Publication guidelines

These guidelines are meant for contracting authorities managing procurement procedures under European Union’s external aid programes. They include practical information on publication procedures for procurement contracts in direct and indirect management.

For the publication of **calls for proposals** (grants) in direct or indirect management and calls for proposals for Twinning projects, please refer to the relevant webpages of the two online tools: PADOR[[1]](#footnote-2) and PROSPECT[[2]](#footnote-3). Calls for proposals are published on [the website of DG International Partnerships](https://webgate.ec.europa.eu/online-services/#/) and [Funding & Tender opportunities (F&T Portal)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home)[[3]](#footnote-4) , with local calls for proposals also being published locally. The grants awarded under the Programme Estimates, if not published locally, are to be published on [the website of DG International Partnerships](https://webgate.ec.europa.eu/online-services/#/) via PROSPECT (PRAG Sections 2.10.4.2 and 6.5.11.1). Trust Fund-related Calls for Proposals are not published in PROSPECT.

Procurement procedures for the following contracts are not published in the Supplement to the Official Journal of the EU (TED) nor on the website of DG International Partnerships:  
- contracts awarded by grant beneficiaries  
- grants and contracts awarded by International organisations under Contribution Agreements  
- contracts financed by the imprest component of the budget of programme estimates.

**Rules**

* [The Practical Guide](https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG) describes the rules to be complied with: Sections 2.10.4. and 3.4.1. for services, Sections 4.3.1. and 4.3.11.4. for supplies, and Sections 5.3.1 and 5.3.11.4 for works.
* 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.
* Local calls (only when necessary in order to ensure an adequate level of competition), and International calls for tender will be encoded via [Public Procurement Management Tool (PPMT)](https://webgate.ec.testa.eu/ppmt/33233/index-compressed.html#/welcome-screen/) , and published electronically on the supplement to the Official Journal of the EU ([Tenders Electronic Daily](https://ted.europa.eu/TED/main/HomePage.do) ) and on the [Funding & tender opportunities (F&T Portal)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home).
* Local calls for tender must also be published in the Official Gazette of the beneficiary State or in any other equivalent media.

Modification of contracts: it is required to publish a contract modification notice in the Official Journal of the EU (TED) for any modification with a value as from 300 000 EUR for services and supplies and 5 000 000 EUR for works**.**

**Concerned systems for Procurement procedures**

[**PPMT**](https://webgate.ec.europa.eu/fpfis/wikis/x/X4ZAQ) is the corporate Public Procurement Management Tool that allows performing pre-award steps for Calls for Tenders. It will be used for the preparation of the Call for Tenders, and as the central point for coordinating the publication. All notices and calls for tenders are prepared and launched directly from the eProcurement preparation tool [PPMT](https://webgate.ec.europa.eu/fpfis/wikis/x/X4ZAQ) and published on [**TED**](https://ted.europa.eu/TED/main/HomePage.do?lg=en) portal and [**F&T opportunities portal**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents?selectedProgrammePeriod=2021-2027&selectedProgramme=RELEX) respectively[[4]](#footnote-5).

Economic operators (candidates or tenderers) can find Contract notices (CN) and the related Tender Dossiers in the F&T Portal by selecting “EU External Action” as a filter for the Programme/Programme Group. They can also retrieve the Notices on [**TED**](https://ted.europa.eu/TED/main/HomePage.do?lg=en)**.**

[**ARES**](https://webgate.ec.testa.eu/Ares/welcome.do) remains the system where the validation workflow of the calls for tenders happens. Tender documents are added in ARES from PPMT, or from ARES in PPMT.

