



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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for further information please contact pass@bipsolutions.com

Contents (Part 2)

Design Contest Notice

Section I:	Contracting Authority/Entity	48
Section II:	Object of the Design Contest/ Description of the Project	49
Section III:	Legal, Economic, Financial and Technical Information	50
Section IV:	Procedure	50
Section VI:	Complementary Information	52

Results of Design Contest

Section I:	Contracting Authority/Entity	54
Section II:	Object of the Design Contest/ Description of the Project	55
Section IV:	Procedure	55
Section V:	Results of Contest.	56
Section VI:	Complementary Information	56

Periodic Indicative Notice – Utilities

Section I:	Contracting Entity	58
Section II:	Object of the Contract	59
Section IV:	Procedure and Administrative Information	60
Section VI:	Complementary Information	60

Annex I

Prior Indicative Notice being a Call for Competition or aiming at reducing Time-Limits for the Receipt of Tenders

Section II:	Object of the Contract	62
Section III:	Legal, Economic, Financial and Technical Information	63
Section IV:	Procedure	65
Section VI:	Complementary Information	66
Annex A:	Additional Addresses and Contact Points	68
Annex B:	Information about Lots	69

Contract Notice – Utilities

Section I:	Contracting Entity	70
Section II:	Object of the Contract	71
Section III:	Legal, Economic, Financial and Technical Information	73
Section IV:	Procedure	75
Section VI:	Complementary Information	77
Annex A:	Additional Addresses and Contact Points	79
Annex B:	Information about Lots	80

Contract Award Notice – Utilities

Section I:	Contracting Entity	81
Section II:	Object of the Contract	82
Section IV:	Procedure	83
Section V:	Award of Contract	84
Section VI:	Complementary Information	86
Annex D:	Justification for the Choice of the Negotiated Procedure without Prior Call for Competition	88

Qualification System – Utilities

Section I:	Contracting Entity	89
Section II:	Object of the Qualification System	90
Section III:	Legal, Economic, Financial and Technical Information	91
Section IV:	Procedure	91
Section VI:	Complementary Information	92
Annex A:	Additional Addresses and Contact Points	94



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DESIGN CONTEST NOTICE

This contest 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):		

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>
Further 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>
Projects 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 (contest covered by 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): _____
--	---

I.3) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY (*contest covered by 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 DESIGN CONTEST/DESCRIPTION OF THE PROJECT

II.1) DESCRIPTION

II.1.1) Title attributed to the design contest/project by the contracting authority/entity		

II.1.2) Short description		

II.1.3) Common Procurement Vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CRITERIA FOR THE SELECTION OF PARTICIPANTS <i>(if applicable)</i>	
<hr/> <hr/> <hr/>	
III.2) PARTICIPATION IS RESERVED TO A PARTICULAR PROFESSION <i>(if applicable)</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, indicate profession:	
<hr/> <hr/>	

SECTION IV: PROCEDURE

IV.1) TYPE OF CONTEST	
Open <input type="checkbox"/>	
Restricted <input type="checkbox"/>	
Envisaged number of participants <input type="text"/> <input type="text"/> <input type="text"/> OR minimum number <input type="text"/> <input type="text"/> <input type="text"/> / maximum number <input type="text"/> <input type="text"/> <input type="text"/>	
IV.2) NAMES OF PARTICIPANTS ALREADY SELECTED <i>(in the case of a restricted contest)</i>	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____
IV.3) CRITERIA TO BE APPLIED IN THE EVALUATION OF PROJECTS	
<hr/> <hr/> <hr/> <hr/> <hr/>	

