the framework of sheltered employment programmes	<input type="checkbox"/>

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s): _____ _____ _____	
<b>VI.2) ADDITIONAL INFORMATION (if applicable)</b> _____ _____ _____	
<b>VI.3) INFORMATION ON GENERAL REGULATORY FRAMEWORK</b>	
<b>Relevant governmental Internet sites where information can be obtained</b>	
Tax legislation: _____	
Environmental protection legislation: _____	
Employment protection and working conditions: _____	
For additional details about relevant governmental services where information can be obtained on taxes, environmental protection, employment protection and working conditions, please fill Annex A.II-IV (if applicable)	
<b>VI.4) DATE OF DISPATCH OF THIS NOTICE:</b> <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)	

**ANNEX A**  
**ADDITIONAL ADDRESSES AND CONTACT POINTS**

**I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**II) ADDRESS, CONTACT POINTS AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT TAXES**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**III) ADDRESS, CONTACT POINT AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT ENVIRONMENTAL PROTECTION**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**IV) ADDRESS, CONTACT POINTS AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT EMPLOYMENT PROTECTION AND WORKING CONDITIONS**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

## ANNEX B INFORMATION ABOUT LOTS

LOT No  TITLE \_\_\_\_\_

<b>1) SHORT DESCRIPTION</b>		
<hr/> <hr/> <hr/>		
<b>2) COMMON PROCUREMENT VOCABULARY (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>
<b>Additional object(s)</b>	<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>
<b>3) QUANTITY OR SCOPE</b>		
<hr/> <hr/>		
<i>If known, estimated cost excluding VAT (give figures only):</i> _____ Currency: _____ <i>OR Range: between</i> _____ <i>and</i> _____ Currency: _____		
<b>4) INDICATION ABOUT DIFFERENT DATE FOR START OF AWARD PROCEDURES AND/OR DURATION OF CONTRACT (if applicable)</b>		
<i>Scheduled date for (if known)</i> start of award procedures <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
Period in months: <input type="text"/> or days: <input type="text"/> (from the award of the contract) <i>OR Scheduled date for (if known)</i> start of works <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (dd/mm/yyyy) completion of works <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
<b>5) ADDITIONAL INFORMATION ABOUT LOTS</b>		
<hr/> <hr/> <hr/>		

----- (Use this Annex as many times as there are lots) -----



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## NOTICE ON A BUYER PROFILE

This notice relates to the publication of a:

Prior Information Notice (covered by Directive 2004/18)

Periodic Indicative Notice   
 -not used as a means of calling for competition-  
 (covered by Directive 2004/17 - 'Utilities')

### SECTION I: CONTRACTING AUTHORITY/ENTITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name:		
Postal address:		
Town:	Postal Code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address(es) (if applicable) General address of the contracting authority/entity (URL):		
Internet address of the Buyer Profile (URL):		

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

(in the case of a Prior Information Notice published in accordance with Directive 2004/18)

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local subdivisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public Order and Safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and Financial Affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other (please specify): _____
The contracting authority is purchasing on behalf of other contracting authorities	
yes <input type="checkbox"/> no <input type="checkbox"/>	

**I.3) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY** (in the case of a Periodic Indicative Notice published in accordance with Directive 2004/17 - 'Utilities')

<input type="checkbox"/> Production, transport and distribution of gas and heat	<input type="checkbox"/> Water
<input type="checkbox"/> Electricity	<input type="checkbox"/> Postal Services
<input type="checkbox"/> Exploration and extraction of gas and oil	<input type="checkbox"/> Railway services
<input type="checkbox"/> Exploration and extraction of coal and other solid fuels	<input type="checkbox"/> Urban railway, tramway, trolleybus or bus services
	<input type="checkbox"/> Port-related activities
	<input type="checkbox"/> Airport-related activities

**SECTION II: OBJECT OF THE CONTRACT**

<b>II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY/ENTITY</b>		
_____		
<b>II.2) TYPE OF CONTRACT</b>	Works <input type="checkbox"/>	Supplies <input type="checkbox"/> Services <input type="checkbox"/>
<b>II.3) SHORT DESCRIPTION OF THE CONTRACT OR PURCHASE(S)</b>		
_____		
_____		
<b>II.4) COMMON PROCUREMENT VOCABULARY (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	□□.□□.□□.□□-□	□□□□-□ □□□□-□
<b>Additional object(s)</b>	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

----- (Use this section as many times as needed) -----

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) DATE OF DISPATCH OF THIS NOTICE:</b> □□/□□/□□□□ (dd/mm/yyyy)
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## CONTRACT NOTICE

