



EUROPEAN COMMISSION
Directorate-General for Research & Innovation

Guidance

How to complete your simap forms for PCPs

Version 1.0
9 March 2016

Disclaimer

This document is aimed at assisting H2020 PCP grant beneficiaries. It is provided for information purposes only and is not intended to replace consultation of professional legal advice. Neither the Commission nor its Agencies (or any person acting on their behalf) can be held responsible for the use made of this guidance document.



IMPORTANT NOTICE

This document is designed to help **Horizon 2020 beneficiaries** that implement pre-commercial procurement (PCP) grants (or beneficiaries of normal H2020 grants with PCP) to fill out the [simap standard forms for public procurement](#) for the following types of document: prior information notices (PINs) for the open market consultation, contract notices and contract award notices (to be published in the Official Journal via the [TED — tenders electronic daily](#) website).

Our approach

It provides **instructions** and **standard text** to be used.

Instructions are in [blue](#).

Recommended text is in black.

Data to be added is shown in [\[grey in square brackets\]](#).

Options are shown in [\[italics square brackets\]](#).

Other information

For a more general overview of how Horizon 2020 grants work, see the [Online Manual](#). For detailed information, see the [H2020 AGA — Annotated Grant Agreement](#).

A comprehensive list of all Horizon 2020 reference documents (including legislation, work programme and templates) can be found in the [Participant Portal reference documents](#) page.

Horizon 2020 terms are explained in the Participant Portal [Glossary](#).

In case of doubt, please consult professional legal advice or contact the [Horizon 2020 Helpdesk](#).

Simap acronym comes from the information system for public procurement (fr. système d'information pour les marchés publics).

HISTORY OF CHANGES

Version	Publication date	Changes
1.0	09.03.2016	▪ Initial version

PCP PRIOR INFORMATION NOTICE (PIN) FOR THE OPEN MARKET CONSULTATION

Use the English version of the simap standard form that is most appropriate for your type of organisation:

- for lead procurers in the public sector: ‘Prior information notice’
- for lead procurers in the utilities sector: ‘Periodic indicative notice — utilities’.
- for lead procurers in the defence and security sector: ‘Prior information notice for contracts in the field of defence and security’

In addition to English, you may publish the PIN (or a summary) in any other language(s).

⚠ Do not forget that a copy of the PIN must be submitted as a deliverable to the Commission or the agency acting on its behalf at the latest five days before publication (i.e. five days before the date of dispatch of the PIN notice — see Article 19 H2020 PCP-PPI MGA).



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Prior information notice

Directive 2004/18/EC

For lead procurers in the utilities sector the header contains additional information. Select ‘no’ (for both questions, i.e. no call for competition and no reduction of the time limits for tenders).

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address(es): <i>(if applicable)</i>		
General address of the contracting authority: <i>(URL)</i>		
Address of the buyer profile: <i>(URL)</i>		
Further information can be obtained from		
<input type="radio"/> The above mentioned contact point(s)		<input type="radio"/> Other <i>(please complete Annex A.I)</i>

In the contact points section, give the contact details of the lead procurer.

In the internet addresses section, give the project website if you do not want to use the general website of the lead procurer. Use the address of the lead procurer’s buyer profile.

I.2) Type of the contracting authority

<input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="radio"/> National or federal agency/office <input type="radio"/> Regional or local authority <input type="radio"/> Regional or local agency/office	<input type="radio"/> Body governed by public law <input type="radio"/> European institution/agency or international organisation <input type="radio"/> Other: <i>(please specify)</i>
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This section is to be filled in ONLY if the lead procurer is a contracting authority (i.e. NOT a contracting entity).

I.3 Main activity

<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public order and safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health	<input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other: <i>(please specify)</i>
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Select the lead procurer's main activities.

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes no
(if yes, information on those contracting authorities can be provided in Annex A)

Select 'yes'.

The contact details of all members of the buyers group must be given in Annex A.I) 'Address of the other contracting authority on behalf of which the contracting authority is purchasing'.

Section II.B: Object of the contract – Supplies or services

Complete subsection II.B for services (not II.A for works; PCP is a procurement of R&D services).

II.1) Title attributed to the contract by the contracting authority:

Use this title: 'Pre-commercial procurement (PCP) to buy R&D (research and development) services to [specify in a few words the subject and scope of this PCP e.g. *improving the energy efficiency of buildings*]'.

Use this text:

This PIN announces an open market consultation and provides information at an early stage on the expected starting date and purchase volume for the [insert project acronym] pre-commercial procurement (PCP) which:

- targets the following challenge: [insert challenge]
- and
- looks for the following types of solutions: [insert types of solutions].


II.2) Type of contract and place of delivery or of performance	
<i>choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s)</i>	
<input type="radio"/> Supplies	<input type="radio"/> Services Service category No: [][] <i>(Please see Annex C1 for service categories)</i>
Main place of performance or of delivery:	
NUTS code [][][][][][] NUTS code [][][][][][]	NUTS code [][][][][][] NUTS code [][][][][][]

Select 'Services' (not 'Supplies; PCP is an R&D services contract).

For lead procurers in the public or utilities sector: use 'research and development services' category 8.

For lead procurers in the defence and security sector: use 'research and development services' category 14.

Do NOT fill out the other fields (main site or location of delivery/performance, NUTS code).

 Do not choose any other category and make sure that your procurement complies with the category 8/14 – otherwise your procurement will not be exempted from the EU procurement directives.

II.3) Information on framework agreement
The notice involves the establishment of a framework agreement: <input type="radio"/> yes <input type="radio"/> no

Select 'yes'.

For lead procurers in the public or utilities sector, this information has to be given in Section II.4. 'Short description of the contract/nature and quantity or value of supplies or services'.

II.4) Short description of nature and quantity or value of supplies or services: <i>(in each of the service categories)</i>
<p>(if known, give figures only) Estimated cost excluding VAT: [] Currency: [][][]</p> <p>or</p> <p>Range: between [] and [] Currency: [][][]</p>

Use this text:

Procurement

What is this? The aim of this procurement is to trigger new solutions to be developed and tested to address the following common challenge (i.e. a challenge faced by all the organisations in the buyers group): [specify briefly the subject and scope of this PCP e.g. improving the energy efficiency of buildings].

