



Public procurement standard forms guidance

2017-06-23, version 1.1

This guidance document is for national authorities responsible for public procurement systems (e.g. the legislator, training bodies) and providers of eNotification solutions, i.e. TED eSenders. It can be used as a source of information by national authorities preparing guidances or otherwise supporting their contracting authorities or entities.

This guidance underpins the standard forms based on the [implementing regulation \(EU\) 2015/1986](#), specifying the directives [2014/23/EU](#), [2014/24/EU](#), and [2014/25/EU](#). This corresponds to the standard form XML schema definition (XSD) version 2.0.9.

This document is not a legally binding text, nor a legally binding interpretation of EU law, which can only be provided by the Court of Justice of the EU.

1. Introduction

The purpose of this document is to offer guidance on what should be entered into particular fields in the standard forms. Furthermore, some technical recommendations, *in italics*, are given on how administrative burden can be reduced when filling in specific fields.

This text does not provide reference for legal matters nor assistance on how to use the forms most efficiently to attract bidders and ensure transparency. Furthermore, this document does not discuss purely technical aspects of eNotification, which are available at the TED [eSenders wiki](#).

The text has three parts: an introduction, a chapter on horizontal issues, and a table with comments on individual fields. This is a "living" document, i.e. explanations for additional fields may be added upon request and a new version of the document published.

2. Horizontal issues

Several things should be kept in mind when working with the forms:

- The sections and sub-sections are numbered in the order that they appear across all notices. This means that the same section with the same content has the same number in each notice. However, it also means that the numbering in individual notices is often not sequential, e.g. a contract award notice contains sections I, II, IV, V, and VI (because section III, qualification criteria, is included only in other notices such as the contract notice).
- The PDF visualisation of the forms uses a radio button () to indicate that one of the options listed with radio buttons in a given field must be chosen, while a check box () indicates that this particular line may or may not be ticked.

- The standard forms provide a set of fields to be filled in by contracting bodies¹ to ensure equal access to information for businesses and a minimum level of transparency for citizens. Nevertheless, national publication platforms may add extra fields to the forms for their own monitoring purposes (e.g. on strategic procurement), as long as these are not published (see 2014/24/EU Article 52 paragraph 2).
- *The user-friendliness of the forms is determined by the interfaces which contracting bodies use to fill them in. There are many functionalities which can reduce administrative burden. For instance, forms can be prefilled on the basis of information from other sources: previous notices, other parts of the same form, user profiles, or public registries (e.g. business registries). Similarly, there can be functionalities for copying content of fields across lots or for automatic calculation of fields (e.g. minimal deadlines). Finally, validation rules above those introduced by the Publication Office's XSDs can be implemented by providers to give feedback to users and thus to also increase the overall quality of data. Upon request (at GROW-G4@ec.europa.eu and op-simap-helpdesk@publications.europa.eu), the Commission services can provide technical tips for such functionalities and rules. Similarly, we are interested in examples of good implementations from national providers.*
- Corrigendum (form 14) is used for changes (e.g. typos, additional information) of published notices. If changes of a notice would be very significant, the notice should be republished or the deadlines prolonged adequately, which in extreme cases could mean prolonging the deadline by the same number of days as initially given. The modification notice (form 20) is used to inform about changes in already awarded contracts. Please note that corrigendum notices are published after up to 5 days from the dispatch of a notice. In the case where the corrigendum corrects a call for competition, economic operators must have sufficient time to take into account any changes before submitting a tender. Where this is not the case, deadlines should be extended. Finally, please note that the new form 14 will be used to correct both "old" (version 2.0.8) and "new" (2.0.9) forms.
- Corrigendum (form 14) is no longer used to inform about cancelled (i.e. incomplete or unsuccessful) procedures. This is done by using the contract award notice, where non-award can be indicated, per lot, in section V.1. If contracting bodies wish to inform the market about their plan to cancel a procedure beforehand then they can advertise this at EU level using a corrigendum notice. In this case, they should add a text announcing the intent to cancel ("The contracting authority or entity intends to repeal this notice.") in the "Other additional information field" (VII.2) and explain the reasons. After the standstill period has elapsed, they should announce the formal cancellation through the award notice (standard form 3) as usual (with possibly repeating the reasons for the cancellation in the "Additional information field" (VI.3)).
- For contracts awarded within dynamic purchasing systems (and framework agreements, if applicable in national legislation), grouped notices may be sent (see 2014/24/EU Art. 50(2) and 50(3)). Under the current implementing act, this means that within one contract award notice there can be all contracts falling within a period of 90 days instead of only 30 days, as is the case otherwise. Each contract should correspond to one section V of a contract award notice.
- To reduce administrative burden, we recommend generally grouping the notices referring to a given dynamic purchasing system or framework agreement by using multiple sections V ("award of contract") within one contract award notice, rather than sending a separate contract award notice for each contract. However, this is possible only when other sections (e.g. the CPV codes in section II, the selection criteria in section III) of the contract award notice are the same for all grouped contracts.

