**Additional information about the Contract Notice**

*Guidance on the use of this form*

In case of electronic submission (direct management):

The EUD or DG/unit encodes the contract notice directly in PPMT (“Public Procurement Management Tool”). Therefore annex A5e (“Contract Notice”) should not be used. Annex A5f (“Additional information about the Contract Notice) provides additional information to the Contract Notice data entered in PPMT. Annex A5f needs to be filled in Word and uploaded in PPMT. The Instructions to Tenderers and the full tender dossier should also be uploaded in PPMT. In case of restricted procedure, the Instructions to Tenderers and the full tender dossier should be uploaded during the second stage of the procedure.

In case of paper submission (indirect management):

The partner country or the regional organisation fills in annex A5e (“Contract Notice”) and Annex A5f (“Additional information about the Contract Notice”) in Word. The partner country transmits these annexes to the Delegation/Unit. The Delegation/Unit encodes the data from annex A5e in PPMT and uploads Annex A5f as a document in PPMT. The Instructions to Tenderers and the full tender dossier are also transmitted to the Delegation/Unit, which uploads them in PPMT. In case of restricted procedure, the Instructions to Tenderers and the full tender dossier should be uploaded into e-tendering via PPMT during the second stage of the procedure.

How to complete this notice.

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 document must be left unchanged. In the final version of this document, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**<Contract title>  
<Location -** Area/region and country/countries **>**

**[Only in case of suspensive clause**

**Please note that the awarding of the contract is subject to the condition of:**

**[the prior adoption of a financing decision and the prior conclusion of a financing agreement]**

[**the prior adoption of a financing decision]**

[**the prior conclusion of a financing agreement],**

**which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.]**

1. **Nature of contract**

**[For service contracts]** [**global price] [fee-based]**

**[For supply contracts] [unit price] [lump sum] [hybrid]**

**[For works contracts]** **[unit price] [lump sum]**

1. **Programme title**

< Please specify the programme title mentioned in the applicable financing agreement/ financing decision>

1. **Financing**

< Budget line / financing agreement / other >

1. **Legal basis, eligibility and rules of origin**

**[For commitments financed by a basic act under the MFF 2021-2027:**

[For NDICI and OAD-Greenland Decision 2021/1764[[1]](#footnote-1):

The legal basis of this procedure is <Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)[[2]](#footnote-2) >/<OAD-Greenland Decision 2021/1764>. See Annex A2 of the practical guide.

For financing under the OAD-Greenland Decision 2021/1764 and NDICI geographic programmes, Civil Society Organisations and Global Challenges programmes:

For this contract award procedure, financed by <OAD-Greenland Decision 2021/1764>/<NDICI geographic programmes>/<NDICI Civil Society Organisations programme>/<NDICI Global Challenges programme>, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 28 of Regulation (EU) N° 2021/947.

For financing under NDICI Human Rights and Democracy and Stability and Peace programmes, as well as for the rapid response actions:

For this contract award procedure, financed by <NDICI Human Rights and Democracy programme>/<NDICI Stability and Peace programme>/<NDICI rapid response actions>, participation is open without limitations.

Participation is also open to international organisations.

[For supply contracts: All supplies under this contract may originate in any country]  [For works contracts: All supplies and materials under this contract may originate in any country.]]

[For INSC 2021/948 [[3]](#footnote-3):

The legal basis of this procedure is<Council Regulation (Euratom) 2021/948 of 27 May 2021 establishing a European Instrument for International Nuclear Safety Cooperation complementing the Neighbourhood, Development and International Cooperation Instrument – Global Europe on the basis of the Treaty establishing the European Atomic Energy Community.> See Annex A2 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) N° 2021/948.

Participation is also open to international organisations.

[For supply contracts: All supplies under this contract must originate in one or more of these countries.]  
[For works contracts: All supplies and materials under this contract must originate in one or more of these   countries.]]

[For IPA III 2021/1529[[4]](#footnote-4):

The legal basis of this procedure is <Regulation (EU) No [2021/1529] establishing the Instrument for Pre-accession Assistance (IPA III)>. See Annex A2 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No [2021/1529]  establishing the Instrument for Pre-accession Assistance (IPA III).

[For supply contracts: All supplies under this contract may originate in any country.]

[For works contracts: All supplies and materials under this contract may originate in any country.]]

