



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Work instructions

Title: Preparing notices for publication in Official Journal of the European Union (OJEU)		
Applies to: Contracts and procurement team in D-LS, all initiating agents		
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Lead Author	Approver	Effective Date: 19-APR-13
Name: Katja Harmainen	Name: Guido Rasi	Review Date: 19-APR-16
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1. Changes since last revision

Minor changes to the text.

2. Records

When a notice has been published in the OJEU, electronic copies can be found on the webpage of Tenders Electronics Daily (TED) <http://ted.europa.eu/> and on EMA's Buyers Profile http://www.ema.europa.eu/ema/index.jsp?curl=pages/about_us/general/general_content_000259.jsp&mid=WC0b01ac0580029487. A printed hard copy is filed by the Contracts and Procurement team.

3. Instructions

EMA is legally obliged to advertise its procurement procedures which exceed a cumulative value of €60,000 through notices published in the S Series of OJEU. Such notices are published by the Office for Official Publications in TED. All notices are sent for publication by the Contracts and Procurement Team.

Note the following general information:

- Notices are published Tuesday to Saturday free of charge.
- In general it takes 12 calendar days to publish a notice from the dispatch date.
- Tender dates are based on date of dispatch, not publication date.



- All notices are sent for publication through the SIMAP Gateway (http://simap.europa.eu/index_en.html) using the web-based e-notices tool.

There are six types of notice published by EMA, as follows:

Prior Information Notice (PIN)

- is not mandatory;
- is used to inform the market that EMA is planning to launch a tender in the future;
- enables the time limit allowed for the submission of tenders to be shortened (see procurement web page for details of the time limits);
- may result in a number of requests for information by potential tenderers who have misunderstood the intention of the notice.

Contract Notice

- is used to inform the market that EMA is launching a procurement procedure, giving all necessary information they require in order to submit a tender (open procedure) or request to participate (restricted tender).

Award notice is published in the OJEU for the following contracts;

- service or supply contracts under Annex IIA to the Public Procurement Directive 2004/18/EC worth €130 000 or more;
- service contracts in Annex IIB to that Directive, which have been the subject of a contract notice;
- works contracts worth €5,000,000 or more;
- must be sent for publication no later than 48 calendar days after the contract signature.

An award notice is also published if the procedure is abandoned or cancelled.

Pre-award notice

- is used for ex-ante publication in case of negotiated procedure without prior publication and value over the threshold of the Public Procurement Directive;
- contract can be signed only after 14 days has elapsed from the day following the date of publication of the pre-award notice, provided no challenge or comments have been received.

Corrigendum

- any amendment or correction to any notice requires publication of a corrigendum.

Notice of Call of expression of interest

- its purpose is to preselect candidates for any future public procurement procedure in a specified areas of activity;
- is valid for three years from the dispatch date;
- an application may be submitted at any time during the period of validity except the last three months of that period;
- is for contracts from €60 000 to value of the Public Procurement Directive.

4. Roles and responsibilities

The Contracts and Procurement Team is responsible for:

- Preparing and sending all notices for publication;
- arranging for publication of notices on the external webpage.

Initiating agents are responsible for:

- Checking draft contract notices prepared by the Contracts and Procurement team;
- preparing notices for calls for expression of interest;
- inform the Contracts and Procurement Team when a contract has been signed so the award notice can be sent for publication.

5. Templates and further information

- All information required to publish a contract notice is found in the “procurement decision” document signed by the Authorising Officer.