

## **Annex [II]**

### **Public procurement**

#### A. General provisions

##### **1. Principles applicable to contracts and scope** (mirroring art. 160 of Omnibus)

1. All contracts financed by a grant contract shall respect the principles of transparency, proportionality, equal treatment and non-discrimination.
2. All contracts shall be put out to competition on the broadest possible basis, except when use of negotiated procedure. The estimated value of a contract shall not be determined with a view to circumventing the applicable rules, nor shall a contract be split up for that purpose. The grant beneficiary shall divide a contract into lots, whenever appropriate, with due regard to broad competition.

##### **2. Mixed contracts and common procurement vocabulary** (mirroring art. 162 of Omnibus)

1. A mixed contract covering two or more types of procurement (works, supplies or services), shall be awarded in accordance with the provisions applicable to the type of procurement that characterises the main subject matter of the contract in question.
2. In the case of mixed contracts consisting of supplies and services, the main subject matter shall be determined by a comparison of the values of the respective supplies or services.
3. Any references to nomenclatures in the context of procurement shall be made using the [Common Procurement Vocabulary \(CPV\)](#).

##### **3. Publicity measures** (mirroring art. 163 of Omnibus with thresholds of 178.1 and point 5 of annex I)

1. For procedures with a value equal to or greater than EUR 300 000 for service and supply contracts or than EUR 5 000 000 for works contracts the grant beneficiary shall publish in the *Official Journal of the European Union*:
  - a) a contract notice to launch a procedure, except in the case of negotiated procedure;
  - b) a contract award notice on the results of the procedure.
2. Procedures with a value below the above-mentioned thresholds shall be advertised by appropriate means. In addition to the advertising provided for in paragraph 1, procurement procedures may be advertised in any other way, in particular in electronic form. Any such advertising shall refer to the notice published in the Official Journal of the European Union, if the notice has been published, and shall not precede the publication of that notice, which alone is authentic.

Such advertising shall not introduce any discrimination between candidates or tenderers nor contain details other than those contained in the contract notice, if the notice has been published.
3. Publication of certain information on a contract award may be withheld where its release would impede law enforcement, or otherwise be contrary to the public interest, would harm the legitimate commercial interests of economic operators or might prejudice fair competition between them.

## B. Types of procedures

### 4. Procurement procedures (mirroring art. 164 of Omnibus)

1. Procurement procedures for awarding concession contracts or public contracts, including framework contracts shall take one of the following forms:
  - a) open procedure;
  - b) restricted procedure;
  - c) negotiated procedure, including without prior publication;
  - d) competitive procedure with negotiation;
  - e) procedures involving a call for expression of interest.
2. In open procedures any interested economic operator may submit a tender.
3. In restricted procedures and competitive procedures with negotiation, any economic operator may submit a request to participate by providing the information that is requested by the grant beneficiary. The grant beneficiary shall invite all candidates, that satisfy the selection criteria and that are not in any of the situations for exclusion or rejection [referred to in Articles 136(1) and 141(1) of the Financial Regulation<sup>1</sup>,] to submit a tender.

Notwithstanding the first subparagraph, the grant beneficiary may limit the number of candidates to be invited to participate in the procedure on the basis of objective and non-discriminatory selection criteria, which shall be indicated in the contract notice or the call for expression of interest. The number of candidates invited shall be sufficient to ensure genuine competition.
4. In all procedures involving negotiation, the grant beneficiary shall negotiate with tenderers the initial and any subsequent tenders or parts thereof, except their final tenders, in order to improve their content. The minimum requirements and the criteria specified in the procurement documents shall not be subject to negotiation. A grant beneficiary may award a contract on the basis of the initial tender without negotiation where it has indicated in the procurement documents that it reserves the possibility to do so.
5. The grant beneficiary may use:
  - a) the open or restricted procedure for any purchase;
  - b) the procedures involving a call for expression of interest for contracts with a value below the thresholds referred to in point 3 of this Annex, to preselect candidates to be invited to submit tenders in response to future restricted invitations to tender, or to collect a list of vendors to be invited to submit requests to participate or submit tenders;
  - c) the competitive procedure with negotiation or the competitive dialogue for concession contracts, for the service contracts for social and other specific services<sup>2</sup>, in cases where only irregular or unacceptable tenders were submitted in response to an open or restricted procedure after the initial procedure has been completed, and for cases where this is justified by the specific circumstances linked, inter alia, to the nature or the complexity of the subject matter of the contract or to the specific type of contract;

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<sup>1</sup> 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

<sup>2</sup> As referred to in Annex XIV to Directive 2014/24/EU

- d) the negotiated procedure for contracts with a value below the thresholds referred to in point 3 of this Annex, or the negotiated procedure without prior publication for specific types of purchases [falling outside the scope of Directive 2014/24/EU] or in the clearly defined exceptional circumstances.

**5. Thresholds and procedures** (mirroring point 38 of Annex I of Omnibus)

1. The procurement procedures in the field of external actions shall be as follows:
  - a) the restricted procedure as provided for in point 4.1.b of this Annex;
  - b) the open procedure as provided for in point 4.1.a of this Annex;
  - c) the local open procedure;
  - d) the simplified procedure.
2. The use of procurement procedures according to thresholds shall be as follows:
  - a) the open or restricted procedure may be used for:
    - i. service and supply contracts and service concession contracts with a value of at least EUR 300 000;
    - ii. works contracts and works concessions contracts with a value of at least EUR 5 000 000;
  - b) the local open procedure may be used for:
    - i. supply contracts with a value of at least EUR 100 000 and less than EUR 300 000;
    - ii. works contracts and works concessions contracts with a value of at least EUR 300 000 and less than EUR 5 000 000;
  - c) the simplified procedure may be used for:
    - i. service contracts, service concession contracts, works contracts and works concessions contracts with a value of less than EUR 300 000;
    - ii. supply contracts with a value of less than EUR 100 000;
  - d) contracts with a value of less than or equal to EUR 20 000 may be awarded on the basis of a single tender;
  - e) payments of amounts less than or equal to EUR 2 500 in respect of items of expenditure may be carried out simply as payment against invoices, without prior acceptance of a tender.
3. In the restricted procedure referred to in point (a) of subparagraph 1, the contract notice shall state the number of candidates who will be invited to submit tenders. For service contracts at least four candidates shall be invited. The number of candidates allowed to submit tenders shall be sufficient to ensure genuine competition. The list of selected candidates shall be published on the grant beneficiary's website.