The main technical challenges to be addressed are: [indicate the main target quality/efficiency and/or functionality/performance improvements compared to the current state-of-the art technology, e.g. 30 % energy efficiency improvement, interoperability].

The selected operators will retain ownership of the intellectual property rights (IPRs) that they generate during the PCP and will be able to use them to exploit the full market potential of the developed solutions i.e. beyond the buyers group.

[The market potential is estimated at [insert available figures about the potential total market size, i.e. beyond the procurers alone].]

[*OPTION for PCP with lots:* The procurement will be divided into the following lots:

- lot 1: [insert name of the sub-challenge to which the lot corresponds]
- lot 2:
- ...]

Who is procuring? The procurement will be carried out jointly by the following organisations (the buyers group): [insert names of the members of the buyers group] (see [insert project website]). [Add name of lead procurer] will act as the lead procurer and will coordinate and lead the joint procurement in the name and on behalf of the other organisations.

How does it work? The procurement will take the form of a pre-commercial procurement (PCP) under which R&D service contracts will be awarded to a number of R&D providers in parallel in a phased approach. This will make it possible to compare competing alternative solutions.

Each selected operator will be awarded a framework agreement that covers three R&D phases.

The three phases are:

- solution design
- prototyping
- original development and validation and testing of a limited set of first products or services.

After each phase, intermediate evaluations will be carried out to progressively select the best of the competing solutions. The contractors with the best-value-for-money solutions will be offered a specific contract for the next phase.

Testing is expected to take place in [add the locations where testing is expected to take place, in particular test locations of the members of the buyers group and other additional test locations]. This testing may also serve as a first customer test reference for the contractors.

[*OPTION for PCP with lots:* The phased approach with parallel contracts and intermediate evaluations will be followed within each lot.]

When will it take place? The procurement is expected to start in [add expected starting date of the PCP] and end in [add expected completion date of the PCP].

Open market consultation


In preparation for this PCP, **all interested operators** are **invited** to take part in an **open market consultation** (regardless of their geographic location, the size or governance structure of their organisation).

The open market consultation will provide you with an overview on the procurement objectives, the PCP process and the main clauses of the contract. You will also have the opportunity to ask questions.

It will be held in English [and [add additional language(s), if any]].

The open market consultation will be organised in the form of a [insert the format *e.g. meeting, online meeting, webinar or online Q&A forum, or a combination of those*] that will be held:


- when: [insert date and time or period]

 Choose the timing in such a way that you ensure that this PIN is published two months before the start of the open market consultation.

- where: [insert venue *e.g. via the project website*].

[Please register by [insert date].]

[OPTION if bidders are allowed to supply additional confidential information in a face-to-face meeting during the open market consultation: Please indicate *[by [insert date]]* together with the registration for the open market consultation if you want to supply (under a non-disclosure agreement) additional confidential information that you do not wish to reveal in public during the open market consultation.]

 **Procurers must ensure equal treatment to all interested economic operators also in face-to-face meetings. Such meetings can therefore only be used to *listen* to the economic operators, but may not be used to *give* any additional information to the economic operators (except information also provided to all other operators)**

[OPTION if for example a questionnaire is used: Please submit the following information *[insert information, e.g. questionnaire]* by *[insert date]*.]

Note:

You can participate in the PCP call for tender even if you did not participate in the open market consultation.

Offers will be accepted in English *[and [insert additional language(s), if any]]*. All communication (before, during and after the procurement) will be carried out in English *[and [add additional language(s), if any]]*.

All information provided during the open market consultation and other background information will be published online in English *[and [add additional language(s), if any]]* on the project website (*[insert the project website]*).

More information:

Please see:

- the project website (*[insert address]*)
- the section on PCP on the Europa website (<http://ec.europa.eu/digital-agenda/en/innovation-procurement>).

Provide any other relevant information.

Give the estimated total value of the PCP contract (without VAT).

Lots (for information about lots, use Annex B as many times as there are lots) This contract is divided into lots: <input type="radio"/> yes <input type="radio"/> no

For PCPs with lots select 'yes'.

II.5) Common procurement vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	[][]-[][][][][]	[][][][]-[][][][]-[][]
Additional object(s)	[][][][][][][][]-[][]	[][][][]-[][][][]-[][][][]
	[][][][][][][][]-[][]	[][][][]-[][][][]-[][][][]
	[][][][][][][][]-[][]	[][][][]-[][][][]-[][][][]

Use CPV 73100000 for R&D services and additional other CPVs, if relevant to the object of the contract (e.g. CPV for medical equipment if the PCP is for medical equipment-related R&D, CPV for software development services if software-related R&D is needed).

II.6) Scheduled date for start of award procedures *(if known)*

[][]/[][]/[][][][] *(dd/mm/yyyy)*

Enter the date.

II.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): yes no

Select 'no'.

II.8) Additional information: *(if applicable)*

Provide any other relevant additional information.

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them: *(if known, provide information only in the case of works contracts)*

III.2) Conditions for participation

III.2.1) Information about reserved contracts *(if applicable)*

- The contract is restricted to sheltered workshops
 The execution of the contract is restricted to the framework of sheltered employment programmes

Complete if applicable. Avoid conditions that might unduly restrict participation.

The options for reserved contracts do not apply.

Section VI: Complementary information

VI.1) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds yes no

(if yes) Reference to project(s) and/or programme(s):

Select 'yes'.

Use this text:

This procurement receives funding from the European Union's Horizon 2020 Research and Innovation Programme, under grant agreement No [insert number] – [insert project acronym] (see [insert project website]).

[OPTION if the procurement also receives funding from other EU programmes (e.g. has member(s) of the buyers group whose financial contribution to the PCP budget is co-financed by the European Structural and Investment Funds (ESIF) instead of Horizon 2020): This procurement also receives funding from the *[OPTION for EU programmes: European Union's [insert name of EU programme]]**[OPTION for national programmes co-funded by the EU (e.g. by Regional Funds, Agricultural Funds): [insert name of national programme] co-financed by the European Union]:*

- [insert the beneficiary's name and the grant agreement number and acronym].]

