

Annexes

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Annexes A (Ch. 2): General

A	General	
A 1a	Glossary of terms	a1a_glossary_en.docx
A 1b	Glossary of Terms (multi)	a1b_glossarymulti_en.docx
A 2a	Eligibility programmes 2014-2020	a2a_ecprogrammes_eligibility2014_2020_en.docx
A 2 a1	Eligibility programmes 2021-2027	a2a1_ecprogrammes_eligibility2021_2027
A 2 b1	EU external aid programmes	a2b1_ecprogrammes_en.docx
A3	Declaration of objectivity and confidentiality	a3_decl_ob_conf_en.docx
A4	Declaration of impartiality and confidentiality	a4_decl_imp_conf_en.docx
A5	Notices	
A 5a	Cancellation notice (e-notices)	a5a_cancnotice_en.docx
A 5b	Corrigendum of contract notice	a5b_corrignotcontractnotice_en.docx
A 5c	Notice for modification of contract	a5c_contractmodificationnotice_en.docx
A 5d	Prior information notice (e-notices)	a5d_priorinfonotice_enotices_en.docx
A 5e	Contract notice (e-notices)	a5e_contractnotice_enotices_en.docx
A 5f	Additional information about the Contract Notice (e-notices)	a5f_additional_information_contract_notice_en.docx
A 5f	Additional information about the Contract Notice (eForms)	a5f_additional_information_contract_notice_eForms_en.docx
A 5g	Award notice (e-notices)	a5g_awardnotice_enotices_en.doc
A6	Explanatory note	a6_explnote_en.docx
A7	Receipt for hand delivered applications/ tenders/ proposals	a7_receipt_en.docx
A8	Invitation for tender (amendment of contract through a negotiated procedure)	a8_invit_neg_en.docx
A9	Cover letter for submission of contract/addendum	a9_coverletter_en.docx
A 1 0a	Negotiation report for negotiated procedures (procurement) and direct award (grants)	a10a_negotiationreport_en.docx

A 1 0 a1	Award decision for negotiated procedures	a10a1_awardecision_neg_en.docx
A 1 0b	Negotiation report for single tenders	a10b_single tenderreport_en.docx
A 11	Guidelines	
A 1 1b	Guidelines for the drafting of IT tenders' technical specifications in the field of external actions	a11b_it_guidelines_en.docx
A 1 1c	Guidelines for the drafting of technical specifications for office furniture tenders in the field of external actions	a11c_guidelines_furniture_en.docx
A 1 1d	Guidelines for the drafting of technical specifications for vehicle tenders in the field of external actions	a11d_guidelines_vehicles_en.docx
A 1 1e	Guidelines publication (e-notices)	a11e_publication_guidelines_en.docx
A 1 1e	Guidelines publication (eForms)	a11e_publication_guidelines_eForms_en.docx
A 12	Annex V to Decision No 3/90 of the ACP-EEC Council of Ministers of 29 March 1990 adopting the general regulations, the general conditions and the rules governing the conciliation and arbitration procedure for contracts financed under the EDF	a12_conciliationand arbitration_en.pdf
A 13	Privacy statement	a13_privacy_statement_en.docx
A 1 4a	Declaration on honour on exclusion and selection criteria for procurement	a14a_declaration_honour_procurement_en.docx
A 1 4b	Declaration on honour on exclusion and selection criteria for grants	a14b_declaration_honour_grant_en.docx

Annexes B (Ch. 3): Service contracts

B	Service contracts	
B2b	Summary contract notice – Local publication	b2b_summarycn_en.docx
B3	Standard request to participate form (e-notices)	b3_req_part_form_en.docx
B3	Standard request to participate form (eForms)	b3_req_part_form_eForms_en.docx
B4	Long list	b4_longlist_en.docx
B5	Shortlist report (e-notices)	b5_shortreport_en.docx
B5	Shortlist report (eForms)	b5_shortreport_eForms_en.docx
B6	Shortlist notice (e-notices)	b6_shortnotice_en.docx
B6	Shortlist notice (eForms)	b6_shortnotice_eForms_en.docx
B7	Letter to candidates who have not been short-listed	b7_letternotshort_en.docx
B8	Standard tender dossier (including standard contract)	
B8a	Letter of invitation to tender	b8a_invit_en.docx
B8b	Instructions to tenderers (e-notices)	b8b_itt_en.docx
B8b	Instructions to tenderers (eForms)	b8b_itt_eForms_en.docx
B8c	Draft contract: Special conditions	b8c_contract_en.docx

