

The EU Directives on Public Procurement

1. Introduction

1.1 The purpose of the EU Directives is to encourage open and transparent competition which is delivered through competitive tendering throughout the European Union. The University of Cambridge is not a public body within the meaning of the Public Contracts Regulations 2015 (Directive 2014/24/EU) and is not subject to the European procurement legislation. Where the University advertises contracts in the Official Journal of the European Union, it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation. The University reserves its rights in full to adapt or step outside the procedures in the procurement legislation as the University considers necessary. The University's Council agreed that the EU procedures should still be followed in order to maintain best purchasing practice and especially where funders require it as part of their grant conditions. In exceptional circumstances **only** authorisation to not follow the EU procedures may be granted by the Director of Finance, Mr Andrew Reid (goods and services) or the Director of Estate Management and Building Services (property and construction and related procurement)

1.2 The Consolidated Directive 2004/18/EC, incorporating the former Supplies, Services and Works Directives aims to simplify and update the existing rules by facilitating electronic procurement and the use of developing procurement procedures.

2. Contracts for Supplies and Services

2.1 The sterling equivalent of the threshold value is recalculated every two years, the last update was 1st January 2014*. If an organisation comprises discrete operational units which purchase independently, this threshold applies at the operational level; thus for the University the threshold will normally apply at Departmental level, except for goods and services already purchased centrally.

2.2 The threshold applies to the aggregate value of all contracts for the purchase, lease, rental or hire of goods and services of a similar type. The University or its Departments may themselves decide whether goods and services are similar, and aggregation is not necessary if it does not make commercial sense.

2.3 Aggregate values may be calculated by one of the following methods:

- a. the total value of goods and services purchased during the last financial year; or

- b. the estimated total value of all contracts expected to be placed in the next financial year, or during the term of the contract if that is longer; or
- c. where contracts have no definite duration, 48 x the monthly value.

Note: Contracts may include an option to extend, but if not the contract must end on the due date and must be renewed in line with the Directives.

* Please see thresholds table in the Purchasing Policy

3. **Technical specifications**

3.1 Trademarks or product names are not generally permissible, although their use may be justified in exceptional cases. Instead, purchases should normally be specified by reference to the following technical standards:

- a. European standards or specifications
- b. British standards implementing international standards (e.g. BS3304)
- c. other British standards or
- d. any other standard.

4. **EU Tendering Procedures**

Under the Directives, bids must be sought by one of the following procedures:

4.1 **Open Procedure** - A notice is placed in the Official Journal of the European Community (OJEC) giving all interested suppliers the opportunity to tender. **35 days** (30 days) must be allowed from despatch of the notice to receipt of tenders. Contract documents must be sent to suppliers within **4 days** of receiving their request. Additional information must be provided to tenderers at least **6 days** before the final date of receipt of tenders.

4.1.1 Urgent Open- Where compliance with the minimum time limit of 30 days referred to above is rendered impractical for reasons of urgency, (which needs to meet specific criteria of which Procurement Services can advise) it will be possible to substitute for that time limit—

- (a) a time limit of not less than 15 days from the date of despatch of the contract notice; or
- (b) where the contracting authority has transmitted the contract notice by electronic means which entitles the reduction in timescales, a time limit of not less than 10 days from the date of despatch of the contract notice.

4.2 **Restricted Procedure** - A notice is placed in the OJEC, allowing **30 days** for interested suppliers to respond. Invitations to Tender are sent only to selected tenderers, allowing **30 days** (25 days) for their response. Contract documentation must be sent to suppliers within **4 days** of receiving a request. Any additional information must be provided at least **6 days** before the final date of receipt of tenders.

4.2.1 **Urgent Restricted** - Where compliance with the minimum time limit of 30 days referred to above is rendered impractical for reasons of urgency, (which

needs to meet specific criteria of which Procurement Services can advise) it will be possible to substitute for that time limit—

(a) a time limit of not less than 15 days from the date of despatch of the contract notice; or

(b) where the contracting authority has transmitted the contract notice by electronic means which entitles the reduction in timescales, a time limit of not less than 10 days from the date of despatch of the contract notice.