If the number of candidates satisfying the selection criteria or the minimum capacity levels is less than the minimum number, the grant beneficiary may invite to submit a tender only those candidates who satisfy the criteria to submit a tender.
4. Under the local open procedure referred to in point (c) of subparagraph 1, the contract notice shall be published at least in the official gazette of the recipient State or in any equivalent publication for local invitations to tender.
5. Under the simplified procedure referred to in point (d) of subparagraph 1, the contracting authority shall draw up a list of at least three tenderers of its choice, without publication of a notice. Tenderers for the simplified procedure may be chosen from a list of vendors as referred to in point (b) of point 9.1 advertised by a call for expression of interest.

If, following consultation of the tenderers, the contracting authority receives only one tender that is administratively and technically valid, the contract may be awarded provided that the award criteria are met.

6. For legal services not covered in point (h) of the second subparagraph of point 12.1, the contracting authorities may use the simplified procedure, whatever is the estimated value of the contract.

## **6. Use of a negotiated procedure without prior publication of a contract notice**

(mirroring point 11 of Annex I of Omnibus)

1. Where the grant beneficiary uses the negotiated procedure without prior publication of a contract notice, it shall comply with the arrangements on negotiation set out in point 7. The grant beneficiary may use the negotiated procedure without prior publication of a contract notice, regardless of the estimated value of the contract, in the following cases:
  - a) where no tenders, or no suitable tender, or no request to participate or no suitable request to participate as provided for in subparagraph 2 of this point 6.2 have been submitted in response to an open procedure or restricted procedure after that procedure has been completed, provided that the original procurement documents are not substantially altered;
  - b) where the works, supplies or services can only be provided by a single economic operator under the conditions set out in point 28.3 and for any of the following reasons:
    - i. the aim of the procurement is the creation or acquisition of a unique work of art or an artistic performance;
    - ii. competition is absent for technical reasons;
    - iii. the protection of exclusive rights, including intellectual property rights, must be ensured;
  - c) in so far as is strictly necessary where, for reasons of extreme urgency brought about by unforeseeable events, it is impossible to comply with the time limits laid down in point 22 of this Annex and where the justification of such extreme urgency is not attributable to the contracting authority;
  - d) for new services or works consisting in the repetition of similar services or works entrusted to the economic operator to which the same grant beneficiary awarded an original contract, provided that those services or works are in conformity with a basic project for which the original contract was awarded after publication of a contract notice, subject to the conditions set out in subparagraph 4;
  - e) for supply contracts:
    - i. for additional deliveries which are intended either as a partial replacement of supplies or installations or as the extension of existing supplies or installations, where a change of supplier would oblige the contracting authority to acquire supplies having different technical characteristics which would result in incompatibility or disproportionate technical difficulties in operation and maintenance; when Union institutions award contracts on their own account, the duration of such contracts shall not exceed three years;
    - ii. where the products are manufactured purely for the purpose of research, experimentation, study or development; however, such contracts shall not include quantity production to establish commercial viability or to recover research and development costs;
    - iii. for supplies quoted and purchased on a commodity market;

- iv. for purchases of supplies on particularly advantageous terms, from either an economic operator which is definitively winding up its business activities, or the liquidators in an insolvency procedure, an arrangement with creditors, or a similar procedure under national law;
    - f) for building contracts, after prospecting the local market;
    - g) for contracts for any of the following:
      - i. legal representation by a lawyer in arbitration or conciliation or judicial proceedings;
      - ii. legal advice given in the preparation of the proceedings referred to in point (i), or where there is tangible indication and high probability that the matter to which the advice relates will become the subject of such proceedings, provided that the advice is given by a lawyer;
      - iii. arbitration and conciliation services;
      - iv. document certification and authentication services which must be provided by notaries;
  - 2. A tender shall be considered unsuitable where it does not relate to the subject matter of the contract and a request to participate shall be considered unsuitable where the economic operator is in an exclusion situation or does not meet the selection criteria.
  - 3. The exceptions set out in points (b)(ii) and (iii) of subparagraph 1 shall only apply when no reasonable alternative or substitute exists and the absence of competition is not the result of an artificial narrowing down of the parameters when defining the procurement.
  - 4. In the cases referred to in point (e) of subparagraph 1, the basic project shall indicate the extent of possible new services or works and the conditions under which they will be awarded. As soon as the basic project is put up for tender, the possible use of the negotiated procedure shall be disclosed, and the total estimated amount for the subsequent services or works shall be taken into consideration in applying the thresholds referred to in point 3 of this Annex.
- 7. Use of competitive procedure with negotiation** (mirroring point 12.1(b) and point 6.5 of Annex I and art. 164.4 of Omnibus; points 12.2 & 12.3)
  - 1. When the grant beneficiary uses the competitive procedure with negotiation, it shall take into consideration the following arrangements on negotiation:
    - a) the grant beneficiary shall negotiate with tenderers the initial and any subsequent tenders or parts thereof, except their final tenders, in order to improve their content. The minimum requirements and the criteria specified in the procurement documents shall not be subject to negotiation;
    - b) during a negotiation, the grant beneficiary shall ensure equal treatment for all tenderers;
    - c) a negotiation may take place in successive stages in order to reduce the number of tenders to be negotiated by applying the award criteria specified in the procurement documents. The grant beneficiary shall indicate whether it will use that option in the procurement documents;
    - d) a grant beneficiary may award a contract on the basis of the initial tender without negotiation where it has indicated in the procurement documents that it reserves the possibility to do so.
  - 2. A tender shall be considered irregular in any of the following cases:
    - a) when it does not comply with the minimum requirements specified in the procurement documents;

