



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

The procurement landscape is constantly changing, with the impact of stricter efficiency targets, new regulations and alternative methods of working. Training is therefore essential to assist you in achieving your goals.

The PASS series of training seminars has the solution for you.



Our events offer a unique opportunity to explore the key issues and latest thinking affecting the provision and performance of public sector purchasing and supply services.



Our seminars are designed to help you understand all the latest thinking in purchasing and supply strategy and performance.

Perfecting Compliant Evaluation Processes



This event will examine the latest legislation and practices to help you deliver value for money through compliant evaluation processes. The seminar is designed to give you an understanding of the changing

legal obligations pertaining to the evaluation process – from both UK and EU perspectives – providing practical assistance drawn from many years' experience of how to carry out effective evaluation processes as well as guidance on current and anticipated developments affecting the evaluation process.

The Sustainability Agenda In Procurement



This seminar will address the various areas that the Government has identified as key requisites in achieving sustainability. It will review a range of topics from EU procurement markets to environmental and social considerations, and from regeneration to equality, identifying areas of EU case law which are designed to enable procurement officers to consider sustainability factors in their tender exercises.

An Introduction To Negotiation



An Introduction To Negotiation has been designed to explain the role of negotiation in managing contractual relationships and to identify the tactics of effective negotiation. The event is specifically designed for

procurement personnel who have experience of contract negotiation and who are looking to enhance their current knowledge or benefit from a refresher on current practices.

Applying Best Practice Contract And Performance Management



This seminar is designed to lead attendees through the complexities of contract and performance management, dealing along the way with issues

such as managing service delivery, contract administration, measuring quality, managing supplier relationships and risk management.

Procurement – The Latest Issues



Procurement is an ever-changing marketplace where the policy or initiative of today can become the process or procedure of tomorrow. This event will look at a variety of issues currently affecting procurement, as well as examining the current processes which are designed to ensure best practice. Effective procurement can only be guaranteed when those charged with the task have access to the latest procurement guidances and an understanding of European and UK case law. The seminar will look at the latest judgments on the use of selection criteria, such as 'Lianakis', and will consider the impact of past cases such as 'Beentjes'.

Writing A Procurement Specification



Writing A Procurement Specification will examine the many factors which need to be considered when drawing up a procurement specification. Aimed at stakeholders, specifiers, procurement officers

and contract managers who wish to gain a clearer understanding of the importance of drafting a compliant procurement specification, this seminar will provide attendees with valuable information on a variety of relevant issues.

Supplier Relationship Management



Supplier Relationship Management considers the importance of resolving supply chain issues within the proactive management of ongoing business relationships and seeks to identify where you can secure a

competitive advantage for your organisation. Designed to be interactive, this event includes a variety of sessions on Service Level Agreements and also identifies issues for escalation.

How To Perfect Your Tender Exercise



How To Perfect Your Tender Exercise will lead you through the whole tendering process, from defining the business case, identifying procurement needs and selecting the procurement route to setting the scoring

regime. Providing expert advice on the practicalities of tendering, the seminar will help you improve your knowledge and understanding of all aspects of the complete process, ensuring you get the best from your procurement exercise. The event is designed for both the procurement officer dealing with the day-to-day management of specific aspects of the tendering process and the procurement manager responsible for the delivery of the overall tender package.

A Guide To EU Regulations



This seminar focuses on public sector purchasing and supply practices and procedures, and is designed specifically to impart professional practice. It covers the background to the legislative framework, the procurement

process, letting high-value tenders and the evaluation and award process.

For further information on any forthcoming events, please contact the Events team on **0845 270 7095** or email events@bipsolutions.com

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Introduction

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)

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 (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)

II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY		

II.2) TYPE OF CONTRACT AND LOCATION OF WORKS		
Main site or location of works: _____		NUTS code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
II.3) THIS NOTICE INVOLVES A FRAMEWORK AGREEMENT		yes <input type="checkbox"/> no <input type="checkbox"/>
II.4) SHORT DESCRIPTION OF NATURE AND SCOPE OF WORKS		

If known, estimated cost of works 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"/>
II.5) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	<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"/>
Additional object(s)	<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"/>
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	<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"/>
II.6) SCHEDULED DATE FOR START OF AWARD PROCEDURES AND DURATION OF THE CONTRACT		
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)		
II.7) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)		yes <input type="checkbox"/> no <input type="checkbox"/>
II.8) ADDITIONAL INFORMATION (if applicable)		

