



# How can a private entity apply for EC service contracts?

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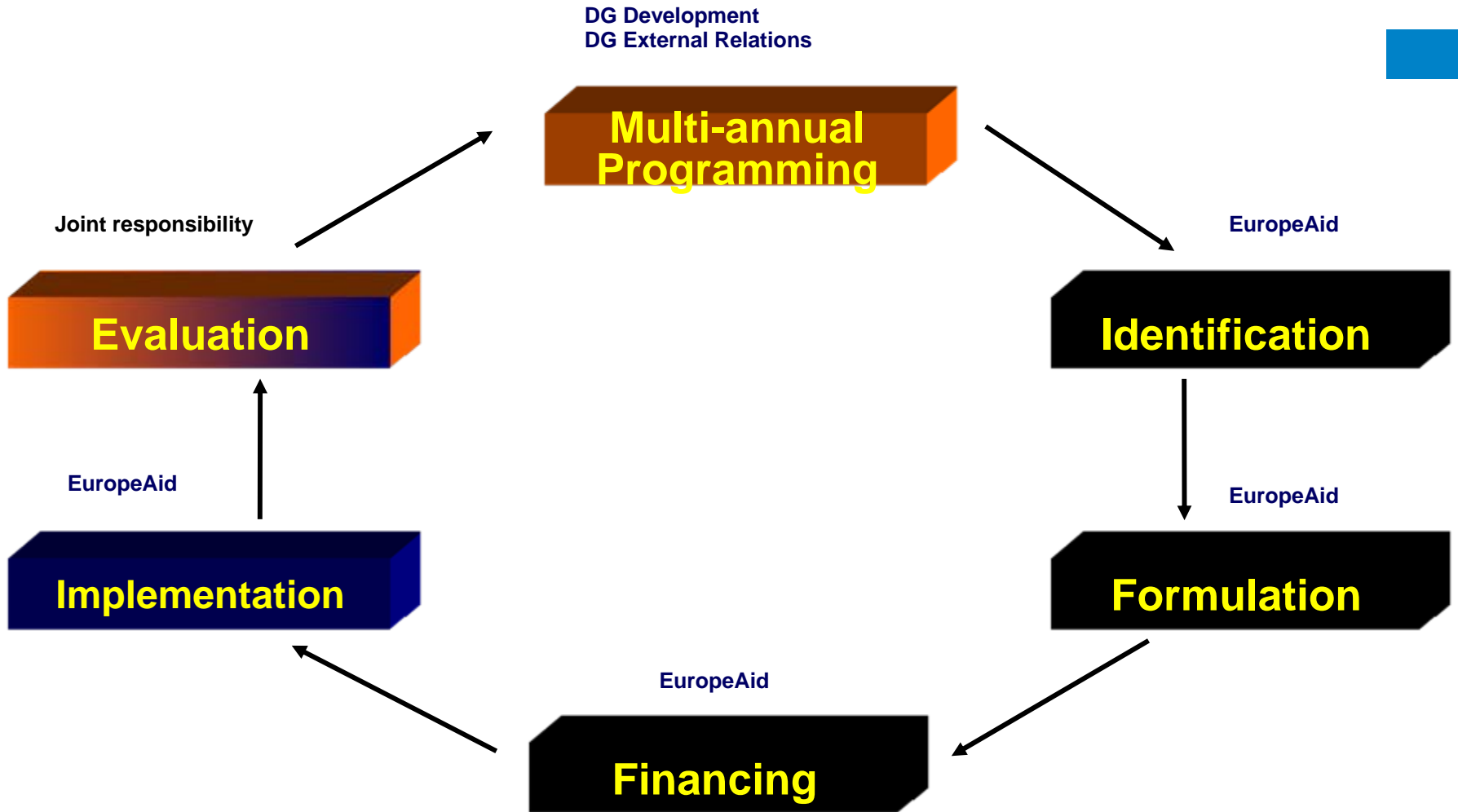
Presentation prepared in coop. with Unit G7



