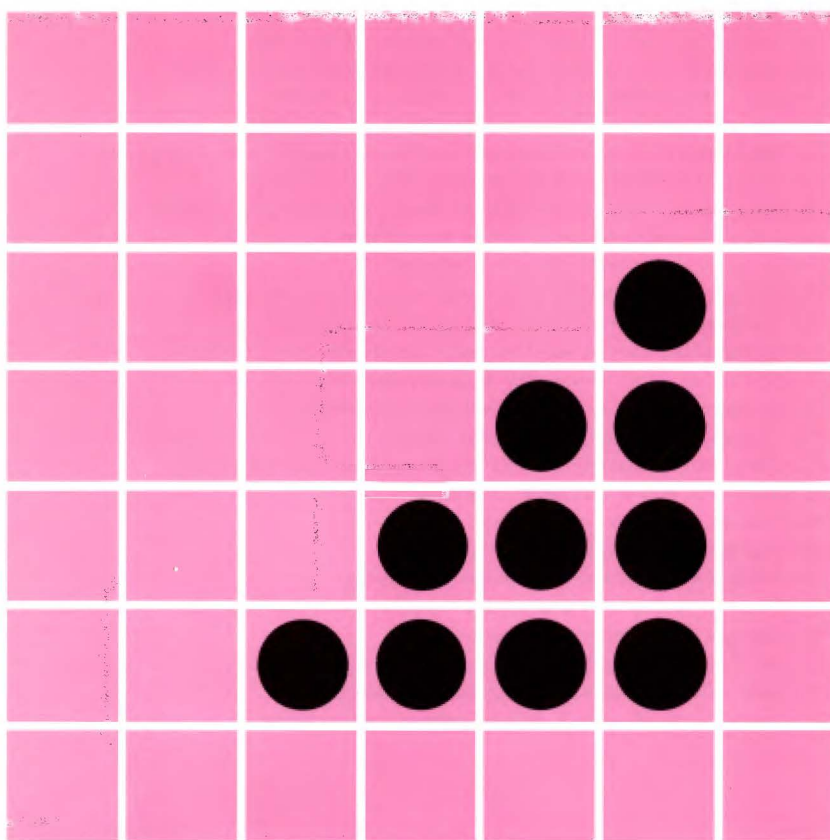


# PUBLIC SUPPLY CONTRACTS IN THE EUROPEAN COMMUNITY

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(*continuation on third page of cover*)

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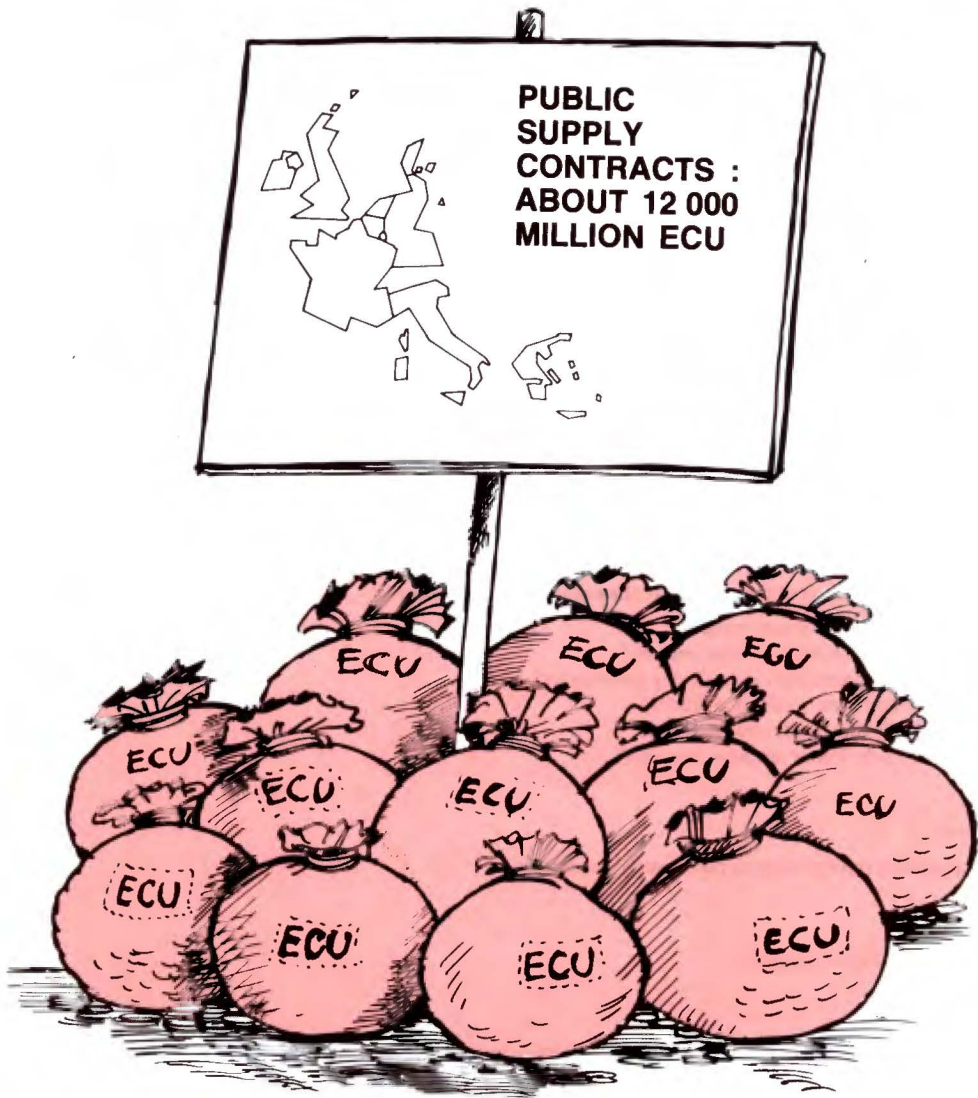
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## 1. The importance of public contracts

Public spending can be a very important factor in promoting competitiveness and industrial innovation. It can also help to promote the economic integration of the countries in the European Community. Hence the importance of the European Community rules on the opening up to competitive bidding of the public contracts awarded by central and local

authorities, which aim to supplement the competitive bidding procedures already largely implemented in respect of private contracts. Since 1981, European companies have also been able to benefit from international rules on the subject, at least as regards those non-Community countries which, under the General Agreement on Tariffs and Trade (GATT), have concluded agreements with the European Community on the reciprocal opening up of government purchases to competitive bidding.