4.3 Competitive Procedure with Negotiation – Where a prior publication can be placed, the notice is placed in the OJEC, allowing a minimum of **30 days** (25 days) For the receipt of requests to be selected to negotiate. **The negotiation process is complex and guidance must be sought from the Procurement Services before commencement.**

4.3.1 Urgent Competitive Procedure with Negotiation - Where compliance with the minimum time limit of 30 days as referred to above is rendered impractical for reasons of urgency, (which needs to meet specific criteria of which Procurement Services can advise) it will be possible to substitute for that time limit—

(a) a time limit of not less than 15 days from the date of despatch of the contract notice; or

(b) where the contracting authority has transmitted the contract notice by electronic means which entitles the reduction in timescales, a time limit of not less than 10 days from the date of despatch of the contract notice.

The negotiation process is complex and guidance must be sought from the Procurement Services before commencement.

4.4 Competitive Dialogue – A notice is placed in the OJEC, allowing **30 days** for interested suppliers to respond, dialogue with selected suppliers is required to develop one or more suitable solutions for its requirements and on which bidders will be invited to tender.

This procedure is used in situations where there is a particularly complex contract which requires development of the specification. Advice from the Procurement Services should be sought to ensure accurate use of this procedure.

4.5 Innovation Partnership - A new process aiming to bring together the public and private sectors to tackle big issues such as climate change, energy & food security, health and an ageing population. This new initiative is designed to be used to develop an innovative product, service or works that are not already available on the market. **Please consult Procurement services if you feel this approach might be appropriate.**

Where the Procurement Services has transmitted a contract notice by electronic means in accordance with the format and procedures referred to in the directives, the time limits referred to above may be reduced by 5 days (reduced timescales).

5. Advertising in the Official Journal of the European Communities (OJEC)

- 5.1 All EU adverts are to be submitted via the web using a suitable web site. In order to ensure compliance with the financial regulations Procurement Services will co-ordinate the adverts for forwarding to the Office for Official Publications of the European Communities. Templates have been set up (see below) for ease of use by departments and should be completed as accurately as possible and returned to Procurement Services for processing. Procurement Services is at hand to help you with this procedure and will manage the tendering process on your behalf. **Ultimate responsibility for compliance remains with Heads of Departments.**
- 5.2 **Prior-Information Notice (PIN)** - PIN notices should be placed in the Journal at the start of each financial year, giving details of all goods and services of a similar type which will be contracted for in the following 12 months, where the annual value exceeds **£607,935** and where works exceed **£3,927,260**
- 5.3 **Contract Notice** - A notice is placed in the OJEC (via Procurement Services) stating the intention to place a contract using one of the procedures above (but see above - Negotiated Procedure). The purpose is to attract relevant suppliers rather than provide full details of the contract, which is the purpose of the contract specification - see **Appendix A**
- 5.4. **Notice of Award** - Whichever procedure is used, a Contract Award notice must be sent to the OJEC within **48 days** of the award being made. Information on the date of the award, number of offers received, value of the contract and who the contract was awarded to should be forwarded to Procurement Services so that they can place the award notice. In the event of the negotiation procedure being used, additional justification must also be given as stated in 4.4 above.
- 5.5. **Contract Amendment** – any amendments to existing notices must be submitted on the approved amendment form – see Appendix B

6. Selection of suppliers

To prevent discrimination in favour of local suppliers, the criteria against which suppliers may be selected are specified by the Directive. It is recommended that contracts should not be awarded on the basis of price alone, but as the most economically advantageous tender against criteria linked to the subject matter of the contract. Some examples of criteria are as follows:

Price	Delivery date
Running costs	Cost effectiveness
Quality	Aesthetic and functional characteristics
Technical merit	After-sales service

As part of the new directives, weighting should be applied to the criteria for selection in order to demonstrate transparency in the evaluation process. It is important therefore to state the weighting to each of the criteria chosen in the contract notice or in the contract documents or, in the case of a competitive dialogue procedure, in the descriptive document. Where it is not possible to state weightings, it is important to indicate the criteria in descending order of importance in the contract notice or contract documents or, in the case of a competitive dialogue procedure, in the descriptive document.

