

## ANNEX V

### INFORMATION TO BE INCLUDED IN NOTICES

#### PART A

##### **Information to be included in notices of the publication of a prior information notice on a buyer profile**

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. Type of contracting authority and main activity exercised.
3. Where appropriate, indication that the contracting authority is a centralised purchasing body; or that any other form of joint procurement is or may be involved.
4. CPV codes.
5. Internet address of the 'buyer profile' (URL).
6. Date of dispatch of the notice of the publication of the prior information notice on the buyer profile.

#### PART B

##### **Information to be included in prior information notices**

###### **(as referred to in Article 48)**

##### **I. Information to be included in all cases**

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge.  
  
Where unrestricted and full direct access, free of charge, is not available for the reasons set out in the second and third subparagraph of Article 53(1), an indication of how the procurement documents can be accessed.
3. Type of contracting authority and main activity exercised.
4. Where appropriate, indication that the contracting authority is a centralised purchasing body or that any other form of joint procurement is or may be involved.
5. CPV codes; where the contract is divided into lots, this information shall be provided for each lot.

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6. NUTS code for the main location of works in case of works contracts or NUTS code for the main place of delivery or performance in supply and service contracts; where the contract is divided into lots, this information shall be provided for each lot.
  7. Brief description of the procurement: nature and extent of works, nature and quantity or value of supplies, nature and extent of services.
  8. Where this notice is not used as a means of calling for competition, estimated date(s) for publication of a contract notice or contract notices in respect of the contract(s) referred to in this prior information notice.
  9. Date of dispatch of the notice.
  10. Any other relevant information.
  11. Indication whether the contract is covered by the GPA.
- II. Additional information to be supplied where the notice is used as a means of calling for competition (Article 48(2))**
1. A reference to the fact that interested economic operators shall advise the authority of their interest in the contract or contracts.
  2. Type of award procedure (restricted procedures, whether or not involving a dynamic purchasing system, or competitive procedures with negotiation).
  3. Where appropriate, indication whether:
    - (a) a framework agreement is involved,
    - (b) a dynamic purchasing system is involved.
  4. As far as already known, time-frame for delivery or provision of products, works or services and duration of the contract.
  5. As far as already known, conditions for participation, including:
    - (a) where appropriate, indication whether the public contract is restricted to sheltered workshops, or whether its execution is restricted to the framework of protected job programmes,
    - (b) where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession,
    - (c) brief description of selection criteria.
  6. As far as already known, brief description of criteria to be used for award of the contract.
  7. As far as already known, estimated total magnitude for contract(s); where the contract is divided into lots, this information shall be provided for each lot.
  8. Time limits for receipt of expressions of interest.
  9. Address where expressions of interest shall be transmitted.
  10. Language or languages authorised for the presentation of candidatures or tenders.
  11. Where appropriate, indication whether:

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- (a) electronic submission of tenders or requests to participate will be required/accepted,
  - (b) electronic ordering will be used,
  - (c) electronic invoicing will be used,
  - (d) electronic payment will be accepted.
12. Information whether the contract is related to a project and /or programme financed by Union funds.
13. Name and address of the body responsible for review and, where appropriate, mediation procedures. Precise information concerning time limits for review procedures, or, if need be, the name, address, telephone number, fax number and e-mail address of the service from which this information may be obtained.

## PART C

### **Information to be included in contract notices**

#### **(as referred to in Article 49)**

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge.  
  
Where unrestricted and full direct access, free of charge, is not available for the reasons set out in the second and third subparagraphs of Article 53(1), an indication of how the procurement documents can be accessed.
3. Type of contracting authority and main activity exercised.
4. Where appropriate, indication that the contracting authority is a central purchasing body or that any other form of joint procurement is involved.
5. CPV codes; where the contract is divided into lots, this information shall be provided for each lot.
6. NUTS code for the main location of works in case of works contracts or NUTS code for the main place of delivery or performance in supply and service contracts; where the contract is divided into lots, this information shall be provided for each lot.
7. Description of the procurement: nature and extent of works, nature and quantity or value of supplies, nature and extent of services. Where the contract is divided into lots, this information shall be provided for each lot. Where appropriate, description of any options.
8. Estimated total order of magnitude of contract(s); where the contract is divided into lots, this information shall be provided for each lot.
9. Admission or prohibition of variants.