- b) when it does not comply with the requirements for submission set out in point 8 of this Annex;
  - c) when the tenderer is rejected;
  - d) when the grant beneficiary has declared the tender to be abnormally low.
3. A tender shall be considered unacceptable in any of the following cases:
- a) when the price of the tender exceeds the grant beneficiary's maximum budget as determined and documented prior to the launching of the procurement procedure;
  - b) when the tender fails to meet the minimum quality levels for award criteria.
- 8. Use of the negotiated procedure for service, supply and works contracts**  
(mirroring point 39 of Annex I of Omnibus)
2. Grant beneficiaries may use the negotiated procedure with a single tender in the following cases:
- a) where the services are entrusted to public-sector bodies or to non-profit institutions or associations and relate activities of an institutional nature or are designed to provide assistance to people in the social field;
  - b) where the tender procedure has been unsuccessful, that is to say, where no qualitatively and/or financially worthwhile tender has been received, in which case, after cancelling the tender procedure, the grant beneficiary may negotiate with one or more tenderers of its choice, from among those that took part in the invitation to tender, provided that the procurement documents are not substantially altered;
  - c) where a new contract has to be concluded after early termination of an existing contract.
3. For the purposes of point (c) of the second subparagraph of point 7, operations carried out in a crisis shall be considered to satisfy the test of extreme urgency. The grant beneficiary, shall establish that a situation of extreme urgency exists and shall review his or her decision regularly having regard to the principle of sound financial management.
4. Activities of an institutional nature referred to in point (a) of point 8 shall include services directly linked to the statutory mission of the public sector bodies.
- 9. Procedure involving a call for expression of interest** (mirroring points 13.1, 13.2, 29.3 & 40 of Annex I of Omnibus)
1. For contracts with a value below the thresholds referred to in point 3 of this Annex, and without prejudice to points 6 and 7, of this Annex, the grant beneficiary may use a call for expression of interest to do either of the following:
- a) to pre-select candidates to be invited to submit tenders in response to future restricted invitations to tender;
  - b) to collect a list of vendors to be invited to submit requests to participate or tenders.
2. The list drawn up following a call for expression of interest shall be valid for not more than four years from the date on which the notice is published. The list referred to in the first subparagraph may include sub-lists. Any interested economic operator may express interest at any time during the period of validity of the list, with the exception of the last three months of that period.

3. Requests to participate and tenders which are suitable under point 6.2 and neither irregular under point 7.2 nor unacceptable under point 7.3 of this Annex shall be considered admissible.
4. By way of derogation from point 14.3, for all procedures involving a request to participate, the tender specifications may be split according to the two stages of the procedure and the first stage may contain only the information referred to in points (a) and (f) of point 14.3.

**10. Use of electronic auctions** (mirroring point 22 of Annex I of Omnibus)

1. The grant beneficiary may use electronic auctions, in which new prices, revised downwards, or new values concerning certain elements of tenders are presented.

The grant beneficiary shall structure the electronic auction as a repetitive electronic process, which occurs after an initial full evaluation of the tenders, enabling them to be ranked using automatic evaluation methods.

2. In open, restricted or competitive procedures with negotiation, the grant beneficiary may decide that the award of a public contract is preceded by an electronic auction when the procurement documents can be established with precision.

The electronic auction shall be based on one of the award methods set out in point 17.4 of this Annex.

3. The contracting authority which decides to hold an electronic auction shall state that fact in the contract notice. The procurement documents shall include the following details:

- a) the values of the features which will be the subject of an electronic auction, provided that those features are quantifiable and can be expressed in figures or percentages;
- b) any limits on the values which may be submitted, as they result from the specifications relating to the subject matter of the contract;
- c) the information which will be made available to tenderers in the course of the electronic auction and, where appropriate, when it will be made available to them;
- d) the relevant information concerning the electronic auction process including whether it includes phases and how it will be closed, as set out in point 10.7;
- e) the conditions under which the tenderers will be able to tender and, in particular, the minimum differences which will, where appropriate, be required when submitting the tender;
- f) the relevant information concerning the electronic equipment used and the arrangements and technical specifications for connection.

4. All tenderers who have submitted admissible tenders shall be invited simultaneously by electronic means to participate in the electronic auction using the connections in accordance with the instructions. The invitation shall specify the date and time of the start of the electronic auction.

The electronic auction may take place in a number of successive phases. The electronic auction shall not start sooner than two working days after the date on which invitations are sent out.

5. The invitation shall be accompanied by the outcome of a full evaluation of the relevant tender. The invitation shall also state the mathematical formula to be used in the electronic auction to determine automatic re-rankings on the basis of the new prices and/or new values submitted. That formula shall incorporate the weighting of

all the criteria fixed to determine the most economically advantageous tender, as indicated in the procurement documents. For that purpose, any ranges shall, however, be reduced beforehand to a specified value.

Where variants are authorised, a separate formula shall be provided for each variant.

6. Throughout each phase of an electronic auction the contracting authority shall instantaneously communicate to all tenderers at least sufficient information to enable them to ascertain their relative rankings at any moment. It may also, where this has been previously indicated, communicate other information concerning other prices or values submitted as well as announce the number of tenderers in any specific phase of the auction. It shall not however disclose the identities of the tenderers during any phase of an electronic auction.
7. The grant beneficiary shall close an electronic auction in one or more of the following ways:
  - a) at the previously indicated date and time;
  - b) when it receives no more new prices or new values which meet the requirements concerning minimum differences, provided that it has previously stated the time which it will allow to elapse after receiving the last submission before it closes the electronic auction;
  - c) when the previously indicated number of phases in the auction has been completed.
8. After closing an electronic auction, the contracting authority shall award the contract on the basis of the results of the electronic auction.

**11. Electronic catalogues** (mirroring point 27 of Annex I of Omnibus)

1. Where the use of electronic means of communication is required, the contracting authority may require tenders to be presented in the format of an electronic catalogue or to include an electronic catalogue.
2. Where the presentation of tenders in the form of electronic catalogues is accepted or required, the contracting authority shall:
  - a) state so in the contract notice;
  - b) indicate in the procurement documents all the necessary information concerning the format, the electronic equipment used and the technical connection arrangements and specifications for the catalogue.

**C. Preparation**

**12. Preparation of a procurement procedure** (mirroring art. 166 of Omnibus)

1. Before launching a procurement procedure, the grant beneficiary may conduct a preliminary market consultation with a view to preparing the procedure.
2. In the procurement documents, the grant beneficiary shall identify the subject matter of the procurement by providing a description of its needs and the characteristics required of the works, supplies or services to be bought, and shall specify the applicable exclusion, selection and award criteria. The grant beneficiary authority shall also indicate which elements define the minimum requirements to be met by all tenders. Minimum requirements shall include compliance with applicable environmental, social and labour law obligations established by Union law, national law, collective agreements or the applicable

international social and environmental conventions [listed in Annex X to Directive 2014/24/EU].