B8d	Draft contract: General conditions (Annex I)	b8d_annexigc_en.pdf
B8e	Draft contract: Terms of reference Fee-based (Annex II)	b8e_annexiitorfee_en.docx
B8f	Draft contract: Terms of reference Global (Annex II)	b8f_annexiitorglobal_en.docx
B8g	Draft contract: Organisation & methodology (Annex III)	b8g_annexiiiom_en.docx
B8h	Draft contract: List and CVs of key experts (Annex IV)	b8h_annexivexperts_en.xlsx
B8i	Draft contract: Budget (Annex V)	
B8i1	Budget for a global-price contract	b8i1_annexvbudgetglobal_en.docx
B8i2	Budget breakdown for a fee-based contract	b8i2_annexvbudgetfee_en.xlsx
B8j	Draft contract: Forms and other relevant documents (Annex VI)	
B8j1	Bank account notification form	b8j1_annexvivif_en.pdf
B8j2	Financial guarantee template	b8j2_annexviguarantee_en.docx
B8j3	Legal entity file (individual)	b8j3_annexvilefind_en.pdf
B8j4	Legal entity file (private companies)	b8j4_annexvilefcompany_en.pdf
B8j5	Legal entity file (public bodies)	b8j5_annexvilefpublic_en.pdf
B8k1	Expenditure verification: Terms of reference and report of factual findings (Annex VII)	b8k1_annexviiexpverif_en.docx
B8k2	Expenditure verification: table of transactions and table of errors (Annex VII)	b8k2_annexviiexpverif_en.xlsx
B8l	Administrative compliance grid	b8l_admingrid_en.docx
B8m1	Evaluation grid (fee-based)	b8m1_evalgrid_fees_en.docx
B8m2	Evaluation grid (global price)	b8m2_evalgrid_global_en.docx
B8n	Tender submission form	b8n_tenderform_en.docx
B8o	Simplified tender dossier (for the simplified procedure and for the single tender procedure)	b8o_simplified_en.zip
B8p	Tax and customs arrangements	b8p_taxcustomsarrangements_en.docx
B9	Tender opening checklist	b9_openchecklist_en.docx
B10	Tender opening report	b10_openreport_en.docx
B10a	Specimen_open report_eSubmission	b10a_specimen_openrecord_eSubmission_fr.pdf
B11a	Evaluation report	b11a_evalreport_en.docx
B11b	Award decision	b11b_awardecision_en.docx
B12a	Evaluators grid (fee-based)	b12a_evaluatorsgrid_fees_en.docx
B12b	Evaluators grid (global price)	b12b_evaluatorsgrid_global_en.docx
B13a	Notification letter to awarded tenderer	b13a_notification_letter_en.docx
B13b	Letter to second best tenderer	b13b_lettersecond_best_en.docx
B13c	Letter to unsuccessful tenderer	b13c_letterunsuccessful_en.docx
B15	Contractor assessment form	b15_assessment_en.docx
B16	Addendum to contract	b16_addendum_en.docx
B17	Budget modification to a contract	b17_budgetmodif_en.xlsx

Annexes C (Ch. 4): Supplies

C	Supplies	
C2	Contract notice for simplified and negotiated procedures	c2_contractnotice_simp_neg_en.docx
C3	Summary contract notice – local advertisement	c3_summarycn_en.docx

C4	Standard tender dossier (including standard contract)	
C4a	Letter of invitation to tender	c4a_invit_en.docx
C4b	Instructions to tenderers (e-notices)	c4b_itt_en.docx
C4b	Instructions to tenderers (eForms)	c4b_itt_eForms_en.docx
C4c	Draft contract	c4c_contract_en.docx
C4d	Draft contract : special conditions	c4d_specialconditions_en.docx
C4e	Draft contract : general conditions (Annex I)	c4e_annexigc_en.pdf
C4f	Technical specifications (Annex II) & technical offer (Annex III)	c4f_annexiitechspeciitechoffer_en.docx
C4g	Financial offer (Annex IV)	c4g_annexivfinoffer_en.docx
C4h	Performance guarantee (Annex V)	c4h_perfguarantee_en.docx
C4i	Pre-financing guarantee (Annex V)	c4i_prefinanceguarantee_en.docx
C4j	Administrative compliance grid	c4j_admingrid_en.docx
C4k	Evaluation grid	c4k_evalgrid_en.docx
C4l	Tender submission form	c4l_tenderform_en.docx
C4m	Tax and customs arrangements (Annex V)	c4m_taxcustomsarrangements_en.docx
C4n	Tender guarantee	c4n_tenderguarantee_en.docx
C4o1	Bank account notification form	c4o1_fif_en.pdf
C4o2	Legal entity file (individual)	c4o2_lefind_en.pdf
C4o3	Legal entity file (private companies)	c4o3_lefcompany_en.pdf
C4o4	Legal entity file (public bodies)	c4o4_lefpublic_en.pdf
C5	Tender opening checklist	c5_openchecklist_en.docx
C6	Tender opening report	c6_openrecord_en.docx
C7a	Evaluation report	c7_evalreport_en.docx
C7b	Award decision	c7b_awardecision_en.docx
C8a	Notification letter to tenderers	c8a_notifletter_supply_en.docx
C8b	Letter to unsuccessful tenderers	c8b_letterunsuccessful_en.docx
C10	Contractor assessment form	c10_assessment_en.docx
C11	Provisional and final acceptance	c11_provfinalaccept_en.docx
C12	Addendum to contract	c12_addendum_en.docx
C13	Budget modification	c13_budgetmodif_en.docx