The following documents are recorded in PPMT for publication on TED and available on the F&T Portal

* Prior information notice (not mandatory)
* Contract notice
* Change notice (previously called ‘corrigendum to the contract notice’)

The following document is recorded in PPMT and for publication on TED

* Contract award notice

The following document is recorded in [eNotices2](https://enotices2.ted.europa.eu/home)[[5]](#footnote-6)

* Contract modification notice

The following documents should be also published on the Funding and Tenders (F&T) portal**:**

**Restricted procedures** (1st stage) – for direct and indirect management:

* Additional information about the Contract Notice (obligatory with the publication of the Contract Notice)
* Clarifications (if necessary)
* Corrigenda to the Additional information about the Contract Notice (if necessary)

**Restricted procedures** (2nd stage) – for direct management only (in case of indirect management: PPMT will not be used and the tender dossier will be communicated via mail or email):

* Tender dossier as per PRAG provisions
* Clarifications (if necessary)
* Corrigenda to the Tender dossier (if necessary)

**Open procedures** – for direct and indirect management:

* Additional information about the Contract Notice (obligatory with the publication of the Contract Notice)
* Tender dossier as per PRAG provisions (obligatory with the publication of the Contract Notice)
* Clarifications (if necessary)
* Corrigenda to the Additional information about the Contract Notice document or Tender dossier (if neccesary)

**Publication Procedure for Procurement**

**Publication in the Supplement to the Official Journal of the European Union (TED) and F&T portal**

As of August 2020 a decentralised procedure is in place and in case of direct management each Contracting Authority is responsible for encoding the notices via PPMT.

In direct management, all users responsible for the management of the call record directly the notices via the corporate tool PPMT, which transmits them electronically to the Publications Office for publication.

* Local calls must only be published in the Official Gazette of the beneficiary State or in any other equivalent media. However, when necessary in order to ensure an adequate level of competition, local calls are also published in the Supplement to the Official Journal of the EU (TED) and on the Funding & tender opportunities (F&T Portal).

Note: the forms of the notices are slightly different from the ones up to now used by INTPA. Therefore, for each Contract Notice (A5e), it is mandatory to prepare also Annex (A5f) - Additional Information about the Contract notice. PPMT will generate all notices using the eForms format: PIN, Contract Notice, Change Notice (previously called ‘corrigendum to the contract notice’), contract award notice.

**Step-by-step:**

* A Call for Tenders is created in PPMT. In PPMT terminology this means you start a “procedure”.
* From the data encoded in ePreparation (PPMT), the draft Contract Notice is generated in PPMT using the eForms .
* The pdf version of this draft Contract Notice is imported in PPMT in the Call for Tenders. In this way, it is included in the Call for Tenders visa chain in ARES.
* The ARES visa chain is launched in order to validate the Call for Tenders documents including the draft Contract Notice and the tender dossier.
* The tender dossier which has been approved in ARES is added to the list of documents (In PPMT “*create the list of procurement documents “*) to be transferred to F&T portal.
* Subsequently the approved Contract Notice is sent for publication to the Office of Publication.
* On the next day, the Call for Tenders documents are published in F&T

For further guidance: <https://webgate.ec.europa.eu/fpfis/wikis/display/RelexInternalWiki/Procurement>

**Time needed for publication of procurement documents**

**For notices that have to be published in TED**

* All documents are published the next working day if submitted before 15h00 the previous working day (no more ‘human’ translations of notices)

***TED*** (**T**enders **E**lectronic **D**aily) is published every day **except Saturdays and Sundays,** and certain non-publication days.

The publication dates (Yearly Production Plan) can be consulted here: <https://ted.europa.eu/TED/misc/releaseCalendar.do>;

**Procedure to set a specific publication date**

It is not possible to choose a publication date in PPMT. Notices are published the next working day only when sent before 15h00 of the previous working day. This is particularly important when publication in a local media shall be synchronised.

**Procedure for Corrigenda - Procurement**

Once a notice is sent for publication and is not yet published it will not be changed anymore by the Publications Office.