[For calls financed through appropriations implemented without a basic act, in accordance with Article 58 of Financial Regulation (EU, Euratom) 2018/1046 (i.e. budget lines without basic act[[5]](#footnote-5), to be verified in the correspondent FD):

The legal basis of this procedure is Article 58(2) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Participation in this procurement procedure is open on equal terms to all natural and legal persons falling within the scope of the Treaties.

Participation is also open to international organisations.]**]**

**[For commitments financed by a basic act under the MFF 2014-2020:**

[General budget of the Union for calls where the CIR applies:

The legal basis of this procedure is Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and <please introduce here the reference of the regulation or other instrument under which this contract is to be financed (e.g. DCI, ENPI, ENI, Ifs). > See Annex A2 of the practical guide.

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed.

Participation is also open to international organisations.

Participation in procurement and grant procedures financed by the European Instrument for Democracy and Human Rights (EIDHR) and the Instrument contributing to Stability and Peace (IcSP)[[6]](#footnote-6) is fully untied[[7]](#footnote-7).

[For supply and works contracts, if the estimated intrinsic value of the products (of the tender procedure as a whole or if divided into lots, per lot) is above or equal to EUR 100 000:

All supplies under this contract must originate in one or more of these countries.]

[For supply and works contracts, if the estimated intrinsic value of the products (of the tender procedure as a whole or if divided into lots, per lot) is below EUR 100 000:   
All supplies under this contract may originate from any country.]]

[General budget of the Union for calls where the CIR does not apply (e.g. for IPA I):

The legal basis of this procedure is < Regulation or other instrument under which this contract is to be financed.> See Annex A2 of the practical guide.

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

[For supply and works contracts All supplies under this contract must originate in one or more of these countries.]]

[10th EDF/11th EDF:

The legal basis of this procedure is Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed.   
  
Participation is also open to international organisations.

[For supply and works contracts, if the estimated intrinsic value of the products (of the tender procedure as a whole or if divided into lots, per lot) is above or equal to EUR 100 000:

[For supply contracts: All supplies under this contract must originate in one or more of these countries.]

[For works contract: All supplies and materials under this contract may originate in one or more of these countries.]]

[For supply and works contracts, if the estimated intrinsic value of the products (of the tender procedure as a whole or if divided into lots, per lot) is below EUR 100 000:

[For supply contracts: All supplies under this contract may originate in any country.]

[For works contract: All supplies and materials under this contract may originate in any country.]]

[For calls financed through appropriations implemented without a basic act, in accordance with Article 58 of Financial Regulation (EU, Euratom) 2018/1046 (i.e. budget lines without basic act[[8]](#footnote-8), to be verified in the correspondent FD):

The legal basis of this procedure is Article 58(2) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Participation in this procurement procedure is open on equal terms to all natural and legal persons falling within the scope of the Treaties.

Participation is also open to international organisations.]**]**

**[Other basic acts which may apply different eligibility rules: <…………………>]**

**[For commitments financed by a basic act under the 2014-2020 or previous MFFs, 11th or previous EDF:**

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating in, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014).

\*\*\*\* Including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.**]**

1. **Candidature**

**All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.**

**A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.**

**The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.**

1. **Number of requests to participate or tenders**

**No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.**

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

1. **[**For service and works contracts under restricted procedure:

**Grounds for exclusion**

Candidates must submit a signed declaration, included in the request to participate form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG).** Where the candidate intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

1. **Sub-contracting**

Sub-contracting is allowed.

1. **Number of candidates to be short-listed**

**On the basis of the request to participate received, between 4 and [for service contracts: 8] [for works contracts: 6] candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.**

1. **Short-list alliances prohibited**

**Any tenders received from tenderers having a different composition that the ones mentioned in the short-listed request to participate forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.**

1. **Provisional date of invitation to tender**

< Date >

1. **Provisional commencement date of the contract**

< Date >**]**

1. **Period of implementation of tasks**

< To be specified. For supply and works contracts, specify the period in days, from contract signature, or alternative date, until the provisional acceptance.>

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English.

1. **Additional information**

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in [EUR] [<ISO code of national currency> only for indirect management 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]. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to [EUR] [<ISO code of national currency> only for indirect management 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] shall be made in accordance with the InforEuro exchange rate of [<**MONTH and YEAR>** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting requests to participate], which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

<Additional information related to the submission. As appropriate.>

**SELECTION [**for services and works under restricted procedure**: AND AWARD] CRITERIA**

1. **Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

**[**For service and supply contracts:

The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period for financial capacity may not go beyond the last 3 years for which accounts have been closed. The reference period for professional and technical capacity may not go beyond 3 (for service and supply contracts) or 5 (for works contracts) years from the submission deadline. However, where necessary in order to ensure an adequate level of competition, the contracting authority may indicate that evidence of relevant services performed or relevant supplies delivered more than 3 years before will be taken into account. Consideration has to be made that the criteria chosen below correspond to data requested from the candidate or tenderer in the request to participate or tender form. Furthermore, please verify that the candidate or tenderer can submit documentary evidence to prove the relevant selection criteria.

