



Bulgaria-Serbia IPA Cross-Border Programme
CCI Number 2007CB16IPO006

INSTRUCTIONS FOR BENEFICIARIES

UNDER THE BULGARIA-SERBIA IPA CROSS-BORDER PROGRAMME

RELATED TO PUBLICITY OF PUBLIC PROCUREMENT PROCEDURES

Having regard to the Art. 103 of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 and Art. 264 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union and considering p. 2.4.2 Open procedures, Practical Guide to contract procedures for EU external actions, the beneficiaries are obliged to ensure widest possible participation in competitive tendering and the requisite transparency.

Depending on the type of tender procedure, the following documents should be published:

- For Local open tender procedures: Contract notice (annexes B2a, C2 or D2 of PRAG); Summary Contract notice (annexes B2b, C3 or D3 of PRAG); Contract award notice for other procedures (annexes B14b, C9b or D9b of PRAG) should be published in all appropriate media, in particular on the Programme's web site and the grant beneficiary's website (in its role of Contracting authority). Additionally, Summary Contract notice should be published in national press of the country in which the action is being carried out.
- For International open/restricted tender procedures: Individual contract forecast (annexes B1 and C1 of PRAG); Individual contract prior information notice (annex D1 of PRAG); Contract notice (annexes B2a, C2 or D2 of



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PRAG); Shortlist notice* (Annex B6 of PRAG); Contract award notice for international calls (annexes B14a, C9a or D9a of PRAG) should be published in all appropriate media, in particular on the Programme's web site and on the grant beneficiary's website (in its role of Contracting authority). Additionally, contract forecast/contract prior information notice; Shortlist notice and Contract award notice should be published in the Official journal of the European Union (OJEU)*;

- FAQ/Clarifications; Cancellation notice (Annex A5a of PRAG) and Corrigendum (Annex A5b of PRAG), if any, should be published in all appropriate media, in particular on the Programme's web site and on the grant beneficiary's website (in its role of Contracting authority). Additionally, for International open tenders the forms of documents required by the administration of the web site of the OJEU should be used.

All the above-mentioned documents, depending on the type of the respective procurement procedure, should be sent on electronic carrier (CD, DVD or flash memory stick), accompanied by an official cover letter, to the Managing authority of the Programme (MA). In addition, the beneficiaries should submit to MA, in electronic version, the tender documentation (Tender dossier) related to Local open tender procedures, International restricted tender procedures and International open tender procedures, together with the Contract notice. The electronic documents and the cover letter should be sent by an official representative of the Contracting authority (Lead partner or Project partner) under each procurement procedure. The documents should reach (be delivered to) MA at least 5 days before the date of publication needed. In order to ensure the simultaneous publication to the Programme's web site and other media, beneficiaries should note the date of publication needed (e-mail for contacts and

* Related to International restricted tender procedures

* Please have in mind that the templates available on the web site of the OJEU may differ from the templates of PRAG. Please use the respective templates, when making a publication to the web site of the OJEU. In all other publications (Programme's web site, grant beneficiary's website and national press), please use the templates of PRAG.



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any other specific information) in the cover letter. Beneficiaries will receive confirmation for the date of publication to the Programme's web site on the contact e-mail, mentioned in the cover letter.

MA will not issue publication reference numbers, but will apply the reference numbers proposed by the beneficiaries (in free format). Since for international tenders the reference numbers issued by the OJEU are provided after publication, MA recommends the use of both numbers (issued by the beneficiaries and by the OJEU) in the process of evaluation, contracting and reporting.

The publication to the Programme's web site: <http://www.ipacbc-bgrs.eu> is done by MA administration. All publications will be available in the "Public tenders" section of the site.

The beneficiaries bear responsibility for the content and the quality of tender documents, published on the Programme's website, as well as for the simultaneous publication to all other media (web site of the OJEU, grant beneficiary's website and/or national press).

The beneficiaries should respect all other requirements for publication, stipulated in the Practical Guide to Contract Procedures for EU external actions, particularly related to templates of documents and deadlines for publications.