Publishing calls for tenders

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-1) and PROSPECT[[2]](#footnote-2). Calls for proposals are published on [the website of DG International Partnerships](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1290000630314&do=publi.welcome&userlanguage=en) or [Funding & Tender opportunities (F&T Portal)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home)[[3]](#footnote-3) , 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/europeaid/online-services/index.cfm?ADSSChck=1290000630314&do=publi.welcome&userlanguage=en) via PROSPECT (PRAG Sections 2.10.3.2 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 2.10.3. 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**

The central tool for preparation and publication of Calls for Tenders is **PPMT**, while specific steps will be performed in TED (respectively TED eNotices and TED eTendering) and **ARES**.

PPMT 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.

**TED eNotices** is used to trigger the publication of the following Notices: Prior Information Notices (PIN), Contract Notices (CN) and Contract Award Notices (CAN). **TED eTendering** is used to trigger the publication of the Tender Dossier .

For economic operators (candidates or tenderers) Prior Information Notices (PIN) can be accessed in TED by selecting “External Aid Programmes” in “Type of Buyer” field. Contract notices (CN) and the related Tender Dossiers can be found in the F&T Portal by selecting “EU External Action” as a filter for the Programme/Programme Group.

ARES (triggered by PPMT and synchronised with it) remains the system where the validation workflow happens.

The following documents are encoded in PPMT and are sent for publication via eNotices on TED (Tenders Electronic Daily), the online version of the 'Supplement to the Official Journal' of the EU, and automatically on Funding & Tender opportunities (F&T Portal) via PPMT:

* Prior information notice (not mandatory)
* Contract notice

The following documents are encoded directly in eNotices (not in PPMT) and sent for publication:

* Corrigendum to the contract notice
* Contract modification notice
* Contract award notice

The following documents should be also published on TED eTendering via PPMT**:**

**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: TED eTendering 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**

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

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

In direct management, all users responsible for the management of the call encode directly the notices via the corporate tool PPMT, then validate them in eNotices 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. The fields encoded in PPMT are automatically transmitted to the corresponding fields in eNotices. Guidance on the fields of eNotices can be found here: <https://myintracomm.ec.europa.eu/budgweb/EN/imp/procurement/Documents/simap-enotice-procurement-en.pdf>.

**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 PPMT, the draft Contract Notice is generated in TED eNotices.
* 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 transferred to TED eTendering.
* Subsequently the approved Contract Notice is sent for publication in eNotices to the Office of Publication.
* On the publication date the Contract Notice (TED) and Tender dossier (eTendering) are published simultaneously.
* Simultaneously the call for tenders is also be published in F&T. The publication in F&T consists in a link that redirects the economic operator to TED eTendering.

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

**Time needed for publication**

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

* **maximum 5 calendar** days for all documents, counted from the day following the electronic transmission to the Publications Office.

***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>;

**Please note:** if the 5 calendar days period ends up during a Saturday, Sunday or a non-publication day, **publication will be anticipated to the last available publication day.**

Examples:

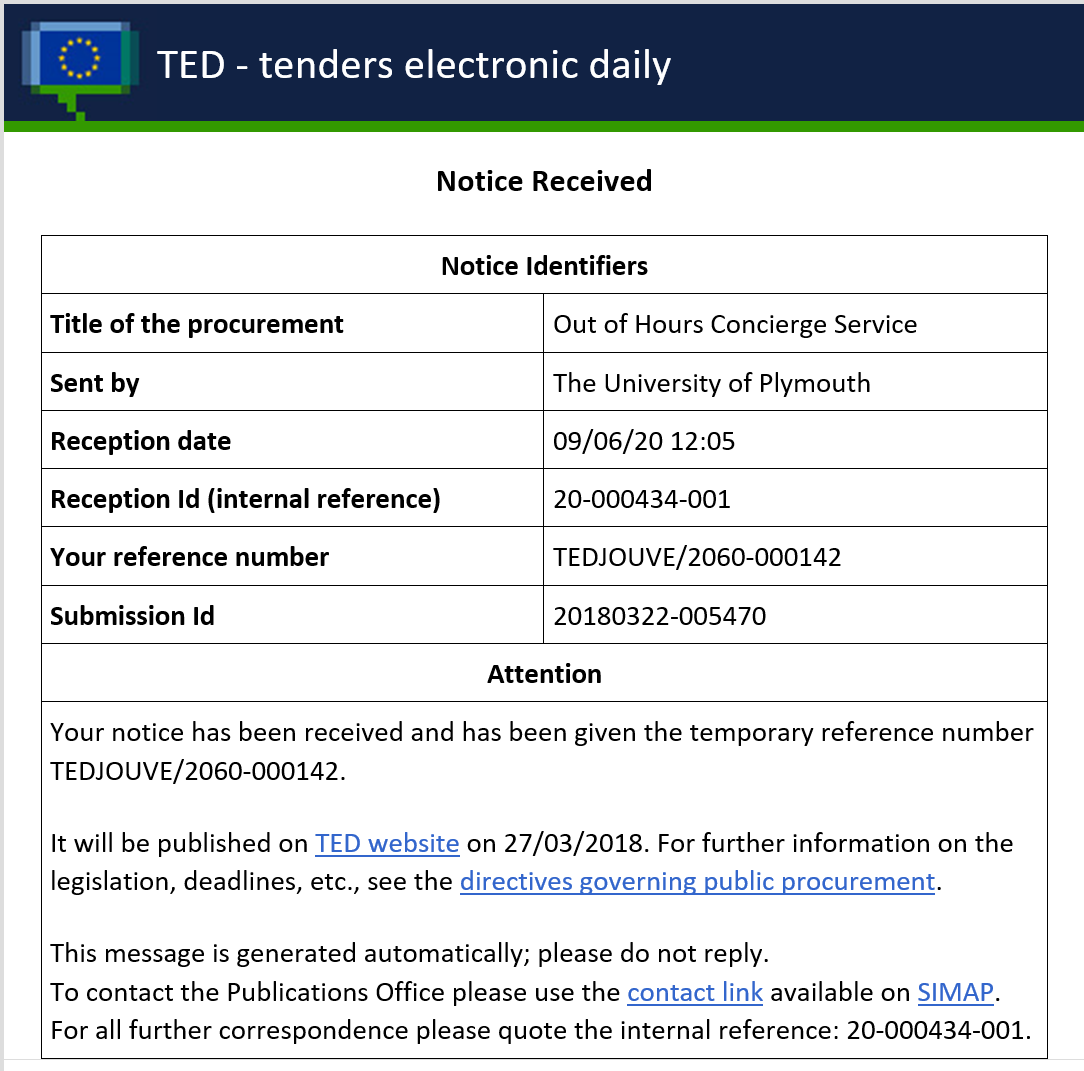
If a publication is sent through eNotices on Friday 12/6 the publication will take place on Wednesday17/6.