7. Statistical reports

Departments should record the following information, which will be required in compiling an annual report for HEFCE:

- the number and value of contracts above the threshold .
- the type of goods and services procured
- whether the Open, Restricted, Competitive Dialogue or Negotiated procedure was used
- the nationality of the supplier selected

Note: Contracts placed using consortia agreements need not be reported, as these agencies will make separate returns.

8. Service contracts

In the previous (2006) regulations services were split between part A and part B services, those services which were defined as Part B were not required to be advertised in the OJEU. Under the 2015 regulations this segregation has been removed and is replaced by the requirement to advertise the services listed under Schedule 3 of the regulations under the “Light touch regime”

Further details on which procedure should be followed dependent on the type of service should be sought from Procurement Services.

Appendix A:



EUROPEAN UNION

Publication of Supplement to the Official Journal of the European Union

2, rue Mercier, L-2985 Luxembourg Fax: (352) 29 29 42 670

E-mail: mp-ojs@opoce.cec.eu.int Info & on-line forms: <http://simap.eu.int>

CONTRACT NOTICE

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE		
Postal address:		
Town: Cambridge	Postal Code:	Country: England
Contact point(s): For the attention of:	Telephone:	
E-Mail:	Fax:	
Internet address(es) (if applicable) General address of the contracting authority (URL): Web address where appropriate Address of the Buyer Profile (URL):		

Further information can be obtained at: <input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> 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 at: Tenderers can either dilute questions through the Procurement Services or via department, but any responses should be given to all potential tenderers consisting of the same information <input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Tenders or requests to participate must be sent to: All tender documentation to come from the Procurement Services – Procurement Services will need to be stated here <input type="checkbox"/> As in above mentioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.III</i>

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input type="checkbox"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="checkbox"/> National or federal Agency/Office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local Agency/Office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European Institution/Agency or International Organisation <input checked="" type="checkbox"/> Other (please specify): Higher Education/Research	<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 checked="" type="checkbox"/> Education <input type="checkbox"/> Other (please specify): _____
The contracting authority is purchasing on behalf of other contracting authorities yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority Please enter a title which is a one sentence description		
II.1.2) Type of contract and location of works, place of delivery or of performance (Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s)) Select the appropriate category for the tender		
(a) Works <input type="checkbox"/>	(b) Supplies <input type="checkbox"/>	(c) 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="checkbox"/>	Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/> (For service categories 1-27, please see Annex II of Directive 2004/18/EC) Procurement Services to advise
Main site or location of works State where works are going to take place NUTS code : UKHIEastAnglia	Main place of delivery State where goods are to be delivered NUTS code : UKHIEastAnglia	Main place of performance State where service is going to take place NUTS code : UKHIEastAnglia
II.1.3) The notice involves A public contract <input type="checkbox"/> - Go to II.1.5 The setting up of a Dynamic Purchasing System (DPS) <input type="checkbox"/> The establishment of a framework agreement <input type="checkbox"/> - Please see below		
II.1.4) Information on framework agreement (if applicable) THIS SECTION USUALLY IS USED FOR PROCUREMENT SERVICES ONLY. If a framework agreement is being tendered, you need to tick whether more than one supplier will be awarded the contract and specify in the box the number or maximum number of suppliers that the framework will be awarded to. If the framework is to be awarded to one supplier then the relevant box needs to be ticked		