In a world both interdependent and confronted with persistent economic malaise, the importance to companies of the European and international rules on public contracts is indisputable: these rules provide for harmonization of procedures for the award of contracts and, above all, greater transparency. How is this to be achieved? By the publication of contract notices and by the information which the contracting authority is required to provide before and after a contract is awarded. This also ensures a more equitable selection of tenders, based on the principle of non-discrimination on the ground of the nationality of the supplier or the products.

This brochure, designed for the use of decision-makers — heads of firms or marketing and export managers — gives a short outline of the European rules on public contracts (mainly public supply contracts). It will also serve as a guide to manufacturers wishing to tender for public contracts in other countries. Lastly, it describes the procedures to be followed to obtain any further information required.

### *Some statistics*

Approximately 12 000 million ECU (UKL 7 000 million) in supply contracts are opened up to competitive bidding each year by public purchasers in the European Community. On estimate, some three times that value in contracts is opened up to competitive bidding in all the non-Community countries which have concluded with the Community an agreement on the liberalization of government purchases. This covers a wide variety of industrial products. The contract notices published in the Public Contracts Supplement to the *Official Journal of the European Communities* (OJEC) give an idea of the principal products required (1981):

#### *over 10% of contracts:*

- footwear and clothing,
- food products,
- metal structures;

#### *between 5 and 10% of contracts:*

- electrical engineering products,
- petroleum products,
- office equipment and data-processing equipment,
- paper-making materials and paper;

#### *between 1 and 5% of contracts:*

- textiles,
- cars, lorries, buses,
- rubber and plastic products,
- chemicals.

The importance of public contracts is clear. Their special characteristics are well-known: the public purchaser is not an ordinary purchaser, even if the products he wishes to buy are items of everyday consumption. He is obliged to comply with laws and regulations and must follow procedures which are sometimes cumbersome and complicated. It is in the interests of the company concerned to understand these procedures and the psychology of this particular customer, particularly as the value and stability of these contracts are frequently very high.



## 2. The opening up of public contracts in the European Community to competitive bidding

### *Why are Community rules necessary?*

The free movement of goods and services between the Member States of the European Community is one of the fundamental principles of the Treaty of Rome establishing the Community. Public supplies must therefore also be assured of the same freedom of movement, even if their administration is subject to special procedures. It is therefore essential to coordinate these procedures and make them 'transparent' in order to ensure that suppliers are guaranteed full information and equal treatment in tendering for such contracts. This will also help to eliminate such barriers to freedom of movement as the exclusion of non-national tenderers, and to promote genuine competition in Europe. In practical terms, the European Community has adopted a number of directives on the subject — the implementation of which is mandatory — covering the award of both public works and public supply contracts. This brochure deals primarily with public supply contracts.

### *The directives adopted*

The basic directive, in force since 1978, is Directive 77/62/EEC coordinating procedures for the award of public supply contracts. This supplements a similar directive on public works contracts, in force since 1972.

The main requirements laid down in this directive, as subsequently amended, are as follows: public contracts having a value of more than 144 000 ECU<sup>1</sup> (reviewed annually) awarded by central or federal authorities and public contracts having a value of 200 000 ECU<sup>2</sup> awarded by other authorities (regional and local authorities and certain public bodies) must be published in the *Official Journal of the European Communities* (OJEC). Some sectors are excluded: public transport authorities, the production,

<sup>1</sup> For 1982, the national currency exchange value has been broadly fixed at:

BFR/LFR	5 945 000
DKR	1 140 000
DM	365 000
FF	864 000
HFL	402 000
IRL	100 000
LIT	179 730 000
UKL	80 000

<sup>2</sup> For 1982 and 1983, the national currency exchange value has been broadly fixed at:

BFR/LFR	8 257 000
DKR	1 584 000
DM	507 000
FF	1 200 000
HFL	559 000
IRL	139 000
LIT	249 620 000
UKL	110 000

distribution and transmission or transport services for water or energy, and all services in the field of telecommunications. Moreover, in certain clearly-defined cases, contracts may be awarded by direct negotiation or by private treaty without publication of a contract notice.

The directive then lays down a number of precise rules on:

- the procedures to be followed by the contracting authorities,
- the wording of technical specifications (designed to avoid discrimination),
- the detailed form of contract notices for publication,
- the conditions for participation, criteria for the selection of firms and criteria for the award of contracts,
- supervisory machinery, in the form of a European advisory committee with the power to examine any complaints.

The list of Community rules is given in Annex I.

Even where the directives do not apply, however, this does not mean that government purchasers may prevent a firm from another Community country from tendering for their contracts. Even in this case, the general principles of the Treaty, and in particular the principle of non-discrimination on the ground of nationality, remain applicable in any event.

### **3. The opening up of public contracts to competitive bidding under GATT**

A number of European firms operate outside the European Community. The Community and the GATT signatory States have drawn up rules based on the existing EEC rules, but applicable to all the countries which have signed the GATT Agreement on Government Procurement, in order to ensure that such firms can participate in tenders and have access to possible means of redress on terms which apply equally to all tenderers. Since January 1980, these international rules on contract procedures have applied to the following countries: the EEC countries (they will apply to Greece only from 1 January 1983), Austria, Canada, Finland, Hong Kong, Japan, Norway, Singapore, Sweden, Switzerland and the United States.