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10. Time-frame for delivery or provision of supplies, works or services and, as far as possible, duration of the contract.
  - (a) In the case of a framework agreement, indication of the planned duration of the framework agreement, stating, where appropriate, the reasons for any duration exceeding four years; as far as possible, indication of value or order of magnitude and frequency of contracts to be awarded, number and, where appropriate, proposed maximum number of economic operators to participate.
  - (b) In the case of a dynamic purchasing system, indication of the planned duration of that system; as far as possible, indication of value or order of magnitude and frequency of contracts to be awarded.
11. Conditions for participation, including:
  - (a) where appropriate, indication whether the public contract is restricted to sheltered workshops, or whether its execution is restricted to the framework of protected job programmes,
  - (b) where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision,
  - (c) a list and brief description of criteria regarding the personal situation of economic operators that may lead to their exclusion and of selection criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).
12. Type of award procedure; where appropriate, reasons for use of an accelerated procedure (in open and restricted procedures and competitive procedures with negotiation);
13. Where appropriate, indication whether:
  - (a) a framework agreement is involved,
  - (b) a dynamic purchasing system is involved,
  - (c) an electronic auction is involved (in the event of open or restricted procedures or competitive procedures with negotiation).
14. Where the contract is to be subdivided into lots, indication of the possibility of tendering for one, for several or for all of the lots; indication of any possible limitation of the number of lots that may be awarded to any one tenderer. Where the contract is not subdivided into lots, indication of the reasons therefor, unless this information is provided in the individual report.
15. In the case of a restricted procedure, a competitive procedure with negotiation, a competitive dialogue or an innovation partnership, where recourse is made to the option of reducing the number of candidates to be invited to submit tenders, to negotiate or to engage in dialogue: minimum and, where appropriate, proposed maximum number of candidates and objective criteria to be used to choose the candidates in question.
16. In the case of a competitive procedure with negotiation, a competitive dialogue or an innovation partnership, indication, where appropriate, of recourse to a staged

- procedure in order gradually to reduce the number of tenders to be negotiated or solutions to be discussed.
17. Where appropriate, particular conditions to which performance of the contract is subject.
  18. Criteria to be used for award of the contract or contracts. Except where the most economically advantageous offer is identified on the basis of price alone, criteria representing the most economically advantageous tender as well as their weighting shall be indicated where they do not appear in the specifications or, in the event of a competitive dialogue, in the descriptive document.
  19. Time limit for receipt of tenders (open procedures) or requests to participate (restricted procedures, competitive procedures with negotiation, dynamic purchasing systems, competitive dialogues, innovation partnerships).
  20. Address to which tenders or requests to participate shall be transmitted.
  21. In the case of open procedures:
    - (a) time frame during which the tenderer must maintain its tender,
    - (b) date, time and place for the opening of tenders,
    - (c) persons authorised to be present at such opening.
  22. Language or languages in which tenders or requests to participate must be drawn up.
  23. Where appropriate, indication whether:
    - (a) electronic submission of tenders or requests to participate will be accepted,
    - (b) electronic ordering will be used,
    - (c) electronic invoicing will be accepted,
    - (d) electronic payment will be used.
  24. Information whether the contract is related to a project and/or programme financed by Union funds.
  25. Name and address of the body responsible for review and, where appropriate, mediation procedures. Precise information concerning deadlines for review procedures, or if need be, the name, address, telephone number, fax number and email address of the service from which this information may be obtained.
  26. Date(s) and reference(s) of previous publications in the *Official Journal of the European Union* relevant to the contract(s) advertised in this notice.
  27. In the case of recurrent procurement, estimated timing for further notices to be published.
  28. Date of dispatch of the notice.
  29. Indication whether the contract is covered by the GPA.
  30. Any other relevant information.