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>		Telephone:
For the attention of:		
E-Mail:		Fax:
<b>Internet address(es) (if applicable)</b> General address of the contracting authority (URL):  Address of the Buyer Profile (URL):  Address of the DPS (URL):		

Further information can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.I</i>
Specifications and additional documents (including documents for competitive dialogue and a Dynamic Purchasing System) can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Tenders or requests to participate must be sent to:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.III</i>

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local subdivisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input type="checkbox"/> Other ( <i>please specify</i> ): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public Order and Safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and Financial Affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other ( <i>please specify</i> ): _____
The contracting authority is purchasing on behalf of other contracting authorities <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	

## SECTION II: OBJECT OF THE CONTRACT

### II.1) DESCRIPTION

<b>II.1.1) Title attributed to the contract by the contracting authority</b>		
_____		
<b>II.1.2) Type of contract and location of works, place of delivery or of performance</b> <i>(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))</i>		
<b>(a) Works</b> <input type="checkbox"/>	<b>(b) Supplies</b> <input type="checkbox"/>	<b>(c) Services</b> <input type="checkbox"/>
Execution <input type="checkbox"/>	Purchase <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/>
Design and execution <input type="checkbox"/>	Lease <input type="checkbox"/>	<i>(For service categories 1-27, please see Annex II of Directive 2004/18)</i>
Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities <input type="checkbox"/>	Rental <input type="checkbox"/>	
	Hire purchase <input type="checkbox"/>	
	A combination of these <input type="checkbox"/>	
Main site or location of works _____ _____	Main place of delivery _____ _____	Main place of performance _____ _____
NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>II.1.3) The notice involves</b>		
A public contract <input type="checkbox"/> The setting up of a Dynamic Purchasing System (DPS) <input type="checkbox"/>		
The establishment of a framework agreement <input type="checkbox"/>		
<b>II.1.4) Information on framework agreement (if applicable)</b>		
Framework agreement with several operators <input type="checkbox"/>		Framework agreement with a single operator <input type="checkbox"/>
Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> OR, if applicable, maximum number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> of participants to the framework agreement envisaged		
<b>Duration of the framework agreement:</b> Period in year(s): <input type="checkbox"/> <input type="checkbox"/> or month(s): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Justification for a framework agreement the duration of which exceeds four years: _____ _____ _____		

**Estimated total value of purchases for the entire duration of the framework agreement (give figures only):**  
 Estimated value excluding VAT: \_\_\_\_\_ Currency \_\_\_\_\_  
 OR Range: between \_\_\_\_\_ and \_\_\_\_\_ Currency: \_\_\_\_\_  
 Frequency and value of the contracts to be awarded (if possible): \_\_\_\_\_

**II.1.5) Short description of the contract or purchase(s)**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II.1.6) COMMON PROCUREMENT VOCABULARY (CPV)**

	Main vocabulary	Supplementary vocabulary (if applicable)
<b>Main object</b>	□□.□□.□□.□□-□	□□□□-□ □□□□-□
<b>Additional object(s)</b>	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

**II.1.7) Contract covered by the Government Procurement Agreement (GPA)** yes  no

**II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots)** yes  no

If yes, tenders should be submitted for (tick one box only):

one lot only  one or more lots  all lots

**II.1.9) Variants will be accepted** yes  no

**II. 2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Total quantity or scope (including all lots and options, if applicable)**  
 \_\_\_\_\_  
 \_\_\_\_\_

If known, estimated value excluding VAT (give figures only): \_\_\_\_\_ Currency: \_\_\_\_\_  
 OR Range: between \_\_\_\_\_ and \_\_\_\_\_ Currency: \_\_\_\_\_

**II.2.2) Options (if applicable)** yes  no

If yes, description of these options: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If known, provisional timetable for recourse to these options:  
 in months:  or days:  (from the award of the contract)

Number of possible renewals (if any):  or Range: between  and

If known, in the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts:  
 in months:  or days:  (from the award of the contract)

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Period in months:  or days:  (from the award of the contract)

OR Starting / (dd/mm/yyyy)

Completion / (dd/mm/yyyy)

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

**III.1.1) Deposits and guarantees required (if applicable)**

\_\_\_\_\_  
 \_\_\_\_\_

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them**

\_\_\_\_\_  
 \_\_\_\_\_

**III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable)**

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**III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable)** yes  no

If yes, description of particular conditions

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**III.2) CONDITIONS FOR PARTICIPATION**

**III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if requirements are met:

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**III.2.2) Economic and financial capacity**

Information and formalities necessary for evaluating if requirements are met:

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Minimum level(s) of standards possibly required (if applicable):