IV.4) ADMINISTRATIVE INFORMATION																																									
IV.4.1) File reference number attributed by the contracting authority/entity (if applicable) _____																																									
IV.4.2) Conditions for obtaining contractual documents and additional documents																																									
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.4.3) Time limit for receipt of projects 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.4.4) Date of dispatch of invitations to participate to selected candidates (if applicable)																																									
Estimated date: <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)																																									
IV.4.5) Language(s) in which projects 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"/>
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Other: _____																																									
IV.5) REWARDS AND JURY																																									
IV.5.1) A prize/prizes will be awarded yes <input type="checkbox"/> no <input type="checkbox"/>																																									
If yes, number and value of the prize(s) to be awarded (if applicable) _____ _____																																									
IV.5.2) Details of payments to all participants (if applicable) _____ _____ _____ _____																																									

IV.5.3) Follow-up contracts: Any service contract following the contest will be awarded to the winner or one of the winners of the contest	yes <input type="checkbox"/> no <input type="checkbox"/>
IV.5.4) The decision of the jury is binding on the contracting authority/entity	yes <input type="checkbox"/> no <input type="checkbox"/>
IV.5.5) Names of the selected members of the jury (if applicable)	
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	6. _____ 7. _____ 8. _____ 9. _____ 10. _____

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) DESIGN CONTEST 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 (provide information only in the case of a design contest related to utilities)		
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:	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="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)		



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RESULTS OF DESIGN CONTEST

This contest 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)		

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES (contest covered by 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): _____
--	---

I.3) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY (contest covered by Directive 2004/17- 'Utilities')

<input type="checkbox"/> Production, transport and distribution of gas and heat <input type="checkbox"/> Electricity <input type="checkbox"/> Exploration and extraction of gas and oil <input type="checkbox"/> Exploration and extraction of coal and other solid fuels	<input type="checkbox"/> Water <input type="checkbox"/> Postal Services <input type="checkbox"/> Railway services <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 DESIGN CONTEST/DESCRIPTION OF THE PROJECT

II.1) DESCRIPTION

II.1.1) Title attributed to the design contest/project by the contracting authority/entity		
II.1.2) Short description		
II.1.3) Common Procurement Vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
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	□□.□□.□□.□□-□	□□□□-□ □□□□-□

SECTION IV: PROCEDURE

IV.1) ADMINISTRATIVE INFORMATION

IV.1.1) Previous publication concerning the same contest	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes,	
Notice number in OJ: □□□□/□□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)	

SECTION V: RESULTS OF CONTEST

No:

TITLE _____

V.1) AWARD AND PRIZES <i>(if applicable)</i>		
V.1.1) Number of participants:		<input type="text"/> <input type="text"/> <input type="text"/>
V.1.2) Number of foreign participants:		<input type="text"/> <input type="text"/> <input type="text"/>
V.1.3) Name(s) and address(es) of the winner(s) of the contest		
Official name:		
Postal address:		
Town:	Postal Code:	Country:
E-Mail:	Telephone:	
Internet address (URL)	Fax:	
V.2) VALUE OF THE PRIZE(S) <i>(if applicable)</i>		
Value of the prize(s) awarded excluding VAT <i>(give figures only)</i> :		Currency _____
V.3) PREVIOUS PUBLICATION CONCERNING THE SAME CONTEST yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes,		
Notice number in OJ: <input type="text"/> <input type="text"/> <input type="text"/> /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"/> of <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(dd/mm/yyyy)</i>		

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

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) DESIGN CONTEST 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 <i>(if applicable)</i>

VI.3) PROCEDURES FOR APPEAL <i>(provide information only in the case of design contests related to utilities)</i>		
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 <i>(if applicable)</i>		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-Mail:	Telephone:	
Internet address (URL):	Fax:	
VI.3.2) Lodging of appeals <i>(please fill heading VI.3.2 OR, if need be, heading VI.3.3)</i>		
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="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(dd/mm/yyyy)</i>		



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PERIODIC INDICATIVE NOTICE - UTILITIES

This notice is a call for competition	yes <input type="checkbox"/> no <input type="checkbox"/>
This notice aims at reducing time-limits for receipt of tenders	yes <input type="checkbox"/> no <input type="checkbox"/>
<i>If yes, please take care to also complete Annex I (Information concerning the Periodical Indicative Notice being a call for competition or aiming at reducing time-limits for receipt of tenders)</i>	