**13. Joint procurement** (simplified adaptation of art. 165 of Omnibus)

1. Where a contract is of interest to two or more grant beneficiaries in the same operation, and whenever there is a possibility for realising efficiency gains, the grant beneficiaries concerned may carry out the procedure and the management of the subsequent contract on an interinstitutional basis under the lead of one of the grant beneficiaries.
2. Where a contract is necessary for the implementation of a joint action between one or more grant beneficiaries from partner countries and one or more grant beneficiaries from Member States, the procurement procedure may be carried out jointly. The procedural provisions applicable will be the ones of the grant beneficiary leading the procurement procedure.

**14. Procurement documents** (mirroring point 16 of Annex I of Omnibus)

1. The procurement documents shall include the following:
  - a) if applicable, the contract notice or other advertising measure;
  - a) the invitation to tender;
  - b) the tender specifications or the descriptive documents in the case of a competitive dialogue, including the technical specifications and the relevant criteria;
  - c) the draft contract based on the model contract.

Point (d) of the first subparagraph shall not apply to cases where, due to exceptional and duly justified circumstances, the model contract cannot be used.

2. The invitation to tender shall:
  - a) specify the rules governing the submission of tenders, including in particular the conditions to maintain them confidential until opening, the closing date and time for receipt and the address to which they are to be sent or delivered or the internet address in case of electronic submission;
  - b) state that submission of a tender implies acceptance of the terms and conditions set out in the procurement documents and that such submission binds the contractor to whom the contract is awarded during performance of the contract;
  - c) specify the period during which a tender will remain valid and shall not be modified in any respect;
  - d) forbid any contact between the contracting authority and the tenderer during the procedure, save, exceptionally, under the conditions laid down in point 23 of this Annex, and, where provision is made for an on-the-spot visit, specify the arrangements for such a visit;
  - e) specify the means of proof for compliance with the time limit for receipt of tenders;
  - f) state that submission of a tender implies acceptance of receiving notification of the outcome of the procedure by electronic means.
3. The tender specifications shall contain the following:
  - a) the exclusion and selection criteria;
  - b) the award criteria and their relative weighting or, where weighting is not possible for objective reasons, their decreasing order of importance, which shall also apply to variants if they are authorised in the contract notice;
  - c) the technical specifications referred to in point 16 of this Annex;
  - d) if variants are authorised, the minimum requirements which they must meet;

- e) the evidence of access to procurement;
  - f) the requirement to indicate in which country the tenderers are established and to present the supporting evidence normally acceptable under the law of that country;
  - g) in the case of electronic catalogues, information on the electronic equipment used and the technical connection arrangements and specifications needed.
4. The draft contract shall:
- a) specify the liquidated damages for failure to comply with its clauses;
  - b) specify the details which must be contained in invoices and in the relevant supporting documents;
  - c) specify the competent court for hearing disputes;
  - d) specify that the contractor shall comply with applicable obligations in the fields of environmental, social and labour law established by Union law, national law, collective agreements or by the international social and environmental conventions [listed in Annex X to Directive 2014/24/EU];
  - e) specify whether the transfer of intellectual property rights will be required;
  - f) state that the price quoted in the tender is firm and non-revisable, or lay down the conditions or formulas for revision of prices during the lifetime of the contract.

For the purposes of point f), if a revision of prices is set out in the contract, the grant beneficiary shall take particular account of:

- a) the subject matter of the procurement and the economic situation in which it is taking place;
- b) the type of contract and tasks and its duration;
- c) the financial interests of the contracting authority.

**15. Access to procurement documents and time limit to provide additional information** (mirroring point 25.1 of Annex I of Omnibus)

The grant beneficiary shall offer direct access free of charge by electronic means to the procurement documents from the date of publication of the contract notice or, for the procedures without contract notice or referred to in point 9 of this Annex, from the date of dispatch of the invitation to tender.

In justified cases, the grant beneficiary may transmit the procurement documents by other means it specifies if direct access by electronic means is not possible for technical reasons or if the procurement documents contain information of a confidential nature.

The grant beneficiary may impose on economic operators requirements aimed at protecting the confidential nature of information contained in the procurement documents. It shall announce those requirements as well as how access to the procurement documents concerned can be obtained.

**D. Technical specifications and criteria for assessment**

**16. Technical specifications** (mirroring point 17.1, 17.2 & 17.8 of Annex I of Omnibus)

1. Technical specifications shall allow equal access of economic operators to the procurement procedures and not have the effect of creating unjustified obstacles to the opening up of procurement to competition.

Technical specifications shall include the characteristics required for works, supplies or services, including minimum requirements, so that they fulfil the use for which they are intended by the contracting authority.

2. The characteristics referred to in point 16 may include as appropriate:
  - a) the quality levels;
  - b) environmental performance and climate performance;
  - c) for purchases intended for use by natural persons, the accessibility criteria for people with disabilities or the design for all users, except in duly justified cases;
  - d) the levels and procedures of conformity assessment;
  - d) performance or use of the supply;
  - e) safety or dimensions, including, for supplies, the sales name and user instructions, and, for all contracts, terminology, symbols, testing and test methods, packaging, marking and labelling, production processes and methods;
  - f) for works contracts, the procedures relating to quality assurance and the rules relating to design and costing, the test, inspection and acceptance conditions for works and methods or techniques of construction and all the other technical conditions which the contracting authority is in a position to prescribe under general or specific regulations in relation to the finished works and to the materials or parts which they involve.
3. Unless justified by the subject matter of the contract, technical specifications shall not refer to a specific make or source, or a particular process which characterises the products or services provided by a specific economic operator, or to trade marks, patents, types or a specific origin or production with the effect of favouring or eliminating certain products or economic operators.

Such reference shall be permitted on an exceptional basis where a sufficiently detailed and intelligible description of the e subject matter of the contract is not possible. Such reference shall be accompanied by the words ‘or equivalent’.