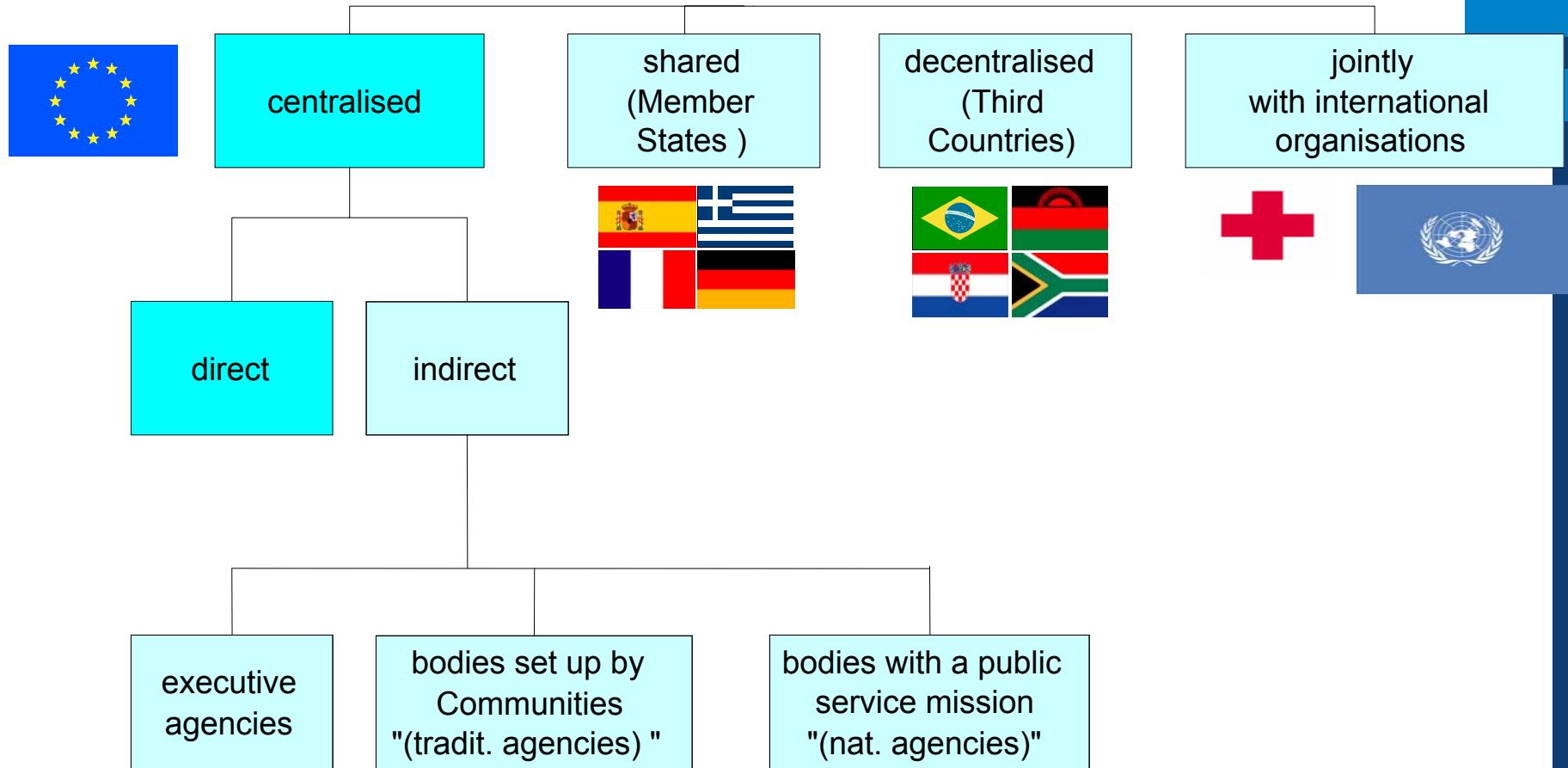
# Content

- Who manages? Who does what?
- Practical Guide to Contract Procedures (PRAG)
- Eligibility
- Information tools  
[http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm)
- Common mistakes made by tenderers

# Who does what?



# Who manages?



# The Practical Guide

## WHY DO WE HAVE IT?

- Harmonisation of procedures
- Sole working tool
- Coherent application of rules

# Legal Bases

## Budget

## 9th EDF

### **Council regulation**

Legal base of programme  
Financial Regulation

Cotonou Agreement

### **Comm regulation**

Implementing Rules of  
Financial Reg.