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<b>III.2.3) Technical capacity</b>	
Information and formalities necessary for evaluating if requirements are met: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Minimum level(s) of standards possibly required (if applicable): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>III.2.4) Reserved contracts (if applicable)</b> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	
The contract is restricted to sheltered workshops <span style="float: right;"><input type="checkbox"/></span>	
The execution of the contract is restricted to the framework of sheltered employment programmes <span style="float: right;"><input type="checkbox"/></span>	

**III. 3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

<b>III.3.1) Execution of the service is reserved to a particular profession</b> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	
If yes, reference to the relevant law, regulation or administrative provision: <hr/> <hr/>	
<b>III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service</b> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	

## SECTION IV: PROCEDURE

### IV.1) TYPE OF PROCEDURE

<b>IV.1.1) Type of procedure</b>	
<b>Open</b>	<input type="checkbox"/>
<b>Restricted</b>	<input type="checkbox"/>
<b>Accelerated restricted</b>	<input type="checkbox"/> Justification for the choice of accelerated procedure: _____
<b>Negotiated</b>	<input type="checkbox"/> Candidates have already been selected <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span> <i>If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional Information</i>
<b>Accelerated negotiated</b>	<input type="checkbox"/> Justification for the choice of accelerated procedure: _____
<b>Competitive dialogue</b>	<input type="checkbox"/>
<b>IV.1.2) Limitations on the number of operators who will be invited to tender or to participate</b> <i>(restricted and negotiated procedures, competitive dialogue)</i>	
Envisaged number of operators <input type="text"/> <input type="text"/> <input type="text"/>	
OR Envisaged minimum number <input type="text"/> <input type="text"/> <input type="text"/> and, if appropriate, maximum number <input type="text"/> <input type="text"/> <input type="text"/>	
Objective criteria for choosing the limited number of candidates: _____ _____ _____ _____	
<b>IV.1.3) Reduction of the number of operators during the negotiation or dialogue</b> <i>(negotiated procedure, competitive dialogue)</i>	
Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>	

**IV. 2) AWARD CRITERIA**

**IV.2.1) Award criteria** *(please tick the relevant box(es))*

Lowest price

OR

The most economically advantageous tender in terms of

the criteria stated below *(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)*

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

**IV.2.2) An electronic auction will be used** yes  no

If yes, additional information about electronic auction *(if appropriate)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority** *(if applicable)*

\_\_\_\_\_

**IV.3.2) Previous publication concerning the same contract** yes  no

If yes,

Prior Information Notice  Notice on a Buyer Profile

Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ *(dd/mm/yyyy)*

Other previous publications *(if applicable)*

Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ *(dd/mm/yyyy)*

Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ *(dd/mm/yyyy)*

**IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)**

Time-limit for receipt of requests for documents or for accessing documents

Date: / /  (dd/mm/yyyy)

Time: \_\_\_\_\_

Payable documents

yes  no

If yes, Price(give figures only): \_\_\_\_\_ Currency: \_\_\_\_\_

Terms and method of payment: \_\_\_\_\_

**IV.3.4) Time-limit for receipt of tenders or requests to participate**

Date: / /  (dd/mm/yyyy)

Time: \_\_\_\_\_

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in the case of restricted and negotiated procedures, and competitive dialogue)**

Date: / /  (dd/mm/yyyy)

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV

Other: \_\_\_\_\_

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: / /  (dd/mm/yyyy)

OR Period in month(s):  or days:  (from date stated for receipt of tenders)

**IV.3.8) Conditions for opening tenders**

Date: / /  (dd/mm/yyyy)

Time: \_\_\_\_\_

Place (if applicable): \_\_\_\_\_

Persons authorised to be present at the opening of tenders (if applicable) yes  no

**SECTION VI: COMPLEMENTARY INFORMATION**

**VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)**

yes  no

If yes, estimated timing for further notices to be published: \_\_\_\_\_

<b>VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS</b>			yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s):			
_____ _____ _____			
<b>VI.3) ADDITIONAL INFORMATION (if applicable)</b>			
_____ _____ _____			
<b>VI.4) PROCEDURES FOR APPEAL</b>			
<b>VI.4.1) Body responsible for appeal procedures</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>Body responsible for mediation procedures (if applicable)</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>VI.4.2) Lodging of appeals (please fill heading VI.4.2 OR if need be, heading VI.4.3))</b>			
Precise information on deadline(s) for lodging appeals:			
_____ _____			
<b>VI.4.3) Service from which information about the lodging of appeals may be obtained</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>VI.5) DATE OF DISPATCH OF THIS NOTICE:</b>			
□□/□□/□□□□ (dd/mm/yyyy)			