Annexes D (Ch. 5): Works

D	Works	
D3	Summary contract notice – local advertisement	d3_summarycn_en.docx
D4.1.1	Standard tender dossier (including standard contract) - VOLUME 1 - Section 1	
D4a	Letter of invitation to tender	d4a_invit_en.docx
D4b	Instructions to tenderers (e-notices)	d4b_itt_en.docx
D4b	Instructions to tenderers (eForms)	d4b_itt_eForms_en.docx
D4.1.2	Standard tender dossier (including standard contract) - VOLUME 1 - Section 2	
D4c	Tender form	d4c_tenderform_en.docx

D4.1.3	Standard tender dossier (including standard contract) - VOLUME 1 - Section 3	
D4d	Tender guarantee	d4d_tenderguarantee_en.docx
D4.1.4	Standard tender dossier (including standard contract) - VOLUME 1 - Section 4	
D4e	Technical offer questionnaire	d4e_techofferquestion_en.docx
D4f	Technical offer form 4.1	d4f_techofferform_4dot1_en.docx
D4g	Technical offer form 4.2	d4g_techofferform_4dot2_en.docx
D4h	Technical offer form 4.3	d4h_techofferform_4dot3_en.docx
D4i	Technical offer form 4.4	d4i_techofferform_4dot4_en.docx
D4j1	Bank account notification form	d4j1_fif_en.pdf
D4j2	Legal entity file (individual)	d4j2_lefind_en.pdf
D4j3	Legal entity file (private companies)	d4j3_lefcompany_en.pdf
D4j4	Legal entity file (public bodies)	d4j4_lefpublic_en.pdf
D4k	Technical offer form 4.6	d4k_techofferform_4dot6_en.docx
D4.1.5	Standard tender dossier (including standard contract) - VOLUME 1 - Section 5	
D4l	Administrative compliance grid	d4l_admingrid_en.docx
D4m	Evaluation grid	d4m_evalgrid_en.docx
D4.2	Standard tender dossier (including standard contract) - VOLUME 2	
D4n	Draft contract	d4n_contract_en.docx
D4o	Draft contract: special conditions	d4o_specialconditions_en.docx
D4p	Draft contract: general conditions	d4p_annexgc_en.pdf
D4q	Pre-financing guarantee	d4q_prefinanceguarantee_en.docx
D4r	Performance Guarantee	d4r_perfguarantee_en.docx
D4s	Retention guarantee	d4s_retentionguarantee_en.docx
D4t	Tax and customs arrangements	d4t_taxcustomsarrangements_en.docx
D4.3	Standard tender dossier (including standard contract) - VOLUME 3	
D4u	Technical specifications	d4u_techspec_en.docx
D4.4	Standard tender dossier (including standard contract) - VOLUME 4	
D4v	Financial interpretative note	d4v_finoffer_4dot1_en.docx
D4w	Financial offer lump sum contracts	d4w_finoffer_4dot2_en.docx
D4x	Financial offer unit price contracts	d4x_finoffer_4dot3_en.docx
D4.5	Standard tender dossier (including standard contract) - VOLUME 5	
D4y	Design drawings	d4y_designdrawing_en.docx
D5	Tender opening checklist	d5_openchecklist_en.docx
D6	Tender opening report	d6_openrecord_en.docx
D7a	Evaluation report	d7a_evalreport_en.docx
D7b	Award decision	d7b_awarddecision_en.docx
D8a	Notification letter	d8a_notifletter_works_en.docx
D8b	Letter to unsuccessful tenderers	d8b_letterunsuccessful_en.docx
D10	Contractor assessment form	d10_assessment_en.docx
D11	Addendum to contract	d11_addendum_en.docx