#### **17. Award of contracts** (mirroring art. 167 of Omnibus)

1. Contracts shall be awarded on the basis of award criteria provided that the contracting authority has verified the following:
  - a) the tender complies with the minimum requirements specified in the procurement documents;
  - b) the candidate or tenderer is not excluded under point 4.3 of this Annex;
  - c) the candidate or tenderer meets the selection criteria specified in the procurement documents and is not subject to conflicts of interest which may negatively affect the performance of the contract.
2. The grant beneficiary shall apply the selection criteria to evaluate the capacity of the candidate or tenderer. Selection criteria shall only relate to the legal and regulatory capacity to pursue the professional activity, the economic and financial capacity, and the technical and professional capacity.
3. The grant beneficiary shall apply the award criteria to evaluate the tender.
4. The grant beneficiary shall base the award of contracts on the most economically advantageous tender, which shall consist in one of three award methods: lowest price, lowest cost or best price-quality ratio. For the lowest cost method, the grant beneficiary shall use a cost-effectiveness approach including life-cycle costing. For the best price-quality ratio, the contracting authority shall take

into account the price or cost and other quality criteria linked to the subject matter of the contract.

### **18. Exclusion and selection criteria** (mirroring point 18 of Annex I of Omnibus)

1. For the purpose of declaring and evidencing the absence of an exclusion situation, the grant beneficiary shall accept a declaration on honour signed and dated.
2. The grant beneficiary shall indicate in the procurement documents the selection criteria, the minimum levels of capacity and the evidence required to prove that capacity. All requirements shall be related and proportionate to the subject matter of the contract. The grant beneficiary shall specify in the procurement documents how groups of economic operators are to meet the selection criteria taking into account point 18.6.

Where a contract is divided into lots, the grant beneficiary may set minimum levels of capacity for each lot. It may set additional minimum levels of capacity in the event that several lots are awarded to the same contractor.

3. With regard to capacity to pursue the professional activity, the contracting authority may require an economic operator to fulfil at least one of the following conditions:
  - a) be enrolled in a relevant professional or trade register, except when the economic operator is an international organisation;
  - b) for service contracts, hold a particular authorisation proving that it is authorised to perform the contract in its country of establishment or be a member of a specific professional organisation.
4. When receiving requests to participate or tenders, the contracting authority shall accept a declaration on honour stating that the candidate or tenderer fulfils the selection criteria. The requirement to submit a declaration on honour may be waived for very low value contracts.

The grant beneficiary may ask tenderers and candidates at any moment during the procedure to submit an updated declaration or all or part of the supporting documents where this is necessary to ensure the proper conduct of the procedure.

The grant beneficiary shall require the candidates or successful tenderers to submit up-to-date supporting documents except where it has already received them for the purpose of another procedure and provided that the documents are still up-to-date or it can access them in a national database free of charge.

5. The grant beneficiary may, depending on its assessment of risks, decide not to require evidence of the legal, regulatory, financial, economic, technical and professional capacity of economic operators in the following cases:
  - a) procedures for contracts awarded, with a value not exceeding the thresholds referred to in point 3 of this Annex;
  - b) procedures for contracts awarded in accordance with points (b), (e), (f)(i) and (iv), (h) and (m) of the second subparagraph of point 6.1.

Where the grant beneficiary decides not to require evidence of the legal, regulatory, financial, economic, technical and professional capacity of economic operators, no pre-financing shall be made except in duly justified cases.

6. An economic operator 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. It shall in that case prove to the grant beneficiary that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to that effect.

With regard to technical and professional criteria, an economic operator shall only rely on the capacities of other entities where the latter will perform the works or services for which those capacities are required.

Where an economic operator relies on the capacities of other entities with regard to criteria relating to economic and financial capacity, the contracting authority may require that the economic operator and those entities be jointly liable for the performance of the contract.

The grant beneficiary may request information from the tenderer on any part of the contract that the tenderer any subcontractors.

For works or services provided at a facility directly under the oversight of the grant beneficiary, the grant beneficiary shall require the contractor to indicate the names, contacts and authorised representatives of all subcontractors involved in the performance of the contract, including any changes of subcontractors.

7. The grant beneficiary shall verify whether the entities on whose capacity the economic operator intends to rely and the envisaged subcontractors, when subcontracting represents a significant part of the contract, fulfil the relevant selection criteria.

The grant beneficiary shall require that the economic operator replaces an entity or subcontractor which does not meet a relevant selection criterion.

8. In the case of works contracts, service contracts and siting or installation operations in the context of a supply contract, the grant beneficiary may require that certain critical tasks be performed directly by the tenderer itself or, where the tender is submitted by a group of economic operators, a participant in the group.
9. The grant beneficiary shall not demand that a group of economic operators have a given legal form in order to submit a tender or request to participate, but the selected group may be required to adopt a given legal form after it has been awarded the contract if such change is necessary for the proper performance of the contract.

## **19. Economic and financial capacity (mirroring point 19 of Annex I of Omnibus)**

1. To ensure that economic operators possess the necessary economic and financial capacity to perform the contract, the contracting authority may require in particular that:
  - a) economic operators have a certain minimum yearly turnover, including a certain minimum turnover in the area covered by the contract;
  - b) economic operators provide information on their annual accounts showing ratios between assets and liability;
  - c) economic operators provide an appropriate level of professional risk indemnity insurance.

For the purposes of point (a), the minimum yearly turnover shall not exceed two times the estimated annual contract value, except in duly justified cases linked to the nature of the purchase, which the grant beneficiary shall explain in the procurement documents.

For the purposes of point (b), the grant beneficiary shall explain the methods and criteria for such ratios in the procurement documents.

2. The grant beneficiary shall define in the procurement documents the evidence to be provided by an economic operator to demonstrate its economic and financial capacity. It may request in particular one or more of the following documents:
  - a) appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
  - b) financial statements or their extracts for a period equal to or less than the last three financial years for which accounts have been closed;
  - c) a statement of the economic operator's overall turnover and, where appropriate, turnover in the area covered three financial years available.

If, for any valid reason, the economic operator is unable to provide the references requested by the grant beneficiary, it may prove its economic and financial capacity by any other document which the grant beneficiary considers appropriate.

