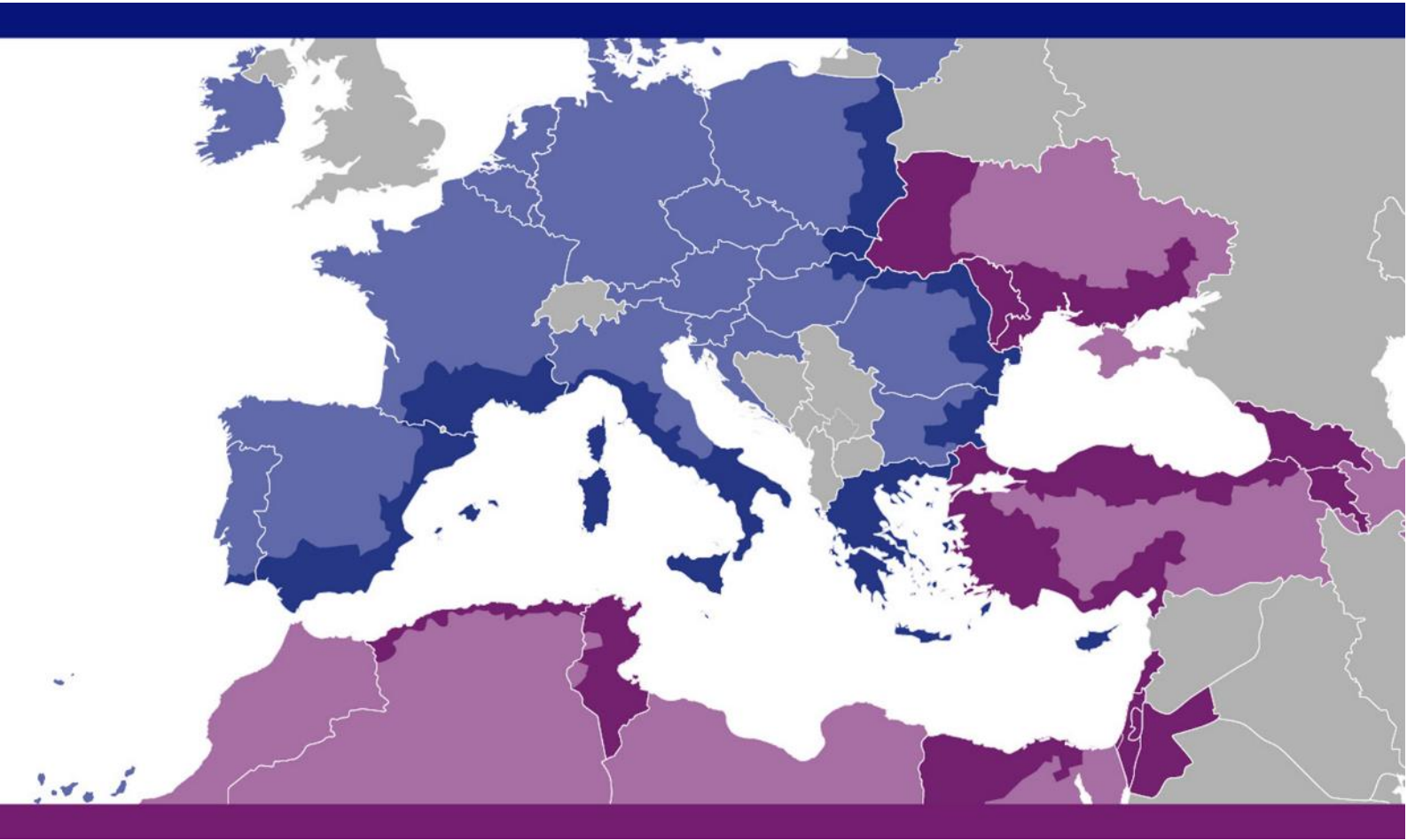


Compilation of procurement templates for Interreg NEXT

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Interreg
TESIM NEXT



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Introduction

This document aims at offering to the Managing Authorities of the Interreg NEXT programmes a **compilation of procurement templates** which may be used by the public and private beneficiaries in the Partner Countries, as well as by the private beneficiaries in Member States not complying with the requirements to use national legislation, as stated in Article 58(1)(a) of the Interreg Regulation¹. Therefore, this compilation is not intended to be distributed directly to the beneficiaries but represents a support tool for the programme bodies, so that they can decide which templates recommend or require the beneficiaries to use.

