

## Evaluation

**Tenders are evaluated** by awarding points based on pre-published criteria, with each category worth a certain amount; for example the price offered may be worth 40%, technical characteristics 50% and environmental impact 10%.

The evaluation of tenders may only begin **after the deadline** for submission has expired.

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## Awarding the contract

You should be informed **as soon as possible** as to whether you have won the contract or not. If you have not been selected, you are entitled to an explanation of why your tender was rejected.

If you feel that you have been discriminated against, or noticed irregularities in the procedure, you can **request a review of the procedure** or file a complaint.

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**Competitive negotiated procedure**

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## Open procedure

In an open procedure **anyone may submit** a full tender. This procedure is used most frequently.

## Restricted procedure

Anyone may ask to participate in a restricted procedure, but **only** those who are **pre-selected may submit tenders**.

## Electronic invoicing

If you have been awarded a public contract or concession contract, you have the **right to send electronic invoices** – that comply with the European Standard for eInvoicing – to the public authority that awarded the contract.

All centralised national administrations in the EU are obliged to accept your invoices..

## Competitive dialogue

This procedure can be used by a contracting authority with the aim of proposing a method of **addressing a need defined by the contracting authority**.

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**Public contracts.** You must take certain steps when bidding for a public tender, and make sure you use the correct tools and submit your bid by the deadline. Find out how to submit your bid and when you should provide supporting documents about your professional situation. Be informed in advance, not when the tender you are interested in has already been published.

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In competitive negotiated procedures anyone may ask to participate, but **only** those who are **pre-selected** will be invited to **submit initial tenders** and to **negotiate**.

Procuring entities can only use this procedure when negotiations are necessary due to the specific or complicated nature of the purchase.

7 Public contracts' are contracts of pecuniary interest concluded between one or more economic operators and one or more contracting authorities, and having as their object the execution of works, the supply of products or the provision of services.

'Contracting authorities' are the state, regional or local authorities, bodies governed by public law, or associations formed by one or more such authorities, or one or more such bodies governed by public law.

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