

# Intro on EU tenders with IDP European Consultants **STAGES & PROCEDURES**

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## Stages of tendering and documentation

1. (Prior-information notice)
2. Publication Call for Tender
3. Technical Specifications / Terms of Reference
4. Offer / bid
5. Evaluation
6. Contract
7. (Contract Award Notice)



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## Procedure

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Competitive dialogue

Negotiated procedure

Open procedure

Restricted procedure

## Competitive Dialogue

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Complex Procurement Tech Specs complex

Publication of invitation to tender 37 days to react

At least 3 candidates invited to the dialogue

Definition of technical and economic aspects

Concluded the dialogue, final offers

Evaluation

## Competitive dialogue

In case of particularly complex contracts, where the contracting authority considers that neither open nor restricted procedure will result in the best value for money

A contract is considered to be “particularly complex” if the contracting authority is objectively unable either to specify the technical means of satisfying its needs or objectives or to specify the legal or financial makeup of the project

This procedure is, however, exceptional and must be used with caution

Contracting authorities must publish a contract notice setting out or attaching their needs and requirements.

Dialogue may cover all aspects of the tender; however, it is conducted separately with each candidate based on their proposed solutions and ideas

The minimum number of candidates invited to tender is three.



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## Negotiated procedure

Publication of the call 37 days (15 in case of urgency)

At least 3 companies invited to negotiate terms

"Lean" procurement procedure < €60,000

Standard procedure in the water, energy, transport and postal services sectors

Otherwise, only in exceptional cases, even without publication of a contract notice:

- no open or restricted tenders
- in cases of extreme urgency
- technical reasons lead to only one supplier being awarded the contract



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## Open procedure

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Procuring entity publishes the call for tenders

Any company may submit tenders

At least 35 days after publication

If prior info notice 15 days

## Restricted procedure

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Public Procurement Entity publishes an Call for Expression of Interest

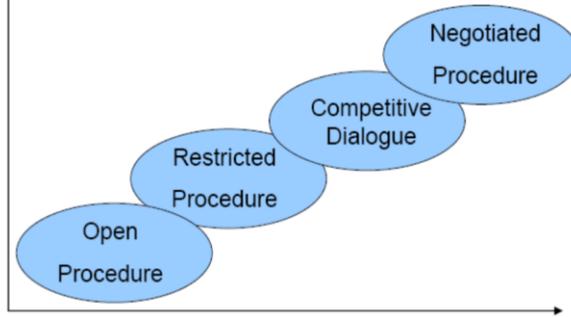
Any company can express interest (37 days)

Procuring entity invites shortlisted  
(from 4 to 8. International restricted procedure for works 6)

Shortlisted submit offers (40 days)

## Transparency Your Flexibility \*

Risk of loss of transparency



\* **Caution:** referring to all public procurement procedures

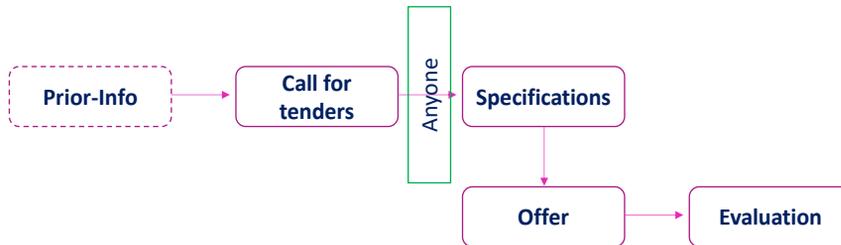
Flexibility



Source: Procurement of PPP and the use of Competitive Dialogue in Europe - A review of public sector practices across the EU, EIB, Nov. 2011

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## Open procedure



**Reportedly, the most common, used in 50% of EU tenders**

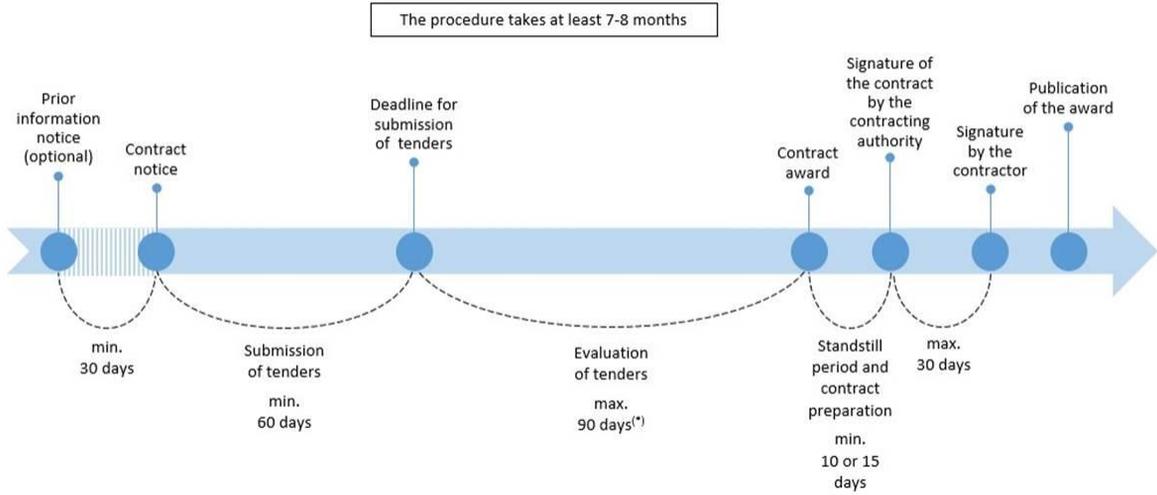


Source: Entering into commercial relations with the European Commission, EU Commission

