

ANNEX XI

INFORMATION TO BE INCLUDED IN CONTRACT NOTICES

(as referred to in Article 69)

A. OPEN PROCEDURES

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, e-mail and internet address of the contracting entity and, where different, of the service from which additional information may be obtained.
2. Main activity exercised.
3. Where appropriate, state whether the contract is reserved for sheltered workshops or whether its performance is reserved in the context of sheltered employment programmes.
4. Nature of the contract (supply, works or service, where appropriate, state if it is a framework agreement or a dynamic purchasing system), description (CPV codes). Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of those.
5. NUTS code for the main location of works in case of works or NUTS code for the main place of delivery or performance in supplies and service.
6. For supplies and works:
 - (a) nature and quantity of the products to be supplied (CPV codes), including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the products to be procured or the nature and extent of the services to be provided and general nature of the work (CPV codes);
 - (b) indication of whether the suppliers may tender for some and/or all the products required.

If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots;
 - (c) for works contracts: information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.
7. For services:
 - (a) The nature and quantity of the products to be supplied, including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured;
 - (b) Indication of whether the performance of the service is reserved by law, regulation or administrative provision to a particular profession;
 - (c) Reference of the law, regulation or administrative provision;

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- (d) Indication of whether legal persons shall indicate the names and professional qualifications of the staff to be responsible for the performance of the service;
- (e) Indication of whether service providers may tender for a part of the services concerned.
- 8. Where known, indication of whether authorisation to submit variants exists or not.
- 9. Time limits for delivery or completion or duration of service contract and, as far as possible, the starting date.
- 10. E-mail 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 third and fourth subparagraph of Article 73(1), an indication of how the procurement documents can be accessed.

- 11.
 - (a) Final date for receipt of tenders or indicative tenders where a dynamic purchasing system is introduced;
 - (b) Address to which they shall be sent;
 - (c) Language or languages in which they shall be drawn up.
- 12.
 - (a) Where applicable, the persons authorised to be present at the opening of tenders;
 - (b) Date, time and place of such opening.
- 13. Where applicable, any deposits and guarantees required.
- 14. Main terms concerning financing and payment and/or references to the provisions in which those are contained.
- 15. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
- 16. Minimum economic and technical conditions required of the economic operator to whom the contract is awarded.
- 17. Period during which the tenderer is bound to keep open his tender.
- 18. Where appropriate, particular conditions to which the performance of the contract is subject.
- 19. Criteria referred to in Article 82 to be used for award of the contract. Except where the most economically advantageous tender is identified on the basis of price alone, criteria representing the most economically advantageous tender as well as their weighting or, where appropriate, the order of importance of those criteria shall be indicated where they do not appear in the specifications.
- 20. Where appropriate, date(s) and the reference(s) to publication in the *Official Journal of the European Union* of the periodic information notice or of the notice of the publication of this notice on the buyer profile to which the contract refers.
- 21. Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning time limits for lodging appeals,

or, if need be, the name, address, telephone number, fax number and e-mail address of the department from which this information may be obtained.

22. Date of dispatch of the notice by the contracting entity.

23. Any other relevant information.

B. RESTRICTED PROCEDURES

1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, e-mail and internet address of the contracting entity and, where different, of the service from which additional information may be obtained.

2. Main activity exercised.

3. Where appropriate, state whether the contract is reserved for sheltered workshops or whether its performance is reserved in the context of sheltered employment programmes.

4. Nature of the contract (supplies, works or services; where appropriate, state if it is a framework agreement); description (CPV codes). Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of those.

5. NUTS code for the main location of works in case of works or NUTS code for the main place of delivery or performance in supplies and service.

6. For supplies and works:

(a) The nature and quantity of the products to be supplied (CPV codes), including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the products to be procured or the nature and extent of the services to be provided and general nature of the work (CPV codes);

(b) Indication of whether the suppliers may tender for some and/or all the products required.

If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots;

(c) Information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.