It should be noted that these rules apply only to public supply contracts awarded by central or federal contracting authorities, and do not cover rental or leasing contracts or certain products purchased by the defence ministries. As with the Community rules, these rules also exclude the main public transport purchasing bodies, the main production, distribution and transmission or transport services for water or energy, telecommunications (except for the NTT in Japan) and contracts awarded by direct negotiation or by private treaty. The GATT rules (published in detail in the *Official Journal of the European Communities*, L 71, 17 March 1980) lay down the following:

- the value of the contracts concerned: at least 150 000 special drawing rights (SDRs), equal to the 144 000 ECU laid down in the Community directive, expressed in the national currency;
- the procedural requirements: in particular, publication of the contract notice in an official gazette, time-limits for tendering, the obligation to inform those whose tenders are not being retained;
- a supervisory system and procedure for setting disputes, through a committee made up of the signatories to the Agreement;
- specific measures in favour of the developing countries, providing in particular for technical assistance from the industrialized countries.

## 4. From publication of the contract to the examination of tenders

### *Where to find contract notices ?*

In the European Community, contract notices are published in the Supplement to the *Official Journal of the European Communities* (OJEC), which is published daily except Sunday and Monday in all the Community languages. There are two exceptions: France publishes notices of contracts with an estimated value of between FF 800 000<sup>1</sup> and FF 1 100 000<sup>1</sup> in the *Bulletin officiel des Annonces des Marchés publics*, and Belgium publishes notices of contracts with a value of between BFR 5 600 000<sup>1</sup> and BFR 8 000 000<sup>1</sup> in the



<sup>1</sup> Thresholds laid down nationally.

*Bulletin des Adjudications.* Notices of contracts with a higher value are also, of course, published in the *Official Journal of the European Communities*.

*The Supplement to the Official Journal of the European Communities* (OJEC) is in three parts:

*Part One:* publication of notices of public works contracts (which are not dealt with here);

*Part Two:* publication of notices of public supply contracts, divided into two sections:  
(a) contract notices published under the Community rules alone;  
(b) contract notices published under both the Community and the GATT rules;

*Part Three:* notices of contracts which are not required to be published under the Community rules.

The Supplement to the OJEC also publishes notices of contracts awarded by the EEC institutions and by countries associated with the Community, where the projects concerned are financed by the Community (European Investment Bank, European Development Fund).

*In the other signatories to the GATT Agreement,* contract notices are published in the appropriate publications, with an obligatory short summary in English, French or Spanish.

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**Contract notices are published in the following publications:**

EUROPEAN  
COMMUNITY

**Supplement to the Official Journal of the European Communities**  
Office for Official Publications of the  
European Communities  
L - 2985 Luxembourg  
Tél.: 49 00 81  
Télex: 1322 PUBLOF LU

BELGIUM<sup>1</sup>

**Le Bulletin des Adjudications**  
Direction du Moniteur Belge  
rue de Louvain, 42  
B - 1000 Bruxelles

**Bulletijn der Aanbestedingen**  
Directie van het Belgisch Staatsblad  
Leuvenseweg 42  
B - 1000 Brussel

FRANCE<sup>1</sup>

**Le Bulletin officiel des Annonces des Marchés publics**  
26, rue Desaix  
F - 75727 Paris Cedex 15  
Tél.: 575 62 31  
Télex: 20 11 76 F DIR JO Paris

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<sup>1</sup> See p. 10.

<b>AUSTRIA</b>	<b>Amtsblatt zur Wiener Zeitung</b> Rennweg 12A A - 1037 Wien Tél.: 72 61 51	
<b>CANADA</b>	<b>The Canada Gazette</b> Ministry of Supply and Services 14, A1, place du Portage (Phase III) 11 Laurier Street Hull, Quebec, Canada K1A 0S5 Tél.: (819) 997 73 63 Télex: 0533703	<b>Gazette du Canada</b> Ministère des Approvisionnements et Services 14, A1, place du Portage (Phase III) 11, rue Laurier Hull, Québec, Canada K1A 0S5 Tel.: (819) 997 73 63 Telex: 0533703
<b>FINLAND</b>	<b>Virallinen Lehti</b> Valtion painatuskeskus Markkinointiosasto PL 506 SF - 00101 Helsinki 10	
<b>HONG KONG</b>	<b>Hong Kong Government Gazette</b> D.R. Rick Government Printer Government Press Java Road Hong Kong	
<b>JAPAN <sup>1</sup></b>	<b>Kanpō</b> GATT Information Centre First International Organization Division Ministry of Foreign Affairs 2-2-1 Kasumigaseki, Chiyoda-Ku Tokyo, Japan	
<b>NORWAY</b>	<b>Norsk Lysningsblad</b> Aarhnogate 32 N - Oslo 1 Tél.: 1/33 25 29	
<b>SINGAPORE</b>	<b>Government Gazette</b> Department of Trade Room 21, 29th Floor, World Trade Centre Maritime Square Singapore 0407 Tél.: 2719388 Télex: rs 23052	
<b>SWEDEN</b>	<b>Tidning för leveranser till Staten</b> Bilaga till Post och Inrikes Tidningar Box 2167 S - 10314 Stockholm Tél.: 8/22 80 40	

<sup>1</sup> Procurement Service International (PSI), a private company established in Tokyo, provides interested companies, in return for a fee, with an English translation of contract notices and with assistance (see Annex IV).

SWITZERLAND **Feuille officielle suisse du commerce/** **Foglio ufficiale svizzero di commercio/**  
Effingerstrasse 3 **Schweizerisches Handelsamtsblatt**  
CH - 3001 Bern  
Tél.: 31/61 22 21

UNITED STATES **Commerce Business Daily**  
US Government Printing Office  
Superintendent of Documents  
North Capitol and H Street  
Washington 20400-2  
Tél.: 202/275 20 51

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A *computerized service* is also being set up by the Commission of the European Communities: administered by the Office for Official Publications of the European Communities, it will give firms access, through the Euronet-Diane network, to the contract notices published in the OJEC, and will become operational at the beginning of 1983. At a later date, notices of contracts to be awarded by the principal non-Community countries which are signatories to the GATT Agreement will be incorporated into this data base, which will also be distributed by certain national Videotex services.