**20. Technical and professional capacity** (mirroring point 20, except 20.4)

1. The grant beneficiary shall verify that candidates or tenderers fulfil the minimum selection criteria concerning technical and professional capacity in accordance with points 20.2 to 20.4 of this Annex.
2. The grant beneficiary shall define in the procurement documents the evidence to be provided by an economic operator to demonstrate its technical and professional capacity. It may request one or more of the following documents:
  - a) for works, supplies requiring siting or installation operations or services, information on the educational and professional qualifications, skills, experience and expertise of the persons responsible for performance;
  - b) a list of the following:
    - i. the principal services provided and supplies delivered in the past three years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients;
    - ii. the works carried out in the last five years, accompanied by certificates of satisfactory execution for the most important works;
  - c) a statement of the technical equipment, tools or the plant available to the economic operator for performing a service or works contract;
  - d) a description of the technical facilities and means available to the economic operator for ensuring quality, and a description of available study and research facilities;
  - e) a reference to the technicians or technical bodies available to the economic operator, whether or not belonging directly to it, especially those responsible for quality control;
  - f) in respect of supplies: samples, descriptions or authentic photographs or certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of the products clearly identified by references to technical specifications or standards;
  - g) for works or services, a statement of the average annual manpower and the number of managerial staff of the economic operator for the last three years;
  - h) an indication of the supply chain management and tracking systems that the economic operator will be able to apply when performing the contract;
  - i) an indication of the environmental management measures that the economic operator will be able to apply when performing the contract.

For the purposes of point (b)(i) of the first subparagraph, where necessary in order to ensure an adequate level of competition, the grant beneficiary may indicate that

evidence of relevant supplies or services delivered or performed more than three years before will be taken into account.

For the purposes of point (b)(ii) of the first subparagraph, where necessary in order to ensure an adequate level of competition, the grant beneficiary may indicate that evidence of relevant works delivered or performed more than five years before will be taken into account.

3. Where the supplies or services are complex or, exceptionally, are required for a special purpose, evidence of technical and professional capacity may be secured by means of a check carried out by the contracting authority or on its behalf by a competent official body of the country in which the economic operator is established, subject to that body's agreement. Such checks shall concern the supplier's technical capacity and production capacity and, if necessary, its study and research facilities and quality control measures.
4. Where the grant beneficiary requires the provision of certificates drawn up by independent bodies attesting that the economic operator complies with certain environmental management systems or standards, it shall refer to [the European Union Eco-Management and Audit Scheme or to other environmental management systems as recognised in accordance with Article 45 of Regulation (EC) No 1221/2009 of the European Parliament and of the Council or other] environmental management standards based on the relevant European or international standards by accredited bodies. Where an economic operator had demonstrably no access to such certificates, or no possibility of obtaining them within the relevant time limits for reasons that are not attributable to that economic operator, the contracting authority shall also accept other evidence of environmental management measures, provided that the economic operator proves that those measures are equivalent to those required under the applicable environmental management system or standard.
5. A grant beneficiary may conclude that an economic operator does not possess the required professional capacity to perform the contract to an appropriate quality standard where the contracting authority has established that the economic operator has conflicting interests which may negatively affect its performance.

**21. Award criteria** (mirroring point 21 of Annex I of Omnibus)

1. Quality criteria may include elements such as technical merit, aesthetic and functional characteristics, accessibility, design for all users, social, environmental and innovative characteristics, production, provision and trading process and any other specific process at any stage of the life cycle of the works, supplies or services, organisation of the staff assigned to performing the contract, after-sales service, technical assistance or delivery conditions such as delivery date, delivery process and delivery period or period of completion.
2. The grant beneficiary shall specify in the procurement documents the relative weighting which it gives to each of the criteria chosen to determine the most economically advantageous tender except when using the lowest price method. Those weightings may be expressed as a range with an appropriate maximum spread. The weighting applied to price or cost in relation to the other criteria shall not result in the neutralisation of price or cost. If weighting is not possible for objective reasons, the grant beneficiary shall indicate the criteria in decreasing order of importance.
3. The grant beneficiary may lay down minimum levels of quality. Tenders below those levels of quality shall be rejected.

4. Life-cycle costing shall cover parts or all of the following costs, to the extent relevant, over the life cycle of works, supplies or services:
  - a) costs, borne by the contracting authority or other users, such as:
    - i. costs relating to acquisition;
    - ii. costs of use, such as consumption of energy and other resources;
    - iii. maintenance costs;
    - iv. end-of-life costs, such as collection and recycling costs;
  - b) costs attributed to environmental externalities linked to the works, supplies or services during their life cycle, provided their monetary value can be determined and verified.
5. Where the grant beneficiary assesses the costs using a life-cycle costing approach, it shall indicate in the procurement documents the data to be provided by the tenderers and the method which it will use to determine the life-cycle costs on the basis of those data.

The method used for the assessment of costs attributed to environmental externalities shall fulfil the following conditions:

- a) it is based on objectively verifiable and non-discriminatory criteria;
- b) it is accessible to all interested parties;
- c) economic operators can provide the required data with reasonable effort.

[Where applicable, the contracting authority shall use the mandatory common methods for the calculation of life-cycle costs provided for in Union legal acts listed in Annex XIII to Directive 2014/24/EU.]

## **E. Submission, evaluation and award decision**

### **22. Time limits for procedures** (mirroring point 41 of Annex I of Omnibus)

1. For service contracts, the minimum time between the day following the date of dispatch of the letter of invitation to tender and the final date for receipt of tenders shall be 50 days. However, in urgent cases other time limits may be authorised.
2. Tenderers may put questions in writing before the closing date for receipt of tenders. The grant beneficiary shall provide the answers to the questions before the closing date for receipt of tenders.
3. In restricted procedures, the time limit for receipt of requests to participate shall be no less than 30 days from the date following that on which the contract notice is published. The period between the date following that on which the letter of invitation is sent and the final date for the receipt of tenders shall be no less than 50 days. However, in certain exceptional cases other time limits may be authorised.
4. In open procedures, the time limits for receipt of tenders, running from the date following that in which the contract notice is published, shall be at least:
  - a) 90 days for works contracts;
  - b) 60 days for supply contracts.

However, in certain exceptional cases other time limits may be authorised.

5. In local open procedures, the time limits for receipt of tenders, running from the date when the contract notice is published, shall be at least:
  - a) 60 days for works contracts;
  - b) 30 days for supply contracts.

However, in certain exceptional cases other time limits may be authorised.

6. For the simplified procedures referred to in point (d) of point 5.1, candidates shall be allowed at least 30 days from the date of dispatch of the letter of invitation to tender in which to submit their tenders.