D12	Budget modification	d12_budgetmodif_en.xlsx
DS1	Tender dossier for simplified tender procedure	ds1_tender_dossier_simpl_en.zip

Annexes E (Ch. 6): Grants

E	Grants	
E2	Local publication	e2_localpub_en.docx
E3	Guidelines for grant applicants	
E3a	Guidelines for grant applicants (indirect management)	e3a_guidelines_en.docx
E3aP	Guidelines for grant applicants (PROSPECT)	e3aP_guidelines_prospect_DM_en.zip
E3a1	Annex J – Information on the tax regime applicable to grant contracts	e3a1_guidelines_annexJ_en.doc
E3a2	Annex K - Guidelines and checklist for assessing budget and simplified cost options	e3a2_guidelines SCO Annex K_en.docx
E3b	Application form (indirect management)	e3b_applicform_en.docx
E3bP	Application form – Annexes A.1 and A.2 - Concept note and full application (PROSPECT)	e3bP_applicform_cn_fa_prospect_DM_en.zip
E3c	Annex B – Budget	e3c_budget_en.xlsx
E3d	Annex C – Logical framework	e3d_logframe_en.docx
E3e1	Annex D – Legal entity file (natural person)	e3e1_lefind_en.pdf
E3e2	Annex D – Legal entity file (private or public law body with legal form)	e3e2_lefcompany_en.pdf
E3e3	Annex D – Legal entity file (public law body)	e3e3_lefpublic_en.pdf
E3f	Annex E – Financial identification form	e3f_fif_en.pdf
E3h1	Annex G – Standard grant contract (special conditions)	e3h1_specond_en.docx
E3h2	Annex G – Annex II – General conditions	e3h2_gencond_en.pdf
E3h3	Annex G – Annex IV – Procurement rules for beneficiaries	e3h3_awardproc_en.docx
E3h4	Annex G – Annex V – Standard request for payment	e3h4_requestpay_en.doc
E3h5	Annex G – Annex VI (1) – Model narrative and financial report (Interim narrative report)	e3h5_interreport_en.docx
E3h6	Annex G – Annex VI (2) – Model narrative and financial report (Final narrative report)	e3h6_finalreport_en.docx
E3h7	Annex G – Annex VI (3) – Model narrative and financial report (Financial report)	e3h7_financialreport_en.xlsx
E3h8a	Annex G – Annex VII – Expenditure verification: terms of reference and report of factual findings (Annex VII)	e3h8a_expendverif_en.docx
E3h8b	Annex G – Annex VII – Expenditure verification: table of transactions and table of errors (Annex VII)	e3h8b_expendverif_en.xlsx
E3h9	Annex G – Annex VIII – Model financial guarantee	e3h9_finguarantee_en.doc
E3h10	Annex G – Annex IX - Standard template for transfer of ownership of assets	e3h10_transferassetownership_en.doc
E3h11	Derogations international organisations	e3h11_derogations_ios_en.docx
E4a	Terms of reference for assessors	e4a_torassessors_en.docx
E4b	Guidelines for assessors	e4b_guidelinesassessors_en.docx
E5a	Concept note evaluation grid	e5a_conceptevalgrid_en.docx
E5b	Evaluation grid full application form	e5b_propevalgrid_en.docx
E6a	Evaluation report step 1 — Opening and & administrative checks and concept note evaluation (indirect management)	e6a_opening_conceptevalrep_en.docx
E6b	Evaluation report step 2 — Full application evaluation (indirect management)	e6b_appliancevalrep_en.docx

E6c	Evaluation report step 3 — Final eligibility checks (indirect management)	e6c_finalevalrep_en.docx
E8	Letter to delegation evaluation	e8_note_delegation_evaluation_en.docx
E9a	Letter step 1 (indirect management)	e9a_letter_step_1_en.docx
E9b	Letter step 2 (indirect management)	e9b_letter_step_2_en.docx
E9c	Letter step 3 (indirect management)	e9c_letter_step_3_en.docx
E10	Addendum to contract	e10_addendum_to_contract_en.docx
E11	Publication of award	e11_publication_of_award_en.docx
E12a	Framework partnership agreement	e12a_fw_partnership_agreement_en.docx
E13	PADOR offline registration form	e13_organisation_data_form_offline_en.pdf
E14	Annex L – Self-evaluation questionnaire on SEA-H	e14_self-evaluation questionnaire on SEA-H_en.docx