Framework agreement with several operators <input type="checkbox"/>	Framework agreement with a single operator <input type="checkbox"/>
Number <input type="text"/> <input type="text"/> <input type="text"/> OR, if applicable, maximum number <input type="text"/> <input type="text"/> <input type="text"/> of participants to the framework agreement envisaged	
Duration of the framework agreement: Period in year(s): <input type="text"/> <input type="text"/> or month(s): <input type="text"/> <input type="text"/> <input type="text"/>	
You need to specify the duration of the framework contract here if applicable and give justification if a contract exceeds 4 years	
Justification for a framework agreement the duration of which exceeds four years: <hr/> <hr/> <hr/> <hr/>	

Estimated total value of purchases for the entire duration of the framework agreement <i>(give figures only):</i>
If applicable you will need to complete the value of the framework contract in this section
Estimated value excluding VAT: _____ Currency _____ OR Range: between _____ and _____ Currency: _____
Frequency and value of the contracts to be awarded <i>(if possible):</i> _____

II.1.5) Short description of the contract or purchase(s) Please enter your description of supplies required
<hr/> <hr/> <hr/> <hr/>

II.1.6) COMMON PROCUREMENT VOCABULARY (CPV) CPV Coding required relates to the type of good being supplied, the Procurement Services require a description of the main contract (Procurement Services can assist here) to determine what CPV coding to apply		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	<input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>

Additional object(s)	<input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> - <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>			
II.1.7) Contract covered by the Government Procurement Agreement (GPA) yes <input type="checkbox"/> no <input type="checkbox"/>					
II.1.8) Division into lots <i>(for information about lots, use Annex B as many times as there are lots)</i> yes <input type="checkbox"/> no <input type="checkbox"/> <p style="color: red;">This means that where the request is for various items, can the supplier quote for part, Yes or No. Further details about lots will need to be completed in Annex B</p> <p>If yes, tenders should be submitted for <i>(tick one box only)</i>: Please select what lot/s the suppliers can bid for</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">one lot only <input type="checkbox"/></td> <td style="width: 33%;">one or more lots <input type="checkbox"/></td> <td style="width: 33%;">all lots <input type="checkbox"/></td> </tr> </table>			one lot only <input type="checkbox"/>	one or more lots <input type="checkbox"/>	all lots <input type="checkbox"/>
one lot only <input type="checkbox"/>	one or more lots <input type="checkbox"/>	all lots <input type="checkbox"/>			
II.1.9) Variants will be accepted yes <input type="checkbox"/> no <input type="checkbox"/> <p style="color: red;">This is referring to an alternative to that requested, a yes or no answer is required here</p>					

II. 2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope <i>(including all lots and options, if applicable)</i> <p style="color: red;">Enter details of scope(s)</p> <p style="color: red;">Suggested.....Suppliers are invited to tender for the provision of XXXXXXX complete/in parts as described in the tender documents.</p> <p style="color: red;">We will accept offers for equipment different to that specified.</p> <p style="color: red;">Estimated values should be submitted below if known</p> <p><i>If known, estimated value excluding VAT (give figures only):</i> _____ Currency: _____</p> <p>OR Range: between _____ and _____ Currency: _____</p>
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II.2.2) Options <i>(if applicable)</i> yes <input type="checkbox"/> no <input type="checkbox"/> <p>If yes, description of these options: Here you need to enter description/time to include the boxes below indicating a provisional timetable</p>

If known, provisional timetable for recourse to these options:

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

Number of possible renewals (if any): or Range: between and

If known, in the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts:

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

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION i.e. to be fully operational by

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

OR Starting // (dd/mm/yyyy)

Completion // (dd/mm/yyyy)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required (if applicable)

Suggested..... The right is reserved to require a parent company guarantee and or suitable performance bond or bank guarantees to secure any advance payments/warranty or maintenance as felt appropriate

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them Needs to be completed detailing finance arrangements if applicable

III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable)

Evidence of relevant insurances, including Professional Indemnity Insurance

III.1.4) Other particular conditions to which the performance of the contract is subject

yes no

(if applicable)