¹ For brevity, throughout the text we speak only about "contracting bodies". This refers to both "contracting authorities" and "contracting entities".

3. Field explanations

The table below provides explanations of fields which could be considered ambiguous. The fields were selected on the basis of Member State comments and questions posed during the consultation of the implementing act, questions received by the helpdesk of the Publications Office and the experience of Commission departments responsible for procurement policy.

In the table below, almost all clarifications concern standard form 03, the contract award notice. They are analogically valid for the same fields in other forms.

Table 1 Clarifications of selected fields (on the example standard form 3, unless stated otherwise)

Field (code, label)	Clarification
I.1 and V.2.3, National registration number	<p>This field should contain a unique identification number (ID), coming from a national registry, of a contracting body or business. This field is marked as “if applicable”, which means that the only case when this field should be empty is when no such ID exists in the Member State concerned. In all other cases it must be included.</p> <p>Depending on Member State, IDs can come for instance from business registries, registries of public authorities, or tax registries. This field is important because it allows identifying participating parties more reliably and easily than when using full names, as those often contain typos, can have multiple versions for the same company, or change easily over time.</p> <p><i>Where data from national registries is available in a suitable format, the information on the contracting bodies and companies can be prefilled on the basis of the user only entering the national registration number.</i></p>
I.3, Communication	<p>Please note that procurement documents must be available already at the time of the publication of the notice (see 2014/24/EU Art. 34(6) second paragraph and Art. 53(1) first paragraph).</p>
I.5, Main activity	<p>Compared to the previous version of the forms, this field has changed from a check-box to a radio button. The contents of the cells stay the same, as the codes correspond to the top level of the Classification of the functions of the government (COFOG). Descriptions of these fields are available for instance at http://ec.europa.eu/eurostat/documents/3859598/5917333/KS-RA-11-013-EN.PDF/2eb9714a-ee4b-49fe-baab-e9af5ca457b1 (p.31). This classification is useful for comparing data on procurement and macroeconomic spending.</p>
II.1.1, Reference number	<p>This field contains the code used internally by a contracting body to identify its files concerning a given procurement procedure (e.g. before it receives a publication number).</p>
II.1.2, Main CPV code	<p>The Common Procurement Vocabulary (CPV) code in section II.1, "scope of the procurement", gives an overall characterisation of the purchases. Only one code can be given and it should correspond to the largest part of the purchase's value.</p> <p>This field contains the (numerical) code of the CPV (e.g. 31531000), which is available in all EU languages (e.g. "lightbulb", "žiarovky"). See the CPV website for more details.</p> <p>This field is used in combination with section II.2.2 "Additional CPV code(s)".</p>