### **ACP-EC Council regulation**

General Regulations &  
General Conditions contracts

### **Comm decision**

AIDCO Rules and Procedures

### **Council regulation**

Financial Regulation

### **AIDCO decision**

Practical Guides  
(Contract/Finance/Programme  
estimates)

### **Instruction Notes**



SERVICE

≥ 200.000

International restricted tender

< 200.000 but > 10.000 (BUD)

< 200.000 but > 5.000 (EDF)

Rule: Framework contract

Exception: Comp neg proc (BUD) /Simpl proc (EDF)

SUPPLY

≥ 150.000 (BUD)

> € 150.000 (EDF)

Open international tender

< 150.000 but ≥ 60.000 (BUD)

≤ 150.000 but ≥ 30.000 (EDF)

Open local tender

< 60.000 but > 10.000 (BUD)

< 30.000 but > 5.000 (EDF)

Comp neg proc (BUD)/

Simpl proc (EDF)

WORKS

≥ €5.000.000 (BUD)

> €5.000.000 (EDF)

1. Open international tender

2. Int. Res. Proc (BUD)

<5.000.000 but ≥300.000 (B)

≤5.000.000 but ≥ 300.000 (E)

Open local tender

< 300.000 but > 10.000 (BUD)

< 300.000 but > 5.000 (EDF)

Comp neg proc (BUD)/

Simpl proc (EDF)

EuropeAid

≥ 10.000 (BUD), 5.000 (EDF) Single offer

**Exceptional procedures: -competitive dialogue (not applicable to EDF)  
-negotiated procedure**

# Service Contracts (International Restricted Procedure)

## International Restricted Procedure

- Publication
- Shortlist
- Tender launch
- Tenders received
- Evaluation
- Contract Award
- Contract Signature



# Publication

- Forecast
- Procurement Notice
  - Launch the procedure
  - Content legally binding
  - Deadline for reply
  - Defines criteria
- Award Notice

# Shortlist

- Selection criteria applied
- 4-8 companies will be invited to tender
- Result = Shortlist
- Report approved by Contracting Authority

# Tender Launch

- Dispatch Tender Dossier
- Unsuccessful candidates informed + publication of shortlist notice
- Deadline for Submission = min. 50 days
- Questions 21 days – Answers 11 days
- Tenders are valid 90 days (extension 40 days)

# Evaluation

## 5 phases

- Tender Opening Session
- Administrative compliance
- Technical Evaluation
- Financial Evaluation
- Conclusion