### *What does a contract notice contain?*

The Community rules specify the type of information to be published by the authorities and include a model notice to be used as the basis for drafting contract notices for publication in the Supplement to the OJEC.

The GATT rules do not incorporate a model notice and merely specify the type of information which a contract notice must contain. A non-Community country which is a signatory to the GATT Agreement must indicate in its contract notices the nature and quantity of goods to be supplied and the time-limits for tendering or submitting applications to tender, and provide information on the body awarding the contract and the conditions for participating.

---

## **Model notices of contract**

### **OPEN PROCEDURES**

1. The name, address, telephone number and, where applicable, telegraphic address and telex number of the contracting authority.
2. The award procedure chosen.
3. (a) The place of delivery;  
(b) The nature and quantity of goods to be supplied;  
(c) Whether suppliers can tender for some and/or all of the goods required.
4. Any time-limit for delivery.
5. (a) Name and address of the department from which the relevant documents may be requested;  
(b) The final date for making such request;  
(c) Where applicable, the amount and terms of payment of any sum payable for such documents.

6. (a) The final date for receipt of tenders;  
(b) The address to which they must be sent;  
(c) The language or languages in which they must be drawn up.
7. (a) The persons authorized to be present at the opening of tenders;  
(b) The date, time and place of this opening.
8. Any deposits and guarantees required.
9. The main terms concerning financing and payment and/or references to the provisions regulating these.
10. Where applicable, the legal form to be taken by the grouping of suppliers winning the contract.
11. The information and formalities necessary for an appraisal of the minimum economic and technical standards required of the supplier.
12. The period during which the tenderer is bound to keep open his tender.
13. The criteria for the award of the contract. Criteria other than that of the lowest price shall be mentioned if they do not appear in the contract documents.
14. Other information.
15. The date of dispatch of the notice.

#### RESTRICTED PROCEDURES

1. The name, address, telephone number and, where applicable, telegraphic address and telex number of the contracting authority.
  2. The award procedure chosen.
  3. (a) The place of delivery;  
(b) The nature and quantity of goods to be supplied;  
(c) Whether suppliers can tender for some and/or all of the goods required.
  4. Any time-limit for delivery.
  5. Where applicable, the legal form to be assumed by the grouping of suppliers winning the contract.
  6. (a) The final date for the receipt of requests to participate;  
(b) The address to which they must be sent;  
(c) The language or languages in which they must be drawn up.
  7. The final date for the dispatch of invitations to tender.
  8. Information concerning the supplier's personal position, and the information and formalities necessary for an appraisal of the minimum economic and technical standards required of him.
  9. The criteria for the award of the contract if these are not stated in the invitation to tender.
  10. Other information.
  11. The date of dispatch of the notice.
-



### *Who may participate in tendering procedures?*

Anyone: non-discrimination on the ground of nationality is one of the fundamental principles of both the EEC and the GATT rules.

Any supplier who wishes to participate may be requested to furnish evidence that he is registered on his country's *trade register*. *Groupings of suppliers* are also permitted. In certain non-Community countries which are signatories to the GATT Agreement, a system of permanent lists of qualified suppliers limits the possibility of tendering under restricted procedures to those *registered suppliers* (see Annex II for a list of the appropriate addresses).

Firms may find it useful to set up a market research unit or find an agent to represent them in any country in which there are public contracts to be won. Assistance can be obtained in such cases from chambers of commerce, the commercial attachés of national embassies or the delegations of the EC Commission. The European Community also has a *Business Cooperation Centre*, which facilitates links between companies in different countries, at 200 rue de la Loi, B-1049 Brussels, Belgium (tel: 230 39 49 or 230 40 91; telex: 61655 burap).

### *When and how to submit a tender?*

The supplier must comply with the requirements of the contracting authority, who may, under the EEC or the GATT rules, request him to provide an extract from the trade register, evidence of good character, or a certificate attesting that the supplier has fulfilled his obligations relating to the payment of social security contributions, etc. Companies must also be prepared to receive visits from the contracting authority, which is entitled to *check* the production capacity, research facilities and quality control methods of the company. This power is subject to the obligation of professional secrecy.

It should be noted that contracting authorities are prohibited both from using technical specifications in order to favour domestic products and from specifying particular marks, patents or types in their invitations to tender. The Community and/or international *standards* accepted by their countries must be used.

The following charts indicate the time-limits to be met.

### *How will your tender be dealt with?*

It is, of course, the contracting authority which examines the accuracy and authenticity of the information furnished in order to make a qualitative selection. It may not subsequently require any additional information other than that specified in the published contract notice or the contract documents. Where the criterion for awarding contracts is 'the most economically advantageous tender', the contracting authority must state in the contract notice or the contract documents all the criteria which it intends to apply (price, delivery date, quality, aesthetic characteristics, etc.). If the contracting authority feels that the tender is abnormally low, it must request the supplier to furnish the necessary explanations of the details of the tender before taking a decision on the award of the contract.

# MEMORANDUM : THE TIME-LIMITS

## Open procedure

Apply immediately for contract documents and supporting documents. Under the EEC rules, they must be provided by the contracting authority within four working days of the receipt of the application.



Apply as soon as possible for any further information required on the contract documents. Under the EEC rules, this must be provided by the contracting authority no later than six days prior to the closing date for the receipt of tenders.

Assemble immediately data to be provided with appropriate supporting documents.