The EU has given a grant for this procurement but is not participating as a contracting authority in the procurement.

VI.2) Additional information: *(if applicable)*

The PCP procurement is exempted from the WTO Government Procurement Agreement (GPA), the EU public procurement directives and the national laws that implement them (because it concerns the procurement of R&D services where the benefits do not accrue exclusively to the contracting [authority]/[entity] for its use in the conduct of its own affairs).

This PIN is published to announce an open market consultation on a future procurement procedure. The PIN is not a commitment to procure.

VI.3) Information on general regulatory framework

Relevant governmental Internet sites where information can be obtained

Tax legislation: *(URL)*

Environmental protection legislation: *(URL)*

Employment protection and working conditions: *(URL)*

For additional details about relevant governmental services where information can be obtained on taxes, environmental protection, employment protection and working conditions, please fill Annex A.II-IV (if applicable)

Complete if applicable

VI.4) Date of dispatch of this notice: [][]/[][]/[][][][] *(dd/mm/yyyy)*

Enter the date.

Appendix

Periodic indicative notice being a call for competition or aiming at reducing time-limits for the receipt of tenders

If the notice aims at reducing time-limits for receipt of tenders, the information in this appendix shall be supplied if available

For lead procurers in the public or utilities sector: do NOT fill in the appendix of the form (it does not apply to PCP open market consultations).

Annex A

Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

II) Address, contact points and internet site of the relevant government service from which information can be obtained about taxes

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

III) Address, contact points and internet site of the relevant government service from which information can be obtained about environmental protection

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

IV) Address, contact points and internet site of the relevant government service from which information can be obtained about employment protection and working conditions

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete, if applicable.

V) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:

..... (Use Annex A Section V as many times as needed)

Give contact details for all members of the buyers group.

Annex B

Information about lots

This annex relates to

Section II.A: Object of the contract – *(Works)*

Section II.B: Object of the contract – *(Supplies or services)*

Title attributed to the contract by the contracting authority:

Lot No: [] [] [] **Lot title:**

1) Short description:		
2) Common procurement vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary <i>(if applicable)</i>
Main object	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []
Additional object(s)	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []
	[] [] [] [] [] [] [] [] [] []	[] [] [] [] [] [] [] [] [] []

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT: [] Currency: [] [] []
or
Range: between [] and [] Currency: [] [] []

4) Indication about different date for start of award procedures and/or duration of contract (if applicable)

Scheduled date for start of award procedures: *(if known)* [] [] / [] [] / [] [] [] [] *(dd/mm/yyyy)*

Duration in months: [] [] or in days: [] [] [] [] *(from the award of the contract)*
or *(if known)*

Scheduled date for

start of works: [] [] / [] [] / [] [] [] [] *(dd/mm/yyyy)*

completion of works: [] [] / [] [] / [] [] [] [] *(dd/mm/yyyy)*

5) Additional information about lots:

..... *(Use this Annex as many times as there are lots)*

Complete if the PCP involves lots.

PCP CONTRACT NOTICE

Use the English version of the simap standard form that is most appropriate for your type of organisation:

- for lead procurers in the public sector: ‘Contract notice’
- for lead procurers in the utilities sector: ‘Contract notice — utilities’
- for lead procurers in the field of defence and security: ‘Contract notice for contracts in the field of defence and security’

In addition to English, you may publish the contract award notice (or a summary) in any other language(s).

⚠ Do not forget that a copy of the contract notice must be submitted as a deliverable to the Commission or the agency acting on its behalf at the latest 30 days before publication of the notice (i.e. 30 days before the date of dispatch of the contract notice — see Article 19 H2020 PCP-PPI MGA).



European Union

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Info & on-line forms: <http://simap.europa.eu>

Contract notice

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address(es): <i>(if applicable)</i> General address of the contracting authority: <i>(URL)</i> Address of the buyer profile: <i>(URL)</i> Electronic access to information: <i>(URL)</i> Electronic submission of tenders and requests to participate: <i>(URL)</i> <i>Please use Annex A to provide more detailed information</i>		
Further information can be obtained from <input type="radio"/> The above mentioned contact point(s) <input type="radio"/> Other <i>(please complete Annex A.I)</i>		
Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from <input type="radio"/> The above mentioned contact point(s) <input type="radio"/> Other <i>(please complete Annex A.II)</i>		
Tenders or requests to participate must be sent to <input type="radio"/> The above mentioned contact point(s) <input type="radio"/> Other <i>(please complete Annex A.III)</i>		

In the contact points section, give the contact details of the lead procurer.

In the internet addresses section, give the project website if you do not want to use the general website of the lead procurer. Use the address of the lead procurer’s buyer profile.

I.2) Type of the contracting authority

<input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="radio"/> National or federal agency/office <input type="radio"/> Regional or local authority <input type="radio"/> Regional or local agency/office	<input type="radio"/> Body governed by public law <input type="radio"/> European institution/agency or international organisation <input type="radio"/> Other: <i>(please specify)</i>
---	--

This section is to be filled in ONLY if the lead procurer is a contracting authority (i.e. NOT a contracting entity).

I.3) Main activity

<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public order and safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health	<input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other: <i>(please specify)</i>
--	--

Select the lead procurer's main activities.

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes no
(if yes, information on those contracting authorities can be provided in Annex A)

Select 'yes'.

The contact details of all members of the buyers group must be given in Annex A.I) 'Address of the other contracting authority on behalf of which the contracting authority is purchasing'.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Use this title: 'Pre-commercial procurement (PCP) to buy R&D (research and development) services to [specify in a few words the subject and scope of this PCP e.g. *improving the energy efficiency of buildings*]'


II.1.2) Type of contract and location of works, place of delivery or of performance <i>(choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s))</i>		
<input type="radio"/> Works	<input type="radio"/> Supplies	<input type="radio"/> Services
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	Service category No: [] [] <i>Please see Annex C1 for service categories</i>
Main site or location of works, place of delivery or of performance:		
NUTS code [] [] [] [] [] NUTS code [] [] [] [] []	NUTS code [] [] [] [] [] NUTS code [] [] [] [] []	

Select 'Services'.