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## PART D

### Information to be included in contract award notices

#### (as referred to in Article 50)

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. Type of contracting authority and main activity exercised.
3. Where appropriate, indication whether the contracting authority is a central purchasing body or that any other form of joint procurement is involved.
4. CPV codes.
5. NUTS code for the main location of works in case of works contracts or NUTS code for the main place of delivery or performance in supply and service contracts.
6. Description of the procurement: nature and extent of works, nature and quantity or value of supplies, nature and extent of services. Where the contract is divided into lots, this information shall be provided for each lot. Where appropriate, description of any options.
7. Type of award procedure; in the case of negotiated procedure without prior publication, justification.
8. Where appropriate, indication whether:
  - (a) a framework agreement was involved,
  - (b) a dynamic purchasing system was involved.
9. Criteria referred to in Article 67 which were used for award of the contract or contracts. Where appropriate, indication whether the holding of an electronic auction was involved (in the event of open or restricted procedures or competitive procedures with negotiation).
10. Date of the conclusion of the contract(s) or of the framework agreement(s) following the decision to award or conclude it/them.
11. Number of tenders received with respect of each award, including:
  - (a) number of tenders received from economic operators which are small and medium enterprises,
  - (b) number of tenders received from another Member State or from a third country,
  - (c) number of tenders received electronically.
12. For each award, name, address including NUTS code, telephone, fax number, email address and internet address of the successful tenderer(s) including
  - (a) information whether the successful tenderer is small and medium enterprise,

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- (b) information whether the contract was awarded to a group of economic operators (joint venture, consortium or other).
- 13. Value of the successful tender (tenders) or the highest tender and lowest tender taken into consideration for the contract award or awards.
- 14. Where appropriate, for each award, value and proportion of contract likely to be subcontracted to third parties.
- 15. Information whether the contract is related to a project and /or programme financed by Union funds.
- 16. Name and address of the body responsible for review and, where appropriate, mediation procedures. Precise information concerning the deadline for review procedures, or if need be, the name, address, telephone number, fax number and email address of the service from which this information may be obtained.
- 17. Date(s) and reference(s) of previous publications in the *Official Journal of the European Union* relevant to the contract(s) advertised in this notice.
- 18. Date of dispatch of the notice.
- 19. Any other relevant information.

## PART E

### **Information to be included in design contest notices**

#### **(as referred to in Article 79(1))**

- 1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
- 2. Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge.  
  
Where unrestricted and full direct access, free of charge, is not available for the reasons set out in the second and third subparagraphs of Article 53(1), an indication of how the procurement documents can be accessed.
- 3. Type of contracting authority and main activity exercised.
- 4. Where appropriate, indication whether the contracting authority is a central purchasing body or that any other form of joint procurement is involved.
- 5. CPV codes; where the contract is divided into lots, this information shall be provided for each lot.
- 6. Description of the principal characteristics of the project.
- 7. Number and value of any prizes.
- 8. Type of design contest (open or restricted).
- 9. In the event of an open design contest, time limit for the submission of projects.

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10. In the event of a restricted design contest:
  - (a) number of participants contemplated,
  - (b) names of the participants already selected, if any,
  - (c) criteria for the selection of participants,
  - (d) time limit for requests to participate.
11. Where appropriate, indication that the participation is restricted to a specified profession.
12. Criteria to be applied in the evaluation of the projects.
13. Indication whether the jury's decision is binding on the contracting authority.
14. Payments to be made to all participants, if any.
15. Indication whether any contracts following the design contest will or will not be awarded to the winner or winners of the design contest.
16. Date of dispatch of the notice.
17. Any other relevant information.

## PART F

### **Information to be included in notices of the results of a contest**

#### **(as referred to in Article 79(2))**

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. Type of contracting authority and main activity exercised.
3. Where appropriate, indication whether the contracting authority is a central purchasing body or that any other form of joint procurement is involved.
4. CPV codes.
5. Description of the principal characteristics of the project.
6. Value of the prizes.
7. Type of design contest (open or restricted).
8. Criteria which were applied in the evaluation of the projects.
9. Date of the jury decision.
10. Number of participants.
  - (a) Number of participants who are SMEs.
  - (b) Number of participants from abroad.