If yes, description of particular conditions

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers	
Information and formalities necessary for evaluating if requirements are met: Suggested.... Tenderers shall be able to provide the last 3 years financial accounts; names of three reference sites that have been using comparable systems supplied by the tenderer for comparable purposes for at least 6 months and are willing to discuss their experiences. Other criteria as identified in the tender documents. Any criteria requested must be included in the selection criteria.	
III.2.2) Economic and financial capacity	
Information and formalities necessary for evaluating if requirements are met: EG would include financial accounts for the last 3 years	Minimum level(s) of standards possibly required <i>(if applicable)</i> : _____ _____ _____ _____ _____ _____

III.2.3) Technical capacity	
Information and formalities necessary for evaluating if requirements are met: Full technical assessment required if III.2.1 insufficient. Cite references.	Minimum level(s) of standards possibly required <i>(if applicable)</i> : _____ _____ _____ _____ _____ _____ _____

	—
III.2.4) Reserved contracts (if applicable) yes <input type="checkbox"/> no <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 <input type="checkbox"/>	

III. 3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession <input type="checkbox"/> no <input type="checkbox"/>	yes
If yes , reference to the relevant law, regulation or administrative provision: Please enter details if you have specified yes above	
III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service <input type="checkbox"/> no <input type="checkbox"/>	yes

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure Please select the appropriate procedure below by ticking the box, justifying your choice where necessary. Procurement Services will advise as necessary the best procedure to follow for your requirements	
Open <input type="checkbox"/>	
Restricted <input type="checkbox"/>	
Accelerated restricted <input type="checkbox"/>	Justification for the choice of accelerated procedure: _____
Negotiated <input type="checkbox"/> Candidates have already been selected yes <input type="checkbox"/> no <input type="checkbox"/> If yes , provide names and addresses of economic operators already selected under Section VI.3) Additional Information	
Accelerated negotiated <input type="checkbox"/>	Justification for the choice of accelerated procedure: _____
Competitive dialogue <input type="checkbox"/>	

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 appropriate*, maximum number

Objective criteria for choosing the limited number of candidates:

If restricted and negotiated procedures have been selected or competitive dialogue then you will need to advise how many tenderers the documentation will be issued to, if you do not know exactly then you must specify an envisaged minimum or a maximum number.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue *(negotiated procedure, competitive dialogue)* **Under negotiated procedure or competitive dialogue please advise whether you will be initiating an assessment procedure to eliminate tenderers**

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

IV. 2) AWARD CRITERIA

IV.2.1) Award criteria *(please tick the relevant box(es))*

Lowest price

OR
these

The most economically advantageous tender in terms of

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)*

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Please choose 1 of

Below are examples you could use, any criteria included must be used as part of the selection process you must also allocate a weighting to each criteria

Criteria	Weighting	Criteria	Weighting
1. Price	_____	6.	_____
2. Quality	_____	_____	_____
3. Delivery	_____	–	_____
4. Service	_____	7.	_____
5. Other criteria as identified in the tender documents	_____	_____	_____
		–	_____
		8.	_____

		–	
		9.	

		10. _____	
IV.2.2) An electronic auction will be used		No facility at present	yes
<input type="checkbox"/> no	<input checked="" type="checkbox"/>		
If yes , additional information about electronic auction <i>(if appropriate)</i>			

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority <i>(if applicable)</i>	
Procurement Services will allocate a contract reference number	
IV.3.2) Previous publication concerning the same contract	yes
<input type="checkbox"/> no	<input type="checkbox"/>
If yes, If you have already sent a PIN notice to OJEU regarding the same contract, you will need to refer to it in this section.	
Prior Information Notice <input type="checkbox"/>	Notice on a Buyer Profile <input type="checkbox"/>
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ <i>(dd/mm/yyyy)</i>	
Other previous publications <i>(if applicable)</i> <input type="checkbox"/>	
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ <i>(dd/mm/yyyy)</i>	
Notice number in OJ: □□□□/S□□□-□□□□□□□□ of □□/□□/□□□□ <i>(dd/mm/yyyy)</i>	