For lead procurers in the public or utilities sector: use 'research and development services' category 8.

For lead procurers in the defence and security sector: use 'research and development services' category 14.

Do NOT fill out the other fields (main site or location of delivery/performance, NUTS code).

 Do not choose any other category and make sure that your procurement complies with the category 8/14 — otherwise your procurement will not be exempted from the EU procurement directives.

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

Select 'The notice involves the establishment of a framework agreement'.

II.1.4) Information on framework agreement (if applicable)

- Framework agreement with several operators
Number [] [] []
 - Framework agreement with a single operator
- or
(if applicable) maximum number [] [] [] of participants to the framework agreement envisaged

Select 'Framework agreement with several operators'.

State the minimum number of framework agreements that you plan to award (according to the request for tenders, there should be one per selected operator). For PCPs with lots, enter the total minimum number of framework agreements counted across all the lots.

Duration of the framework agreement

Duration in years: [] [] or in months: [] [] []

Justification for a framework agreement, the duration of which exceeds four years:

Enter the duration.

If the framework agreement exceeds four years for lead procurers in the public or utilities sector or seven years for lead procurers in the defence and security sector, give reasons why.

Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT: [] Currency: [] [] []

or

Range: between [] and [] Currency: [] [] []

Frequency and value of the contracts to be awarded: (if known)

Give the total estimated value of the PCP framework agreement (excluding VAT) in euros/other currency and indicate the value and frequency (i.e. timing) of the specific contracts planned for each phase of the PCP.

II.1.5) Short description of the contract or purchase(s):

Use this text:

What is this? The aim of this procurement is to trigger new solutions to be developed and tested to address the following common challenge (i.e. a challenge faced by all the organisations in the buyers group): [specify briefly the subject and scope of this PCP e.g. *improving the energy efficiency of buildings*].

The main quality/efficiency improvements to be achieved are: [indicate the main target quality/efficiency and/or functionality/performance improvements compared to the current state-of-the-art technology, e.g. *30 % energy efficiency improvement, interoperability*].

The selected contractors will retain ownership of the intellectual property rights (IPRs) that they generate during the PCP and will be able to use them to exploit the full market potential of the solutions developed, i.e. beyond the buyers group alone). [The market potential is estimated at [insert available figures about the total potential market size, beyond the procurers alone].]

[OPTION for PCP with lots: The procurement will be divided into the following lots:

- lot 1: [insert name of the sub-challenge to which the lot corresponds]
- lot 2:
- ...]

Who is procuring? The procurement will be carried out jointly by the following organisations (the buyers group): [insert names of the members of the buyers group] (see [insert project website]). [Add name of lead procurer] will act as the lead procurer and will coordinate and lead the joint procurement in the name and on behalf of the other organisations.

[In addition, there will be [explain briefly if there are third parties or preferred partners that will cooperate with the buyers group during the PCP. For example, *third parties that are putting resources at the disposal of the procurer(s) for the purpose of implementing the PCP (e.g. test sites, equipment or staff) or other procurers from other European countries that have indicated an interest in the PCP and that will be informed of the progress and results of the PCP (the preferred partners)*].]

How does it work? The procurement will take the form of a pre-commercial procurement (PCP) with a phased approach, under which R&D service contracts will be awarded to a number of R&D providers in parallel, in order to be able to compare competing alternative solutions.

Each selected operator will conclude a framework agreement that covers three R&D phases.

The three phases are:

- solution design
- prototyping
- original development and validation and testing of a limited set of first products or services.

After each phase, intermediate evaluations will be carried out to progressively select the best competing solutions. The contractors with the best-value-for-money solutions will be offered a specific contract for the next phase.

Testing is expected to take place in [add the locations where testing is expected to take place, in particular test locations of the members of the buyers group and other additional test locations]. This testing may also serve as a first customer test reference for the contractors.

[OPTION for PCP with lots: The phased approach with parallel contracts and intermediate evaluations will be followed for each lot.]

When will it take place? The procurement is expected to start in [add expected starting date of the PCP] and end in [add expected completion date of the PCP].

Proposals may be submitted in English [and [insert additional language(s), if any]]. All communication (before, during and after the procurement) can be made in English [and [add additional language(s), if any]].

For more information see:

- the project website ([insert address])
- the open market consultation Q&A (see [insert address])
- the PCP section on the Europa website (<http://ec.europa.eu/digital-agenda/en/innovation-procurement>)

or contact:

- [insert email address or interactive web address].

Please ensure that interested operators can ask questions about the procurement and tender documents and give them sufficient time to do so.

II.1.6) Common procurement vocabulary (CPV)				
	Main vocabulary		Supplementary vocabulary (if applicable)	
Main object	[]	[]	[]	[]
Additional object(s)	[]	[]	[]	[]
	[]	[]	[]	[]
	[]	[]	[]	[]
	[]	[]	[]	[]

Use CPV 73100000 for R&D services and additional other CPVs, if relevant to the object of the contract (e.g. CPV for medical equipment if the PCP is for medical equipment, CPV for software development services if software-related R&D is needed).

<p>II.1.7) Information about Government Procurement Agreement (GPA) The contract is covered by the Government Procurement Agreement (GPA): <input type="radio"/> yes <input type="radio"/> no</p>

Select 'no'.

II.1.7) Information about subcontracting *(if applicable)*

- The tenderer has to indicate in the tender any share of the contract it may intend to subcontract to third parties and any proposed subcontractor, as well as the subject-matter of the subcontracts for which they are proposed. *(if applicable)*
- The tenderer has to indicate any change occurring at the level of subcontractors during the execution of the contract. *(if applicable)*
- The contracting authority/entity may oblige the successful tenderer to award all or certain subcontracts through the procedure set out in Title III of Directive 2009/81/EC.
- The successful tenderer is obliged to subcontract the following share of the contract through the procedure set out in Title III of Directive 2009/81/EC: minimum percentage: [] [] [] (%), maximum percentage: [] [] [] (%) of the value of the contract. *(The maximum percentage may not exceed 30% of the value of the contract)*
- The successful tenderer is obliged to specify which part or parts of the contract it intends to subcontract beyond the required percentage and to indicate the subcontractors already identified. *(if applicable)*

For lead procurers in the defence and security sector: complete if applicable.