**23. Contacts during the procurement procedure** (mirroring art. 169 of Omnibus)

1. Before the time limit for receipt of requests to participate or tenders, the grant beneficiary may communicate additional information about the procurement documents if it discovers an error or omission in the text or upon request from candidates or tenderers. Information provided shall be disclosed to all candidates or tenderers.
2. After the time limit for receipt of requests to participate or tenders, in every case where contact has been made, and the duly justified cases where contact has not been made, a record shall be kept in the procurement file.

**24. Submission, electronic communication and evaluation** (mirroring art. 168 of Omnibus)

1. The grant beneficiary shall lay down time limits for the receipt of tenders and requests to participate taking into account the complexity of the purchase, leaving an adequate period for economic operators to prepare their tenders.
2. If deemed appropriate and proportionate, the grant beneficiary may require tenderers to lodge a guarantee to make sure that the tenders submitted are not withdrawn before contract signature. The required guarantee shall represent 1 to 2 % of the total estimated value of the contract. The grant beneficiary shall release the guarantees:
  - a) in respect of tenderers or tenders rejected after having provided the information on the outcome of the procedure;
  - b) in respect of tenderers ranked, after the contract is signed.
3. The grant beneficiary shall open all requests to participate and tenders. However, it shall reject:
  - a) requests to participate and tenders which do not comply with the time limit for receipt, without opening them;
  - b) tenders already open when they are received, without examining their content.
4. The grant beneficiary shall evaluate all requests to participate or tenders not rejected during the opening phase as laid down in paragraph 3 on the basis of the criteria specified in the procurement documents with a view to awarding the contract or to proceeding with an electronic auction.
5. The grant beneficiary may waive the appointment of an evaluation committee for procedures having a value of less than or equal to EUR 20 000.
6. Requests to participate and tenders which do not comply with all the minimum requirements set out in the documents shall be rejected.

**25. Abnormally low tenders** (mirroring point 23 of Annex I of Omnibus)

1. If, for a given contract, the price or costs proposed in a tender appears to be abnormally low, the grant beneficiary shall request in writing details of the constituent elements of the price or costs which it considers relevant and shall give the tenderer the opportunity to present its observations. The grant beneficiary may, in particular, take into consideration observations relating to:

- a) the economics of the manufacturing process, of the provision of services or of the construction method;
  - b) the technical solutions chosen or the exceptionally favourable conditions available to the tenderer;
  - c) the originality of the tender;
  - d) compliance of the tenderer with applicable obligations in the fields of environmental, social and labour law;
  - e) compliance of subcontractors with applicable obligations in the fields of environmental, social and labour law;
  - f) [the possibility of the tenderer obtaining State aid in compliance with applicable rules].
2. The contracting authority shall only reject the tender where the evidence supplied does not satisfactorily account for the low price or costs proposed.

The contracting authority shall reject the tender where it has established that the tender is abnormally low because it does not comply with applicable obligations in the fields of environmental, social and labour law.

**26. Results of the evaluation and award decision** (mirroring article 170.1 of Omnibus and point 30 of Annex I)

1. The outcome of the evaluation shall be an evaluation report containing the proposal to award the contract. The evaluation report shall be dated and signed by the person or persons who carried out the evaluation or by the members of the evaluation committee. That report may be signed in an electronic system providing sufficient identification of the signatory.

If the evaluation committee was not given responsibility to verify the tenders against the exclusion and selection criteria, the evaluation report shall also be signed by the persons who were given that responsibility by the authorising officer responsible.

2. The evaluation report shall contain the following:
  - a) the name and address of the contracting authority, and the subject matter and value of the contract;
  - b) the names of the candidates or tenderers rejected and the reasons for their rejection or to selection criteria;
  - c) the references to the tenders rejected and the reasons for their rejection by reference to any of the following:
    - i. non-compliance with minimum requirements as set out in point 17.1.a) this Annex;
    - ii. not meeting the minimum quality levels laid down in point 21.3 of this Annex;
    - iii. tenders found to be abnormally low as referred to in point 25 of this Annex;
  - d) the names of the candidates or tenderers selected and the reasons for their selection;
  - e) the names of the tenderers to be ranked with the scores obtained and their justifications;
  - f) the names of the proposed candidates or successful tenderer and the reasons for that choice;
  - g) if known, the proportion of the contract or the framework contract which the proposed contractor intends to subcontract to third parties.

3. The contracting authority shall take its award decision providing any of the following:
  - a) an approval of the evaluation report containing all the information listed in point 27.2 complemented by the following:
    - i. the name of the successful tenderer and the reasons for that choice by reference to the pre-announced selection and award criteria, including where appropriate the reasons for not following the recommendation provided in the evaluation report;
    - ii. in the case of negotiated procedure without prior publication, competitive procedure with negotiation, the circumstances referred to in points 6, 7 and 8 which justify their use;
  - b) where appropriate, the reasons why the grant beneficiary has decided not to award a contract.
4. The grant beneficiary may merge the content of the evaluation report and the award decision into a single document and sign it in any of the following cases:
  - a) for procedures below the thresholds referred to in point 3 of this Annex where only one tender was received;
  - b) for cases referred to in points (c), (e), (f)(i), (f)(iii) and (h) of the second subparagraph of point 6.1 where no evaluation committee was nominated.
5. For a procurement procedure launched on a joint basis, the decision referred to in point 26.3 shall be taken by the grant beneficiary responsible for the procurement procedure.
6. The grant beneficiary shall decide to whom the contract is to be awarded, in compliance with the selection and award criteria specified in the procurement documents.
27. **Information to candidates or tenderers** (mirroring art. 170 of Omnibus and point 31 of Annex I)
  1. The grant beneficiary shall notify all candidates or tenderers, whose requests to participate or tenders are rejected, of the grounds on which the decision was taken, as well as the duration of the standstill. The standstill period shall have a duration of 10 days when using electronic means of communication and 15 days when using other means.
  2. The grant beneficiary shall inform each tenderer who is not in an exclusion situation, who is not rejected, whose tender is compliant with the procurement documents and who makes a request in writing, of any of the following:
    - a) the name of the tenderer to whom the contract is awarded and the characteristics and relative advantages of the successful tender, the price paid or contract value, whichever is appropriate;
    - b) the progress of negotiation and dialogue with tenderers.