[For service contracts: Please remember that the selection criteria are applied to the entity/entities signing the contract and cannot be applied to the experts whose CVs are evaluated in the technical evaluation. Therefore, particular attention should be paid when setting specific selection criteria for assessing the technical and professional capacity of natural persons. Please note that selection criteria shall never be re-used as award criteria. See Section 2.6.11.5. of the practical guide.]

If appropriate for the project and subject to the principle of equal treatment separate criteria for natural persons may be requested.

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

#### [In case of either a contract without lots, or a contract divided into lots whereby no different minimum levels of capacity are set for each lot:

The selection criteria for each tenderer are as follows:]

#### [For supply contracts: In case of contracts divided into lots whereby different minimum levels of capacity are set for each lot. Repeat for each lot:

#### Lot n° <lot number>

The selection criteria for tenderers to Lot n° <lot number> are as follows:]

1. **Economic and financial capacity** **(**based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

The objective of this criterion is to examine whether or not the candidate (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

* will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
* has sufficient financial stability to handle the proposed contract.

**[If same criteria for legal and natural person**

**Examples of financial criteria for legal and natural persons:**

* [the average annual turnover of the candidate or tenderer for the years <not beyond 3 last financial years available> must <exceed/be equal to> the annualised maximum budget of the contract i.e., the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed two times the estimated annual contract value, except in duly justified cases motivated in the tender dossier)]; and
* [Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.]

Criteria for legal and natural persons:

1-< reference criterion>

2-< reference criterion>

< etc.>**]**

[**If separate criteria for legal and natural persons**

**Examples of financial reference criteria for** **legal persons:** see examples of financial criteria for legal and natural persons above

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

**Examples of financial criteria for natural persons:**

* the available financial resources of the candidate must exceed the annualised maximum budget of the contract i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and
* the financial situation of the candidate should not be in deficit, taken into account debts, at the beginning and end of year.

Criteria for natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>**]**

**2)** **Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the candidate/tenderer (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

* has sufficient ongoing staff resources, expertise and experience to be able to handle the proposed contract;
* is not a so-called ‘body shop’, i.e. a candidate/tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description.

Note that criteria should not discourage requests to participate.

**[If same criteria for legal and natural persons**

**Examples of professional criteria for legal and natural persons:**

* has a professional certificate appropriate to this contract, such as <specify>;
* at least <number related to the quantity of expertise required for this contract> staff currently work for the tenderer in fields related to this contract;

Criteria for legal and natural persons:

1-< reference criterion>

2-< reference criterion>

< etc.>**]**

**[If separate criteria for legal and natural persons**

**Examples of professional criteria for legal persons:** see examples of professional criteria for legal and natural persons above.

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

**Examples of professional criteria for natural persons:**

* has a professional certificate appropriate to this contract, such as <specify>;
* is currently working/has worked during the past 3 years < as manager/team-leader etc. > with <number related to the quantity of expertise required for this contract> collaborators in fields related to this contract.

Criteria for natural persons:

1-< reference criterion>

2-< reference criterion>

< etc.>**]**

**3) Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the < recommended: last three years > from submission deadline.

The objective of this criterion is to examine whether or not the candidate (i.e. the consortium as a whole, in the case of a request to participate from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**[If same criteria apply to legal and natural persons**

**Example of technical criterion applicable to both legal and natural persons:**

The candidate has provided services or supplies under at least <insert number> contract[s] [each] with a budget of at least <specify budget> EUR in <specify fields> which [was] [were] implemented at any moment during the reference period: < insert number of years >.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

Criteria for legal and natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>**]**

[**If different criteria apply to legal and natural persons**

**Examples of technical criteria for legal persons:** see example of technical criterion applicable to both legal and natural persons above.

**Example of technical criterion for natural persons:**

The candidate has worked successfully on at least < insert number > project[s] with a budget of at least that of this contract in fields related to this contract in the past three years.

