

Thursday 17 January 2002

ANNEX XII

INFORMATION TO BE INCLUDED IN CONTRACT NOTICES

A. OPEN PROCEDURES

1. Name, address, telegraphic address, electronic address, telephone number, telex and fax number of the contracting entity.
2. Nature of the contract (supply, works or service, where appropriate, state if it is a framework **contract**).
Category of service within the meaning of Annex XVI A or XVI B and description (CPC classification).
Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of these.
3. Place of delivery, site or place of performance of service.
4. For supplies and works:
 - (a) Nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the goods to be procured or the nature and extent of the services to be provided and general nature of the work.
 - (b) indication of whether the suppliers can tender for some and/or all the goods required.
If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots.
 - (c) For works contracts: information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.
5. For services:
 - (a) The nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured.
 - (b) Indication of whether the execution of the service is reserved by law, regulation or administrative provision to a particular profession.
 - (c) Reference of the law, regulation or administrative provision.
 - (d) Indication of whether legal persons should indicate the names and professional qualifications of the staff to be responsible for the execution of the service.
 - (e) Indication of whether service providers can tender for a part of the services concerned.
6. Authorisation to submit variants.
7. Time limits for delivery or completion or duration of service contract and, as far as possible, the starting date.
8.
 - (a) Address from which the contract documents and additional documents may be requested.
 - (b) Where appropriate, the amount and terms of payment of the sum to be paid to obtain such documents.
9.
 - (a) Final date for receipt of tenders.
 - (b) Address to which they must be sent.
 - (c) Language or languages in which they must be drawn up.

Thursday 17 January 2002

10. (a) Where applicable, the persons authorised to be present at the opening of tenders.
(b) Date, time and place of such opening.
11. Where applicable, any deposits and guarantees required.
12. Main terms concerning financing and payment and/or references to the provisions in which these are contained.
13. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
14. Minimum economic and technical conditions required of the economic operator to whom the contract is awarded.
15. Period during which the tenderer is bound to keep open his tender.
16. Where appropriate, particular conditions to which performance of the contract is subject.
17. Criteria for award of the contract. Criteria other than that of the lowest price shall be mentioned, together with their relative weighting, where they do not appear in the contract documents.
18. Other information.
19. Where appropriate, the reference to publication of the periodic information notice in the Official Journal of the European Communities to which the contract refers.
20. Date of dispatch of the notice by the contracting entity.
21. Date of receipt of the notice by the Office for Official Publications of the European Communities (to be supplied by that Office).
22. ***Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning deadlines for lodging appeals.***

B. RESTRICTED PROCEDURES

1. Name, address, telegraphic address, electronic address, telephone number, telex and fax number of the contracting entity.
2. Nature of the contract (supplies, works or services; where appropriate, state if it is a framework **contract**).
Category of service within the meaning of Annex XVI A or XVI B and description (CPC classification).
Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of these.
3. Place of delivery, site or place of performance of service.
4. For supplies and works:
 - (a) The nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the goods to be procured or the nature and extent of the services to be provided and general nature of the work.
 - (b) Indication of whether the suppliers can tender for some and/or all the goods required.
If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots.
 - (c) Information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.

Thursday 17 January 2002

5. For services:
 - (a) The nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured.
 - (b) Indication of whether the execution of the service is reserved by law, regulation or administrative provision to a particular profession.
 - (c) Reference of the law, regulation or administrative provision.
 - (d) Indication of whether legal persons should indicate the names and professional qualifications of the staff to be responsible for the execution of the service.
 - (e) Indication of whether service providers can tender for a part of the services concerned.
6. Authorisation to submit variants.
7. Time limits for delivery or completion or duration of service contract and, as far as possible, for starting.
8. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
9.
 - (a) Final date for receipt of requests to participate.
 - (b) Address to which they must be sent.
 - (c) Language or languages in which they must be drawn up.
10. Final date for dispatch of invitations to tender.
11. Where applicable, any deposits and guarantees required.
12. Main terms concerning financing and payment and/or references to the provisions in which these are contained.
13. Information concerning the economic operator's position and the minimum economic and technical conditions required of him.
14. Criteria for the award of the contract. Subject to Article 57(3), second indent, criteria other than the lowest price shall be mentioned as well as their relative weighting.
15. Other information.
16. Where appropriate, particular conditions to which performance of the contract is subject.
17. Where appropriate, the reference to publication of the periodic information notice in the Official Journal of the European Communities to which the contract refers.
18. Date of dispatch of the notice by the contracting entities.
19. Date of receipt of the notice by the Office for Official Publications of the European Communities (to be supplied by that Office).
20. **Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning deadlines for lodging appeals.**