II.1.8) Lots *(for information about lots, use Annex B as many times as there are lots)*

This contract is divided into lots: yes no

(if yes) Tenders may be submitted for

one lot only one or more lots all lots

For PCPs with lots: select 'yes'.

Select 'Tenders may be submitted for all lots'.

II.1.9) Information about variants

Variants will be accepted yes no

Select 'no'.

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope: *(including all lots, renewals and options, if applicable)*

(if applicable, give figures only)

Estimated value excluding VAT: [] [] [] Currency: [] [] []

or

Range: between [] [] [] and [] [] [] Currency: [] [] []

Select 'Estimated value excluding VAT' and insert the value of the whole PCP (excluding VAT) in euros.

II.2.2) Information about options *(if applicable)*

Options yes no

(if yes) Description of these options:

(if known) Provisional timetable for recourse to these options:

in months: [] [] [] or in days: [] [] [] [] [] (from the award of the contract)

Complete if applicable

II.2.3) Information about renewals *(if applicable)*

This contract is subject to renewal yes no

Number of possible renewals: *(if known)* [] [] [] or Range: between [] [] [] and [] [] []

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: [] [] [] or in days: [] [] [] [] [] (from the award of the contract)

Select 'no'.

II.3) Duration of the contract or time limit for completion

Duration in months: [] [] or in days: [] [] [] [] (from the award of the contract) or Starting [] [] / [] [] / [] [] [] [] (dd/mm/yyyy) Completion [] [] / [] [] / [] [] [] [] (dd/mm/yyyy)
--

Enter the duration of the framework agreement (from award to end).

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

<p>III.1.1) Deposits and guarantees required: <i>(if applicable)</i></p>
<p>III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:</p>
<p>III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: <i>(if applicable)</i></p>
<p>III.1.4) Other particular conditions <i>(if applicable)</i> The performance of the contract is subject to particular conditions <input type="radio"/> yes <input type="radio"/> no <i>(if yes) Description of particular conditions:</i></p>

Complete as applicable. You can refer to the tender documents for further information.

Avoid conditions that might unduly restrict participation (in particular disproportionate financial guarantees and restrictions on the legal form of operators).

III.2) Conditions for participation

<p>III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers</p>
<p>Information and formalities necessary for evaluating if the requirements are met:</p>

III.2.2) Economic and financial ability	
Information and formalities necessary for evaluating if the requirements are met:	Minimum level(s) of standards possibly required: <i>(if applicable)</i>

III.2.3) Technical capacity	
Information and formalities necessary for evaluating if the requirements are met:	Minimum level(s) of standards possibly required: <i>(if applicable)</i>
III.2.4) Information about reserved contracts <i>(if applicable)</i> <input type="checkbox"/> The contract is restricted to sheltered workshops <input type="checkbox"/> The execution of the contract is restricted to the framework of sheltered employment programmes	

Complete as applicable. You can refer to the tender documents for further information.

Avoid conditions that might unduly restrict participation (in particular disproportionate qualification and financial guarantee requirements *e.g. references from past customers and minimum turnovers*).

The options for reserved contracts do not apply.

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession Execution of the service is reserved to a particular profession <input type="radio"/> yes <input type="radio"/> no <i>(if yes) Reference to the relevant law, regulation or administrative provision:</i>
III.3.2) Staff responsible for the execution of the service Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service <input type="radio"/> yes <input type="radio"/> no

Complete as applicable.

Avoid undue restrictions that might unduly restrict participation to the procurement.

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure	
<input type="radio"/> Open	
<input type="radio"/> Restricted	
<input type="radio"/> Accelerated restricted	Justification for the choice of accelerated procedure:
<input type="radio"/> Negotiated	Some candidates have already been selected (if appropriate under certain types of negotiated procedures) <input type="radio"/> yes <input type="radio"/> no <i>(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)</i>
<input type="radio"/> Accelerated negotiated	Justification for the choice of accelerated procedure:
<input type="radio"/> Competitive dialogue	

For lead procurers in the public or utilities sector: select 'open'.

For lead procurers in the defence and security sector: select 'negotiated'.

In Section VI.3 Additional information, you will have to state that this procurement is exempted from the EU public procurement directives and the national laws that implement them (i.e. it is not an open and negotiated procedure subject to the EU public procurement directives. The choice here must be made for formal reasons only, because it is mandatory for filling out the form).

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate *(restricted and negotiated procedures, competitive dialogue)*

Envisaged number of operators [] [] []

or

Envisaged minimum number [] [] [] and *(if applicable)* maximum number [] [] []

Objective criteria for choosing the limited number of candidates:

Leave blank.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue *(negotiated procedure, competitive dialogue)*

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes no

Leave blank.

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))			
<input type="radio"/> Lowest price or <input type="radio"/> The most economically advantageous tender in terms of <ul style="list-style-type: none"> <input type="radio"/> the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons) <input type="radio"/> the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document 			
	Criteria	Weighting	
1. []	[]	6. []	[]
2. []	[]	7. []	[]
3. []	[]	8. []	[]
4. []	[]	9. []	[]
5. []	[]	10. []	[]

Select 'the most economically advantageous tender' and one of the two other options ('the criteria stated below' OR 'the criteria stated in the specifications in the invitation to tender').

If you select the first option ('the criteria stated below'), you must indicate the criteria and their weighting in the table.

<p>IV.2.2) Information about electronic auction An electronic auction will be used <input type="radio"/> yes <input type="radio"/> no (if yes, if appropriate) Additional information about electronic auction:</p>
--

Select 'no'.

IV.3) Administrative information

<p>IV.3.1) File reference number attributed by the contracting authority: (if applicable)</p>
--

Complete if applicable.