SECTION I: CONTRACTING 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 entity (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>
---	---

If this notice is a call for competition or permits the reduction of time-limits for receipt of tenders

Specifications and additional documents (including for 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, requests to participate or expressions of interest 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) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY

<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 ENTITY		

II.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"/>
		Service category No <input type="checkbox"/> <input type="checkbox"/>
		<i>(For service categories 1-27, please see Annex XVII A and XVII B of Directive 2004/17)</i>
II.3) SHORT DESCRIPTION OF THE CONTRACT OR PURCHASE(S) <i>(in the case of services, please indicate the intended procurement in each of the service categories)</i>		

<i>(for details about lots use Annex B as many times as there are lots)</i>		
II.4) 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"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

II.5) SCHEDULED DATE FOR AWARD PROCEDURES AND DURATION OF THE CONTRACT	
Scheduled date for <i>(if known)</i>	
start of award procedures	□□/□□/□□□□ <i>(dd/mm/yyyy)</i>
Period in months: □□ or days: □□□□	<i>(from the award of the contract)</i>
OR Scheduled date for <i>(if known)</i>	
Starting	□□/□□/□□□□ <i>(dd/mm/yyyy)</i>
Completion	□□/□□/□□□□ <i>(dd/mm/yyyy)</i>
II.6) ESTIMATED COST AND MAIN TERMS OF FINANCING <i>(if appropriate)</i>	
II.6.1) Initial estimated cost <i>(give figures only)</i>	
If known, estimated value excluding VAT: _____	Currency: _____
OR Range: between _____ and _____	Currency: _____
II.6.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them <i>(if known)</i>	

II.7) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA) yes <input type="checkbox"/> no <input type="checkbox"/>	
II.8) ADDITIONAL INFORMATION <i>(if applicable)</i>	

----- *(In the case of supplies or services contracts, use this section as many times as needed)* -----

SECTION IV: PROCEDURE AND ADMINISTRATIVE INFORMATION

IV.1) FILE REFERENCE NUMBER ATTRIBUTED BY THE CONTRACTING ENTITY <i>(if applicable)</i>

----- *(In the case of supplies or services contracts, use this section as many times as needed)* -----

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) CONTRACTS 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 <i>(if applicable)</i>			
VI.3) ESTIMATED TOTAL VALUE OF SUPPLIES OR SERVICES CONTRACT(S) <i>(if applicable)</i>			
<i>Please indicate the estimated total value of the supplies or services contracts or framework agreements by product area listed in section II.6) Estimated cost</i>	Excluding VAT	Including VAT	VAT rate (%)
Value _____ Currency _____	<input type="checkbox"/>	<input type="checkbox"/> at	□□,□
OR Lowest offer _____ / highest offer _____ taken into consideration	<input type="checkbox"/>	<input type="checkbox"/> at	□□,□
VI.4) DATE OF DISPATCH OF THIS NOTICE: □□/□□/□□□□ <i>(dd/mm/yyyy)</i>			

ANNEX I
PRIOR INDICATIVE NOTICE BEING A CALL FOR COMPETITION
OR AIMING AT REDUCING TIME-LIMITS FOR THE RECEIPT OF TENDERS

*If the notice aims at reducing time-limits for receipt of tender,
the information in this annex shall be supplied if available*

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting entity _____		
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"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities <input type="checkbox"/>	Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/> <i>(For service categories 1-27, please see Annex XVIIA and XVIIIB of Directive 2004/17)</i>
Main site or location of works _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of delivery _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of performance _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 appropriate)		
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		
Duration of the framework agreement: Period in year(s): <input type="checkbox"/> <input type="checkbox"/> or month(s): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
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 of the contracts to be awarded (if known): _____		