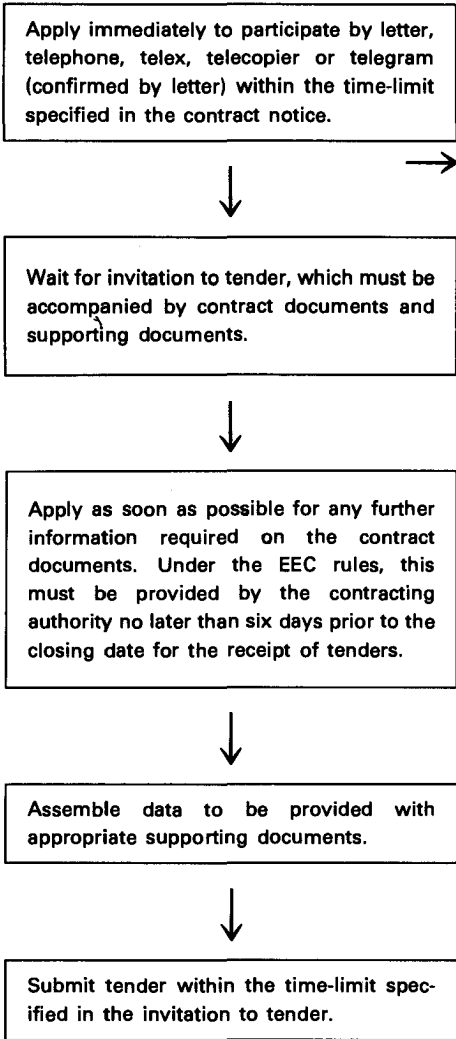
Submit tender within the time-limit specified in the contract notice.



<i>Minimum</i> time-limits for submitting tenders :	
Contracts governed by EEC rules :	Contracts governed by EEC and GATT rules :
36 days <sup>1</sup>	42 days <sup>1</sup> 30 days <sup>2</sup>

<sup>1</sup> Starting from date of dispatch of contract notice to the OJEC.  
<sup>2</sup> Starting from date of publication of the contract notice.

**Restricted procedure**



*Minimum time-limits for submitting requests to participate :*

Contracts governed by EEC rules :	Contracts governed by EEC and GATT rules
21 days <sup>1</sup>	42 days <sup>1</sup> 30 days <sup>2</sup>

<sup>1</sup> Starting from date of dispatch of contract notice to the OJEC.  
<sup>2</sup> Starting from date of publication of the contract notice.

*Minimum time-limits for submitting tenders :*

Contracts governed by EEC rules :	Contracts governed by EEC and GATT rules :
21 days <sup>1</sup>	30 days <sup>1</sup>

<sup>1</sup> Starting from date of dispatch of invitation to tender.

**Accelerated restricted procedure**

Apply immediately to participate by letter, telephone, telex, telecopier or telegram (confirmed by letter) within the time-limit specified in the contract notice.



Wait for invitation to tender, which must be accompanied by contract documents and supporting documents.



Apply as soon as possible for any further information required on the contract documents. Under the EEC rules, this must be provided by the contracting authority no later than four days prior to the deadline for the receipt of tenders.



Assemble data to be provided with appropriate supporting documents.



Submit tender within the time-limit specified in the invitation to tender.



*Minimum* time-limits for submitting requests to participate :

12 days <sup>1</sup>

<sup>1</sup> Starting from date of dispatch of contract notice to the OJEC.

*Minimum* time-limits for submitting tenders :

10 days <sup>1</sup>

<sup>1</sup> Starting from date of dispatch of tenders.

## *What to do if your tender is rejected?*

The GATT rules provide that the contracting authority must, no later than seven days from the date of the award of a contract, *inform the unsuccessful tenderers*. If the reasons given seem unsatisfactory or inadequate, the unsuccessful firm may request additional information from the contracting authorities and the national authorities (see Annex III for a list of the appropriate addresses). This may be done through a national trade or industrial organization.

If an unsuccessful tenderer believes that his interests have been adversely affected, he has *two possible means of redress*:

— *He may apply to the Commission of the European Communities* (directly or through his national authorities), which is responsible for ensuring that Member States and the signatories to the GATT Agreement fulfil their obligations in regard to public contracts.

In the case of a contract awarded by a contracting authority in the Community, an unsuccessful tenderer established in the Community may also complain to the Advisory Committee for Public Contracts meeting in Brussels, which consists of national advisers to the Commission of the European Communities.

Where the examination establishes that there has been an infringement of the Community rules, the Commission can initiate the appropriate procedures, under the powers conferred upon it by the EEC Treaty.

In the case of a contract awarded by a contracting authority in a non-Community country which is a signatory to the GATT Agreement, the Commission can refer the complaint to the Committee on Government Procurement set up under the GATT Agreement, which meets in Geneva.

— *He may apply to the competent national court or administrative body*, under the procedures in force in the various countries, which depend on the way in which the provisions of the EEC and the GATT rules have been implemented.

National organizations representing the interests of the industry to which a company belongs have a variety of means of influencing the attitudes and behaviour of the various national, Community and international authorities. Companies would therefore be well-advised to contact their own national organizations.

The unsuccessful tenderer may inform the authority in his own country which is competent in respect of the award of public contracts of the rejection of his tender and the reasons given by the contracting authority or the information centre in the country concerned, since his own government may request that country's government to provide additional information to verify that the contract was awarded equitably and impartially. Certain information may, however, be forwarded to unsuccessful tenderers by their governments only subject to certain conditions.

### Community rules governing public supply contracts

- Commission Directive 70/32/EEC of 17 December 1969 concerning the supply of products by the State to its regional or local authorities and other public bodies (Official Journal of the European Communities, L 13, 19.1.1970, p. 1).
- Council Directive 77/62/EEC of 21 December 1976 coordinating procedures for the award of public supply contracts (OJEC, L 13/1, 15.1.1977).
- Council Decision 80/271/EEC of 10 December 1979 concerning the conclusion of the Multilateral Agreements resulting from the 1973 to 1979 trade negotiations, including the Agreement on government procurement (OJEC, L 71/44, 17.3.1980).
- Council Directive 80/767/EEC of 22 July 1980 adapting and supplementing in respect of certain contracting authorities Directive 77/62/EEC coordinating procedures for the award of public supply contracts (OJEC, L 215/1, 18.8.1980).
- Commission statement concerning Article 115 of the Treaty, with regard to the exclusion of certain products originating in third countries which are in free circulation in another Member State (OJEC, C 211/1, 19.8.1980).
- Council Resolution of 22 July 1980 concerning access to Community public supply contracts for products originating in third countries (OJEC, C 211/2, 19.8.1980).