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11. Name, address including NUTS code, telephone, fax number, email address and internet address of the winner(s) of the contest and indication whether the winner(s) are small and medium enterprises.
12. Information whether the design contest is related to a project or programme financed by Union funds.
13. Date(s) and reference(s) of previous publications in the *Official Journal of the European Union* relevant to the project(s) concerned by this notice.
14. Date of dispatch of the notice.
15. Any other relevant information.

## PART G

### **Information to be included in notices of modifications of a contract during its term**

#### **(as referred to in Article 72(1))**

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, email and internet address of the contracting authority and, where different, of the service from which additional information may be obtained.
2. CPV codes.
3. NUTS code for the main location of works in case of works contracts or NUTS code for the main place of delivery or performance in supply and service contracts;
4. Description of the procurement before and after the modification: nature and extent of the works, nature and quantity or value of supplies, nature and extent of services.
5. Where applicable, increase in price caused by the modification.
6. Description of the circumstances which have rendered necessary the modification.
7. Date of contract award decision.
8. Where applicable, the name, address including NUTS code, telephone, fax number, email address and internet address of the new economic operator or operators.
9. Information whether the contract is related to a project and /or programme financed by Union funds.
10. Name and address of the oversight body and the body responsible for review and, where appropriate, mediation procedures. Precise information concerning the deadline for review procedures, or if need be, the name, address, telephone number, fax number and email address of the service from which this information may be obtained.
11. Date(s) and reference(s) of previous publications in the *Official Journal of the European Union* relevant to the contract(s) concerned by this notice.
12. Date of dispatch of the notice.
13. Any other relevant information.

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## PART H

### **Information to be included in contract notices concerning contracts for social and other specific services**

#### **(as referred to in Article 75(1))**

1. Name, identification number (where provided for in national legislation), address including NUTS code, email and internet address of the contracting authority.
2. NUTS code for the main location of works in the case of works or NUTS code for the main place of delivery or performance in the case of supplies and services.
3. Brief description of the contract in question including CPV codes.
4. Conditions for participation, including
  - where appropriate, indication whether the contract is restricted to sheltered workshops, or whether its execution is restricted to the framework of protected job programmes,
  - where appropriate, indication whether the execution of the service is reserved by law, regulation or administrative provision to a particular profession.
5. Time limit(s) for contacting the contracting authority in view of participation.
6. Brief description of the main features of the award procedure to be applied.

## PART I

### **Information to be included in prior information notices for social and other specific services**

#### **(as referred to in Article 75(1))**

1. Name, identification number (where provided for in national legislation), address including NUTS code, email and internet address of the contracting authority.
2. Brief description of the contract in question including the estimated total value of the contract and CPV codes.
3. As far as already known:
  - (a) NUTS code for the main location of works in case of works or NUTS code for the main place of delivery or performance in case of supplies and services
  - (b) time-frame for delivery or provision of supplies, works or services and duration of the contract.
  - (c) conditions for participation, including:
    - where appropriate, indication whether the public contract is restricted to sheltered workshops, or whether its execution is restricted to the framework of protected job programmes,
    - where appropriate, indication whether the execution of the service is reserved by law, regulation or administrative provision to a particular profession,

- (d) brief description of the main features of the award procedure to be applied.
4. A reference to the fact that interested economic operators shall advise the contracting authority of their interest in the contract or contracts and time limits for receipt of expressions of interest and address to which expressions of interest shall be transmitted.

## PART J

### **Information to be included in contract award notices concerning contracts for social and other specific services**

#### **(as referred to in Article 75(2))**

1. Name, identification number (where provided for in national legislation), address including NUTS code, email and internet address of the contracting authority.
2. Brief description of the contract in question including CPV codes.
3. NUTS code for the main location of works in case of works or NUTS code for the main place of delivery or performance in case of supplies and services.
4. Number of tenders received.
5. Price or range of prices (maximum/minimum) paid.
6. For each award, name, address including NUTS code, email address and internet address of the successful economic operator or operators.
7. Any other relevant information.