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

II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY <hr/>		
II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE <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"/>		
II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES <i>(in each of the service categories)</i> <hr/> <hr/>		
<i>If known, estimated cost excluding VAT (give figures only):</i> _____ Currency: _____ <i>OR Range: between</i> _____ <i>and</i> _____ Currency: _____		
Division into lots <i>(for information about lots, use Annex B as many times as there are lots)</i> yes <input type="checkbox"/> no <input type="checkbox"/>		
II.4) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	<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"/>
Additional objects	<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"/>
II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES <i>(if known)</i> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>(dd/mm/yyyy)</i>		
II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA) yes <input type="checkbox"/> no <input type="checkbox"/>		
II.7) ADDITIONAL INFORMATION <i>(if applicable)</i> <hr/> <hr/> <hr/>		

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

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT	
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): _____	
III.2) CONDITIONS FOR PARTICIPATION	
III.2.1) Reserved contracts (if applicable)	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

VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s): _____ _____ _____	
VI.2) ADDITIONAL INFORMATION (if applicable) _____ _____ _____	
VI.3) INFORMATION ON GENERAL REGULATORY FRAMEWORK	
Relevant governmental Internet sites where information can be obtained	
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)	
VI.4) DATE OF DISPATCH OF THIS NOTICE: <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 _____

1) SHORT DESCRIPTION		
<hr/> <hr/> <hr/>		
2) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	<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"/>
Additional object(s)	<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"/>
3) QUANTITY OR SCOPE		
<hr/> <hr/>		
<i>If known, estimated cost excluding VAT (give figures only):</i> _____ Currency: _____ <i>OR Range: between</i> _____ <i>and</i> _____ Currency: _____		
4) INDICATION ABOUT DIFFERENT DATE FOR START OF AWARD PROCEDURES AND/OR DURATION OF CONTRACT (if applicable)		
Scheduled date for (if known)		
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)		
OR Scheduled date for (if known)		
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)	
5) ADDITIONAL INFORMATION ABOUT LOTS		
<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

II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY/ENTITY		

II.2) TYPE OF CONTRACT	Works <input type="checkbox"/>	Supplies <input type="checkbox"/> Services <input type="checkbox"/>
II.3) SHORT DESCRIPTION OF THE CONTRACT OR PURCHASE(S)		

II.4) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
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----- (Use this section as many times as needed) -----

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) DATE OF DISPATCH OF THIS NOTICE: □□/□□/□□□□ (dd/mm/yyyy)



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CONTRACT NOTICE

SECTION I: CONTRACTING AUTHORITY

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 (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 yes <input type="checkbox"/> no <input type="checkbox"/>	

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority		
II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))</i>		
(a) Works <input type="checkbox"/>	(b) Supplies <input type="checkbox"/>	(c) Services <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="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	NUTS code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	NUTS code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
II.1.3) The notice involves		
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"/>		
II.1.4) Information on framework agreement (if applicable)		
Framework agreement with several operators <input type="checkbox"/>		Framework agreement with a single operator <input type="checkbox"/>
Number <input type="text"/> <input type="text"/> <input type="text"/> OR, if applicable, maximum number <input type="text"/> <input type="text"/> <input type="text"/> of participants to the framework agreement envisaged		
Duration of the framework agreement: Period in year(s): <input type="text"/> <input type="text"/> or month(s): <input type="text"/> <input type="text"/> <input type="text"/>		
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)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

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)

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

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:

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met:

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

III.2.3) Technical capacity	
Information and formalities necessary for evaluating if requirements are met: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	Minimum level(s) of standards possibly required (if applicable): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
III.2.4) Reserved contracts (if applicable) 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"/>	

III. 3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

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

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

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

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: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)	Time: _____																																								
Payable documents	yes <input type="checkbox"/> no <input type="checkbox"/>																																								
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: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (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: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)																																									
IV.3.6) Language(s) in which tenders or requests to participate may be drawn up																																									
<table style="width: 100%; text-align: center;"> <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: _____																																									
IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)																																									
Until: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)																																									
OR Period in month(s): <input type="text"/> <input type="text"/> <input type="text"/> or days: <input type="text"/> <input type="text"/> <input type="text"/> (from date stated for receipt of tenders)																																									
IV.3.8) Conditions for opening tenders																																									
Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)	Time: _____																																								
Place (if applicable): _____																																									
Persons authorised to be present at the opening of tenders (if applicable)	yes <input type="checkbox"/> no <input type="checkbox"/>																																								

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT (if applicable)	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, estimated timing for further notices to be published: _____	

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

1) SHORT DESCRIPTION		
_____ _____ _____		
2) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	<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"/>
Additional objects	<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"/>
3) QUANTITY OR SCOPE		
_____ _____		
If known, estimated cost excluding VAT (give figures only): _____ Currency: _____ OR Range: between _____ and _____ Currency: _____		
4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)		
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)		
5) ADDITIONAL INFORMATION ABOUT LOTS		
_____ _____ _____ _____		

----- (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)

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 (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"/>	

