Public document to be completed by the contracting authority

**CONTRACT NOTICE**

Guidance on the use of this form

This annex is to be used only in case of indirect management or Programme Estimates (if there has been no positive assessment of the procurement rules and procedures). In case of indirect management, the partner country or the regional organisation fills in the annex in Word and transmits it to the Delegation/Unit. The Delegation/Unit encodes the data from this annex in PPMT. In case of Programme Estimates, publication is done locally and not through PPMT.

This form must be completed together with Annex **A5f (“Additional information about the Contract Notice”).** The numbering of the sections in this Contract Notice should not be modified since it corresponds to the numbering applied by the Supplement to the Official Journal of the EU (TED) for the publication of Contract Notices.

Please insert information between the <> brackets as indicated for each tender procedure. Square, brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable, but should only be modified in exceptional cases, dictated by the requirements of a specific call for tenders. All other parts of this notice must be left unchanged. In the final version of the notice, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**CALL FOR TENDER: GENERAL INFORMATION**  
[In case of publication of a prior information notice **II.1.1) Information Notice Title: <information notice title>**  
**II.1.1) Information Notice Reference Number:** **<information notice reference number>**] **[In case of no publication of a prior information notice**

**I.1) Name and address Contracting Authority**

**Official name: <name>  
Postal address: <postal address>  
Town: <town>  
Postal Code: <postal code>  
E-mail: <email>  
Internet address: <Internet address>**

**II.1.1) Title:   
  
<contract title>**

**II.1.2) Main CPV[[1]](#footnote-1) code**

**<[ ][ ].[ ][ ].[ ][ ].[ ][ ]> [in case of Supplementary CPV code**[[2]](#footnote-2) **< [ ][ ][ ][ ] > ]  
  
II.1.3) Type of contract**

[Works][Supplies][Services]

**II.1.4) Short description of the contract**

<Recommended 10 lines, maximum 20 lines>]

**II.1.5) Estimated total value**

Value excluding VAT: <amount> Currency: <ISO code of currency>

Total estimated value of the contracting, including all lots. In case of supply and work contracts, do not indicate the estimated value nor the available budget. Instead provide an estimation of the volume of the purchase (e.g. number of supply items) in the description (Heading II.1.4) to give the necessary elements in the call allowing the economic operators to prepare and submit the offers.

Use the ISO code of national currency only in the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate.

**IV.1.1.) Type of Procedure**

**[Restricted] [Open]**

**[In case of previous publication of prior information notice: IV.2.1) Previous publication concerning this procedure**

**Notice number in the OJ S: <4 digits number >/S <2 to 3 digits number>-<5 digits number>**

**II.1.6) Information about lots**

**This contract is divided into lots: [yes] [no]**

**[In case of lots Tenders may be submitted for:  
[all lots]  
[maximum number of lots: [number of lots]]  
[one lot only]]**

**CALL FOR TENDER: INFORMATION PER LOT**

In case there are no lots, the information below needs to be completed only once.In case of lots, the information below needs to be repeated according to the number of lots.

**II.2) Description**[In case of lots **II.2.1)  
Lot no.: <number>  
Title: <title of the lot>]**

**[In case of lots,** each lot must have at least one CPV code. See heading II.1.2 for information on CPV codes.

**II.2.2) Additional CPV code(s)**

**Main CPV code < [ ][ ].[ ][ ].[ ][ ].[ ][ ] > in case of Supplementary CPV code <[ ][ ][ ][ ]> ]**

**II.2.3) Place of performance**

**Geographical zone benefitting from the action: <benefitting zone of the program>**

**II.2.5) Award Criteria**

**[Price]  
  
[**Price is not the only award criterion and all criteria are stated only in the procurement documents]

**[**For service contracts: in case of lots, estimated value for each lot:

**II.2.6 Estimated value**

Value excluding VAT: <amount> Currency: <ISO code of currency>]]

**II.2.14) Additional information**

**Repetition of similar services/works**

**Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted up to [percentage] of the initial contract to the initial contractor by negotiated procedure without prior publication of a contract notice.**

**IV.2.2) Time limit for submission of tenders or requests to participate**

**Date: <dd/mm/jjjj>  
Local Time [in case of publication through PPMT: (Central European Time)]: <hh/mm>**

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

**Duration in months: <number of months> (from the date stated for receipt of tender)**

**IV.2.7) Conditions for opening of tenders**

**Date: <dd/mm/jjjj>  
Local time [in case of publication through PPMT: (Central European Time)]: <hh/mm>  
Place: <place>**

1. The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv> [↑](#footnote-ref-1)
2. It might be used to expand the description of the subject matter of the contract. [↑](#footnote-ref-2)