## ANNEX A

### ADDITIONAL ADDRESSES AND CONTACT POINTS

**I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

**II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

**III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

## ANNEX B INFORMATION ABOUT LOTS

LOT No

TITLE \_\_\_\_\_

<b>1) SHORT DESCRIPTION</b>		
_____ _____ _____		
<b>2) COMMON PROCUREMENT VOCABULARY (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>
<b>Additional objects</b>	<input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> . <input type="text"/> . <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/>
<b>3) QUANTITY OR SCOPE</b>		
_____ _____		
If known, estimated cost excluding VAT (give figures only): _____ Currency: _____ OR Range: between _____ and _____ Currency: _____		
<b>4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)</b>		
Period in months: <input type="text"/> <input type="text"/> or days: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (from the award of the contract)		
OR Starting <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
Completion <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		
<b>5) ADDITIONAL INFORMATION ABOUT LOTS</b>		
_____ _____ _____ _____		

----- (Use this Annex as many times as there are lots) -----



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## CONTRACT AWARD NOTICE

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>		Telephone:
For the attention of:		
E-Mail:	Fax:	
<b>Internet address(es) (if applicable)</b>		
General address of the contracting authority (URL):		
Address of the Buyer Profile (URL):		
Address of the DPS (URL):		

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local subdivisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public Order and Safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and Financial Affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other (please specify): _____
The contracting authority is purchasing on behalf of other contracting authorities	
yes <input type="checkbox"/> no <input type="checkbox"/>	



**II.2) TOTAL FINAL VALUE OF CONTRACT(S)**

<b>II.2.1) Total final value of contract(s)</b> <i>(Please give only total final value, including all contracts, lots and options; for information about individual contracts, please fill section V. Award of contract)</i>	Excluding VAT	Including VAT	VAT rate (%)
Value _____ Currency _____	<input type="checkbox"/>	<input type="checkbox"/> at	<input type="text"/> <input type="text"/> <input type="text"/>
OR Lowest offer _____ / highest offer _____ taken into consideration	<input type="checkbox"/>	<input type="checkbox"/> at	<input type="text"/> <input type="text"/> <input type="text"/>

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

<b>IV.1.1) Type of procedure</b>			
Open	<input type="checkbox"/>	Negotiated with a call for competition	<input type="checkbox"/>
Restricted	<input type="checkbox"/>	Accelerated negotiated	<input type="checkbox"/>
Accelerated restricted	<input type="checkbox"/>	Negotiated without a call for competition	<input type="checkbox"/>
Competitive dialogue	<input type="checkbox"/>	<b>Justification for the choice of negotiated procedure without a call for competition; please complete Annex D</b>	

**IV.2) AWARD CRITERIA**

<b>IV.2.1) Award criteria (please tick the relevant box)</b>			
Lowest price		<input type="checkbox"/>	
OR			
The most economically advantageous tender in terms of		<input type="checkbox"/>	
Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____
<b>IV.2.2) An electronic auction has been used</b>			yes <input type="checkbox"/> no <input type="checkbox"/>

**IV.3) ADMINISTRATIVE INFORMATION**

<b>IV.3.1) File reference number attributed by the Contracting Authority (if applicable)</b> _____	
<b>IV.3.2) Previous publication(s) concerning the same contract</b>	yes <input type="checkbox"/> no <input type="checkbox"/>
<b>If yes (please fill in the appropriate boxes):</b>	
Prior Information Notice <input type="checkbox"/>	OR Notice on a Buyer Profile <input type="checkbox"/>
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)	
Contract Notice <input type="checkbox"/>	OR Simplified Contract Notice (DPS) <input type="checkbox"/>
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)	
Other previous publications <input type="checkbox"/>	
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)	

**SECTION V: AWARD OF CONTRACT**

CONTRACT NO:  TITLE \_\_\_\_\_

V.1) DATE OF CONTRACT AWARD: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)			
V.2) NUMBER OF OFFERS RECEIVED: <input type="text"/> <input type="text"/> <input type="text"/>			
V.3) NAME AND ADDRESS OF ECONOMIC OPERATOR TO WHOM THE CONTRACT HAS BEEN AWARDED			
Official name:			
Postal address:			
Town:	Postal Code:	Country:	
E-Mail:	Telephone:		
Internet address (URL)	Fax:		
V.4) INFORMATION ON VALUE OF CONTRACT (give figures only)			
		Excluding VAT	Including VAT    VAT rate (%)
Initial estimated total value of the contract (if applicable)			
Value _____	Currency _____	<input type="checkbox"/>	<input type="checkbox"/> at <input type="text"/> <input type="text"/> ,
Total final value of the contract			
Value _____	Currency _____	<input type="checkbox"/>	<input type="checkbox"/> at <input type="text"/> <input type="text"/> ,
OR Lowest offer _____ / highest offer _____ taken into consideration	Currency _____	<input type="checkbox"/>	<input type="checkbox"/> at <input type="text"/> <input type="text"/> ,
If annual or monthly value, please give:    number of years <input type="text"/> <input type="text"/> OR    number of months <input type="text"/> <input type="text"/>			
V.5) THE CONTRACT IS LIKELY TO BE SUB-CONTRACTED			yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, value or proportion of the contract likely to be sub-contracted to third parties (give figures only):			
Value excluding VAT: _____	Currency: _____	Proportion: <input type="text"/> <input type="text"/> ,	(%)    Not known <input type="checkbox"/>
Short description of the value/proportion of the contract to be sub-contracted (if known)			
_____			
_____			
_____			

