
FACTSHEET

Purchase form for the procurement of goods and services by beneficiaries not falling under the scope of the public procurement laws

(Chapter C.1.5.1 of the programme implementation manual)

This factsheet and the annexed purchase form model have been developed by the Interreg CENTRAL EUROPE Programme (Interreg CE) to support beneficiaries to which national and EU rules related to public procurement are not applicable, as further explained in chapter C.1.5.1 of the implementation manual (available at www.interreg-central.eu/implement). The said chapter lays down specific rules to be followed by institutions not falling under the scope of application of the public procurement norms. Please read these rules carefully when planning to procure works, services and/or supplies. In case there are procurement rules at national level which are applicable to beneficiaries that do not fall under the scope of public procurement rules, then the beneficiary is to ensure that the rules and procedures set at national level are followed.

ATTENTION:

Beneficiaries are recommended to carefully define their legal status and thoroughly analyse the legal terms of the directives on public procurement with regard to their applicability. Please consult the applicable national and/or the EU procurement norms¹.

The annexed model of purchase form is to be mandatorily used by beneficiaries if the following conditions are met:

1. The beneficiary awarding a contract is not subject to the national and EU public procurement rules;
and
2. The estimated contract value is higher than the threshold set by the applicable EU and national rules.

Please note that the annexed form is meant to provide the minimum requirements for documenting the procurement procedure applied and it has to be complemented with the required documentation. Other purchase forms already in use by the beneficiary's organisation may still be used, provided that they include all the details of this form as a minimum requirement.

It is strongly recommended to make use of the annexed model of the purchase order also where the estimated contract value is less than the threshold set by the applicable EU and national rules.

Furthermore, the purchase form is to be kept as part of the project audit trail set in place by the beneficiary and it is to be provided to the national controller for expenditure verification.

¹ More information on EU rules on public procurement, including information on applicable EU thresholds, can be found at the following link: http://ec.europa.eu/internal_market/publicprocurement/index_en.htm

Purchase Form

A. Project beneficiary

Project acronym	
Index No	
Name of the organisation	
Partner No	

B. Type and object of the planned procurement

Type of contract ²	
Description of the works, services or supplies to be procured	
Estimated Contract value (excl. VAT)	
Method used for the estimation of the contract value ³	

² E.g.: contract for works, services and/or supplies or framework contracts for works, services and/or supplies

³ Indicate how the estimated contract value (excl. VAT) has been calculated e.g. estimated number of man days, travel costs, reasons how you estimated the fee per day etc.

C. Award procedure

ATTENTION:

Institutions not falling under the scope of application of public procurement laws have anyway to observe the basic principles on which the procurement norms are based, thus ensuring the best value for money or, if appropriate, the lowest price.

For more detailed information, refer to part C section 1.5.1 of the implementation manual.

<p>Type of award procedure</p>	<ul style="list-style-type: none"> ▪ Internet price comparison ▪ Use of centralised e-procurement services ▪ Price comparison on the basis of print catalogues etc. ▪ Other type of market research (e.g. quotes form recent, similar purchase). Please specify: ▪ Competitive procedure with prior publication of the terms of reference on a website,⁴ newspapers, etc.
<p>Description of the procedure</p>	<p><i>If a competitive procedure has been conducted, please describe in short</i></p> <ol style="list-style-type: none"> a. <i>how this procedure was designed</i> b. <i>whether the offer with the lowest price or the economically most advantageous offer (i.e. the offer with best price-quality ratio) offer has been selected.</i> <p><i>In case the economically most advantageous offer has been selected, please describe the price-quality ratio and the sub-criteria or definition used to describe the required quality.</i></p>

⁴ The Interreg CE Programme strongly recommends to publish tender notices on the programme website www.interreg-central.eu.

Remarks (if relevant)	
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D. Assessment of offers⁵

Name of the bidder	Offered price (excl. VAT)	Results of the assessment of the offer
		<i>Please quote the main assessment criteria (e.g. on quality, legal requirements etc.) that served as the basis for the selection.</i>

Date and place

.....

Name and function of the signatory

.....

⁵ In case several offers were asked or have been received, please list the bidders and the most relevant data related to the assessment here. Please add lines where necessary.