II.1.5) 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"/>
If yes, tenders should be submitted for <i>(tick one box only):</i>				
one lot only <input type="checkbox"/>	one or more lots <input type="checkbox"/>	all lots <input type="checkbox"/>		

II. 2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope <i>(including all lots and options, if applicable)</i>	
<hr/> <hr/>	
<i>If known, estimated value excluding VAT (give figures only):</i> _____ <i>Currency:</i> _____	
<i>OR Range between</i> _____ <i>and</i> _____ <i>Currency:</i> _____	
II.2.2) Options <i>(if applicable)</i> yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes, description of these options: _____	
<hr/> <hr/>	
<i>If known, provisional timetable for recourse to these options: in months:</i> <input type="text"/> <input type="text"/> <i>OR days:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<i>(from the award of the contract)</i>	
<i>Number of possible renewals (if any):</i> <input type="text"/> <input type="text"/> <input type="text"/> <i>OR Range: between</i> <input type="text"/> <input type="text"/> <input type="text"/> <i>and</i> <input type="text"/> <input type="text"/> <input type="text"/>	
<i>If known, in the case of recurrent supplies or service contracts, estimated time-frame for subsequent contracts:</i>	
<i>in months:</i> <input type="text"/> <input type="text"/> <i>or days:</i> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(from the award of the contract)</i>	

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required <i>(if applicable)</i>
<hr/> <hr/>
III.1.2) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded <i>(if applicable)</i>
<hr/> <hr/>

III.1.3) 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 (if applicable):

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met (if applicable):

III.2.4) Reserved contracts (if applicable) yes no

The contract is restricted to sheltered workshops

The execution of the contract is restricted to the framework of sheltered employment programmes

III. 3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession yes no

If yes, reference to the relevant law, regulation or administrative provision:

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service yes no

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1) Type of procedure	
Restricted	<input type="checkbox"/>
Negotiated	<input type="checkbox"/>

IV.2) AWARD CRITERIA

IV.2.1) Award criteria <i>(please tick the relevant boxes)</i>			
Lowest price		<input type="checkbox"/>	
OR			
The most economically advantageous tender in terms of		<input type="checkbox"/>	
<input type="checkbox"/> the criteria stated below <i>(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)</i>			
<input type="checkbox"/> the criteria stated in the specifications, in the invitation to confirm interest or in the invitation to tender or to negotiate			
Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____
IV.2.2) An electronic auction will be used			yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, additional information about electronic auction <i>(if appropriate)</i>			

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) Conditions for obtaining specifications and additional documents <i>(except for a DPS)</i>	
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.3.2) Time-limit for receipt of expressions of interest (only if the notice is a call for competition)	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <i>(dd/mm/yyyy)</i>	
IV.3.3) Time-limit for receipt of applications for an invitation to tender or to negotiate (only if the notice aims at reducing time-limits)	
Date: <input type="text"/> / <input type="text"/> / <input type="text"/> <i>(dd/mm/yyyy)</i>	Time: _____
IV.3.4) 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 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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) THIS IS A RECURRENT PROCUREMENT <i>(if applicable)</i>	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, estimated timing for further notices to be published: _____	
VI.2) ADDITIONAL INFORMATION (if applicable)	
<i>Interested operators must inform the contracting entity that they are interested in the contract(s); the contract(s) will be let without subsequent publication of a call for competition.</i>	

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 <i>(please fill heading VI.3.2 OR, if need be, heading VI.3.3)</i>		
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:	

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):		

If this notice is a call for competition or aims at reducing time-limits for receipt of tenders

II) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER DOCUMENTATION (INCLUDING DOCUMENTS FOR 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 OR EXPRESSIONS OF INTEREST 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 - UTILITIES

SECTION I: CONTRACTING 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 entity (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 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) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY

<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) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting entity _____		
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"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting entities <input type="checkbox"/>	Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/> <i>(For service categories 1-27, please see Annex XVIIA and XVIIIB of Directive 2004/17)</i>
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"/>	NUTS code <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 appropriate)		
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 (if appropriate)		
Period in year(s): <input type="text"/> <input type="text"/> OR month(s): <input type="text"/> <input type="text"/> <input type="text"/>		
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 of the contracts to be awarded (if known) _____		

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 <input type="checkbox"/> no <input type="checkbox"/>
II.1.8) 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"/>
If yes, tenders should be submitted for (tick one box only):		
one lot only <input type="checkbox"/>	one or more lots <input type="checkbox"/>	all lots <input type="checkbox"/>
II.1.9) Variants will be accepted		yes <input type="checkbox"/> no <input type="checkbox"/>

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 contracts, estimated time-frame for subsequent calls for competition:
 in months: or days: (from the award of the contract)

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

Period in months: and/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 (if applicable):

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met (if applicable):

III.2.4) Reserved contracts (if applicable) yes no

The contract is restricted to sheltered workshops

The execution of the contract is restricted to the framework of sheltered employment programmes

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: _____ _____	
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"/>	Negotiated	<input type="checkbox"/>
Restricted	<input type="checkbox"/>	Candidates have already been selected	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, provide names and addresses of economic operators already selected under Section VI.3): Additional Information			

IV. 2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box(es))			
Lowest price <input type="checkbox"/> OR The most economically advantageous tender in terms of <input type="checkbox"/>			
<input type="checkbox"/> 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)			
<input type="checkbox"/> the criteria stated in the specifications or in the invitation to tender or to negotiate			
Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

IV.2.2) An electronic auction will be used	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, additional information about electronic auction (if appropriate)	

IV.3) ADMINISTRATIVE INFORMATION

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

IV.3.2) Previous publication concerning the same contract	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes:	
Periodic Indicative Notice <input type="checkbox"/>	Notice on a Buyer Profile <input type="checkbox"/>
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ (dd/mm/yyyy)	
Other previous publications (if applicable) <input type="checkbox"/>	
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)	
Time-limit for receipt of requests for documents or for accessing documents	
Date: □□/□□/□□□□ (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: □□/□□/□□□□ (dd/mm/yyyy)	Time: _____

IV.3.5) 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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.3.6) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until: / / (dd/mm/yyyy)

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

IV.3.7) 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: _____

VI.2) CONTRACT(S) RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS yes no

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: <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) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR 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		
<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"><input type="text"/>-<input type="text"/></input></input>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/>-<input type="text"/></input>
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></input></input></input></input></input></input></input></input></input></input></input></input></input></input></input></input></input></input></input>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/>-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> <input type="text"/><input type="text"/><input type="text"><input type="text">-<input type="text"/> </input></input></input></input></input></input></input></input></input></input></input></input></input>
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 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)		
<i>OR Starting</i> <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)		
5) ADDITIONAL INFORMATION ABOUT LOTS		
<hr/> <hr/> <hr/> <hr/>		

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



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CONTRACT AWARD NOTICE - UTILITIES

SECTION I: CONTRACTING 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 entity (URL): Address of the Buyer Profile (URL): Address of the DPS (URL):		

I.2) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY

<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

II.2) TOTAL FINAL VALUE OF CONTRACT(S) AWARDED <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"/> ,
OR Lowest offer _____ / highest offer _____ taken into consideration	<input type="checkbox"/>	<input type="checkbox"/> at	<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"/>	Negotiated without a call for competition <input type="checkbox"/>
Justification for the choice of negotiated procedure without a prior call for competition: please complete Annex D	

