Guidelines for awarding public procurement contracts

CHAPTER I: THE PUBLIC PROCUREMENT SYSTEM

- **1.1.** The regulatory authority
- **1.2.** Contracting authorities
- **1.3.** Economic operators
- **1.4.** System supervisors

CHAPTER II: PRINCIPLES IN PUBLIC PROCUREMENT

CHAPTER III: SCOPE OF APPLICABILITY

SUB-CHAPTER I: Exceptions from the applicability scope

SUB-CHAPTER II: Other particular exceptions from the applicability scope

CHAPTER IV: THE PROCESS OF PUBLIC PROCUREMENT

SUB-CHAPTER I: Annual programme of public procurement (STAGE 1)

SECTION 1: Identification of requirements

SECTION 2: Estimation of the public procurement contract value

SUB-SECTION 1: The purpose of estimation of the public procurement contract value

SUBSECTION 2: Methods to obtain the estimated value

- A) Estimating the consideration of the supply contract
- B) Estimation of the service contract value
- C) Estimation of the works contract value
- **D)** Estimation of the value in case of organization of a competition of solutions
- **E)** Estimation of the value in case of entering a framework agreement:
- **F)** Estimation of value in case where a dynamic system of procurement is used:

SUB-SECTION 3: Examples

SECTION 3: Putting in correspondence with the CPV

SECTION 4: Hierarchy establishment

SECTION 5: Election of the procedure

SUB-SECTION 1: Awarding procedures

- (1) Open procedure
- (2) Restricted procedure
- (3) Competitive dialogue

(4) Negotiation

- I. Negotiation with the prior publication of a participation notice
- II. Negotiation without prior publication of a participation notice

SUBSECTION 2: Special methods of awarding the public procurement contracts

SECTION 6: Funds' identification

SECTION 7: Schedule of the awarding procedure

SECTION 8: Finalisation of the annual programme

SECTION 9: Elaboration and sending the intention notice, if the case may be

SUB-CHAPTER II: Awarding documentation (STAGE 2)

SECTION 1: Elaboration of the specifications book or of the descriptive documentation

SECTION 2: Establishment of contractual terms

SECTION 3: Establishment of the minimum requirements of qualification and, if applicable, of the selection criteria

SUB-SECTION 1: Requirements regarding the personal status of the economic operator

SUB-SECTION 2: Requirements regarding the capacity to exercise the professional activity

SUB-SECTION 3: Requirements regarding the economic and financial standing

SUB-SECTION 4: Requirements regarding the technical and/or professional capacity

SUB-SECTION 5: Requirements regarding the presentation of quality assurance standards

SUB-SECTION 6: Requirements regarding the presentation of environment protection standards

SECTION 4: Establishment of the public procurement contract awarding criterion

SECTION 5: Filling in the procurement date record

SECTION 6: Establishment of forms and models

SECTION 7: Establishment of the participation security, if the case may be

SUBSECTION 1: Amount of the participation security **SUBSECTION 2:** Validity of the participation security

SUBSECTION 3: Methods of establishment

SUB-SECTION 4: Return of the participation security **SUB-SECTION 5:** Withholding the participation security

SECTION 8: Notification of the Ministry of Public Finances regarding the procedural verification

SECTION 9: Finalization of the awarding documentation

SUB-CHAPTER III: Calling to competition (Stage 3)

SECTION 1: Elaboration and publication of the participation notice

SECTION 2: Making available the awarding documentation

SECTION 3: Reply to the requests for clarifications

SECTION 4: Communication and date sending rules

SECTION 5: Rules of participation and avoidance of the conflict of interests

SUB-SECTION 1: Participation **SUBSECTION 2:** Association **SUBSECTION 3:** Outsourcing **SUB-SECTION 4: Tenders SUBSECTION 5:** Interdictions

SUB-SECTION 6: Limitation of participation

SUB-SECTION 7: Conflict of interest **SUB-SECTION 8:** Incompatibilities

SUB-CHAPTER IV: Conducting the procedure of awarding the public procurement contracts (STAGE 4)