<p>IV.3.2) Previous publication(s) concerning the same contract <input type="radio"/> yes <input type="radio"/> no (if yes) <input type="radio"/> Prior information notice <input type="radio"/> Notice on a buyer profile Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] [] of [] [] / [] [] / [] [] [] [] (dd/mm/yyyy) <input type="checkbox"/> Other previous publications (if applicable) Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] [] [] of [] [] / [] [] / [] [] [] [] (dd/mm/yyyy) Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] [] [] of [] [] / [] [] / [] [] [] [] (dd/mm/yyyy)</p>

Select 'yes'.

Select 'Prior information notice' and provide information on the PIN announcing the open market consultation.

Select 'Other previous publications' and provide information (if applicable).

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document *(in the case of a competitive dialogue)*

Time limit for receipt of requests for documents or for accessing documents
 Date: [][]/[][]/[][][][] (dd/mm/yyyy) Time: [][]:[][][]

Payable documents yes no
(if yes, give figures only) Price: [] Currency: [][][]
 Terms and method of payment:

Set the deadline for receiving requests for documents and for accessing documents so that you allow sufficient time for interested operators to obtain all relevant specifications and additional documents.

Do not use 'descriptive documents' (the procurement does not use the competitive dialogue procedure).

Select 'no' for payable documents.

IV.3.4) Time limit for receipt of tenders or requests to participate

Date: [][]/[][]/[][][][] (dd/mm/yyyy) Time: [][]:[][][]

Specify a deadline that gives operators at least two months.

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates *(if known, in the case of restricted and negotiated procedures, and competitive dialogue)*

Date: [][]/[][]/[][][][] (dd/mm/yyyy)

Leave blank.

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

- Any EU official language
- Official EU language(s):
- Other:

Select English and any other language(s) chosen by the buyers group. (These languages may or may not be official EU languages; e.g. for members from H2020 associated countries).

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

until: [][]/[][]/[][][][] (dd/mm/yyyy)
 or
 Duration in months: [][][] or in days: [][][] (from the date stated for receipt of tender)

Complete as applicable.

IV.3.8) Conditions for opening tenders

Date: [][]/[][]/[][][][] (dd/mm/yyyy) Time: [][]:[][][]
(if applicable) Place: []
 Persons authorised to be present at the opening of tenders *(if applicable)* yes no
(if yes) Additional information about authorised persons and opening procedure:

Complete as applicable.

Section VI: Complementary information

VI.1) Information about recurrence *(if applicable)*

This is a recurrent procurement yes no
(if yes) Estimated timing for further notices to be published:

Select 'no'.

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds yes no
(if yes) Reference to project(s) and/or programme(s):

Select 'yes'.

Use this text:

This procurement receives funding from the European Union's Horizon 2020 Research and Innovation Programme, under grant agreement No [insert number] — [insert project acronym] (see [insert project website]).

[OPTION if the procurement also receives funding from other EU programmes (i.e. has member(s) of the buyers group whose financial contribution to the PCP budget is co-financed by European Structural and Investment Funds (ESIF) instead of Horizon 2020): This procurement receives funding from the *[OPTION for EU programmes: European Union's [insert name of EU programme]]**[OPTION for national programmes co-funded by the EU (e.g. by Regional Funds, Agricultural Funds): [insert name of national programme] co-financed by the European Union]:*

- [insert beneficiary name and grant agreement number and acronym].]

VI.3) Additional information: *(if applicable)*

Use this text:

This contract notice invites interested operators to submit tenders to the procurement.

Note:

Participation in the open market consultation held as part of the preparation for this procurement is not a prerequisite for submitting a tender.

The EU has given a grant for this procurement but is not participating as a contracting authority in the procurement.

This procurement is exempted from the WTO Government Procurement Agreement (GPA), the EU public procurement directives and the national laws that implement them. This is because it concerns the procurement of R&D services where the benefits do not accrue exclusively to the contracting authority for its use in the conduct of its own affairs.

Publication of this contract notice in the EU Official Journal is not to be understood as a waiver of this exemption. Publication is made on a voluntary basis and the procurement will not follow the procedures under the EU public procurement directives, but rather the procedure described in the tender documentation.

(The [\[open\]](#)/[\[negotiated\]](#) procedure was chosen in Section IV.1.1) 'Procedure' for formal reasons only. This is because it is not possible to publish a contract notice without selecting one of the listed procedures.

More information:

see:

- the project website (see [\[insert address\]](#))
- the open market consultation Q&A (see [\[insert address\]](#))
- the section on PCPs on the Europa website (<http://ec.europa.eu/digital-agenda/en/innovation-procurement>)

or contact:

- [\[insert email address or interactive web address\]](#)

[Provide other additional information \(if applicable\).](#)

[Please ensure that interested operators can ask questions about the procurement and tender documents and give them sufficient time to do so.](#)

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-mail:		Telephone:
Internet address: <i>(URL)</i>		Fax:
Body responsible for mediation procedures <i>(if applicable)</i>		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-mail:		Telephone:
Internet address: <i>(URL)</i>		Fax:

[Give the names of the appeal and mediation bodies foreseen under the national law applicable to the lead procurer.](#)

[Depending on the country, this may or may not be the same body that is competent when the EU procurement directives do apply.](#)

[Do NOT leave this section blank \(otherwise you risk multiple complaints procedures in different countries\).](#)

VI.4.2) Lodging of appeals (please fill in heading VI.4.2 or if need be, heading VI.4.3)

Precise information on deadline(s) for lodging appeals:

Use the following text:

The procurement is exempted from the EU public procurement directives (including the EU procurement remedies Directives 89/665/EEC and 92/13/EEC — see above) and the national laws that implement them.

Publication of this notice in the Official Journal is not to be understood as a waiver of this exemption by the contracting authority.

VI.4.3) Service from which information about the lodging of appeals may be obtained

Official name:

Postal address:

Town:

Postal code:

Country:

E-mail:

Telephone:

Internet address: (URL)

Fax:

Give the contact details of a contact person at the lead procurer.

Make sure that this contact person has sufficient information about the context and background of the procurement.

VI.5) Date of dispatch of this notice: [][]/[][]/[][][][] (dd/mm/yyyy)

Enter the date.

