

## Publishing calls for tenders

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These guidelines are meant for the contracting authority managing European Union's external aid programmes. They include practical information on publication procedures for procurement contracts.

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For the publication of calls for proposals (grants) in direct management, please refer to the relevant webpages of the two online tools: PADOR<sup>1</sup> and PROSPECT<sup>2</sup>. Calls for proposals are only published on the EuropeAid website, with local calls for proposals also being published locally.

Please note that the procurement contracts awarded by grant beneficiaries are published neither in the EU Official Journal nor on the EuropeAid website. The same applies for grants and contracts awarded by International organisations under the PAGODA and contracts financed by the imprest component of the budget of programme estimates.

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### Rules

- The Practical Guide describes the rules to be complied with: points 2.9.3 and 3.3.1 for services, points 4.3.1 and 4.3.11.3 for supplies, and points 5.3.1 and 5.3.11.3 for works.
- The publication rules depend on the type of procedure and the document to be published.
- When a document is published in various media, publication must take place simultaneously and the content of the document must be identical in the various media.

Deleted: and points 6.3.1.1 and 6.4.10.4 for calls for proposals

### Publication rules depending on the type of procedure:

- International calls for tender must be published in the S Series of the Official Journal of the European Union and on the EuropeAid website
- Local calls for tender must be published in the Official Gazette of the beneficiary State or any other equivalent media and the contract notice must be published on the EuropeAid website
- Modification to contracts: when it is required to publish a contract modification notice, this must be published in both the Official Journal of the European Union and on the EuropeAid website irrespective of the procedure under which the modified contract had been awarded

### Publication rules depending on the type of documents:

- for international calls for tenders, the following documents are published in the **Official Journal of the European Union**:
  - prior information notice
  - contract notice
  - corrigenda
  - contract modification notice

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<sup>1</sup> [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

<sup>2</sup> [http://ec.europa.eu/europeaid/funding/prospect\\_en](http://ec.europa.eu/europeaid/funding/prospect_en)

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- contract award notice
- cancellation notice

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- the following are only published on the EuropeAid website:
  - all notices relevant to local calls for tender
  - for international calls for tender:
    - o tender dossiers (in the case of services, during the first phase only)
    - o clarifications (in the case of services, during the first phase only)
    - o corrigenda to these documents (in the case of services, during the first phase only)
    - o shortlists
  - contract award notice relevant to procurement procedures other than international, when the contract amount is above international thresholds

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## Forms

All forms to be used for publication can be found in the annexes of the PRAG:

- international calls for tender
  - Prior information notice
  - Contract notice
  - Contract award notice
  - Contract modification notice
  - Cancellation notice
  - Shortlist notice
  - Tender dossier, technical specifications and any other annexes to the tender dossier (plans, etc.)
  - for supplies and works only
    - o Supplies
    - o Works (all the D4 documents)
  - Corrigendum to the documents listed above

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## Publication

- **Publication in the Official Journal of the European Union TED**  
EuropeAid still operates a centralised procedure to publish notices in the Official Journal. It is expected that this procedure will be replaced in 2016 by a decentralised procedure using the corporate tools e-Notices and e-Tendering managed by the Publications Office of the European Union (OP).

The documents to be published must be sent to the functional mailboxes of EuropeAid, which is entitled to apply to OP for publication.

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<#>Annual work programme for grants  
<#>Guidelines to open or restricted calls for proposals  
<#>Annexes to guidelines  
<#>Lists of grants awarded for each call for proposals published

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- **Publication on the EuropeAid website**
  - The Delegations are responsible for the publication of all documents of local calls for tender, which are currently published directly via EuropeAid's publication module (CRIS Call For tenders) and according to the internal relevant CRIS Manual.

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<#>documents on calls for proposals and calls for tenders in direct management

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- **The functional mailboxes:**

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- **DEVCO ALASIPUB** - [EuropeAid-ALASIPUB@ec.europa.eu](mailto:EuropeAid-ALASIPUB@ec.europa.eu)  
DCI-ASIA and DCI-LATIN AMERICA
- **DEVCO ACPPUB** - [EuropeAid-ACPPUB@ec.europa.eu](mailto:EuropeAid-ACPPUB@ec.europa.eu)  
EDF, DCI-AFS and DCI-SUCRE
- **DEVCO NEIGHBOURPUB** - [EuropeAid-NEIGHBOURPUB@ec.europa.eu](mailto:EuropeAid-NEIGHBOURPUB@ec.europa.eu)  
DCI-MED, ENPI and NUCLEAR SAFETY
- **DEVCO IPAPUB** - [EuropeAid-IPAPUB@ec.europa.eu](mailto:EuropeAid-IPAPUB@ec.europa.eu)  
Instrument for Pre-Accession
- **DEVCO THEMAPUB** - [EuropeAid-THEMAPUB@ec.europa.eu](mailto:EuropeAid-THEMAPUB@ec.europa.eu)  
DCI-THEMATIC, CFSP, HUMAN RIGHTS and Instrument for Stability

#### Time limits

- **Time needed for publication:**

#### For notices that have to be published in the OJ

- **15 days** for publication of pre-information notice, contract notice, **contract modification notice** and contract award notice,
- **10 days** for publication of a cancellation notice or corrigendum.

