

In order to facilitate the process of elaboration of tender dossiers and conducting of single tender procedures for service, in compliance with the basic principles of the PRAG, the Managing Authority has drafted the following clarification to the respective guidelines of the Project implementation manual and the PRAG. The instructions bellow follow the main steps and the minimal set of documents, applicable to the single tenders for service:

SINGLE TENDER - Service
In case of Single Tender Procedures for <b>SERVICES</b> <u>one of two possible</u> scenarios could be followed:
<b>1. One tenderer invited:</b>
Based on the complexity, amount and the nature of the tender, the Beneficiary may choose to invite <b>ONLY ONE TENDERER</b> under a Single Tender Procedure. In this case, the simplified dossiers adapted by the Joint Secretariat and available with the most recent version of the PIM (Annex 14.1.1) could be used. The assessment of the tender should be carried out under the template for Negotiation report for single tenders, annex A10b of the PRAG (see Table 1 below). Following this scenario, the assessment procedure serves only for confirming the administrative and technical compliance of the tender to the requirements, set out in the Instruction to tenderers.
<b>2. More than one tenderer invited:</b>
In case the Beneficiary, i.e. the Contracting Authority, decides to invite <b>MORE THAN ONE TENDERER/ PUBLISHES THE TENDER DOSSIER</b> , the respective PRAG tender dossier for Competitive negotiated procedure ( <i>simplified tender dossier – b80</i> ) is to be used. The Contracting Authority has to evaluate all tenders according to the “best value for money” award criterion, by establishing best price-quality ratio, and weighing technical quality against price on an 80/20 basis. This evaluation must also be documented in the Negotiation Report for single tenders, annex A10b of the PRAG.
<i>!!! This scenario is to be followed even though some of the invited candidates may not submit offers.</i>

In all cases, the respective conclusions from the evaluation process (compliant/ not compliant) must be justified by the Evaluation committee in the Negotiation report for single tenders, Annex A10b of the PRAG.
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*Table 1 – Templates for Single Tender Procedures (minimal set of documents recommended)*

SERVICES
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One tenderer invited		More than one tenderer invited	
Templates:		Templates:	
PIM + PRAG		PRAG	
<i>Tender dossier</i>			
Invitation to Tender -	<i>PRAG, Annex b8o4_invit_simp_en.doc</i>	Invitation to Tender	<i>PRAG, Annex b8o4_invit_simp_en.doc</i>
Instructions to tenderers	<i>PIM, Annex 14.1.1.1</i>	Instructions to Tenderers	<i>PRAG, Annex b8o5_itt_simp_en.doc</i>
		Contract notice	<i>PRAG, Annex B8o3 Contract notice</i>
Draft contract	<i>PIM, Annex 14.1.1.3</i>	Terms of Reference	<i>PRAG, Annex B8e Draft contract: Terms of reference Fee-based (Annex II) or B8f Draft contract: Terms of reference Global (Annex II)</i>
		Organisation and Methodology (to be submitted by the tenderer using the template provided)	<i>PRAG, Annex B8g Draft contract: Organisation &amp; methodology (Annex III)</i>
		Key experts (including templates for the summary list of key experts and their CVs) (For contracts requiring key experts)	<i>PRAG, Annex B8h Draft contract: List and CVs of key experts (Annex IV)</i>
		Budget (to be submitted by the tenderer as the Financial offer using the template provided)	<i>PRAG, Annex B8i1 Budget for a global-price contract or B8i2 Budget breakdown for a fee-based contract</i>
		Forms and other supporting documents	<i>PRAG, Annexes: B8j1 Bank account notification form B8j2 Financial guarantee template B8j3 Legal Entity File (individual) B8j4 Legal Entity File (private companies) B8j5 Legal Entity File (public bodies)</i>
		Expenditure verification: Terms of Reference and Report of Factual Findings (please delete for global price contracts)	<i>PRAG, Annex B8k Draft contract: Expenditure verification: Terms of Reference and Report of factual Findings (Annex VII)</i>
Tender submission form	<i>PIM, Annex 14.1.1.2</i>	Service Contract Notice	<i>PRAG, Annex b8o3_contractnotice_simp_en.doc</i>
		Draft Contract	<i>PRAG, Annex b8o2_contract_simp_en.doc</i>

		<b>General Conditions for service contracts</b>	<i>PRAG, Annex B8d Draft contract : General conditions (Annex I)</i>
		<b>Tender Submission Form</b>	<i>PRAG, Annex b8o7_tenderform_simp_en.doc</i>
		<b>Declaration of honour on exclusion and selection criteria</b>	<i>PRAG, Annex A14 Declaration of honour on exclusion and selection criteria</i>
		<b>List of Entities Invited to Submit a Tender</b>	<i>PRAG, Annex b8o6_list_simp_en.doc</i>
		<b>Administrative Compliance Grid</b>	<i>PRAG, Annex b8o1_admingrid_simp_en.doc</i>
		<b>Evaluation grid</b>	<i>PRAG, Annex B8m1 Evaluation grid (fee- based) or B8m2 Evaluation grid (global price)</i>
<b>Additional forms for the selection process:</b>			
<b>Negotiation report for single tenders</b>	<i>PRAG, Annex a10b_singletenderreport_en.doc</i> <i>c</i>	<b>Negotiation report for single tenders</b>	<i>PRAG, Annex a10b_singeltenderreport_en.doc</i> <i>c</i>
<b>Notification Letter to awarded tenderer</b>	<i>PRAG, Annex b13a_notification_letter_en.doc</i>	<b>Notification Letter to awarded tenderer</b>	<i>PRAG, Annex b13a_notification_letter_en.doc</i>
		<b>Letter to second best tenderer</b>	<i>PRAG, Annex b13b_b13b_lettersecond_best_en.doc</i>
		<b>Letter to unsuccessful tenderer</b>	<i>PRAG, Annex b13c_letterunsuccessful_en.doc</i>