----- (Use this section as many times as needed) -----

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS</b>			yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s): _____ _____ _____			
<b>VI.2) ADDITIONAL INFORMATION (if applicable)</b> _____ _____ _____			
<b>VI.3) PROCEDURES FOR APPEAL</b>			
<b>VI.3.1) Body responsible for appeal procedures</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>Body responsible for mediation procedures (if applicable)</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>VI.3.2) Lodging of appeals (please fill heading VI.3.2 OR, if need be, heading VI.3.3)</b>			
Precise information on deadline(s) for lodging appeals: _____ _____			
<b>VI.3.3) Service from which information about the lodging of appeals may be obtained</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>VI.4) DATE OF DISPATCH OF THIS NOTICE: <input type="checkbox"/><input type="checkbox"/>/<input type="checkbox"/><input type="checkbox"/>/<input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> (dd/mm/yyyy)</b>			

### ANNEX C

#### SERVICE CATEGORIES REFERRED TO IN SECTION II: OBJECT OF THE CONTRACT

Category No <sup>1</sup>	Subject
1	Maintenance and repair services
2	Land transport services <sup>2</sup> , including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land <sup>3</sup> and by air
5	Telecommunications services
6	Financial services: (a) Insurances services (b) Banking and investment services <sup>4</sup>
7	Computer and related services
8	Research and development services <sup>5</sup>
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services <sup>6</sup> and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
Category No <sup>7</sup>	Subject
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services <sup>8</sup>
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services
27	Other services

## ANNEX D

### CONTRACT AWARD NOTICE

#### JUSTIFICATION FOR THE CHOICE OF THE NEGOTIATED PROCEDURE WITHOUT PRIOR CALL FOR COMPETITION

The reason for the choice of the negotiated procedure without prior publication of a contract notice must be in accordance with the relevant articles in the Directive.

*(Please tick the relevant box(es))*

- a) No tenders or no appropriate tenders in response to:
- Open procedure
  - Restricted procedure
- b) The products involved are manufactured purely for the purpose of research, experiment, study or development under the conditions stated in the Directive *(for supplies only)*
- c) The *works/goods/services* can be provided only by a particular tenderer for reasons that are:
- Technical
  - Artistic
  - Connected with the protection of exclusive rights
- d) Extreme urgency brought about by events unforeseeable by the contracting authority and in accordance with the strict conditions stated in the Directive
- e) Additional *works/deliveries/services* are ordered under the strict conditions stated in the Directive
- f) New *works/services*, constituting a repetition of existing works/services and ordered in accordance with the strict conditions stated in the Directive
- g) *Service* contract awarded to the successful candidate or one of them after a design contest
- h) For supplies quoted and purchased on a commodity market
- i) For the purchase of supplies on particularly advantageous terms:
- From a supplier which is definitely winding up its business activities
  - From the receivers or liquidators of a bankruptcy, an arrangement with creditors or a similar procedure
- j) All tenders submitted in reply to an open procedure, a restricted procedure or competitive dialogue were irregular or unacceptable. Only those tenderers were included in the negotiations which have satisfied the qualitative selection criteria.



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### SIMPLIFIED CONTRACT NOTICE ON A DYNAMIC PURCHASING SYSTEM

This notice is covered by:

Directive 2004/18

Directive 2004/17 ('Utilities')

#### SECTION I: CONTRACTING AUTHORITY/ENTITY

##### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>		Telephone:
For the attention of:		
E-Mail:	Fax:	
<b>Internet address(es) (if applicable)</b> General address of the contracting authority/entity (URL):		
<b>Internet address where the contract documents and/or additional documents can be obtained (URL):</b>		

##### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES (in the case of a contract covered by Directive 2004/18)

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public Order and Safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and Financial Affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other (please specify): _____
The contracting authority is purchasing on behalf of other contracting authorities	
yes <input type="checkbox"/> no <input type="checkbox"/>	



**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

Open

**IV.2) ADMINISTRATIVE INFORMATION**

**IV.2.1) File reference number attributed by the contracting authority/entity (if applicable)**  
 \_\_\_\_\_

**IV.2.2) Previous publication (Contract notice) providing more information about the Dynamic Purchasing System**  
 Notice number in OJ: □□□□/□□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)