IV.3.3) Conditions for obtaining specifications and additional documents <i>(except for a DPS) or descriptive document (in the case of a competitive dialogue)</i>	
Time-limit for receipt of requests for documents or for accessing documents	
Date: □□/□□/□□□□ <i>(dd/mm/yyyy)</i>	Time: _____
Requests are usually available until 1 week prior to the last day of receipt of tenders	
Payable documents yes <input type="checkbox"/> no <input type="checkbox"/>	
If yes , Price <i>(give figures only)</i> : _____ Currency: _____	
Terms and method of payment: _____	

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

Date: / / (dd/mm/yyyy) Time: _____

Please state the deadline for the receipt of tenders here

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)

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

ES CS DA DE ET EL **EN** FR IT LV LT HU MT NL PL PT SK SL
FI SV

Other: _____

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

Until: / / (dd/mm/yyyy) **An example would be three months or until the expected start date of the contract**

OR Period in month(s): or days: (from date stated for receipt of tenders)

IV.3.8) Conditions for opening tenders

Date: / / (dd/mm/yyyy) Time: _____

12.00 Noon

Place (if applicable): **Procurement Services**

Persons authorised to be present at the opening of tenders (if applicable)

yes no

Require at least one member from the Procurement Services to be present at the opening of the tenders

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT <i>(if applicable)</i> yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes , estimated timing for further notices to be published: <hr/>		
VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS yes <input type="checkbox"/> no <input type="checkbox"/> <input type="checkbox"/>		
If yes , reference to project(s) and/or programme(s): <hr/> <hr/> <hr/> <hr/>		
VI.3) ADDITIONAL INFORMATION <i>(if applicable)</i> <b style="color: red;">i.e. subsequent contract will be subject to English Law		
VI.4) PROCEDURES FOR APPEAL - This section will be entered by the Procurement Services		
VI.4.1) Body responsible for appeal procedures		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-Mail:	Telephone:	
Internet address (URL):	Fax:	
Body responsible for mediation procedures <i>(if applicable)</i>		
Official name:		
Postal address:		
Town:	Postal code:	Country:
E-Mail:	Telephone:	
Internet address (URL):	Fax:	
VI.4.2) Lodging of appeals <i>(please fill heading VI.4.2 OR if need be, heading VI.4.3)</i> Precise information on deadline(s) for lodging appeals: <hr/> <hr/> <hr/>		
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:
VI.5) DATE OF DISPATCH OF THIS NOTICE: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (dd/mm/yyyy) This date will be automatically inserted by the system when you send this notice to OJEU	

Please forward the completed form back to Procurement Services Office who will co-ordinate the procurement process and procedure

ANNEX A

ADDITIONAL ADDRESSES AND CONTACT POINTS

I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED

If an additional address is to be entered for further information the departmental address needs to be entered here

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED

If an additional address is to be entered for specifications and additional documents, the departmental address needs to be entered here

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT

Official Name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-Mail:		Fax:
Internet address (URL):		

OR Range: between _____ and _____ Currency:

4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)

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

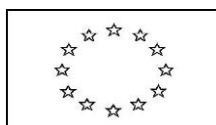
OR Starting // (dd/mm/yyyy)

Completion // (dd/mm/yyyy)

5) ADDITIONAL INFORMATION ABOUT LOTS

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

Appendix B:



EUROPEAN UNION

Publication of Supplement to the Official Journal of the European Union
2, rue Mercier, L-2985 Fax: (352) 29 29 42 670

Luxembourg

E-mail:

ojs@publications.europa.eu

On-line notification:

<http://simap.europa.eu>

NOTICE FOR ADDITIONAL INFORMATION, INFORMATION ON INCOMPLETE PROCEDURE OR CORRIGENDUM

Reminder: Should any corrected or added information lead to a substantial change of the conditions provided for in the original contract notice with a bearing on the principle of equal treatment and on the objective of competitive procurement, it would be necessary to extend the originally foreseen deadlines.