SECTION 1: Reception of candidacies and selection/pre-selection of candidates, if the case may be

SUB-SECTION 1: Deadlines granted for candidacies submission

SUB-SECTION 2: Possibilities to shorten the deadlines

SUB-SECTION 3: Shortening the deadlines in case of the competitive dialogue

SUB-SECTION 4: Shortening the deadlines in case of the negotiation with the prior participation notice

SECTION 2: Conducting the rounds of discussions, if the case may be:

SECTION 3: Minimum deadlines for tender elaboration

SUB-SECTION 1: Open procedure

SUB-SECTION 2: Restricted procedure **SUB-SECTION 3:** Competitive dialogue

SUB-SECTION 4: Negotiation

SUB-SECTION 5: Tender request

SUB-SECTION 6: Competition of solutions

SECTION 4: Tender reception

SECTION 5: Conducting the Opening session

SECTION 6: Method of work of the evaluation committee

SECTION 7: Tender review and evaluation

SUB-SECTION 2: Correction of the form vices

SUB-SECTION 3: Clarifications regarding the technical proposal and qualification

SUB-SECTION 4: Omissions or inconsistencies **SUB-SECTION 5:** Correction of arithmetic errors

SUB-SECTION 6: Rejection of tenders

SECTION 8: Establishment of the successful tender

SECTION 9: Annulment of the public procurement procedure, if applicable

SECTION 10: Elaboration of the report regarding the awarding procedure

SUB-CHAPTER V: Awarding the public procurement contract or entering the framework agreement (STAGE 5)

SECTION 1: Notification of the outcome

SECTION 2: Period of waiting

SECTION 3: Settlement of oppositions

SUB-SECTION 1: Opposition **SUB-SECTION 2:** Temporary steps **SUB-SECTION 3:** Checking lawfulness

SUB-SECTION 4: Ways of opposition to the decisions of the Council

SECTION 4: Signing the contract or entering the framework agreement

SECTION 5: Sending the awarding notice for publication

SUB-SECTION 1: When is the awarding notice published?

SUB-SECTION 2: Contents of the awarding notice

SUB-SECTION 3: Where is the awarding notice published?

SUB-CHAPTER VI: Finalization of the public procurement dossier (STAGE 6)

SUB-CHAPTER VII: Fulfilment of the contract /framework agreement (STAGE 7)

SECTION 1: Establishment of the good execution bond, if applicable

SUB-SECTION 1: The amount of the good execution guarantee shall

not exceed 10% of the contract price, VAT excluded **SUB-SECTION 2**: Validity of the good execution bond

SECTION 2: Coming into effect of the contract

SECTION 3: Fulfilment of the framework agreement

SECTION 4: Fulfilment of obligations undertaken under contract

SUB-CHAPTER VIII: Contract finalization (STAGE 8)

SECTION 1: Final hand-over

SECTION 2: Discharge of the good execution bond

SUB-CHAPTER IX: Process review (STAGE 9)

ANNEXES

No. 1^A: Form No. 1 A - SCHEDULE OF THE AWARDING PROCEDURE - OPEN PROCEDURE

No. 1^B: Form No. 1 B - SCHEDULE OF THE AWARDING PROCEDURE - RESTRICTED PROCEDURE

No. $1^{\rm C}$: Form No. 1 C - SCHEDULE OF THE AWARDING PROCEDURE - COMPETITIVE DIALOGUE

No. 1^D: Form No. 1 D - SCHEDULE OF THE AWARDING PROCEDURE - TENDER REQUEST

No. 1^E: Form No. 1 E - SCHEDULE OF THE AWARDING PROCEDURE - NEGOTIATION WITH PRIOR PUBLICATION OF A PARTICIPATION NOTICE