**IV.2.3) Time limit for submission of indicative tenders for the specific contract**  
 Date: □□/□□/□□□□ (dd/mm/yyyy) Time: \_\_\_\_\_

**IV.2.4) Language(s) in which tenders may be drawn up**

ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: \_\_\_\_\_

**SECTION VI: COMPLEMENTARY INFORMATION**

**VI.1) ADDITIONAL INFORMATION (if applicable)**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VI.2) DATE OF DISPATCH OF THIS NOTICE:** □□/□□/□□□□ (dd/mm/yyyy)



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## PUBLIC WORKS CONCESSION

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>	Telephone:	
For the attention of:		
E-Mail:	Fax:	
<b>Internet address(es) (if applicable)</b> General address of the contracting authority (URL):		
Address of the Buyer Profile (URL):		

Further information can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s)
	<input type="checkbox"/> Other: <i>please complete Annex A.I</i>
Specific documentation can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s)
	<input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Applications must be sent to:	<input type="checkbox"/> As in above mentioned contact point(s)
	<input type="checkbox"/> Other: <i>please complete Annex A.III</i>

#### I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local sub-divisions	<input type="checkbox"/> General public services
<input type="checkbox"/> National or federal Agency/Office	<input type="checkbox"/> Defence
<input type="checkbox"/> Regional or local authority	<input type="checkbox"/> Public Order and Safety
<input type="checkbox"/> Regional or local Agency/Office	<input type="checkbox"/> Environment
<input type="checkbox"/> Body governed by public law	<input type="checkbox"/> Economic and Financial Affairs
<input type="checkbox"/> European Institution/Agency or International Organisation	<input type="checkbox"/> Health
<input type="checkbox"/> Other ( <i>please specify</i> ): _____	<input type="checkbox"/> Housing and community amenities
	<input type="checkbox"/> Social protection
	<input type="checkbox"/> Recreation, culture and religion
	<input type="checkbox"/> Education
	<input type="checkbox"/> Other ( <i>please specify</i> ): _____

## SECTION II: OBJECT OF THE CONTRACT

### II.1) DESCRIPTION OF THE CONCESSION

<b>II.1.1) Title attributed to the contract by the contracting authority</b>		
<b>II.1.2) Type of contract and location of works</b>		
Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities <input type="checkbox"/>	Main site or location of works _____ _____ _____	NUTS code <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>
<b>II.1.3) Short description of the contract</b>		
<b>II.1.4) Common Procurement Vocabulary (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>
<b>Additional object(s)</b>	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>

### II.2) QUANTITY OR SCOPE OF THE CONTRACT

<b>II.2.1) Total quantity or scope (including all lots and options, if applicable)</b>
If known, estimated value excluding VAT (give figures only): _____ Currency: _____ OR Range: between _____ and _____ Currency: _____
<b>II.2.2) Minimum percentage of the works to be awarded to third parties (if applicable)</b>

### SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

#### III.1) CONDITIONS FOR PARTICIPATION

<b>III.1.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers</b>
Information and formalities necessary for evaluating if requirements are met: _____ _____ _____
<b>III.1.2) Economic and financial capacity</b>
Information and formalities necessary for evaluating if requirements are met ( <i>if applicable</i> ): _____ _____ _____
<b>III.1.3) Technical capacity</b>
Information and formalities necessary for evaluating if requirements are met ( <i>if applicable</i> ): _____ _____ _____

### SECTION IV: PROCEDURE

<b>IV. 1) AWARD CRITERIA</b> _____ _____ _____ _____
<b>IV.2) ADMINISTRATIVE INFORMATION</b>
<b>IV.2.1) File reference number attributed by the contracting authority (<i>if applicable</i>)</b> _____

<b>IV.2.2) Time-limit for the submission of applications</b>	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)	Time: _____
<b>IV.2.3) Language(s) in which applications may be submitted</b>	
ES   CS   DA   DE   ET   EL   EN   FR   IT   LV   LT   HU   MT   NL   PL   PT   SK   SL   FI   SV <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other: _____	

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS</b>		yes <input type="checkbox"/>	no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s):			
_____			
_____			
_____			
<b>VI.2) ADDITIONAL INFORMATION (if applicable)</b>			
_____			
_____			
_____			
<b>VI.3) PROCEDURES FOR APPEAL</b>			
<b>VI.3.1) Body responsible for appeal procedures</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
<b>Body responsible for mediation procedures (if applicable)</b>			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		

**VI.3.2) Lodging of appeals** (please fill heading VI.3.2) OR, if need be, heading VI.3.3))

Precise information on deadline(s) for lodging appeals:

---

---

**VI.3.3) Service from which information about the lodging of appeals may be obtained**

Official name:

Postal address:

Town:

Postal code:

Country:

E-Mail:

Telephone:

Internet address (URL):

Fax:

**VI.4) DATE OF DISPATCH OF THIS NOTICE:**   /   /     (dd/mm/yyyy):

## ANNEX A

### ADDITIONAL ADDRESSES AND CONTACT POINTS

**I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFIC DOCUMENTATION CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**III) ADDRESSES AND CONTACT POINTS TO WHICH APPLICATIONS MUST BE SENT**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		



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## CONTRACT NOTICE

**Contracts to be awarded by a concessionaire  
 who is not a contracting authority**

### SECTION I: PUBLIC WORKS CONCESSIONAIRE

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

<b>Official name:</b>		
<b>Postal address:</b>		
Town:	Postal Code:	Country:
<b>Contact point(s):</b>	Telephone:	
For the attention of:		
E-Mail:	Fax:	
<b>Internet address (if applicable)</b> General address of the concessionaire (URL):		

Further information can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.I</i>
Specifications and additional documents can be obtained at:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Tenders or requests to participate must be sent to:	<input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.III</i>

## SECTION II: OBJECT OF THE CONTRACT

### II.1) DESCRIPTION

<b>II.1.1) Title attributed to the contract by the concessionaire</b>		
<b>II.1.2) Type of contract and location of works</b>		
Execution	<input type="checkbox"/>	Main site or location of works NUTS code <span style="float: right;">□□□□□</span>
Design and execution	<input type="checkbox"/>	_____
Realisation, by whatever means of work, corresponding to the requirements specified by the concessionaire	<input type="checkbox"/>	_____
<b>II.1.3) Short description of the contract</b>		
<b>II.1.4) Common Procurement Vocabulary (CPV)</b>		
	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	□□.□□.□□.□□-□	□□□□-□ □□□□-□
<b>Additional object(s)</b>	□□.□□.□□.□□-□ □□.□□.□□.□□-□ □□.□□.□□.□□-□ □□.□□.□□.□□-□	□□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□

### II. 2) QUANTITY OR SCOPE OF THE CONTRACT

<b>II.2.1) Total quantity or scope</b>	
<i>If known, estimated value excluding VAT (give figures only):</i> _____ Currency: _____ <i>OR Range: between</i> _____ <i>and</i> _____ Currency: _____	

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Period in months: <input type="text"/> <input type="text"/> and/or days: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (from the award of the contract)
OR Starting: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)
Completion: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

<b>III.1) CONDITIONS RELATING TO THE CONTRACT</b>
<b>III.1.1) Deposits and guarantees required (if applicable)</b> <hr/> <hr/>
<b>III.2) CONDITIONS FOR PARTICIPATION</b>
<b>III.2.1) Economic and technical conditions to be met by the contractor</b> <hr/> <hr/> <hr/>

**SECTION IV: PROCEDURE**

<b>IV.1) AWARD CRITERIA</b> <hr/> <hr/> <hr/> <hr/>
<b>IV.2) ADMINISTRATIVE INFORMATION</b>
<b>IV.2.1) File reference number attributed by the concessionaire (if applicable)</b> <hr/>

<b>IV.2.2) Time-limit: for receipt of tenders</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>for requests to participate</b></span> <input type="checkbox"/>																																								
Date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <i>(dd/mm/yyyy)</i> <span style="float: right;">Time: _____</span>																																								
<b>IV.2.3) Date of dispatch of invitations to tender to selected candidates</b>																																								
Estimated date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <i>(dd/mm/yyyy)</i>																																								
<b>IV.2.4) Language(s) in which tenders or requests to participate may be drawn up</b>																																								
<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>ES</td><td>CS</td><td>DA</td><td>DE</td><td>ET</td><td>EL</td><td>EN</td><td>FR</td><td>IT</td><td>LV</td><td>LT</td><td>HU</td><td>MT</td><td>NL</td><td>PL</td><td>PT</td><td>SK</td><td>SL</td><td>FI</td><td>SV</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ES	CS	DA	DE	ET	EL	EN	FR	IT	LV	LT	HU	MT	NL	PL	PT	SK	SL	FI	SV																					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
Other: _____																																								

**SECTION VI: COMPLEMENTARY INFORMATION**

<b>VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS</b> <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span>
If yes, reference to project(s) and/or programme(s): _____ _____ _____
<b>VI.2) ADDITIONAL INFORMATION (if applicable)</b> _____ _____ _____
<b>VI.3) DATE OF DISPATCH OF THIS NOTICE:</b> <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <i>(dd/mm/yyyy)</i>