Criteria for legal persons:

1-<reference criterion>

2-<reference criterion>

<etc.>

Criteria for natural persons:

1-<reference criterion>

2-<reference criterion>

<etc.>**] ]**

[For supply contracts: In case of contracts divided into lots whereby additional levels of capacity are added for the case several lots are awarded to the same tenderer: for example

In case a candidate applies simultaneously to the following lots <insert numbers>, the tenderer must comply with the following selection criteria:

**1) Economic and financial capacity**<to be detailed as above>

**2) Professional capacity**<to be detailed as above>

**3) Technical capacity**<to be detailed as above>]

[For service contracts: If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the request to participate of these candidates must be re-examined in order to rank them and identify the 8 best requests to participate for the tender procedure. The only additional comparative criteria that which will be taken into consideration during this re-examination, in the order in which they appear below, are:

**<Example:**

* the highest number of projects that meet criterion 3.1;
* the highest cumulated value of the projects that meet criterion 3.1.

**N.B.**: additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.>]

[For works contracts under restricted procedure, please adapt and insert the selection criteria listed in Section 12.2 of the instructions to tenderers. See also 5.2.1.2 PRAG describing the templates to be used in case of works contracts following the restricted procedure]

[For works contracts under open procedure: The selection criteria are described in section 12.2 of the instruction to tenderers]

**[**For services and works contracts under restricted procedure**:**

1. **Award criteria**

[Service contracts: Best price-quality ratio.]

[Works contracts: please insert the award criteria listed in Section 24 of the instructions to tenderers. See also 5.2.1.2 PRAG describing the templates to be used in case of works contracts following the restricted procedure]

]

**[**For service and works contracts under restricted procedure:   
**PARTICIPATION**

1. **Requests to participate format and details to be provided**

Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

The request to participate must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

1. **How requests to participate may be submitted**

[Electronic submission (direct management):

Requests to participate must be submitted exclusively via the electronic submission system (eSubmission) available through the TED eTendering website accessible from the F&T portal[[9]](#footnote-9). Requests to participate submitted in any other way (e.g. e-mail or by letter) will be disregarded.

In order to submit a request to participate or using eSubmission, economic operators will need to register in the European Commission's[Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)- an online register of organisations participating in EU calls for tenders orproposals (PIC registration). In case of consortia, requests to participate will have to be made through a group submission which requires for each member of the group a registration in the Participant Register.

When registered, each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register.  Instructions on how to create a PIC can be found on this [page](https://webgate.ec.europa.eu/fpfis/wikis/x/sYXvIg). Economic operators already registered in the Participant Register shall reuse their existing PICs when preparing tenders in eSubmission.

It is up to the contracting authority to request the legal and financial validation of the data (PIC validation) of any organisation applying via eSubmission. The EU Validation Services of the Research Executive Agency (REA) are in charge of the PIC validation. The request for supporting documents in no way implies that the organisation has been successful in a procurement procedure. All communications with the EU Validation Services will take place through the F&T portal.

When submitting the request to participate, select under “Attachments” the correct section to upload the supporting documents. Therefore, upload:

* Request to participate form under the tab “Other documents”;
* Declaration referred to in Point 7 of the request to participate form under the tab “Other documents”;
* Declaration on Honour on Exclusion and Selection criteria under the tab “Declaration on Honour”.]

**[Paper submission (indirect management):**

Requests to participate must be submitted in English exclusively to the contracting authority in a sealed envelope.

* Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

<Name of contact person  
Address of contracting authority>

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

<Name and telephone number of contact person  
Address of contracting authority including opening hours >

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.**]**

1. **Deadline for submission of requests to participate**

[Electronic submission (direct management):

**The time-limit for receipt of requests to participate is indicated under Heading IV.2.2 of the contract notice.** Unless the Time Zone is specified in eTendering, the “Local Time” mentioned under IV.2.2 in the Contract Notice shall be understood as Central European Time (CET) which is the standard time in Brussels.

A request to participate received after the time-limit for receipt of Requests to participate will be rejected. The submission receipt provided by e-Submission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of requests to participate[[10]](#footnote-10).

Candidates must ensure that their submitted requests to participate contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents.]

**[Paper submission (indirect management):**

The candidate’s attention is drawn to the fact that there are two different systems for sending Requests to participate: one is by post or private mail service, the other is by hand delivery.

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip[[11]](#footnote-11), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate that will serve as proof.

**The deadline for submission of requests to participate can be found in the Contract Notice under IV.2.2.** Unless the Time Zone is specified in eTendering, the “Local Time” mentioned under IV.2.2 in the Contract Notice shall be understood as Central European Time (CET) which is the standard time in Brussels.