\*  
\* \* \*

- Council Decision 71/306/EEC of 26 July 1971 setting up an Advisory Committee for Public Works Contracts (OJEC, L 185/15, 16.8.1971).
- Council Decision 77/63/EEC of 21 December 1976 amending Decision 71/306/EEC setting up an Advisory Committee for Public Contracts (OJEC, L 13/15, 15.1.1977).

*Note:* These texts can be obtained from the Official Publications of the European Communities in Luxembourg or the EC sales offices in the Member States (see back cover).

## ANNEX II

### Permanent lists of suppliers

The following countries publish each year a notice of the existing lists, the requirements for registration on the lists, their validity and the procedures for renewing them.

Country	Title of publication	Obtainable from
CANADA	The Canada Gazette/ Gazette du Canada	Department of Supply and Services 14, A1, place du Portage (Phase III) 11, Laurier Street Hull, Quebec, Canada K1A 0S5 Ministère des Approvisionnements et Services, 14, A1, place du Portage (Phase III), 11, rue Laurier Hull, Québec, Canada K1A 0S5
HONG KONG	Hong Kong Government Gazette	D.R. Rick Government Printer, Government Press Java Road - Hong Kong
JAPAN	Kanpō	GATT Information Centre, 1st. Int. Organization Division, Ministry of Foreign Affairs, 2-2-1 Kasumigaseki, Chiyoda-ku, Tokyo, Japan
SWITZERLAND	Feuille officielle suisse du commerce/ Foglio ufficiale svizzero di commercio/ Schweizerisches Handelsamtsblatt	Effingerstraße 3, CH-3001 Berne
UNITED STATES	Commerce Business Daily	US Government Printing Office, Superintendent of Documents, North Capital and H Street, Washington 20400-2, USA

**National authorities competent to deal with public contracts**

**AUSTRIA**

Bundesministerium für Handel, Gewerbe und Industrie (Öffentliche Einkäufe)  
Stubenring 1  
A - 1011 Wien  
Tel.: 222/75000  
Telex: 111145

The competent departments to which specific requests for information and any subsequent claims should be addressed will be indicated in each purchasing project notice and the tender documents, together with information on the procedure to be followed.

**CANADA**

Office of the Executive Secretary  
Ministry of Supply and Services  
14, A1, place du Portage (Phase III)  
11 Laurier Street  
Hull, Quebec  
Canada K1A 0S5  
Tel.: (819) 997 73 63  
Telex: 0533703

Bureau du Secrétariat exécutif  
Ministère des Approvisionnements et Services  
14, A1, place du Portage (Phase III)  
11, rue Laurier  
Hull, Québec  
Canada K1A 0S5  
Tél.: (819) 997 73 63  
Télex: 0533703

The department to be contacted for specific requests will be indicated in each purchasing project notice and the tender documents. This will also be the first body to examine applications from suppliers.

**EUROPEAN COMMUNITY**

— *Belgium*

Administration Logistique  
Marchés publics  
rue de la Loi, 16  
B - 1000 Bruxelles  
Tél.: 513 80 20  
Télex: 62400 PRIMIN B

Logistiek Bestuur  
Overheidsopdrachten  
Wetstraat 16  
B - 1000 Brussel  
Tel.: 513 80 20  
Telex: 62400 PRIMIN B

The person or department to be contacted for specific requests will be indicated in each notice of call for tender.

— *Denmark*

Direktoratet for Statens Indkøb  
Bredgade 20  
DK - 1260 København K  
Tél.: 11 40 11  
Télex: 19491 STAPUR DK



— *Federal Republic of Germany*

Each purchasing body nominates its own responsible administrative body. Requests for information should be addressed to the purchasing body itself. If in doubt, consult:

Bundesministerium für Wirtschaft

Villemomblerstraße 76

D - 5300 Bonn

Tél.: 6151

Télex: 886747 A BMWI D

— *Greece*

Ministry of Commerce

Directorate-General of State Supplies

Canning Square

GR - Athens

Tel: 361 62 41

— *France*

Ministère de l'économie et des finances

Commission centrale des marchés

41, quai Branly

F - 75700 Paris

Tél.: 550 71 11

Télex: 220200 FIDOUAN PARIS

The department responsible for liaison with tenderers will be indicated in each contract notice under the heading 'Department responsible for the contract'.

— *Ireland*

Government Contracts Committee

Department of Finance

Upper Merrion Street

IRL - Dublin 2

Tél.: 76 75 71

Télex: 30357 GEEC EI

The department responsible for liaison with tenderers (usually the purchasing body itself) will be indicated in each contract notice.

— *Italy*

The purchasing body concerned.

— *Luxembourg*

Ministère des travaux publics

4, boulevard Roosevelt

L - Luxembourg

Tél.: 4781

— *The Netherlands*

Ministerie van Economische Zaken

Postbus 20101

Bezuidenhoutseweg 30

NL - 2500 EC's-Gravenhage

Tel.: 81 40 11

Télex: 31099 ECOZA NL

The purchasing bodies concerned will act as the liaison department in each case.

— *United Kingdom*

H.M. Treasury  
Parliament Street  
GB - London SW1P 3AG  
Tél.: 233 30 00  
Télex: 262405 TRSY G

The purchasing bodies will indicate in the tender documents the address to which requests for information should be sent.