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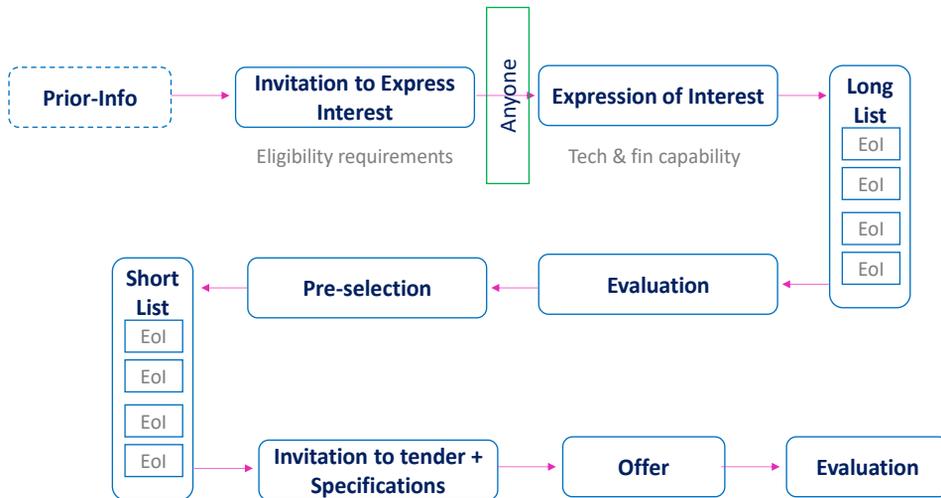
## An example...

Timeline of an international open tender procedure for a supplies contract



(\*) Subject to possible extensions

## Restricted procedure



## Documents & definitions

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Prior information notice without call for competition

Contract notice

Call for expressions of interest

Contract award notice

## Prior-Information Notice

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Procuring authority

Description of the contract

Lots

Type of procedure

Budget

Indicative date of publication of the tender

(at least 30 days)

## Contract Notice

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Call for tenders with:  
Eligibility/capacity criteria  
Selection and weighting criteria  
References to the Tender Dossier  
Deadlines



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## Tender Dossier / Specifications

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Invitation to Tender  
Instructions to Tenderers (including required documents)  
Technical Specifications / Terms of Reference  
Draft contract  
Tender Form  
Evaluation grids  
General Conditions / Special Conditions  
Additional Information (Corrigendum)  
Questions & Answers



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## Contract Award Notice

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Procuring authority

Description of the contract

Type of procedure

Number of tenders received

Name of contractor

Initial value

Total value of the contract (by lot)

Date of signature of the contract

## Selection criteria

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Defined in the call for tenders to establish the capacity of the operator necessary to perform the contract:

- financial / economic capacity
- technical / professional capacity

## Exclusion criteria

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### Declaration of Honor:

- Bankruptcy, liquidation, administration by the courts, arrangement with creditors, cessation of business activities, any other analogous situation
- Conviction which has the force of res judicata for offences against professional morality
- No grave professional misconduct
- OK with pension and taxes in the home country, procuring entity and enforcement
- Conviction which has the force of res judicata for fraud, corruption, criminal organisation or any other illegal activity detrimental to the financial interests of the Union
- Administrative penalties for being guilty of misrepresentation
- Conflict of interest in relation to the contract

## Award criteria

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Price = the lowest price

or

Price/quality = most economically advantageous tender

## Award criteria

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### Most Economically Advantageous Tender (MEAT)

Type: **Price**

Description: Financial Score

Category of award weight criterion: Weight (**percentage**, exact)

Award criterion number: **40**

Type: **Quality**

Description: Technical Score

Category of award weight criterion: Weight (**percentage**, exact)

Award criterion number: **60**



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## Award criteria / 2

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### Most Economically Advantageous Tender (MEAT)

Type: **Price**

Description: Financial Score

Category of award weight criterion: Weight (**percentage**, exact)

Award criterion number: **50**

Type: **Quality**

Description: Technical Score

Category of award weight criterion: Weight (**percentage**, exact)

Award criterion number: **50**



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## Contract and Payments

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The contract also specifies the timing and method of payments.

Execution of the contract

Report (and invoice)

Review process (20, 45 or 60 days)

Approval

Payment

(in 30 days)



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## Examples...

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Pre-Info



Eol

Call for Tender

Post-Info



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