**PRIOR INFORMATION NOTICE**

Guidance on the use of this form

This annex is to be used 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, only. 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.

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.

**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>

**[for service contracts 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.]

**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]]**

**II.2) Description**  
In case of lots, repeat II.2.1 till II.2.6 as many times as necessary

**[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 performance**

**Main site or place of performance: <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.3) Estimated date of publication of contract notice:**

**<dd/mm/yyyy>**

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)