Annex A
Additional addresses and contact points

I) Addresses and contact points from which further information can be obtained

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

II) Addresses and contact points from which specifications and additional documents can be obtained

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

III) Addresses and contact points to which tenders/requests to participate must be sent

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address: <i>(URL)</i>		

Complete if applicable.

IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:

..... (Use Annex A Section IV as many times as needed)

Give contact details for all members of the buyers group.

Annex B

Information about lots

Title attributed to the contract by the contracting authority:

Lot No: [] [] [] Lot title:

1) Short description:		
2) Common procurement vocabulary (CPV)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	[] [] . [] [] . [] [] . [] - []	[] [] [] [] - [] [] [] [] [] - []
Additional object(s)	[] [] . [] [] . [] [] . [] - [] [] [] . [] [] . [] [] . [] - [] [] [] . [] [] . [] [] . [] - [] [] [] . [] [] . [] [] . [] - []	[] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - [] [] [] [] [] - []

3) Quantity or scope:

(if known, give figures only) Estimated cost excluding VAT: [] Currency: [] [] []
or
Range: between [] and [] Currency: [] [] []

4) Indication about different date for duration of contract or starting/completion (if applicable)

Duration in months: [] [] or in days: [] [] [] [] (from the award of the contract)
or
Starting [] [] / [] [] / [] [] [] [] (dd/mm/yyyy)
Completion [] [] / [] [] / [] [] [] [] (dd/mm/yyyy)

5) Additional information about lots:

..... (Use this Annex as many times as there are lots)

Complete if the PCP is with lots.

PCP CONTRACT AWARD NOTICE

Use the English version of the simap standard form that is appropriate for your type of organisation:

- for lead procurers in the public sector: ‘Contract award notice’
- for lead procurers in the utilities sector: ‘Contract award notice — utilities’
- for lead procurers in the field of defence and security: ‘Contract award notice for contracts in the field of defence and security’

In addition to English, you may publish the contract award notice (or a summary) in any other language(s).

⚠ Do not forget that a copy of the published contract award notice should be submitted to the Commission or the agency acting on its behalf as part of the deliverables at the end of the tender evaluation (see Article 19 H2020 PCP-PPI MGA).



European Union

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Info & on-line forms: <http://simap.europa.eu>

Contract award notice

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Official name:		National ID: <i>(if known)</i>
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:		Telephone:
E-mail:		Fax:
Internet address(es): <i>(if applicable)</i>		
General address of the contracting authority: <i>(URL)</i>		
Address of the buyer profile: <i>(URL)</i>		
Electronic access to information: <i>(URL)</i>		
Electronic submission of tenders and requests to participate: <i>(URL)</i>		

In the contact points section, give the contact details of the lead procurer.

In the internet addresses section, give the project website if you do not want to use the general website of the lead procurer. Use the address of the lead procurer’s buyer profile.

I.2) Type of the contracting authority

<input type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="radio"/> National or federal agency/office <input type="radio"/> Regional or local authority <input type="radio"/> Regional or local agency/office	<input type="radio"/> Body governed by public law <input type="radio"/> European institution/agency or international organisation <input type="radio"/> Other: <i>(please specify)</i>
---	--

This section is to be filled in ONLY if the lead procurer is a contracting authority (i.e. NOT a contracting entity).

I.3) Main activity

<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public order and safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health	<input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other: <i>(please specify)</i>
--	--

Select the lead procurer's main activities.

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes no
(if yes, information on those contracting authorities can be provided in Annex A)

Select 'yes'.

The contact details of all the members of the buyers group must be given in Annex A.I) 'Address of the other contracting authority on behalf of which the contracting authority is purchasing'.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract


Use the following title: 'Pre-commercial procurement (PCP) to buy R&D (research and development) services to [specify in a few words the subject and scope of this PCP e.g. *improving the energy efficiency of buildings*]'

II.1.2) Type of contract and location of works, place of delivery or of performance <i>(choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s))</i>		
<input type="radio"/> Works	<input type="radio"/> Supplies	<input type="radio"/> Services
<input type="checkbox"/> Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities	<input type="radio"/> Purchase <input type="radio"/> Lease <input type="radio"/> Rental <input type="radio"/> Hire purchase <input type="radio"/> A combination of these	Service category No: [] [] <i>Please see Annex C1 for service categories</i> In case of contracts for service categories 17 to 27 – see Annex C1 – do you agree to the publication of this notice? <input type="radio"/> yes <input type="radio"/> no
Main site or location of works, place of delivery or of performance:		
NUTS code [] [] [] [] [] NUTS code [] [] [] [] []	NUTS code [] [] [] [] [] NUTS code [] [] [] [] []	

Select 'Services'. For lead procurers in the public or utilities sector: use 'research and development services' category 8.

For lead procurers in the defence and security sector: use 'research and development services' category 14.

Do NOT fill out the other fields (main site or location of delivery/performance, NUTS code)

 Do not choose any other category and make sure that your procurement complies with the category 8/14 – otherwise your procurement will not be exempted from the EU procurement directives.

II.1.3) Information about a framework agreement or a dynamic purchasing system (DPS)

- The notice involves the establishment of a framework agreement
- The notice involves contract(s) based on a dynamic purchasing system (DPS)

Select 'the notice involves the signature of a framework agreement'.

II.1.4) Short description of the contract or purchase(s):

Use the following text:

On [enter date of the publication of the contract notice], a contract notice was published as part of the EU project [insert project acronym] to purchase R&D services from a number of R&D providers in parallel. The aim was to compare competing alternative solution approaches to address the following challenge: [specify briefly the subject and scope of this PCP e.g. improving the energy efficiency of buildings]. The procurement was announced to be in the form of a pre-commercial procurement (PCP) with a phased approach, i.e. a framework agreement covering three R&D phases:

- solution design
- prototyping
- original development and validation and testing of a limited set of first products or services.

After each phase, intermediate evaluations are carried out to progressively select the best competing solutions. The contractors with the best-value-for-money solutions will be offered a specific contract for the next phase.