# Contract Award

Committee recommends to

- **Award** the contract to the best value for money

OR

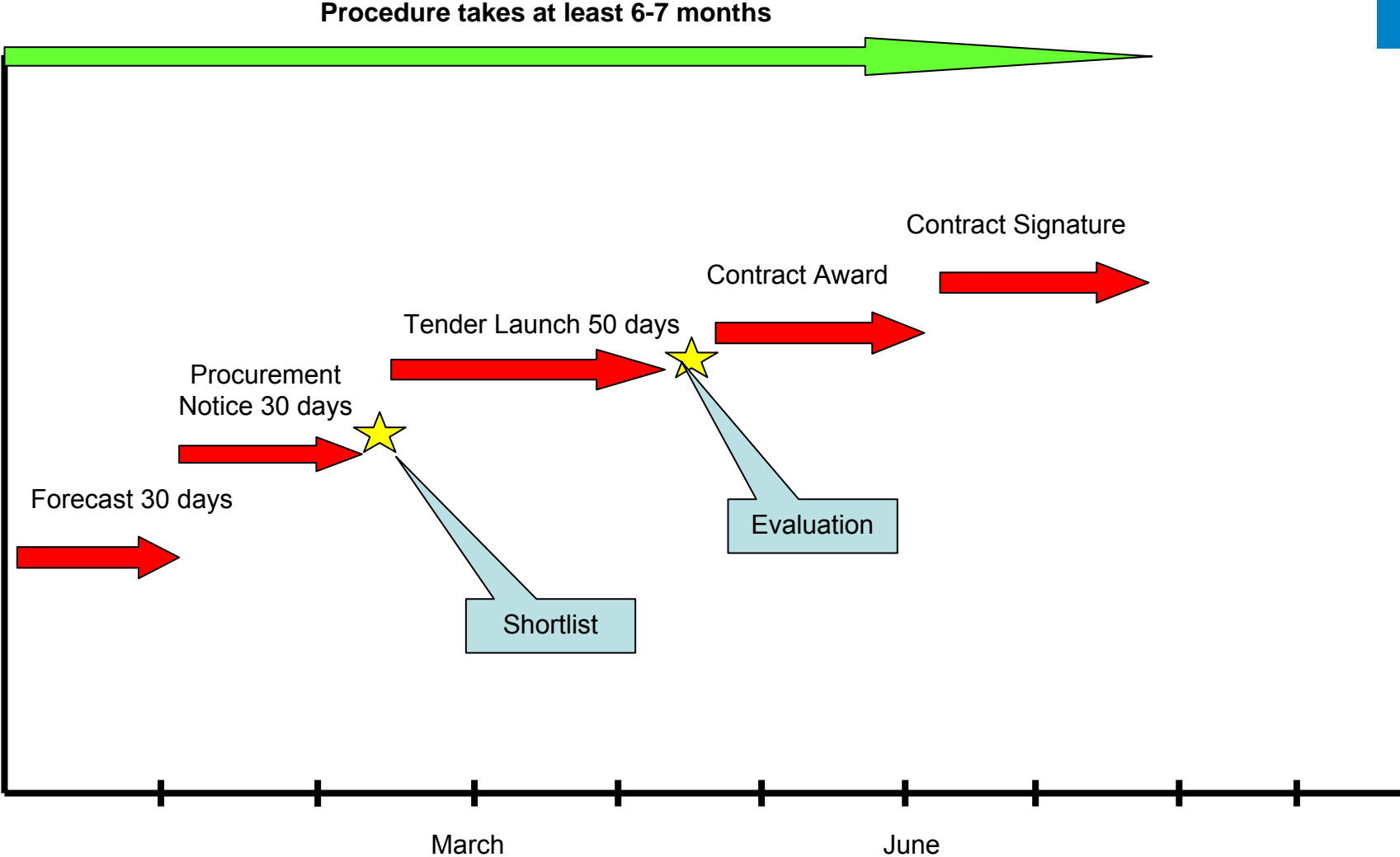
- **Cancel** the procedure

Contracting Authority must approve the evaluation report

# Contract Signature

- Inform successful Tenderer and ask for “Proof documents”
- Prepare contract
- Sign and send contract
- Publish Contract Award Notice
- Inform unsuccessful Tenderers

# Time Line Service Contract



# New Tools

- EuropeAid webpage: new design, improved search engine for contract notices  
[http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm)
- Training/presentations
- Helpdesk: [europeaid-helpdesk-contrats@ec.europa.eu](mailto:europeaid-helpdesk-contrats@ec.europa.eu)



# Eligibility

- Natural persons, companies or firms or public or semi-public agencies of the ACP States and the Member States;
- Cooperative societies and other legal persons governed by public or private law, of the Member States and/or the ACP States;
- Joint ventures and groupings of companies or firms of ACP States and/or of a Member State. (PRAG 2.3.1)
- **New Member States (10 +2) – Eligible for the 9<sup>th</sup> EDF and the 10<sup>th</sup> EDF once the 10<sup>th</sup> EDF enters into force !**

External cooperation programmes - European Commission - Microsoft Internet Explorer provided by European Commission

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# European Commission External cooperation programmes

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- Work with us
- Multimedia library



Europe is the biggest provider of development aid in the world

### Funding Opportunities

### Announcements

The Info Point for External Cooperation now got a brand new website. Enjoy the visit!