FINLAND

Ministry of Trade and Industry  
Department of Trade  
Aleksanterinkatu 10  
SF-00170 Helsinki 17  
Tél.: 35 80 16 01  
Télex: 124645

The purchasing bodies concerned are instructed to designate the persons or departments responsible for providing information.

HONG KONG

Persons responsible have been appointed (and an information centre set up) in the Government Supplies Department, Oil Street, North Point, Hong Kong. There are also procedures for examining written requests for information from other purchasing bodies and unsuccessful tenderers. Tenderers who are not satisfied with the reply received from the Government Supplies Department may apply to the Chairman of the Central Council for the Award of Contracts, Government Secretariat, Hong Kong.

JAPAN

GATT Information Centre, First International Organizations Division, Economic Affairs Bureau, Ministry of Foreign Affairs, 2-2-1, Kasumigaseki, Chiyoada-Ku, Tokyo, Japan. Each purchasing body appoints an official representative who is responsible for receiving and examining claims and other matters raised by unsuccessful tenderers relating to the special contract concerned.

NORWAY

The bodies referred to in the Agreement are instructed to designate a person or department to which unsuccessful tenderers may apply.

SINGAPORE

- (i) Procurement Services, Department of Trade, Room 201, 2nd Floor World Trade Centre, Maritime Square  
Singapore 0407  
Tél.: 271 93 88  
Télex: rs 23052
- (ii) Chief Quantity Surveyor, Contracts Division, Public Works Department, 11 th Floor, Ministry of National Development Building, Maxwell Road, 0106 Singapore.
- (iii) Chief Supplies Officer, Central Supplies Department, Depot Road, 0410 Singapore.

## SWEDEN

Ekonomidepartment,  
Riddarhusforget 7-9,  
S - 10333 Stockholm  
Tel.: 8/763 10 00  
Telex: 11741

Each purchasing body appoints a person to whom requests for information on relevant subjects should be addressed.

## SWITZERLAND

Bundesamt für  
Außenwirtschaft  
Bundeshaus Ost  
CH - 3003 Berne  
Tel.: 316 122 11

Office fédéral des affaires  
économiques extérieures

Ufficio federale dell'economia  
esterna

The persons or departments responsible for liaison are always indicated in the notice of call for tender; more general information can be obtained from the above address.

## UNITED STATES

Office of the United States Trade Representative, Executive Office of the President, Winder Building,  
Room 507, 600 17th Street, N.W., Washington, D.C. 20506.  
Tel.: 202/395 46 47  
Telex: 440051 itt

Each purchasing body has been instructed to designate the persons or departments responsible for liaison.

## Some useful brochures and information sources for companies

### CANADA

- *Selling to SSC*, published by Supply and Services Canada, Ottawa, Canada K1A 0S5.  
Tel.: (819) 997 73 63 — Telex 0553703.

### EUROPEAN COMMUNITY

#### — Belgium

- *Marchés Publics en Benelux - Travaux - Fournitures - Services* (1978)
- *Overheidsopdrachten in Benelux - Werken - Leveringen - Diensten* (1978)

#### Publishers

- La Chambre de Commerce Néerlandaise pour la Belgique et le Luxembourg  
rue Royale, 93  
B - 1000 Bruxelles
- Nederlandse Kamer van Koophandel voor België en Luxemburg  
Koningsstraat, 93  
B - 1000 Brussel
- La Chambre de Commerce Belgo-Luxembourgeoise pour les Pays-Bas  
Nassaulaan 19  
NL - Den Haag
- Belgisch-Luxemburgse Kamer van Koophandel voor Nederland  
Nassaulaan 19  
NL - Den Haag
- *Vade-Mecum des commandes publiques*, by M. Marlier, obtainable from Créadif Éditions, Boulevard de l'Empereur, 14b - 1000 Brussels.  
Tel.: 511 49 43  
(in French only).
- *Federal Republic of Germany*
  - *Der Staat kauft ein: Adressen öffentlicher Auftraggeber*, published by D.I.H.T., 148 Adenauerallee, D - 5300 Bonn 1.
- *France*
  - *Guide du fournisseur de l'État, des collectivités locales et leurs établissements publics*, par la Commission Centrale des Marchés, published by Édition du Moniteur, BP 49802, 75066 Paris Cedex 02.
  - *Fournitures courantes et de services*, 1980 — Brochure 2014 published by the Journal Officiel, 26, rue Desaix — 75732 Paris Cedex 15; *Recensement des marchés*, 1978 — can be consulted at the Commission Centrale des Marchés, 41, quai Branly, 75700 Paris.
  - *Achats publics — Annuaire pour PME*, August 1981, published by the Préfecture de Paris.
- *United Kingdom*
  - *European Community and GATT Legislation on Government Procurement*, published by the Confederation of British Industries (CBI), Centre Point 103, New Oxford Street, London WC1A 1DA.  
Tel.: 379 74 00
  - *A Guide to Government Contracts for Stores and Services* (1975), published by the CBI.

## JAPAN

There is a service company which provides information in English to its subscribers and can also offer assistance: Procurement Service International (PSI), Kowa Building No 9,4F,1-8-10 Akasaka, Minato-Ku : Tokyo 107, Japan. IPO Box 5340. Tokyo 1B1.

Tel.: 587-2145 — Telex: J 2425428 Kiatit.

J 23736 Kyletyo.

## UNITED STATES

### — Government contracts in the United States

Various works published in English and French by: Richard C. Johnson, Martin J. Golub, Seyfarth, Shaw, Fairweather and Geraldson, 1111 19th Street, N.W., Washington, DC 20036. Represented in Europe by: Patrice J. Thys, Avocat, Rue Dartois 30, B - 4000 Liège.

