**Template for basic information on tender**

Article 7.2, lit b) of the Regulations: Template for publishing 2CHB-financed tenders in partner countries on SIMAP. Simap is the information system on public procurement in Switzerland.

With \* marked data are mandatory

|  |  |  |
| --- | --- | --- |
| Item | **Information required** | Instructions |
| Our file reference (internal title) |  |  |
| Type of procurement\* | Services  Supplies  Construction  Not specified | *Choose only one element* |
| Type of procedure\* | Open procedure  Selective procedure | *Selective procedure means a tender with prequalification (2-step procedure)* |
| Lots\* | Yes  No |  |
| Options\* | Yes  No |  |
| Scope of international treaties\* | Yes  No | *Procurements covered by the GPA and/or the CH-EU bilateral agreement* |
| Desired date of publication on SIMAP\* | Klicken oder tippen Sie, um ein Datum einzugeben. | *Click on the cell on the left* |

|  |  |  |
| --- | --- | --- |
| 1. Involved Authorities | | |
| 1.1 Official name and address of the contracting authority | | |
| Contracting authority \* |  | *This field can not contain more than 200 characters.* |
| Procurement authority / Organizer\* |  | *This field can not contain more than 200 characters* |
| Attn. |  | |
| Address\* |  | |
| (Postal code) +Town\* |  | |
| Country\* |  | |
| Telephone\* |  | |
| E-mail\* |  | |
| URL |  | |
| 1.2 Recipient/place of performance\* | | |
| Identical to the data in 1.1 | | |
| Name or Description\* |  | *This field can not contain more than 200 characters* |
| Address |  | |
| Town\* |  | |
| Region/Province\* |  | |
| Telephone |  | |
| E-mail |  | |
| URL |  | |
| 1.3 Supplying source of the tendering documentation\* | | |
| Identical to the data in 1.1 | | |
| Name\* |  | *This field can not contain more than 200 characters* |
| Address\* |  | |
| (Postal code) + Town\* |  | |
| Country\* |  | |
| Telephone\* |  | |
| E-mail\* |  | |
| URL |  | |

|  |  |  |
| --- | --- | --- |
| 2. Object of procurement | | |
| Project title\* |  | *This field can not contain more than 200 characters* |
| Object and scope of the order\* |  | *Precise, clear and well-structured description of the mandate* |
| Common Procurement Vocabulary\* |  | *Common procurement  vocabulary (CPV) :*  [Eur-Lex Europa EU](https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:074:0001:0375:EN:PDF) |
| Deadline for submitting offers\* |  | *Date (dd.mm.yyyy) and Time (hh:mm)*  *OR*  *Days after publication* |
| Submission of offers\* | hard copies  electronically  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Please select all options* |
| Duration of Contract\* |  | *Please insert start to end dates*  *OR*  *Number of days* |
| Remarks |  | *Please note any additional important information for the bidders* |
| Official publication\* |  | The official invitation to tender has been/will be published on the following electronic platforms |
| Date of publication on the official publication platform | Klicken oder tippen Sie, um ein Datum einzugeben. | *Click on the cell on the left* |

**Contact details for queries by the Swiss Contribution Office or SDC/SECO:**

Klicken oder tippen Sie hier, um Text einzugeben.

* Kindly return the filled-in template as Word-document