II.1.3, Type of contract	In case of mixed contracts, e.g. contracts for both supplies and services, the type of contract to be selected is the one which corresponds to the main subject of the contract (e.g. on the basis of the highest estimated value).
II.2.4, Description of the procurement	This section should contain a description of what is bought (e.g. "two cars"), not of the procurement procedure.
II.1.7, Total value of procurement	<p>The type of value in this sub-section depends on the type of procurement:</p> <ul style="list-style-type: none"> • If the notice announces the award of "normal" contracts, then the sum of all contract values must be given. • If the notice announces the conclusion of a framework agreement, then the maximum value of the agreement must be given. • If the notice announces contracts awarded within a dynamic purchasing system or a framework agreement (when reporting on contracts within framework agreements is required by national legislation), then the value of the contracts not included in previous contract award notices must be given. <p>To give an example, if a framework agreement allows purchases with a value of up to €1000 for its entire duration, during the first three months €200 is spent, and during the next three months €300 is spent, this results in three contract award notices. The first of these announces the conclusion of a framework agreement and should have €1000 in field II.1.7 ("total value of the procurement") and all fields V.2.4 ("information on value of the contract/lot", specifically "Total value of the contract/lot") should together also have the value of €1000; the second announces an award of a group of contracts based on the framework agreement and should indicate €200 in II.1.7 and €200 in all V.2.4 fields; the third announces an award of another group of contracts based on this framework agreement and should indicate €300 in II.1.7 and €300 in all V.2.4 fields combined.</p> <p>All values should be given including options and renewals.</p> <p>As all the value fields should contain total values, they should not contain for example annual or monthly values. In these cases, the annual or monthly values should be multiplied by the number of year or months. When a contract contains only an annual value and has an unspecified duration, the total value for the whole duration should be based on the estimated real length of the contract (at least 4 years).</p> <p>If a value of a contract is indexed to inflation, these calculations should not be taken into account.</p>
II.2.2, Additional CPV code(s)	<p>The Common Procurement Vocabulary (CPV) code in section II.2, "description", provides, if needed, more detailed information about the purchases. This field can contain any number of CPVs. If the notice is split into lots, then each lot must have at least one CPV.</p> <p>This field should contain the (numerical) code of the CPV (e.g. 31531000), explained in all EU languages (e.g. "lightbulb", "žiarovky"). See the CPV website for more details.</p> <p>This field is used in combination with section I.2.2 "Main CPV code".</p>
II.2.3 Place of	NUTS is the nomenclature of territorial units for statistics. Further information is

performance	<p>available at http://ec.europa.eu/eurostat/web/nuts/overview, where the classification is also available for download.</p> <p>A NUTS code should indicate the main location of works in case of works, or the main place of delivery or performance in case of supplies and services. If the place of performance is largely unrestricted, such as in the case of some services, the location of the contracting body should be given.</p> <p>In general, the most detailed level of NUTS codes ("NUTS 3") should be used. This identifies regions with a population between 150 000 and 800 000 inhabitants. If the place of performance covers several NUTS 3 areas (e.g. a highway, a national network of job centres), then a less detailed NUTS code ("NUTS 2" or even "NUTS 1") can be used.</p> <p>NUTS is defined for EU countries as well as EFTA and candidate countries. If the contracting body is located elsewhere (e.g. in delegations), but in one of the OECD countries, it should enter "00".</p> <p><i>For most countries, correspondence tables between NUTS and postcodes are available at http://ec.europa.eu/eurostat/web/nuts/overview. Using them, NUTS can be pre-filled by the eSenders system on the basis of the user's postcode.</i></p>
II.2.5, Award criteria	<p>This field should contain the award criteria used in the procedure. When price is selected as the only criterion and the weighing remains empty (or contains 100%), this corresponds to the "lowest price only" award criterion.</p> <p>Price refers to the acquisition price. Cost refers to any other costs that the contracting body wants to take into account, e.g. running costs, switching costs, disposal costs. Quality criterion refers to any non-price non-cost criterion.</p> <p>Please note that an option must be selected for this field in all cases, including for two-stage procedures and dynamic purchasing systems (see Art X).</p> <p>(Please note that the European Commission – Directorate General Environment maintains a detailed technical list of green award criteria to help contracting bodies at http://ec.europa.eu/environment/gpp/eu_gpp_criteria_en.htm.)</p> <p><i>We recommend, as far as possible, having technical ("validation") rules ensuring that weighing is mathematically correct (e.g. that weights sum up to 100).</i></p>
II.2.13, Information about European Union funds	<p>The field "Identification of the project" is unstructured. However, in Member States which have a structured identifier for EU projects (e.g. CZ.AA.B.C.D.E.F in the Czech Republic), we recommend that the identifier is used. At national level, the field could even be restricted as to allow only such structured input.</p> <p>Using identifiers is easier and more reliable than full project names, which take longer to write and also increase the chance of typos and using different versions of the same name.</p>
III.2.2, Contract performance conditions	<p>This field should contain the particular conditions related to the contract (e.g. intermediary deliverables, damages, intellectual property rights).</p>
IV.1.8, Information	<p>Which goods are covered by the Government Agreement on Procurement (GPA) is explained in user-friendly format at https://e-gpa.wto.org/en/Help/QuickAccess</p>