IV.2) AWARD CRITERIA

IV.2.1) Award criteria <i>(if appropriate)</i> <i>(Indicate the award criteria under heading V.2.6) if the information is not destined for publication)</i>	
Lowest price <input type="checkbox"/>	
OR	
The most economically advantageous tender <input type="checkbox"/>	
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 entity <i>(if applicable)</i> _____	
IV.3.2) Previous publication(s) concerning the same contract yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes, type of call for competition <i>(please fill in the appropriate boxes)</i> :	
Periodic indicative notice <input type="checkbox"/>	Notice on qualification system <input type="checkbox"/> Contract notice <input type="checkbox"/>
Notice on a Buyer Profile <input type="checkbox"/>	
Notice number in OJ: <input type="text"/> /S <input type="text"/> - <input type="text"/> of <input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	
Other previous publications <input type="checkbox"/>	
Notice number in OJ: <input type="text"/> /S <input type="text"/> - <input type="text"/> of <input type="text"/> / <input type="text"/> / <input type="text"/> (dd/mm/yyyy)	

V.2) AWARD AND CONTRACT VALUE - MANDATORY INFORMATION NOT INTENDED FOR PUBLICATION

The Commission shall respect any sensitive commercial aspects which the contracting entities may point out when forwarding information provided under this section, concerning the number of tenders received, the identity of economic operators, or prices.

(Please complete the headings V.2.1), V.2.4) and V.2.6) for each contract awarded if the information required is not intended for publication and has not been supplied in the preceding sections)

CONTRACT NO TITLE _____

V.2.1) Number of offers received: <input type="text"/> <input type="text"/> <input type="text"/>		
V.2.2) Number of contracts awarded: <input type="text"/> <input type="text"/> <input type="text"/>		
V.2.3) 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.2.4) Total final value of the contract excluding VAT <i>(give figures only)</i> : _____ Currency: _____		
V.2.5) Country of origin of the product or service		
Community origin <input type="checkbox"/>		
Non-Community origin <input type="checkbox"/> Country: _____		
V.2.6) Award criteria		
Lowest price <input type="checkbox"/>		
OR		
The most economically advantageous tender <input type="checkbox"/>		
V.2.7) The contract was awarded to a tenderer who submitted a variant		yes <input type="checkbox"/> no <input type="checkbox"/>
V.2.8) Tenders were excluded on the ground that they were abnormally low		yes <input type="checkbox"/> no <input type="checkbox"/>

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

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) CONTRACT(S) 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="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy)		

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

Category No¹	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 No⁷	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 – UTILITIES

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

The reason for the choice of the negotiated procedure without prior call for competition 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	<input type="checkbox"/>
- Restricted procedure	<input type="checkbox"/>
- Negotiated procedure with prior call for competition	<input type="checkbox"/>
b) The contract involved is purely for the purpose of research, experiment, study or development under the conditions stated in the Directive	<input type="checkbox"/>
c) The <i>works/goods/services</i> can be provided only by a particular tenderer for reasons that are:	
- Technical	<input type="checkbox"/>
- Artistic	<input type="checkbox"/>
- Connected with the protection of exclusive rights	<input type="checkbox"/>
d) Extreme urgency brought about by events unforeseeable by the contracting entity and in accordance with the strict conditions stated in the Directive	<input type="checkbox"/>
e) Additional <i>works/deliveries/services</i> are ordered under the strict conditions stated in the Directive	<input type="checkbox"/>
f) New <i>works/services</i> , constituting a repetition of existing <i>works/services</i> and ordered in accordance with the strict conditions stated in the Directive	<input type="checkbox"/>
g) <i>Service</i> contract awarded to the successful candidate or one of them after a design contest	<input type="checkbox"/>
h) For supplies quoted and purchased on a commodity market	<input type="checkbox"/>
i) For the purchase of supplies on particularly advantageous terms:	
- From a supplier which is definitely winding up its business activities	<input type="checkbox"/>
- From the receivers or liquidators of a bankruptcy, an arrangement with creditors or a similar procedure	<input type="checkbox"/>
j) For contracts to be awarded on the basis of a framework agreement in conformity with the present directive	<input type="checkbox"/>



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QUALIFICATION SYSTEM - UTILITIES

This notice is a call for competition	yes <input type="checkbox"/> no <input type="checkbox"/>
---------------------------------------	--