There are two options for corrigenda:

a) Before the notice is exported for publication (usually around 15h00 on the Publication Office working days), the publication can be stopped from PPMT. The ‘STOP’ action must be initiated from PPMT. The notices will not be published – see status ‘stopped’. It is possible to regenerate the notice (new version) and submit it again for publication.

b) After the notice is exported for publication, create an eForms *change notice* (previously called ‘corrigendum to the contract notice’) in PPMT. The generated *change notice* will then be linked to the original contract notice.

If the change notice (previously called ‘corrigendum to the contract notice’) modifies the date of submission, TED will display a message warning about this change.

A change notice (previously called ‘corrigendum to the contract notice’) can introduce only small changes, for substantial changes the original document should be republished. For example the number of lots cannot be changed, nor the type of procedure, nor a contract award criterion.

**Procedure for Cancellations - Procurement**

If the procedure is cancelled before the deadline of submission of requests to participate / tenders, the Contracting Authority will have to cancel the Contract notice in PPMT.

In case a procedure is cancelled after the submission of applications or tenders, the respective boxes of the Contract award notice providing the information on the non-award of the contract (cancellation or no tender or admissible tender received) must be filled in PPMT. There is no separate Cancellation Notice template in case of direct management. For indirect management, the relevant contracting authority will send to the EU Delegation the PRAG Cancellation Notice. The EU Delegation will cancel the procedure via the respective boxes of the Contract award notice in PPMT.

**Time zone for Procurement procedures**

PPMT will automatically use the time zone of the contracting authority location indicated under the PPMT Procedure General tab. You cannot change the time-zone (unless you change the location).

**Indirect management only (Procurement procedures):**

The partner country will have to fill in relevant PRAG forms of the notices and submit the required documents in electronic format (15 days before the envisaged date of publication) to the EU Delegation responsible for recording the call for tenders in PPMT.

**Ex-ante controls:**

* Restricted procedure (1st stage): In the case of a Contract Notice, the partner country fills in Annex A5e (“Contract Notice”), Annex A5f (“Additional information about the Contract Notice”). The partner country transmits these annexes to the EU Delegation/Unit. The EU Delegation/Unit proceeds to the publication via PPMT.
* Restricted procedure (2nd stage): The partner country must submit the tender dossier to the EU Delegation/Unit for authorisation prior to use. The tender dossier will be sent simultaneously to all shortlisted candidates via mail or email.
* Open procedure: In the case of a Contract Notice, the partner country fills in Annex A5e (“Contract Notice”), Annex A5f (“Additional information about the Contract Notice”) and the tender dossier. The partner country transmits these annexes and the tender dossier to the EU Delegation/Unit. The EU Delegation/Unit proceeds to the publication via ePreparation (PPMT) and the F&T portal (for the tender dossier documents).

**Ex-post controls:**

In exceptional cases and under special arrangements agreed, the contracting authority in indirect management with ex-post controls could be given the rights to use e-procurement tools, e.g. PPMT and the F&T portal. These exceptional cases are not applicable to programme estimates.

**All forms for publication can be found for reference in the** [**Part A of PRAG Annexes**](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)**: Prior information notice, Contract notice, Additional information about the Contract Notice, Contract award notice, Contract modification notice, Cancellation notice, Shortlist notice, Corrigendum to the documents listed above.**

1. <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR> [↑](#footnote-ref-2)
2. <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PROSPECT> [↑](#footnote-ref-3)
3. The publication of call for proposals will move from the [website of DG International Partnerships](https://webgate.ec.europa.eu/online-services/#/) to the Funding & Tender opportunities (F&T Portal). [↑](#footnote-ref-4)
4. Since October 25th 2023, the eForms format is to be used. [Commission Implementing Regulation 2019/1780](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019R1780) defines the eForms format used to publish public procurement notices on TED in the Supplement to the Official Journal of the European Union. [↑](#footnote-ref-5)
5. eNotices2 is the successor to eNotices application and is only used for the post-award publication of contract modification notices. It is also used by the contracting authority in specific cases of indirect management with ex-post controls. For more information see last section of this note. [↑](#footnote-ref-6)