The criteria for selecting or adapting templates are:

- Priority to the main templates supporting the compliance of the procedures set out in Annex II of the Financing Agreements between the European Commission and the partner countries.
- Lack of national templates in a significant number of countries.
- Availability of suitable templates either from PRAG or developed by programmes².

We excluded from the potential selection or adaptation:

- National templates available in most countries³.
- Technical documentation and related forms.
- Contractual documents.
- Letters for communication with bidders.

As a result from this work, we attach to this document 60 templates covering all the procedures in Annex II. In the case of the excluded templates, we recommend either the use of national or own templates, for example on contracts, or the direct use of PRAG templates, such as the case for letters for communication with bidders. The summary of the proposal is:

Action	# templates
National or own templates	3
EU templates without adaptation (TED ⁴)	3
PRAG templates without adaptation	11
Adapted PRAG templates	33
Adapted templates from programmes	10
TOTAL	60

¹ Regulation 1059/2021.

² Most selected templates developed by Hungary-Serbia and Romania-Serbia correspond to single tender procedure, for which there are no PRAG templates.

³ The initial analysis of national templates covers Ukraine, the Republic of Moldova, Georgia, Armenia and Türkiye.

⁴ Tenders Electronic Daily (TED).



Even though the templates in this compilation are in English, we recommend the use of national language, except in the case of open tenders, to avoid language barriers with the local providers.

Complementing this document, TESIM is developing **factsheets on procurement** per each Partner Country, with a focus on the differences between the national legislation and the provisions in Annex II of the Financing Agreements, as well as the main provisions in this legislation which must be kept since not contradicting this Annex. The factsheets also include a list of recommended templates, including both the ones from this compilation and national ones. The factsheets also provide indications for private beneficiaries.

We hope that through these documents TESIM will efficiently support you in your quest for ensuring compliant procurement procedures by the project beneficiaries in Partner Countries.



General templates

Description	Availability of national templates	Source	Reference
Declaration of objectivity and confidentiality (for participation in the preparation of a tender)	None of the countries	PRAG (adapted)	G1
Declaration of impartiality, confidentiality and absence of conflict of interest (for participation in the evaluation of a tender)	None of the countries	PRAG (adapted)	G2
Declaration on honour on exclusion and selection criteria (for participation in procurement procedure as a bidder)	Available in MD & AM	PRAG (adapted)	G3
Financial identification form	Available only in TR	PRAG	G4
Legal entity form (natural persons)	Available only in TR	PRAG	G5a
Legal entity form (companies)	Available only in TR	PRAG	G5b
Legal entity form (public bodies)	Available only in TR	PRAG	G5c

Publication international procedure

Description	Availability of national templates	Source	Reference
Prior information notice	Available in UA & TR	EU's Tenders Electronic Daily Platform (TED) and its standard forms	I1
Contract notice	Available in UA & TR		I2
Award notice	Available in UA & TR		I3



Service tenders

Description	Availability of national templates	Source	Reference
Request to participate (restricted)	Available in MD, TR & AM	PRAG (adapted)	SV1
Longlist (restricted)	Available only in TR	PRAG	SV2
Shortlist report (restricted)	Available in MD & TR	PRAG	SV3
Shortlist notice (restricted)	Available only in TR	PRAG	SV4
Contract notice for simplified procedure	Available in UA, MD & AM	PRAG (adapted)	SV5
Instructions to tenderers for open and restricted	Available in UA, MD, TR & AM	PRAG (adapted)	SV6
Instructions to tenderers for simplified procedure	Available in UA, MD & AM	PRAG & Interreg HU-SRB (adapted)	SV7
Service contract template	Use national or own templates		
Administrative compliance grid	Available only in TR	PRAG & Interreg HU-SRB (adapted)	SV8
Evaluation grid (fee-based)	Available only in TR	PRAG	SV9
Evaluation grid (global price)	Available only in TR	PRAG	SV10
Tender submission form for open and restricted	Available only in UA	PRAG (adapted)	SV11
Tender submission form for simplified procedure	Available only in UA	PRAG & Interreg HU-SRB (adapted)	SV12
Contractor's assessment form	Available only in TR	PRAG (adapted)	SV13



