

TABLE OF CONTENTS

PART I: BASIC RULES GOVERNING ALL CONTRACTS

1. LEGAL BASIS.....	8
2. ELIGIBILITY FOR CONTRACTS	8
2.1. The rule on nationality and origin.....	8
2.2. Exceptions to the rule on nationality and origin	9
2.3. Grounds for exclusion from participation in contracts	9
3. CONTRACT AWARD PROCEDURES	10
3.1. Open procedure.....	10
3.2. Restricted procedure	10
3.3. Simplified procedure.....	11
3.4. Framework contracts.....	11
3.5. Direct labour operations (programme estimate)	11
3.6. Tendering arrangements.....	11

4. SELECTION AND AWARD CRITERIA.....	11
5. TENDER PROCEDURE WITH “SUSPENSION CLAUSE”.....	12
6. CANCELLATION OF AWARD PROCEDURES	12
7. ETHICS CLAUSES.....	13
8. APPEALS	14

PART II: SPECIFIC RULES GOVERNING SERVICE CONTRACTS

9. INTRODUCTION	16
10. AWARD PROCEDURES	17
10.1. Contracts of € 200 000 or more	17
10.1.1. Restricted procedure	17
10.1.2. Negotiated procedure	17
10.2. Contracts under € 200 000	18
10.2.1. Framework contracts and simplified procedure.....	18
11. RESTRICTED TENDER PROCEDURES (FOR CONTRACTS OF € 200 000 OR MORE).....	18
11.1. Publicity	18
11.1.1. Publication of contract forecasts.....	18
11.1.2. Publication of service procurement notices	18
11.2. Establishment of shortlists	19
11.3. Drafting and contents of the tender dossier	19
11.4. Award criteria	20
11.5. Additional information during the procedure	20
11.6. Deadline for the submission of tenders.....	20
11.7. Period during which tenders are binding	20

11.8. Submission of tenders.....	21
11.9. Opening of tenders.....	21
11.10. Evaluation of tenders	22
11.10.1. Evaluation of technical offers	22
11.10.2. Evaluation of financial offers.....	23
11.11. Award of the contract	23
11.11.1. Choice of contractor.....	23
11.11.2. Notification of award of contract.....	24
11.11.3. Signing of the contract.....	24
11.12. Approval of experts	24
11.13. Provision and replacement of experts.....	24
12. PROCEDURES FOR THE AWARD OF CONTRACTS UNDER € 200 000	25
12.1. Framework contract	25
12.2. Simplified procedure.....	26
PART III: SPECIFIC RULES GOVERNING SUPPLY CONTRACTS	
13. INTRODUCTION	28
14. AWARD PROCEDURES	28
14.1. Contracts of € 150 000 or more	28
14.1.1. Open procedure.....	28
14.1.2. Negotiated procedure	28
14.2. Contracts of at least € 30 000 and under € 150 000.....	29
14.2.1. Local open procedure.....	29
14.2.2. Negotiated procedure	29
14.3. Contracts under € 30 000	29
14.3.1. Simplified procedure.....	29

15. INTERNATIONAL OPEN TENDER PROCEDURE (FOR CONTRACTS OF € 150 000 OR MORE).....	29
15.1. Publicity	29
15.1.1. Publication of supply procurement notices.....	29
15.2. Drafting and contents of the tender dossier	29
15.3. Selection and award criteria.....	30
15.4. Additional information during the procedure	30
15.5. Deadline for the submission of tenders.....	30
15.6. Period during which tenders are binding	31
15.7. Submission of tenders.....	31
15.8. Opening of tenders	31
15.9. Evaluation of tenders	32
15.10.Award of the contract	32
15.10.1. Choice of contractor.....	32
15.10.2. Notification of award of contract.....	33
15.10.3. Signing of the contract	33
16. LOCAL OPEN TENDER PROCEDURE (FOR CONTRACTS OF AT LEAST € 30 000 AND UNDER € 150 000).....	33
17. SIMPLIFIED PROCEDURE (FOR CONTRACTS UNDER € 30 000).....	33
PART IV: SPECIFIC RULES GOVERNING WORKS CONTRACTS	
18. INTRODUCTION	36
19. AWARD PROCEDURES	36
19.1. Contracts of € 5 million or more.....	36
19.1.1. Open procedure	36
19.1.2. Restricted procedure	36
19.1.3. Negotiated procedure	36

19.2. Contracts of at least € 300 000 and under € 5 million	37
19.2.1. Local open procedure.....	37
19.2.2. Negotiated procedure	37
19.3. Contracts under € 300 000	37
19.3.1. Simplified procedure.....	37
20. INTERNATIONAL OPEN TENDER PROCEDURE (FOR CONTRACTS OF € 5 MILLION OR MORE).....	37
20.1. Publicity	37
20.1.1. Publication of works procurement notices.....	37
20.2. Drafting and contents of the tender dossier	38
20.3. Selection and award criteria.....	38
20.4. Additional information during the procedure	38
20.5. Deadline for submission of tenders.....	39
20.6. Period during which tenders are binding	39
20.7. Submission of tenders.....	39
20.8. Opening of tenders	39
20.9. Evaluation of tenders	40
20.10.Award of the contract	40
20.10.1. Choice of contractor.....	40
20.10.2. Notification of award of contract.....	41
20.10.3. Signing of the contract	41
21. RESTRICTED TENDER PROCEDURE (FOR CONTRACTS OF € 5 MILLION OR MORE)	41
22. LOCAL OPEN TENDER PROCEDURE (FOR CONTRACTS OF AT LEAST € 300 000 AND UNDER € 5 MILLION).....	42
23. SIMPLIFIED PROCEDURE (FOR CONTRACTS UNDER € 300 000).....	42