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority		

II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))</i>		
(a) Works <input type="checkbox"/>	(b) Supplies <input type="checkbox"/>	(c) Services <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"/>	In case of contract for service categories 17 to 27 (see Annex C), do you agree to the publication of this notice? yes <input type="checkbox"/> no <input type="checkbox"/>
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="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	NUTS code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	NUTS code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
II.1.3) The notice involves <i>(if applicable)</i>		
The conclusion of a framework agreement <input type="checkbox"/> Contracts based on a Dynamic Purchasing System (DPS) <input type="checkbox"/>		
II.1.4) Short description of the contract or purchase(s)		
_____ _____		
II.1.5) Common Procurement Vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	<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"/>
Additional object(s)	<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"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>
II.1.6) Contract covered by the Government Procurement Agreement (GPA) yes <input type="checkbox"/> no <input type="checkbox"/>		

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

II.2.1) Total final value of contract(s) <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

IV.1.1) Type of procedure			
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"/>	Justification for the choice of negotiated procedure without a call for competition; please complete Annex D	

IV.2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box)			
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. _____	_____
IV.2.2) An electronic auction has been used			yes <input type="checkbox"/> no <input type="checkbox"/>

IV.3) ADMINISTRATIVE INFORMATION

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

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

ANNEX C

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

Category No ¹	Subject
1	Maintenance and repair services
2	Land transport services ² , 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 ³ and by air
5	Telecommunications services
6	Financial services: (a) Insurances services (b) Banking and investment services ⁴
7	Computer and related services
8	Research and development services ⁵
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services ⁶ 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 ⁷	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 ⁸
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)

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 where the contract documents and/or additional documents can be obtained (URL):		

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 <input style="float: right;" type="checkbox"/>

IV.2) ADMINISTRATIVE INFORMATION

IV.2.1) File reference number attributed by the contracting authority/entity (if applicable) <hr/>
IV.2.2) Previous publication (Contract notice) providing <u>more information</u> about the Dynamic Purchasing System Notice number in OJ: <input type="text"/> /S <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> of <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (dd/mm/yyyy)
IV.2.3) Time limit for submission of indicative tenders for the specific contract Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (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"/>
Other: _____

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) ADDITIONAL INFORMATION (if applicable) <hr/> <hr/> <hr/>
VI.2) DATE OF DISPATCH OF THIS NOTICE: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> (dd/mm/yyyy)



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PUBLIC WORKS CONCESSION

SECTION I: CONTRACTING AUTHORITY

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 (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

II.1.1) Title attributed to the contract by the contracting authority		
II.1.2) Type of contract and location of works		
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"/>
II.1.3) Short description of the contract		
II.1.4) Common Procurement Vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

II.2) QUANTITY OR SCOPE OF THE CONTRACT

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

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS FOR PARTICIPATION

III.1.1) 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: _____ _____ _____
III.1.2) Economic and financial capacity
Information and formalities necessary for evaluating if requirements are met (<i>if applicable</i>): _____ _____ _____
III.1.3) Technical capacity
Information and formalities necessary for evaluating if requirements are met (<i>if applicable</i>): _____ _____ _____

SECTION IV: PROCEDURE

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

IV.2.2) Time-limit for the submission of applications	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)	Time: _____
IV.2.3) Language(s) in which applications may be submitted	
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

VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS		yes <input type="checkbox"/>	no <input type="checkbox"/>
If yes, reference to project(s) and/or programme(s):			

VI.2) ADDITIONAL INFORMATION (if applicable)			

VI.3) PROCEDURES FOR APPEAL			
VI.3.1) Body responsible for appeal procedures			
Official name:			
Postal address:			
Town:	Postal code:	Country:	
E-Mail:	Telephone:		
Internet address (URL):	Fax:		
Body responsible for mediation procedures (if applicable)			
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)

Official name:		
Postal address:		
Town:	Postal Code:	Country:
Contact point(s):	Telephone:	
For the attention of:		
E-Mail:	Fax:	
Internet address (if applicable) 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

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

II. 2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope	
<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

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

SECTION IV: PROCEDURE

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

IV.2.2) Time-limit: for receipt of tenders <input type="checkbox"/> for requests to participate <input type="checkbox"/>																																								
Date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <i>(dd/mm/yyyy)</i> Time: _____																																								
IV.2.3) Date of dispatch of invitations to tender to selected candidates																																								
Estimated date: <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> <i>(dd/mm/yyyy)</i>																																								
IV.2.4) Language(s) in which tenders or requests to participate may be drawn up																																								
<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

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



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

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

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 or visit www.bipsolutions.com/pass/



DELIVERING
INNOVATIVE
SOLUTIONS

MARKET LEADERS IN PROCUREMENT SINCE 1984

“ For 25 years, it has been BiP's mission to be the global market leader in the provision of procurement solutions. Since 1984, BiP have delivered a portfolio of services that not only meet but exceed our customers' expectations. We have achieved this through the constant appreciation of customer needs and a commitment to the continuous development of our employees' skills and expertise. ”

Portfolio of Services

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