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Official name: THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE		
Postal address:		
Town: CAMBRIDGE	Postal code: CB	Country: UK
Contact point(s):	Telephone: 01223	
For the attention of:		
E-mail:	Fax: 01223	
Internet address(es) (if applicable)		
General address of the contracting authority (URL):		
Address of the buyer profile (URL):		

I.2) TYPE OF PURCHASING BODY

Contracting authority (in the case of a contract covered by Directive 2004/18/EC)	
Contracting entity (in the case of a contract covered by Directive 2004/17/EC – 'Utilities')	

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority/entity (as stated in the original notice)		
II.1.2) Short description of the contract or purchase(s) (as stated in the original notice)		
II.1.3) Common procurement vocabulary (CPV) (as stated in the original notice)		
	Main vocabulary	Supplementary vocabulary (if applicable)
Main object		
Additional object(s)		

SECTION IV: PROCEDURE

IV.1.1) Type of procedure (as stated in the original notice)
Open
Restricted
Accelerated restricted
Negotiated
Accelerated negotiated
Competitive dialogue

IV.2) ADMINISTRATIVE INFORMATION

IV.2.1) File reference number attributed by the contracting authority/entity (as stated in the original notice, if applicable)

IV.2.2) Notice reference for electronically submitted notices (if known)

Original notice sent via : SIMAP
OJS eSender

Login :

Notice reference : -(year and document number)

IV.2.3) Notice to which this publication refers (if applicable)

Notice number in OJ: : /S- of // (dd/mm/yyyy)

IV.2.4) Date of dispatch of the original notice: : // (dd/mm/yyyy)

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS NOTICE INVOLVES (if applicable; tick as many boxes as needed)

Incomplete procedure

Correction

Additional information

VI.2) INFORMATION ON INCOMPLETE AWARDING PROCEDURE (if applicable; tick as many boxes as needed)

The awarding procedure has been discontinued.

The awarding procedure has been declared unsuccessful.

The contract has not been awarded.

The contract may be the object of a re-publication.

VI.3) INFORMATION TO BE CORRECTED OR ADDED (if applicable; to specify the place of the text or of the dates to be corrected or added, please always provide the related section & the paragraph number of the original notice)

VI.3.1) Modification of original information submitted by the contracting authority

Publication on TED not compliant with original information provided by the contracting authority

Both

VI.3.2) In the original notice	In the corresponding tender documents	In both
	(for further information please refer to the relevant corresponding tender documents)	(for further information please refer to the relevant corresponding tender documents)

VI.3.3) Text to be corrected in the original notice (if applicable)

Place of text to be modified:	Instead of:	Read:

VI.3.4) Dates to be corrected in the original notice (if applicable)

Place of dates to be modified:	Instead of:	Read:
_____	: □□/□□/□□□□ (dd/mm/yyyy) (time)	: □□/□□/□□□□ (dd/mm/yyyy) (time)
_____	: □□/□□/□□□□ (dd/mm/yyyy) (time)	: □□/□□/□□□□ (dd/mm/yyyy) (time)

VI.3.5) Addresses and contact points to be corrected (if applicable)

Place of text to be modified (if applicable):		
Official name:		
Postal address:		
Town:	Postal code:	Country:
Contact point(s): For the attention of:	Telephone:	
E-mail:	Fax:	
Internet address(es) (if applicable) General address of the contracting authority (URL): Address of the buyer profile (URL):		

VI.3.6) Text to be added in the original notice (if applicable)	
Place of text to be added:	Text to be added:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
VI.4) OTHER ADDITIONAL INFORMATION (if applicable)	
<p>The University of Cambridge is not a public body within the meaning of the Public Contracts Regulations 2015 (Directive 2014/24/EU) and is not subject to the European procurement legislation. Where the University advertises contracts in the Official Journal of the European Union, it does so on a voluntary basis and does not undertake any obligation to comply with the procurement legislation.</p>	

----- (Use section VI as many times as needed) -----

VI.5) DATE OF DISPATCH OF THIS NOTICE: □□/□□/□□□□ (dd/mm/yyyy)