<p>about Government Procurement Agreement (GPA)</p>	<p>and in full legal detail at https://www.wto.org/english/tratop_e/gproc_e/gp_app_agree_e.htm.</p> <p>General information on EU participation in the GPA can be found at http://ec.europa.eu/growth/single-market/public-procurement/international/index_en.htm.</p>
<p>IV.2.1, Previous publication concerning this procedure</p>	<p>This field is used to connect a notice with a previous notice within the same procurement procedure, e.g. a contract award notice with its contract notice. For reducing administrative burden and ensuring quality of data, this is one of the most important fields in the forms.</p> <p>This field is marked as “if applicable”, which means that if there exists a previous publication with a TED publication number concerning the same procedure, it must be included. This is not the case when in section IV.1.1 the following option was chosen: "Award of a contract without prior publication of a call for competition in the Official Journal of the EU in case listed in Annex D1". There are, however, no technical ("validation") rules making this field mandatory, as, in some cases, the previous publication do not have a TED publication number since it was not published on TED (e.g. in the case of voluntary publication of below-threshold notices).</p> <p><i>If, however, below-threshold contract notices receive national publication numbers (as it the case in the majority of Member States), this field can be mandatory in national eNotification systems for all notices (and for all procedures except "Award of a contract without prior publication of a call for competition in the Official Journal of the EU in the cases listed in Annex D1"). When this field is mandatory, contracting bodies must enter either an OJ S number (if it exists) or a national publication number (if there is no OJ S number). If the number is an OJ S number, it will be sent to TED, while if it is only a national publication number, then it can be stored in the national eNotification system, and the field is left empty when sending the notice to TED.</i></p> <p>Please note that only the number of the last previous publication should be included. For example, when publishing a contract award notice, the previous publication should be the contract notice, not a prior information notice used only for information or to reduce time limits. However, if multiple corrigenda or modification notices are published for a notice, then these should always refer to the original notice to be modified (not to the previous correction).</p> <p>In case of a contract award notice announcing contracts within a framework agreement (if publication of notices is required) the "previous publication" field should refer to the contract award notice in which the conclusion of the framework agreement was announced.</p> <p>Finally, if this notice re-publishes a previous unsuccessful procedure concerning the same contract matter, then it should be also included it in this field. This is especially the case if Annex D1 indicates that a negotiated procedure without prior publication has been used because no tenders or suitable tenders have been received for a previous procedure.</p> <p><i>For notices which are usually not used to start a procurement procedure (e.g. contract award notices) having "previous publication" as the first field to be filled in by users could be the best approach. This allows retrieving the previously published notice and prefilling all the shared fields in the current notice.</i></p>

