Contract Information Sheet Ref no:

* Please complete one form for every planned/completed tender exercise.
* For planned tender exercises please provide as much detail as possible.
* For completed tender exercise answer all questions.

Principles

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| In general, a competitive tender process carried out in an open, objective and transparent manner can achieve best value for money in public procurement. This is in line with EC Treaty principles and EC Directives on public procurement. Essential principles to be observed in conducting the procurement function include: non – discrimination, equal treatment, transparency, mutual recognition, proportionality, freedom to provide service and freedom of establishment. The Directives impose legal obligations on public bodies in regard to advertising and the use of objective tendering procedures for contracts above certain value thresholds. |

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| **1. Contract Type**  (service, supply or works) |  |
| **2. Contract Reference No** |  |
| **3. Short Description of Contract** |  |
| **4. Estimated Value of Contract**  (as estimated by contracting authority prior tender being launched) |  |
| **5. Type of Contracting Authority**  (insert name of Beneficiary and type) |  |
| **6. Name of Contractor** |  |
| **7. Contract Price** |  |