### Latest News

- The Commission and the Inter-American Development Bank reinforce co-operation to help development in Latin America
- Ferrero-Waldner, European Commissioner for External Relations & European Neighbourhood Policy

### Story from the field

#### European Development Days - 2007 edition

The second edition of the European Development Days (EDD), devoted to the theme Climate Change and Development Cooperation, will take place in Lisbon from 7 to 9 November. This video shows three projects funded by the EU to tackle climate change: combating desertification in Mali; exploiting natural resources without damaging the environment in Brazil and adapting to climate change in Sri Lanka.

[The full story](#)

### Quick Access

Regions/Countries Themes Programmes



EuropeAid

[http://ec.europa.eu/europeaid/work/index\\_en.htm](http://ec.europa.eu/europeaid/work/index_en.htm)

Please select search type :

By Program

Search by Program :

FED/BUDGET

Status:

- Forecast  
 Open  
 Closed

Type:

- Supplies  
 Works  
 Services  
 Grants

Region:

- All  
 Afrique centrale  
 Etats ACP du Pacifique  
 Etats Afrique de l'Est  
 SADC  
 SAHEL  
 Region Caraibes  
 Tous Etats ACP  
 Divers

## Query Result

**Results : 22**

### Burundi

#### **Fourniture et installation et mise en service des équipements industriels d'usage du the**

Reference: EuropeAid/125787/D/SUP/BI

Status: **Open (until 10.12.2007)**



Documents: [forecast](#) [tender](#) 09.10.2007 [tender dossier](#) 

### Botswana

#### **Economic Diversification of the Mining Sector**

Reference: EuropeAid/125745/D/SUP/BW

Status: **Open (until 20.11.2007)**

Documents: [tender](#) 14.08.2007 [tender dossier](#) [Corrigendum to tender dossier \(16.08.2007\)](#)  [Corrigendum to tender dossier \(04.10.2007\)](#) 

#### **Economic Diversification of the Mining Sector**

Reference: EuropeAid/125746/D/SUP/BW

Status: **Open (until 20.11.2007)**

Documents: [tender](#) 14.08.2007 [tender dossier](#)

### Central African Republic

#### **Fourniture de 4 vehicules 4X4 pick up et 1 vehicule Hard Top et 2 kits de pieces de rechange**

Reference: EuropeAid/126182/M/SUP/CF

Status: **Open (until 19.11.2007)**

Documents: [tender dossier](#)  [tender](#) 08.11.2007 [tender \(corr.\)](#) 09.11.2007

### Congo (Republic)

**Fourniture de trois lots d'équipements et fournitures destinés au Centre de formation et documentation de Brazzaville - Congo**



# European Commission External cooperation programmes

EuropeAid

European Commission > EuropeAid > Work with us > Procedures & documents > Implementation > Practical Guide

- Home
- Who we are
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- How we work
- Work with us**
- How to get a grant
- How to get a contract
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- Procedures & documents**
- Important Messages
- Legislation
- Financing
- Implementation
- Legal Affairs
- Framework Contract
- Visibility guidelines
- Job opportunities
- Multimedia library

## 9.10.1 Practical Guide to contract procedures

### Budget: General Annexes to the Practical Guide - 2007

[Practical guide to contract procedures for EC external actions](#) [703 KB] es fr