- *Doing Business with the Department of Defense* — A guide for foreign firms, obtainable from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402.
- *Doing Business with the Federal Government*, obtainable from the General Services Administration, Washington, DC 20405.
- *Selling to the Department of the Treasury*, obtainable from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402.
- *This is Interior Contracting Guide*, obtainable from the US Government Printing Office.
- *Selling to NASA*, obtainable from NASA Headquarters, Washington, DC 20546.
- *Selling to the United States Department of Agriculture*, obtainable from the Department of Agriculture, Procurement Division (Policy Unit) Room 1575 — South Building, Washington, DC 20250.

European Communities — Commission

**Public supply contracts in the European Community**

Luxembourg: Office for Official Publications of the European Communities

1982 — 28 p. — 16,2 × 22,9 cm

European Documentation series — 1982

DA, DE, GR, EN, FR, IT, NL

ISBN 92-825-3024-8

Catalogue number: CB-35-82-344-EN-C

**This brochure outlines the importance of public supply contracts in the European Community and the possibilities of tendering for such contracts.**

**It is designed primarily for heads of firms or marketing managers and provides general and practical information.**

# EUROPEAN COMMUNITIES - INFORMATION

Commission of the European Communities, Rue de la Loi 200, 1049 Bruxelles

**Informationskontorer - Presse- und Informationsbüros - Γραφεία Τύπου και Πληροφοριών -  
Information offices - Bureaux de presse et d'information - Uffici stampa e informazione -  
Voorlichtingsbureaus**

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## BELGIQUE — BELGIË

Rue Archimède 73 -  
Archimedesstraat 73  
1040 Bruxelles — 1040 Brussel  
Tél. : 235 11 11

## DANMARK

Gammel Torv 4  
Postbox 144  
1004 København K  
Tlf. : 14 41 40/14 55 12

## BR DEUTSCHLAND

Zitelmannstraße 22  
5300 Bonn  
Tel. : 23 80 41  
Kurfürstendamm 102  
1000 Berlin 31  
Tel. : 8 92 40 28

## ΕΛΛΑΣ

Όδός Βασιλίσσης Σοφίας, 2  
Καί Ήρώδου Ἀττικῆς  
Ἀθήνα 134  
τηλ. : 743 982/743 983/743 984

## FRANCE

61, rue des Belles-Feuilles  
75782 Paris Cedex 16  
Tél. : 501 58 85

## IRELAND

39 Molesworth Street  
Dublin 2  
Tel. : 71 22 44

## ITALIA

Via Poli, 29  
00187 Roma  
Tel. : 678 97 22  
Corso Magenta 61  
20123 Milano  
Tel. 805 92 09

## GRAND-DUCHÉ DE LUXEMBOURG SCHWEIZ - SUISSE - SVIZZERA

Centre européen  
Bâtiment Jean Monnet B/O  
L-2920 Luxembourg  
Tél. : 43011

## NEDERLAND

Lange Voorhout 29  
Den Haag  
Tel. : 46 93 26

## UNITED KINGDOM

20, Kensington Palace Gardens  
London W8 4QQ  
Tel. : 727 8090

Windsor House  
9/15 Bedford Street  
Belfast  
Tel. : 40708

4 Cathedral Road  
Cardiff CF1 9SG  
Tel. : 37 1631

7 Alva Street  
Edinburgh EH2 4PH  
Tel. : 225 2058

## ESPAÑA

Calle de Serrano 41  
5A Planta-Madrid 1  
Tel. : 474 11 87

## PORTUGAL

35, rua do Sacramento à Lapa  
1200 Lisboa  
Tel. : 66 75 96

## TÜRKIYE

13, Bogaz Sokak  
Kavaklıdere  
Ankara  
Tel. : 27 61 45/27 61 46

## UNITED STATES

2100 M Street, NW  
Suite 707  
Washington, DC 20037  
Tel. : 862 95 00

1 Dag Hammarskjöld Plaza  
245 East 47th Street  
New York, NY 10017  
Tel. : 371 38 04

## CANADA

Inn of the Provinces  
Office Tower  
Suite 1110  
Sparks' Street 350  
Ottawa, Ont. K1R 7S8  
Tel. : 238 64 64

## AMERICA LATINA

Avda Ricardo Lyon 1177  
Santiago de Chile 9  
Chile  
Adresse postale : Casilla 10093  
Tel. : 25 05 55

Quinta Bienvenida  
Valle Arriba  
Calle Colibri  
Distrito Sucre  
Caracas  
Venezuela  
Tel. : 91 47 07

## NIPPON

Kowa 25 Building  
8-7 Sanbancho  
Chiyoda-Ku  
Tokyo 102  
Tel. : 239 04 41

## ASIA

Thai Military Bank Building  
34 Phya Thai Road  
Bangkok  
Thailand  
Tel. : 282 14 52

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The European Community as a publisher — Extract from our catalogue of publications

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(\*) The brochures for businessmen cannot be obtained on subscription. They are available at the information offices (see list of addresses).

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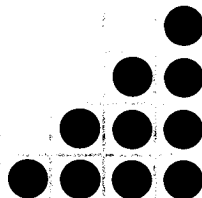
**Approximately 12 000 million ECU in supply contracts are opened up to competitive bidding each year by government purchasers in the European Community. These contracts cover a wide variety of products: food products, electrical engineering products, petroleum products, office equipment and data-processing equipment, textiles, cars, lorries, buses, chemicals, rubber and plastic products, etc.**

Hence the importance of public contracts for industrial and commercial firms in the European Community.

The opening up to competitive bidding of public contracts awarded by central and local authorities supplements the competitive bidding procedures already largely implemented in respect of private contracts in the common market.

Since 1981, European companies have also been able to benefit from international rules on the subject, as regards contracts awarded by those countries which, under the General Agreement on Tariffs and Trade (GATT), have concluded with the European Community agreements on the reciprocal opening up of government purchases to competitive bidding.

This brochure is designed primarily for heads of firms or marketing managers and provides general and practical information on public supply contracts. The aim is to enable manufacturers to participate in tenders for public contracts awarded by other countries in the European Community and by certain non-Community countries.



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