However, the grant beneficiary may decide to withhold certain information where its release would impede law enforcement, would be contrary to the public interest or would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them.

- 4. The grant beneficiary shall inform all candidates or tenderers, simultaneously and individually, by electronic means of decisions reached concerning the outcome of the procedure as soon as possible after any of the following stages:

- a) the opening phase for the cases referred to in Article 24 of this Annex;
- b) a decision has been taken on the basis of exclusion and selection criteria in procurement procedures organised in two separate stages;
- c) the award decision.

In each case, the grant beneficiary shall indicate the reasons why the request to participate or tender has not been accepted and the available legal remedies.

When informing the successful tenderer, the grant beneficiary shall specify that the decision notified does not constitute a commitment on its part.

5. The grant beneficiary shall communicate the information provided for in Article 27.3 as soon as possible and in any case within 15 days of receipt of a request in writing. When the grant beneficiary awards contracts on its own account, it shall use electronic means. The tenderer may also send the request by electronic means.
6. When the grant beneficiary communicates by electronic means, information shall be deemed to have been received by candidates or tenderers if the grant beneficiary can prove to have sent it to the electronic address referred to in the tender or in the request to participate.

In such case, information shall be deemed to have been received by the candidate or tenderer on the date of dispatch by the grant beneficiary.

## **28. Cancellation of the procurement procedure** (mirroring art. 171 of Omnibus)

The grant beneficiary may, before the contract is signed, cancel the procurement procedure without the candidates or tenderers being entitled to claim any compensation. The decision shall be justified and brought to the attention of the candidates or tenderers as soon as possible.

## **29. Standstill period before signature of the contract** (mirroring point 35 of Annex I of Omnibus)

1. The standstill period shall run from either of the following dates:
  - a) the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers by electronic means;
  - b) where the contract is awarded pursuant to point (b) of the second subparagraph of point 15.1, the day after the award notice has been published in the *Official Journal of the European Union*.

If necessary, the grant beneficiary may suspend the signature of the contract for additional examination if this is justified by the requests or comments made by unsuccessful or aggrieved candidates or tenderers or by any other relevant information received during the period set out in point 24.2 of this Annex. In the case of suspension all the candidates or tenderers shall be informed within three working days following the suspension decision.

2. The period set out in point 29.1 shall not apply in the following cases:
  - a) any procedure where only one tender has been submitted;
  - b) negotiated procedure without prior publications referred to in point 6 except for contracts awarded in accordance with point b) of the second subparagraph of point 6.1.

## **F. Contract performance**

**30. Performance and modifications of the contract** (mirroring art. 172 of Omnibus and point 2.5 of Annex I)

1. Performance of the contract shall not start before it is signed.
2. The grant beneficiary may modify a contract without a procurement procedure only in the cases provided for in paragraph 3 and provided the modification does not alter the subject matter of the contract. The grant beneficiary shall publish in the Official Journal of the European Union a notice of modification of contract during its duration in the cases set out in points (a) and (b) of the above-mentioned paragraph where the value of the modification is equal to or greater than the thresholds referred to in point 3 of this Annex.
4. A contract may be modified without a new procurement procedure in any of the following cases:
  - a) for additional works, supplies or services by the original contractor that have become necessary and that were not included in the initial procurement, where the following conditions are fulfilled:
    - i. a change of contractor cannot be made for technical reasons linked to interchangeability or interoperability requirements with existing equipment, services or installations;
    - ii. a change of contractor would cause substantial duplication of costs for the contracting authority;
    - iii. any increase in price, including the net cumulative value of successive modifications, does not exceed 50 % of the initial contract value;
  - b) where all of the following conditions are fulfilled:
    - i. the need for modification has been brought about by circumstances which a diligent grant beneficiary could not foresee;
    - ii. any increase in price does not exceed 50 % of the initial contract value;
  - c) where the value of the modification is below the following thresholds:
    - i. the thresholds referred to point 3 of this Annex, applicable at the time of the modification; and
    - ii. 10 % of the initial contract value for public service and supply contracts and works or services concession contracts and 15 % of the initial contract value for public works contracts;
  - d) where both of the following conditions are fulfilled:
    - i. the minimum requirements of the initial procurement procedure are not altered;
    - ii. any ensuing modification of value complies with the conditions set out in point (c) of this subparagraph, unless such modification of value results from the strict application of the procurement documents or contractual provisions.

The initial contract value shall not take into account price revisions. The net cumulative value of several successive modifications under point (c) of the first subparagraph shall not exceed any threshold referred to therein. The contracting authority shall apply the *ex post* publicity measures set out in point 3 of this annex.

**31. Performance guarantees and retention money guarantees** (mirroring recital 115 and art. 173 of Omnibus)

1. The grant beneficiary may require a performance guarantee in relation to works, supplies and complex services in order to guarantee compliance with substantial contractual obligations and to ensure proper performance throughout the duration of the

contract. It also provides the option of requiring a retention money guarantee to cover the contract liability period.

2. A performance guarantee shall amount to a maximum of 10 % of the total value of the contract. It shall be fully released after final acceptance of the works, supplies or complex services, within a period specified in the contract. The release shall be made within:
  - a) 90 calendar days for technical services or actions which are particularly complex to evaluate and for which payment depends on the approval of a report or a certificate;
  - b) 60 calendar days for all other contracts for which payment depends on the approval of a report or a certificate;
  - c) 30 calendar days for all other contracts.

The guarantee may be released partially or fully upon provisional acceptance of the works, supplies or complex services.

3. A retention money guarantee amounting to a maximum of 10 % of the total value of the contract may be constituted by deductions from interim payments as and when they are made or by deduction from the final payment.

The grant beneficiary shall determine the amount of the retention money guarantee which shall be proportionate to the risks identified in relation to the performance of the contract, taking into account its subject matter and the usual commercial terms applicable in the sector concerned.

A retention money guarantee shall not be used in a contract where a performance guarantee has been requested and not released.

4. Subject to approval by the grant beneficiary, the contractor may request to replace the retention money guarantee by a guarantee issued by a bank or by an authorised financial institution.
5. The grant beneficiary shall release the retention money guarantee after the expiry of the contractual liability period, within a period subject to the time limits set out in paragraph 1 and to be specified in the contract.