[Annexary of terms](#) [150 KB] es fr

[EC external Aid programmes](#) [140 KB] es fr

**A02** [Eligibility - programmes 2007-2013](#) [117 KB] es fr

[Eligibility - programmes before 2007](#) [185 KB] es fr pt

**A03** [Declaration of objectivity and confidentiality](#) [39 KB] es fr

[Declaration of impartiality and confidentiality](#) [53 KB] es fr

**A05** [Cancellation notice](#) [28 KB] es fr pt

**A06** [Explanatory note](#) [53 KB] es fr pt

**A07** [Receipt](#) [47 KB] es fr

**A08** [Notification letter](#) [63 KB] es fr

**A09** [Cover letter for submission of contract/addendum](#) [46 KB] es fr pt

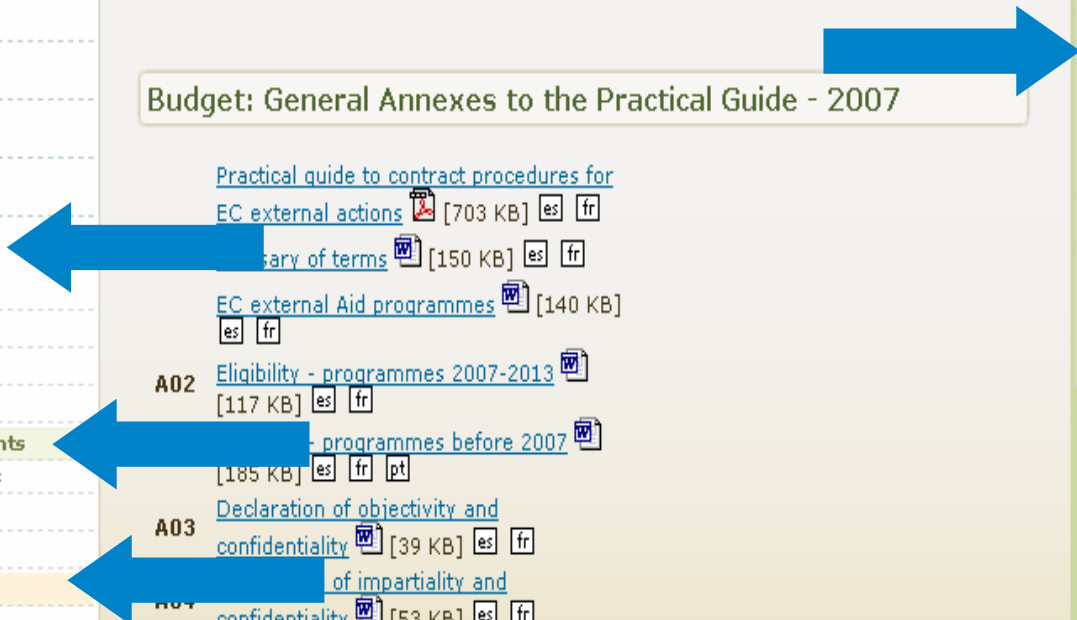
**A10** [Negotiation report](#) [53 KB] es fr

### Implementation

- Practical Guide
- Eligibility
- Per Diems
- Services
- Supplies
- Works
- Grants
- International Organisations

### Previous versions

- Practical Guide and annexes - August 2006
- Practical Guide and annexes - February 2006
- Practical Guide and annexes - 2003
- Practical Guide and annexes - 2001



# Common mistakes made by candidates, tenderers

What can go wrong?

# Administrative reasons

- Late arrival
- Incomplete documentation
- Not in accordance with templates
- Lack of original documents or required translations
- Documents not signed
- Tenderer/Applicant/partner not eligible
- Financial offer not in separate envelope (only for Service Tenders)

# Technical reasons

Service:

- Experts are not available on required dates
- Experts do not have the required experience
- Copy and paste of Terms of Reference

**Attention** : Nationality rule under EDF – It also applies to **experts** proposed by service providers

# My company does not fulfill the selection criteria....

- Form a consortium (the consortium as a whole must meet the criteria, not each individual company)!
- Try and gain relevant experience as consortium partner or subcontractor!



*Any questions?*