7. For services:

(a) The nature and quantity of the products to be supplied, including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured;

(b) Indication of whether the performance of the service is reserved by law, regulation or administrative provision to a particular profession;

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- (c) Reference to the law, regulation or administrative provision;
- (d) Indication of whether legal persons shall indicate the names and professional qualifications of the staff to be responsible for the performance of the service;
- (e) Indication of whether service providers may tender for a part of the services concerned.
- 8. Where known, indication of whether authorisation to submit variants exists or not.
- 9. Time limits for delivery or completion or duration of the contract and, as far as possible, for starting.
- 10. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
- 11.
- (a) Final date for receipt of requests to participate;
- (b) Address to which they shall be sent;
- (c) Language or languages in which they shall be drawn up.
- 12. Final date for dispatch of invitations to tender.
- 13. Where applicable, any deposits and guarantees required.
- 14. Main terms concerning financing and payment and/or references to the provisions in which those are contained.
- 15. Information concerning the economic operator's position and the minimum economic and technical conditions required of him.
- 16. Criteria referred to in Article 82 to be used for award of the contract. Except where the most economically advantageous tender is identified on the basis of price alone, criteria representing the most economically advantageous tender as well as their weighting or, where appropriate, the order of importance of those criteria shall be indicated where they do not appear in the specifications or will not be indicated in the invitation to tender.
- 17. Where appropriate, particular conditions to which the performance of the contract is subject.
- 18. Where appropriate, the date(s) and reference(s) to publication in the *Official Journal of the European Union* of the periodic information notice or of the notice of the publication of this notice on the buyer profile to which the contract refers.
- 19. Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning time limits for lodging appeals, 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.
- 20. Date of dispatch of the notice by the contracting entities.
- 21. Any other relevant information.
- C. NEGOTIATED PROCEDURES
 - 1. Name, identification number (where provided for in national legislation), address including NUTS code, telephone, fax number, e-mail and internet address of

- the contracting entity and, where different, of the service from which additional information may be obtained.
2. Main activity exercised.
 3. Where appropriate, state whether the contract is reserved for sheltered workshops or whether its performance is reserved in the context of sheltered employment programmes.
 4. Nature of the contract (supplies, works or services; where appropriate, state if it is a framework agreement); description (CPV codes). Where appropriate, state whether tenders are requested for purchase, lease, rental or hire purchase or any combination of those.
 5. NUTS code for the main location of works in case of works or NUTS code for the main place of delivery or performance in supplies and service.
 6. For supplies and works:
 - (a) The nature and quantity of the products to be supplied (CPV codes), including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the products to be procured or the nature and extent of the services to be provided and general nature of the work (CPV codes);
 - (b) Indication of whether the suppliers may tender for some and/or all the products required.

If, for works contracts, the work or the contract is subdivided into several lots, the order of size of the different lots and the possibility of tendering for one, for several or for all the lots;
 - (c) For works contracts: information concerning the purpose of the work or the contract where the latter also involves the drawing-up of projects.
 7. For services:
 - (a) The nature and quantity of the services to be supplied, including any options for further procurement and, if possible, the estimated time available for exercising those options as well as the number of renewals, if any. In the case of recurring contracts, also, if possible, an estimate of the timing of the subsequent calls for competition for the services to be procured;
 - (b) Indication of whether the performance of the service is reserved by law, regulation or administrative provision to a particular profession;
 - (c) Reference of the law, regulation or administrative provision;
 - (d) Indication of whether legal persons shall indicate the names and professional qualifications of the staff to be responsible for the performance of the service;
 - (e) Indication of whether service providers may tender for a part of the services concerned.
 8. Where known, indication of whether authorisation to submit variants exists or not.
 9. Time limits for delivery or completion or duration of the contract and, as far as possible, for starting.

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10. Where appropriate, the legal form to be taken by the grouping of economic operators to whom the contract is awarded.
11.
 - (a) Final date for receipt of requests to participate;
 - (b) Address to which they shall be sent;
 - (c) Language or languages in which they shall be drawn up.
12. Where appropriate, any deposits and guarantees required.
13. Main terms concerning financing and payment and/or references to the provisions in which those are contained.
14. Information concerning the economic operator's position and the minimum economic and technical conditions required of him.
15. Criteria referred to in Article 82 to be used for award of the contract. Except where the most economically advantageous tender is identified on the basis of price alone, criteria representing the most economically advantageous tender as well as their weighting or, where appropriate, the order of importance of those criteria shall be indicated where they do not appear in the specifications or will not be indicated in the invitation to negotiate.
16. Where appropriate, the names and addresses of the economic operators already selected by the contracting entity.
17. Where appropriate, particular conditions to which the performance of the contract is subject.
18. Where appropriate, the dates and reference(s) of publication in the *Official Journal of the European Union* of the periodic information notice or of the notice of the publication of this notice on the buyer profile to which the contract refers.
19. Name and address of the body responsible for appeal and, where appropriate, mediation procedures. Precise information concerning time limits for lodging appeals, 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.
20. Date of dispatch of the notice by the contracting entity.
21. Any other relevant information.