Thursday 17 January 2002

C. NEGOTIATED PROCEDURES

1. Name, address, telegraphic address, electronic address, telephone number, telex and fax number of the contracting entity.
2. Nature of the contract (supplies, works or services; where appropriate, state if it is a framework **contract**).
Category of service within the meaning of Annex XVI A or XVI B and description (CPV classification).
Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of these.
3. Place of delivery, site or place of performance of service.
4. For supplies and works:
 - (a) The nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the goods to be procured or the nature and extent of the services to be provided and general nature of the work.
 - (b) Indication of whether the suppliers can tender for some and/or all the goods required.
If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots.
 - (c) For works contracts: information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.
5. For services:
 - (a) The nature and quantity of the goods to be supplied, including any options for further procurement and, if possible, an estimate of the timing when such options may be exercised. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured.
 - (b) Indication of whether the execution of the service is reserved by law, regulation or administrative provision to a particular profession.
 - (c) Reference of the law, regulation or administrative provision.
 - (d) Indication of whether legal persons should indicate the names and professional qualifications of the staff to be responsible for the execution of the service.
 - (e) Indication of whether service providers can tender for a part of the services concerned.
6. Authorisation to submit variants.
7. Time limits for delivery or completion or duration of service contract and, as far as possible, for starting.
8. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
9.
 - (a) Final date for receipt of requests to participate.
 - (b) Address to which they must be sent.
 - (c) Language or languages in which they must be drawn up.
10. Where appropriate, any deposits and guarantees required.

Thursday 17 January 2002

11. Main terms concerning financing and payment and/or references to the provisions in which these are contained.
12. Information concerning the economic operator's position and the minimum economic and technical conditions required of him.
13. Criteria for the award of the contract. Subject to Article 57(3), second indent, criteria other than the lowest price shall be mentioned as well as their relative weighting.
14. Where appropriate, the names and addresses of the economic operators already selected by the contracting entity.
15. Where applicable, date(s) of previous publications in the Official Journal of the European Communities.
16. Where appropriate, particular conditions to which performance of the contract is subject.
17. Other information.
18. Where appropriate, the reference to publication of the periodic information notice in the Official Journal of the European Communities to which the contract refers.
19. Date of dispatch of the notice by the contracting entity.
20. Date of receipt of the notice by the Office for Official Publications of the European Communities (to be supplied by that Office).
21. ***Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning deadlines for lodging appeals.***

ANNEX XIII

INFORMATION TO BE INCLUDED IN THE NOTICE
ON THE EXISTENCE OF A SYSTEM OF QUALIFICATION

1. Name, address, telegraphic address,, electronic address, telephone number, telex and fax number of the contracting entity.
 2. Purpose of the qualification system (description of the goods, services or works or categories thereof to be procured through the system).
 3. Conditions to be fulfilled by the economic operators in view of their qualification pursuant to the system and the methods according to which each of those conditions will be verified. Where the description of such conditions and verification methods is voluminous and based on documents available to interested economic operators, a summary of the main conditions and methods and a reference to those documents shall be sufficient.
 4. Period of validity of the qualification system and the formalities for its renewal.
 5. Reference to the fact that the notice acts as the call for competition.
 6. Address where further information and documentation concerning the qualification system can be obtained (if different from the address mentioned under 1).
 7. Any other relevant information.
 8. ***Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning deadlines for lodging appeals.***
-