Supply tenders

Description	Availability of national templates	Source	Reference
Contract notice for simplified procedure	Available in UA & AM	PRAG (adapted)	SP1
Instructions to tenderers	Available in UA, MD, TR & AM	PRAG (adapted)	SP2
Supply contract template	Use national or own templates		
Administrative compliance grid	Available only in TR	PRAG (adapted)	SP3
Evaluation grid	Available only in TR	PRAG (adapted)	SP4
Tender submission form	Available in UA & TR	PRAG (adapted)	SP5
Tender guarantee	Available in TR, AM & GE	PRAG (adapted)	SP6
Performance guarantee	Available in TR, AM & GE	PRAG (adapted)	SP7
Contractor's assessment form	Available only in TR	PRAG (adapted)	SP8

Works

Description	Availability of national templates	Source	Reference
Contract notice	Available in UA, MD & TR	PRAG (adapted)	WK1
Instructions to tenderers	Available in UA, MD, TR & AM	PRAG (adapted)	WK2
Tender submission form	Available in UA, MD & TR	PRAG (adapted)	WK3



Tender guarantee	Available in all countries	PRAG (adapted)	WK4
Administrative compliance grid	Available only in TR	PRAG (adapted)	WK5
Evaluation grid	Available only in TR	PRAG (adapted)	WK6
Works contract template	Use national or own templates		
Performance guarantee	Available in MD, TR, AM & GE	PRAG (adapted)	WK7
Pre-financing guarantee	Available in MD & AM	PRAG (adapted)	WK8
Retention guarantee	None of the countries	PRAG (adapted)	WK9
Interpretative note financial offer	Available only in TR	PRAG (adapted)	WK10

Evaluation templates

Description	Availability of national templates	Source	Reference
Opening checklist (paper submission)	Available in MD & TR	PRAG (adapted)	EV1
Open report (paper submission)	Available only in TR	PRAG (adapted)	EV2
Administrative compliance grid services	Available only in TR	PRAG (adapted)	SV8
Evaluators grid services (fee-based)	Available only in TR	PRAG	EV3
Evaluators grid services (lump sum)	Available only in TR	PRAG	EV4
Administrative compliance grid supplies	Available only in TR	PRAG (adapted)	SP3
Evaluators grid supplies	Available only in TR	PRAG (adapted)	SP4



Administrative compliance grid works	Available only in TR	PRAG (adapted)	WK5
Evaluators grid works	Available only in TR	PRAG (adapted)	WK6
Evaluation report services	Available in UA & TR	PRAG (adapted)	EV5
Evaluation report supplies	Available in UA, MD &TR	PRAG (adapted)	EV6
Evaluation report works	Available in UA, MD &TR	PRAG (adapted)	EV7
Award decision	Available in UA, MD & TR	PRAG (adapted)	EV8

Direct award (single tender)

Description	Availability of national templates	Source	Reference
Request & information for tenderers (services)	Available in UA, MD, TR & AM	Interreg HU-SRB & RO-SRB (adapted)	ST1
Request & information for tenderers (supplies)	Available in UA, MD, TR & AM	Interreg HU-SRB & RO-SRB (adapted)	ST2
Request & information for tenderers (works)	Available in UA, MD, TR & AM	Interreg HU-SRB & RO-SRB (adapted)	ST3
Tender submission form & technical offer services	None of the countries	Interreg HU-SRB & RO-SRB (adapted)	ST4
Tender submission form & technical offer services	None of the countries	Interreg HU-SRB & RO-SRB (adapted)	ST5
Tender submission form & technical offer services	None of the countries	Interreg HU-SRB & RO-SRB (adapted)	ST6
Evaluation report	Available in UA, MD & TR	Interreg HU-SRB & RO-SRB (adapted)	ST7



Negotiated procedure

Description	Availability of national templates	Source	Reference
Negotiated report	Available only in TR	PRAG (adapted)	NP1