The Official Journal is published every day **except Sundays, Mondays** and certain public holidays. The S supplement to the OJ, in which notices are published, is available in electronic form: this is the **TED** (Tenders Electronic Daily), which can be consulted at the following address: <http://ted.europa.eu/>.

#### For notices published *only* on the EuropeAid website

- **2 days**

#### EXCEPTION

In the case of the publication of a corrigendum to a contract notice relating to a change in the deadline (extension or reduction) for submission and/or the date of the opening of the bids, or any other indication or element specific to the contract notice, the corrigendum to the corresponding tender dossier relating to the same elements contained in the contract notice has only to be published on EuropeAid website **but** must appear on the same date as the corrigendum to the contract notice.

- **Time limits depending on the submission deadline:**

**For service contracts:** Corrigenda and clarifications should be published at the latest **5 days** before the deadline to allow candidates to take changes into account and must therefore not be published after the deadline, even if the corrigendum postpones this deadline.

**For Supply and Works contracts:** corrigenda and clarifications should be published at the latest **11 days** before the deadline to allow candidates to take changes into account and must therefore not be published after the deadline, even if the corrigendum postpones this deadline.

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Annual work programmes

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## \*\*\*Checklist for Publications of International Calls

### NOTICES TO BE PUBLISHED

- ☐ Use the latest appropriate template available on the e-PRAG (Do not use template that you might have previously saved since might be obsolete).
- ☐ Under point 1 of the contract notice: Fill in the EuropeAid website Reference number (not for Prior Information notices) and **no** other reference or text.
- ☐ Under point 13 of contract notice; calculate the right deadline for receipt of applications = *day of publication* + 30 (SER), 60 (SUP) or 90 (WKS) calendar days

**Calculate publication dates in order to send the request on time:** (see table next page)

- ☐ For Prior-information-, contract and award notices (published on EuropeAid website and in OJ)  
*today* + 13 calendar days = *day of publication*
- ☐ For corrigenda to contract notice (published on EuropeAid website and in OJ)  
*Submission deadline* -0 (SER) or -11 days (SUP/WKS)- 8 days = date when to send **at the latest** the publication request to HQ . If you send your request too late HQ will not publish!
- ☐ For clarifications and corrigenda to tender dossier (published only on EuropeAid website)  
*Submission deadline* -0 (SER) or -11 days (SUP/WKS) -2 days = date when to send **at the latest** the publication request to HQ . If you send your request too late HQ will not publish!
- ☐ For cancellations (published on EuropeAid website and in OJ)  
*Today* + 8 days = *day of publication*

The Official Journal is published every day **except on Sundays and Mondays**

### EMAIL

- ☐ Always put the EuropeAid website reference number in the subject line (not for Prior Information Notices)
- ☐ Sent attached documents in .doc, zip or pdf format. **Do not use .docx, or zip7!**
- ☐ Give **always** the ref. of the CRIS decision number or specify why there is none.
- ☐ Please use the functional mailbox [EC-PDF-CODE-WEB@ec.europa.eu](mailto:EC-PDF-CODE-WEB@ec.europa.eu) to convert documents to pdf instead of scanning them.
- ☐ Only send final versions without any "track changes"
- ☐ If you don't get an answer from HQ the day after your request, send a reminder like this:
  - o In the subject line: "Reminder +type of notice+ EuropeAid website ref. N°
  - o **Do not** re-attach the notice!!
- ☐ If you don't get an answer to your reminder the same day, call!

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## PUBLICATION

- ☐ Don't encode and change international Calls in CRIS yourself
- ☐ On the day of publication check if all was correctly published
- ☐ If not, send an email to the FMB stating the problem.

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**You can fill this out manually to help calculate dates. Please note that HQ might need more time according to workload**

**Publications not depending on a deadline**

Type of notice	time needed for publication				day of publication (not Sunday or Monday)
prior info.	when ready	+	13	=	
<a href="#">cancellation</a>	when ready	+	8	=	
<a href="#">shortlist</a>	when ready	+	2	=	
<a href="#">Contract modification</a>	<a href="#">when ready</a>		<a href="#">13</a>	<a href="#">=</a>	
<a href="#">award</a>	when ready	+	13	=	

**Publications depending on the deadline for submission**

			Service (30) Supply (60) Works (90)		day of publication (not Sunday or Monday)		time needed for publication		to be sent to HQ <b>at the latest</b>
contract notice	submission deadline	-	30/60/90	=		-	13	=	
dossier	submission deadline	-	30/60/90	-		-	13	=	1 day before publication of contract notice
<a href="#">clarification</a>	submission deadline	-	11 (SUP/WKS)	-		-	2	=	
corrigendum	submission deadline	-	11 (SUP/WKS)	-		-	8	=	
corrigendum to dossier	submission deadline	-	11 (SUP/WKS)	-		-	2	=	

NB: HQ may need more time for publication because of a too heavy workload (in particular in January [after the reopening of CRIS](#) ). Services concerned (Delegations in particular) should be informed accordingly. In any case it is recommended to send the request for publication with enough anticipation.

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