	<p><i>Sometimes users work mainly with national publication numbers, not TED publication numbers. If this is the case, then eNotification systems can convert between them automatically, i.e. after a user enters the national publication number of a previous notice, the system adds the corresponding TED publication number.</i></p>
IV.2, Administrative information	<p>The expression "local time" refers to the time in the time zone of the contracting body.</p>
V, Award of contract (header), Contract no, Lot no	<p>The fields "contract number" and "lot number" (in the header) are identifiers, i.e. the codes for a contract (i.e. the actual signed document) or lot. They are not an indication of the quantity of contracts or lots in the notice.</p> <p>Please note that when one company wins several lots and only one contract is signed, then the same contract identifier will be repeated in multiple sections V of the notice. On the other hand, if there are multiple contracts signed for one lot (this can happen in the case of dynamic purchasing systems, framework agreements, and innovative partnerships), then the same lot identifier will be repeated in multiple section V of the notice.</p> <p>If there are multiple contract identifiers (e.g. from a national contract register and from the contracting body's own contract register), then the identifier from the national contract register should be used.</p> <p>Finally, please note that the distinction between "procedure", "contract", "lot", and "award of contract" may be less clear in some linguistic versions of the forms than it is English, and so may require more detailed explanations for contracting bodies.</p>
V.1, Information on non-award	<p>In this field, "rejected" means that the offer could not have been chosen for award e.g. because it did not meet technical requirements, pass the exclusion or selection criteria, or it has been rejected on the basis of an abnormally low price.</p> <p>In this field, "Other reasons (discontinuation of procedure)" are e.g. the cancellation of the procedure by the contracting body or the review body.</p> <p>The "Notice reference" is an internal, non-published identifier to be used by eSenders when communicating with the Publications Office. It is not relevant for contracting bodies.</p>
V.2.1, Date of conclusion of the contract	<p>For contract award notices, this date corresponds to the date the contract was signed by the last contractual party.</p> <p>For voluntary ex-ante transparency notices, this date corresponds to the date of contract award decision, i.e. the date when the contracting body decided that it will award a contract to the economic operator.</p>
V.2.2, Information about tenders	<p>The number entered should correspond to the number of tenders received for a particular lot (not for all lots).</p> <p>All tenders received by the contracting body should be included in this number (e.g. tenders should be counted irrespective of whether they have passed exclusion and selection criteria).</p> <p>For contracts within dynamic purchasing systems and framework agreements with reopening of competition (if publication of notices is required), the tenders to be</p>

	<p>considered are the tenders from the latest round of competition.</p> <p>For contracts within a framework agreement without a reopening of competition (if publication of notices is required), the number of tenders received will always be one (because the overall number of tenders has already been given in the notice informing about the conclusion of a framework agreement).</p> <p>For the competitive dialogue and innovation partnership, the tenders to be considered are the "final tenders". (These are referred to in 2014/24/EU Article 30 paragraph 6. and 2014/24/EU Article 31 paragraph 3).</p> <p>Requests to participate should not be included in this field.</p> <p>For the fields "number of tenders from SMEs", "number of tenders from other EU Member States", and "number of tenders from non-EU countries", in cases when the tender has been submitted by a group of economic operators, the fields should be filled in on the basis of an estimate of the type of companies doing the majority of the work. E.g. if the majority of the work is done by SMEs, the tender should be included as submitted by SMEs.</p>
V.2.3, National registration number	See comments for field I.1.
V.2.4, Information on value of the contract/lot	See comments for field II.1.7.
VI.1, Information about recurrence	This field should be used when the same contract matter will be demanded in the foreseeable future. Establishing a framework agreement or a dynamic purchasing system is not a reason for this field to be checked yes.
VI.4.1, Procedures for review	<i>In countries which have only one review body, the section VI.4.1 is the same for all notices. Thus, this field can easily be prefilled for all notices.</i>
VI.4.2, Body responsible for mediation procedures	<i>In countries where the legal system does not include bodies responsible for mediation procedures, this section does not even have to be displayed to users.</i>
VI.4.4, Service from which information about the review procedure may be obtained	<i>In some countries this information is always provided by the review body mentioned in section VI.4.1. If this is the case, this field can be automatically filled with this information.</i>
Annex D1, point 1, box 1	If the box "No tenders or no suitable tenders/requests to participate in response to an open or restricted procedure" is checked, then the publication number concerning this previous procedure should be indicated in section IV.2.1 "Previous publication".
Annex D1, point 3, explanation	This field is obligatory regardless of the type of justification indicated above it.

<p>F14, VII.1.2, Text to be corrected in the original notice</p>	<p>When correcting a notice which has already been corrected, the "instead of" category should always include the information from the original notice.</p> <p>In case of multiple corrigenda notices, all of them apply as long as they change different fields. If the same field is changed by multiple corrigenda, then the latest one applies.</p> <p>Section VII.1.2. should also be used for adding new information. In this case, "instead of" will remain empty.</p>
<p>F14, VII.2, Other additional information</p>	<p>Section VII.2 is not intended for providing new information concerning the corrected form, this is done in field VII.1.2. Field VII.2. provides further information about the corrigendum itself, e.g. its rationale.</p>