SECTION I: CONTRACTING 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 entity (URL):		
Address of the Buyer Profile (URL):		

Further information concerning the qualification system 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>
Further 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>
Requests to participate or candidatures 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) MAIN ACTIVITY OR ACTIVITIES OF THE CONTRACTING ENTITY

<input type="checkbox"/> Production, transport and distribution of gas and heat <input type="checkbox"/> Electricity <input type="checkbox"/> Exploration and extraction of gas and oil <input type="checkbox"/> Exploration and extraction of coal and other solid fuels	<input type="checkbox"/> Water <input type="checkbox"/> Postal Services <input type="checkbox"/> Railway services <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 QUALIFICATION SYSTEM

II.1) TITLE ATTRIBUTED TO THE QUALIFICATION SYSTEM BY THE CONTRACTING ENTITY		
<hr/>		
II.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>		
Works <input type="checkbox"/>	Supplies <input type="checkbox"/>	Services <input type="checkbox"/> Service category: No <input type="checkbox"/>
II.3) DESCRIPTION OF THE WORKS, SERVICES OR GOODS TO BE PROCURED THROUGH THE QUALIFICATION SYSTEM		
<hr/> <hr/>		
II.4) COMMON PROCUREMENT VOCABULARY (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□ □□.□□.□□.□□-□ □□.□□.□□.□□-□ □□.□□.□□.□□-□	□□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□ □□□□-□
II.5) CONTRACTS COVERED BY THIS QUALIFICATION SYSTEM ARE COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)		
		yes <input type="checkbox"/> no <input type="checkbox"/>

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS FOR PARTICIPATION

III.1.1) Qualification for the system	
<i>(Where this information is voluminous and based on documents available to interested suppliers, contractors or service providers, a summary of the main conditions and methods and a reference to those documents shall be sufficient)</i>	
Conditions to be fulfilled by economic operators in view of their qualification: _____ _____ _____ _____ _____	Methods according to which each of those conditions will be verified: _____ _____ _____ _____ _____
III.1.2) 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 IV: PROCEDURE

IV.1) AWARD CRITERIA

IV.1.1) Award criteria (if known)			
Lowest price <input type="checkbox"/> OR			
The most economically advantageous tender in terms of <input type="checkbox"/>			
<input type="checkbox"/> the criteria stated below <i>(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)</i>			
<input type="checkbox"/> the criteria stated in the specifications, in the invitation to tender or to negotiate			
Criteria	Weighting	Criteria	Weighting
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____	10. _____	_____

IV.1.2) An electronic auction will be used	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, additional information about electronic auction <i>(if appropriate)</i>	
<hr/> <hr/> <hr/>	

IV.2) ADMINISTRATIVE INFORMATION

IV.2.1) Duration of the qualification system	
Period of validity: from <input type="text"/> / <input type="text"/> / <input type="text"/> <i>(dd/mm/yyyy)</i> until <input type="text"/> / <input type="text"/> / <input type="text"/> <i>(dd/mm/yyyy)</i>	
Indefinite duration	<input type="checkbox"/>
Other	<input type="checkbox"/>
IV.2.2) Renewal of the qualification system	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, formalities necessary for evaluating if requirements are met:	
<hr/> <hr/> <hr/>	

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) ONE OR MORE CONTRACTS COVERED BY THE QUALIFICATION SYSTEM ARE 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):	
<hr/> <hr/> <hr/>	
VI.2) ADDITIONAL INFORMATION <i>(if applicable)</i>	
<hr/> <hr/> <hr/>	

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 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="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)		

ANNEX A

ADDITIONAL ADDRESSES AND CONTACT POINTS

I) ADDRESS 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 AND CONTACT POINTS FROM WHICH FURTHER 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) ADDRESS AND CONTACT POINTS TO WHICH REQUESTS TO PARTICIPATE AND CANDIDATURES 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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- 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



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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/