No. 1^F: Form No. 1 F - SCHEDULE OF THE AWARDING PROCEDURE - COMPETITION OF SOLUTIONS

No. 2: Form No. 2 - ANNUAL PROGRAMME OF PUBLIC PROCUREMENTS

No. 3: Form No. 3 - SUPPLY CONTRACT

No. 4: Form No. 4 - SERVICE CONTRACT

No. 5: Form No. 5 - WORKS CONTRACT

No. 6: Form No. 6 - SUPPLY FRAMEWORK AGREEMENT

No. 7: Form No. 7 – SERVICE FRAMEWORK AGREEMENT

No. 8: Form No. 8 - FRAMEWORK WORK AGREEMENT

No. 9: Form No. 9 – DATA PROCUREMENT RECORD

No. 10^A: Form No. 10 A – TENDER FORM

No. 10^B: Form No. 10B – TENDER FORM

No. 10^C: Form No. 10C - TENDER FORM

- No. 11: Form No. 11 BANK GUARANTEE LETTER for participation with a tender in the procedure of awarding the public procurement contract
- No. 12^A: Form No. 12A STATEMENT OF ELIGIBILITY
- No. 12^B: Form No. 12 B STATEMENT regarding the non-classification in the events provided in art. 181 in Government Emergency Ordinance No. <u>34/2006</u>
- No. 12^C: Form No. 12C STATEMENT REGARDING THE CAPACITY OF PARTICIPANT IN THE PROCEDURE
- No. 12^D: Form No. 12 D STATEMENT REGARDING THE LIST OF THE MAIN DELIVERIES OF PRODUCTS DURING THE LAST 3 YEARS
- No. 12^E: Form No. 12 E STATEMENT REGARDING THE LIST OF THE MAIN SERVICE PROVIDINGS DURING THE LAST 3 YEARS
- No. 12^F: Form No. 12 F STATEMENT REGARDING THE LIST OF THE MAIN WORKS EXECUTED DURING THE LAST 3 YEARS
- No. 12^G: Form No. 12 G STATEMENT REGARDING THE PART /PARTS OF THE CONTRACT WHICH ARE FULFILLED BY SUBCONTRACTORS AND THE SPECIALIZATION THEREOF
- No. 12^H: Form No. 12 H STATEMENT REGARDING THE OUTFITS, PLANTS, TECHNICAL EQUIPMENT WHICH THE ECONOMIC OPERATOR HOLDS FOR THE ADEQUATE FULFILMENT OF THE WORK CONTRACT
- No. 12¹: Form No. 12 I STATEMENT REGARDING THE ANNUAL AVERAGE EMPLOYED STAFF AND OF THE MANAGERIAL STAFF
- No. 13: Form No. 13 STATEMENT of confidentiality and impartiality
- No. 14: Form No. 14 MINUTES of the tender opening meeting
- No. 15: Form No. 15 REPORT ON THE PROCEDURE
- No. 16^A: Form No. 16 A OPEN PROCEDURE
- No. 16^B: Form No. 16B RESTRICTED PROCEDURE
- No. 16^C: Form No. 16 C COMPETITIVE DIALOGUE
- No. 16^D: Form No. 16 D NEGOTIATION WITH THE PRIOR PUBLICATION OF A PARTICIPATION NOTICE
- No. 16^E: Form No. 16 E NEGOTIATION WITHOUT THE PRIOR PUBLICATION OF THE PARTICIPATION NOTICE
- No. 16^F: Form No. 16F TENDER REQUEST
- No. 16^G: Form No. 16 G COMPETITION OF SOLUTIONS
- No. 17^A : Form No. 17 A COMMUNICATION OF ACCEPTANCE OF THE SUCCESSFUL TENDER
- No. 17^{B} : Form No. 17 B COMMUNICATION OF THE OUTCOME OF THE PROCEDURE
- No. 18^A: Form No. 18 A OPPOSITION Form for legal persons
- No. 18^B: Form No. 18 B OPPOSITION- Form for natural persons
- No. 19: Form No. 19 GOOD EXECUTION BANK GUARANTEE LETTER

No. 20: OTHER LEGAL DOCUMENTS RELEVANT FOR PUBLIC PROCUREMENTS