The procurement is carried out jointly by the following organisations [insert names of the members in the buyers group] (see [insert project website]). [Add name of lead procurer] was appointed as lead procurer and will coordinate and lead the joint procurement in the name and on behalf of the other organisations.

A total budget of [enter the total estimated budget for the PCP that was announced in the contract notice] was earmarked for awarding the contracts to a minimum of:

- [enter minimum number of R&D providers that were expected to start phase 1 as announced in the contract notice] contractors for phase 1
- [enter minimum number of R&D providers that were expected to start phase 2 as announced in the contract notice] contractors for phase 2 and
- [enter minimum number of R&D providers that were expected to start phase 3 as announced in the contract notice] contractors for phase 3.

[OPTION 1 if NOT enough proposals offering adequate value for money were received to start the PCP: It was decided not to start the procurement and consequently not to award any contracts because [explain the reason, e.g. insufficient proposals scored above the minimum requirement or insufficient proposals were received to start the PCP].]

[OPTION 2 if the PCP went ahead as planned:

[OPTION 2a for PCP without lots: [Enter name of the lead procurer] has signed contracts with [enter number of R&D providers that were awarded a framework agreement (and specific contract for phase 1)] contractors to start phase 1.]

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure	
<input type="radio"/> Open <input type="radio"/> Restricted <input type="radio"/> Accelerated restricted <input type="radio"/> Competitive dialogue	<input type="radio"/> Negotiated with a call for competition <input type="radio"/> Accelerated negotiated <input type="radio"/> Negotiated without a call for competition <input type="radio"/> Award of a contract without prior publication of a contract notice in the Official Journal of the European Union (in the cases listed in Section 2 of Annex D1) Justification for the award of the contract without prior publication of a contract notice in the Official Journal of the European Union (OJEU): <i>please complete Annex D1</i>

For lead procurers in the public or utilities sector: select 'open'.

For lead procurers in the defence and security sector: select 'negotiated'.

In Section IV.3 Additional information, you must state that this procurement is exempted from the EU public procurement directives and the national laws that implement them (i.e. this is not an open and negotiated procedure subject to the EU public procurement directives. The choice here must be made for formal reasons only because it is mandatory for filling out the form).

IV.2) Award criteria

IV.2.1) Award criteria (please tick the relevant box(es))			
<input type="radio"/> Lowest price or <input type="radio"/> The most economically advantageous tender in terms of			
Criteria	Weighting	Criteria	Weighting
1. []	[]	6. []	[]
2. []	[]	7. []	[]
3. []	[]	8. []	[]
4. []	[]	9. []	[]
5. []	[]	10. []	[]

Select 'The most economically advantageous tender'.

IV.2.2) Information about electronic auction
An electronic auction has been used <input type="radio"/> yes <input type="radio"/> no

Select 'no'.

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority: (if applicable)

Complete if applicable.

IV.3.2) Previous publication(s) concerning the same contract <input type="radio"/> yes <input type="radio"/> no
(if yes, please fill in the appropriate boxes)
<input type="radio"/> Prior information notice <input type="radio"/> Notice on a buyer profile Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] of [] [] / [] [] / [] [] [] (dd/mm/yyyy)
<input type="radio"/> Contract notice <input type="radio"/> Simplified contract notice on a dynamic purchasing system Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] of [] [] / [] [] / [] [] [] (dd/mm/yyyy)
<input type="checkbox"/> Voluntary ex ante transparency notice Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] of [] [] / [] [] / [] [] [] (dd/mm/yyyy)
<input type="checkbox"/> Other previous publications (if applicable) Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] of [] [] / [] [] / [] [] [] (dd/mm/yyyy) Notice number in the OJEU: [] [] [] /S [] [] -[] [] [] [] [] of [] [] / [] [] / [] [] [] (dd/mm/yyyy)

concerns the procurement of R&D services where the benefits do not accrue exclusively to the contracting authority for its use in the conduct of its own affairs.

Publication of this notice in the EU Official Journal is not to be understood as a waiver of this exemption. It is made on a voluntary basis and the procurement will not follow the procedures under the EU public procurement directives, but rather the procedure described in the tender documentation.

(The [\[open\]](#)/[\[negotiated\]](#) procedure was chosen in Section IV.1.1) 'Procedure' for formal reasons only. This is because it is not possible to publish a contract award notice without selecting one of the listed procedures.

[Provide other additional information \(if applicable\).](#)

VI.3) Procedures for appeal

VI.3.1) Body responsible for appeal procedures		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-mail:		Telephone:
Internet address: <i>(URL)</i>		Fax:

Body responsible for mediation procedures <i>(if applicable)</i>		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-mail:		Telephone:
Internet address: <i>(URL)</i>		Fax:

[Give the names of the appeal and mediation bodies foreseen under the national law applicable to the lead procurer.](#)

[Depending on the country, this may or may not be the same body that is competent when the EU procurement directives do apply.](#)

[Do NOT leave this section blank \(otherwise you risk multiple complaints procedures in different countries\).](#)

VI.3.2) Lodging of appeals <i>(please fill in heading VI.3.2 or, if need be, heading VI.3.3)</i> Precise information on deadline(s) for lodging appeals:
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[Use the following text:](#)

The procurement is exempted from the EU public procurement directives (including the EU procurement remedies Directive 2007/66/EC and 92/13/EEC - *see above*) and the national laws that implement them.

Publication of this notice in the Official Journal is not to be understood as a waiver of this exemption by the contracting authority.

VI.3.3) Service from which information about the lodging of appeals may be obtained		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-mail:		Telephone:
Internet address: <i>(URL)</i>		Fax:

Give the contact details of a contact person at the lead procurer.

Make sure this person has sufficient information about the context and background of the procurement.

VI.4) Date of dispatch of this notice: [][]/[][][]/[][][][] *(dd/mm/yyyy)*

Enter the date.

Annex A

Additional addresses and contact points

I) Address of the other contracting authority on behalf of which the contracting authority is purchasing

Official name:	National ID: <i>(if known)</i>	
Postal address:		
Town:	Postal code:	Country:

(Use this section as many times as needed)

Give contact details for all members of the buyers group.