If a publication is sent through eNotices on Tuesday 23/6 the publication will take place on Friday 26/6 (as Sunday 28 there are no publications)

**Procedure to set a specific publication date**

INTPA has been granted by the Publications Office the possibility to set a specific publication date. This is particularly useful when publication in a local media shall take place, as it has to be synchronised with publication on TED.

The submission via PPMT/eNotices is done following the standard procedure, once the automatic reception e-mail is received (usually within 10 minutes, see example below), it should be forwarded to the e-mail address [OP-OJS-COORDINATION@publications.europa.eu](mailto:OP-OJS-COORDINATION@publications.europa.eu) indicating the new requested date for publication.



Please note that:

* the automatic reception e-mail is sent to **the e-mail address of the contracting authority** indicated under point I.1 of the notice, not to the user sending the document for publication through eNotices.
* the new date should correspond to a date where publication takes place (please refer to the Yearly Production Plan).
* the new date should always be after the date indicated in the automatic reception e-mail.
* the request for a new date should be sent immediately and preferably the same day the automatic reception e-mail is received. The Publications Office might refuse any request sent too close to the original date of publication.
* Once the publication date has been postponed by the Publications Office, a new automatic notification will be sent to the same e-mail address used for the automatic reception one informing that the date has been postponed to the new one.

**Procedure for Corrigenda**

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:

a) send an email to [OP-OJS-COORDINATION@publications.europa.eu](mailto:OP-OJS-COORDINATION@publications.europa.eu) requesting to cancel the publication of the document already submitted (please do not forget to copy paste the reception id of the notice in order for the Publications Office to identify the notice) and then transmit the new document for publication through eNotices. The deadline for publication of the new document will of course be according to its dispatch date unless the user request to postpone the publication date.

b) keep the current document and create a corrigendum notice in eNotices. The generated corrigendum (F14 form[[4]](#footnote-4)) will then be linked to the original contract notice. The publication date of the corrigendum will depend on its dispatch date to the Publications Office.

If the corrigendum modifies the date of submission, TED will display a message warning about this change.

A corrigendum 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.

NB: Please always remember to update the opening date when the deadline for submission is extended in a corrigendum.

**Procedure for Cancellations**

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 TED e-notices.

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 TED eNotices. 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 TED eNotices.

After cancellation in TED eNotices, the procedure will still be open in PPMT. It is therefore also recommended to cancel this procedure in PPMT.

**Indirect management only:**

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 encoding the call for tenders in PPMT, TED eNotices and TED eTendering.

**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, TED eNotices (for the Contract Notice).
* 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 PPMT, TED eNotices (for the Contract Notice) and TED eTendering (for Annex A5f and 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. eNotices or eTendering. 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-1)
2. <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PROSPECT> [↑](#footnote-ref-2)
3. With the next PROSPECT release, the publication of call for proposals will move from the [website of DG International Partnerships](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&userlanguage=en) to the Funding & Tender opportunities (F&T Portal). [↑](#footnote-ref-3)
4. <https://simap.ted.europa.eu/documents/10184/166101/Instructions+for+the+use+of+F14_EN.pdf/909e4b38-1871-49a1-a206-7a5976a2d262> [↑](#footnote-ref-4)