## ANNEX A

### ADDITIONAL ADDRESSES AND CONTACT POINTS

**I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS CAN BE OBTAINED**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		

**III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT**

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (URL):		







DELIVERING  
EXCELLENCE  
THROUGH  
INNOVATION

## PROVIDING INNOVATIVE SOLUTIONS THAT HELP OPTIMISE SUPPLY CHAIN VALUE

“ Our mission is to be a global market leader in the provision of cutting-edge solutions and services that deliver added value to supply chains. We will strive to not only satisfy but exceed our customers' expectations. This will be achieved through the ceaseless appreciation of customer needs, a commitment to the continuous investment in our products and services, and the constant development of our employees' skills and expertise. ”

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Conferences & Events • IT Services & Solutions • Marketing Services

### Contact details

w: [bipsolutions.com](http://bipsolutions.com)  
t: +44 (0)141 332 8247  
e: [bip@bipsolutions.com](mailto:bip@bipsolutions.com)

[www.bipsolutions.com](http://www.bipsolutions.com)





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OPINION



NEWS



**The public procurement landscape is changing like never before.**

*Government Opportunities (GO)*, the leading media brand for the procurement sector, is changing too. From 8 March an all-new GO portal will bring you the latest intelligence, insight, opinion and debate shaping this multibillion-pound sector.

Whether you are buying for or supplying to the UK public sector, the GO portal is the only reference point you need to navigate the brave new world of public procurement, finance and service delivery.

**Find out more by visiting [www.govopps.co.uk](http://www.govopps.co.uk) today**



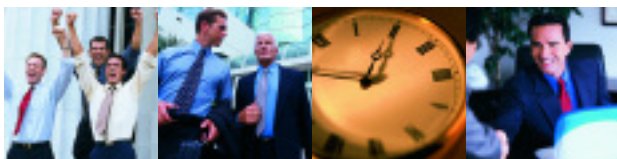
# Expert public procurement consultancy for **Buyers and Suppliers** at your service

## PASS CONSULTANCY

BiP's *Procurement Advice and Support Service (PASS)* provides organisations with access to experts in public procurement practices and procedures, thus helping you develop and deliver effective and efficient procurement. Our team offers a range of services to meet your specific needs. Whichever area you wish evaluated and improved, we have the experts to help.

*The PASS consultancy's mission is to help you deliver the best in government procurement through:*

- Practical solutions to improve procurement performance
- Innovative approaches to knowledge transfer within government
- Joined-up government
- Improved performance indicators
- Strategic direction and performance
- Opportunities offered by e-government
- Capacity to deliver change to meet identified needs
- Continuous improvement of services and challenging poor performance
- Sustainable development within decision-making processes and delivery of services
- EU-compliant processes
- Best practice procurement training



## PASS MARK HEALTH CHECK

The *PASS* service can help your organisation examine its current procurement organisational structures, strategies, processes, practices and related strengths and weaknesses. It delivers a detailed *PASS Mark Health Check Outcome Highlight Report (OHR)* that outlines areas of strength as well as those requiring further attention, and provides an outline *Project Initiation Document (PID)* designed to deliver a more effective and efficient tendering process that will help you achieve optimum performance and better value-for-money procurement.

## PASS – HELPING YOU MEET KEY OBJECTIVES

The key objective of public procurement professionals is to ensure that the most suitable supplier is selected to provide goods and services on terms which are likely to offer the best value for money. The *PASS* service helps you meet this requirement and deliver contracts that offer best value-for-money terms with suppliers who will execute them efficiently.

## PASS TRAINING

Our consultants can provide you with bespoke training packages to suit your needs. Consultancy and training is available for the following: environmental purchasing, partnering, evaluation, e-government, supplier debriefing, UK legal processes and precedents, contract management, EU-compliant tendering and much more.

## PASS ONLINE GUIDANCE

The *PASS* service provides online guidances on all aspects of the public procurement process and legal requirements: [www.bipsolutions.com/html/briefing.php](http://www.bipsolutions.com/html/briefing.php)

## PASS IN-HOUSE PRESENTATIONS

*PASS* consultancy can provide you with in-house presentations directed to buyer or supplier. Each presentation will be bespoke to your requirements, whether they be with regards to improving your tendering practices or your procurement strategy or processes. Contact: [pass@bipsolutions.com](mailto:pass@bipsolutions.com)

The *PASS Mark Health Check* is a process-based evaluation technique that helps identify how your company can develop more effective processes when tendering for public sector contracts.

For further information on the **PASS** service, contact our **PASS Team** on **0845 270 7055**, email [pass@bipsolutions.com](mailto:pass@bipsolutions.com) or visit [www.bipsolutions.com/pass/](http://www.bipsolutions.com/pass/)