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.]

1. **Clarifications on the contract notice**

Any request for clarifications must be made in writing through the TED eTendering website accessible from the F&T portal[[12]](#footnote-12)*.* This concerns request for clarifications about the contract notice and also request for clarifications about the content of the document called “Additional information to the contract notice.” Registration on TED eTendering is required to be able to create and submit a question. Clarifications can be requested by clicking “Create a question” in the Questions & Answers tab at the latest 21 days before the deadline for submission of requests to participate stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on TED eTendering website at the latest 8 days before the deadline for the submission of requests to participate. The website will be updated regularly and it is the candidates responsibility to check for updates and modifications during the submission period.

1. **Outcome of the evaluation**

[Electronic submission (direct management): Candidates will be notified of the outcome of the evaluation of the requests to participate by e-mail. The notification will be sent to the e-mail address provided in the eSubmission application for the candidate (leader in case of consortium) under the section Contact Info. After submission of the request to participate, the e-mail address can be changed in the F&T portal as described in the eSubmission Quick Guide (see the section “Manage roles in Funding & Tenders portal”)[[13]](#footnote-13).

The same e-mail address will be used by the contracting authority for all other communications during the procedure.

It is the candidate's responsibility to provide a valid e-mail address and to check it regularly.]

[**Paper submission (indirect management):**

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.]

1. **Alteration or withdrawal of requests to participate**

[Electronic submission (direct management):

After submitting a request to participate, but before the deadline for receipt of to participate, a candidate may definitively withdraw its request to participate[[14]](#footnote-14), or withdraw it and replace it with a new one[[15]](#footnote-15). A withdrawal receipt will be provided by eSubmission as proof of withdrawal.]

[**Paper submission (indirect management):**

Candidates may alter or withdraw their requests to participate by written notification prior to the deadline for submission of requests to participate. No requests to participate may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.]

**]**

1. Council Decision (EU) 2021/1764 of 5 October 2021 on the association of the Overseas Countries and Territories with the European Union including relations between the European Union on the one hand, and the Greenland and the Kingdom of Denmark on the other (Decision on the Overseas Association, including Greenland); OJ L 355, 7.10.2021, p. 6–134. [↑](#footnote-ref-1)
2. Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009; OJ L 209, 14.6.2021, p. 1–78. [↑](#footnote-ref-2)
3. Council Regulation (Euratom) 2021/948 of 27 May 2021 establishing a European Instrument for International Nuclear Safety Cooperation complementing the Neighbourhood, Development and International Cooperation Instrument – Global Europe on the basis of the Treaty establishing the European Atomic Energy Community, and repealing Regulation (Euratom) No 237/2014; OJ L 209, 14.6.2021, p. 79–90. [↑](#footnote-ref-3)
4. Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26. [↑](#footnote-ref-4)
5. Article 21 08 01 — Evaluation of the results of Union aid and follow-up and audit measures; Article 21 08 02 — Coordination and promotion of awareness on development issues and on the enlargement and neighborhood policies. [↑](#footnote-ref-5)
6. Regulation (EU) No 230/2014 of the European Parliament and of the Council of 11 March 2014 establishing an instrument contributing to stability and peace (OJ L 77, 15.3.2014, p. 1). [↑](#footnote-ref-6)
7. Article 11 CIR. [↑](#footnote-ref-7)
8. Article 21 08 01 — Evaluation of the results of Union aid and follow-up and audit measures; Article 21 08 02 — Coordination and promotion of awareness on development issues and on the enlargement and neighborhood policies. [↑](#footnote-ref-8)
9. <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> [↑](#footnote-ref-9)
10. If no submission receipt is received in reasonable time after submission, please contact the e-Submission Helpdesk (see contact details in the above referred e-Submission Quick Guide) as soon as possible. [↑](#footnote-ref-10)
11. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-11)
12. <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> [↑](#footnote-ref-12)
13. For detailed instructions on how to submit a request to participate or tender, please consult the eSubmission Quick Guide available at: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp_en.pdf> [↑](#footnote-ref-13)
14. A submitted request to participate can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a request to participate, please consult the above referred eSubmission Quick Guide. [↑](#footnote-ref-14)
15. To submit a new version, the candidate must create a new submission in eSubmission and include all the information and documents required in the procurement documents with the submission of a request to participate, even if some of them have already been included in the replaced request to participate. [↑](#footnote-ref-15)