

LIST OF QUESTIONS AND ANSWERS

TRAINING OF TURKISH BENEFICIARIES (25.09.2025)

On PROCUREMENT GUIDELINES, VERIFICATION OF EXPENDITURE, IRREGULARITIES AND CONFLICT OF INTEREST

**PRIORITY 1 “Environmentally friendly cross-border region” and
PRIORITY 2 “Integrated development of the cross-border region”
Of the (INTERREG VI-A) IPA Bulgaria – Türkiye Programme 2021-2027, CCI: 2021TC16IPCB005**

| № | Question | Answer |
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| 1. | Regarding the Simplified tender package, can we make some changes in the proposed templates, especially when we intend performing some kind of procurements or some directly awarded purchase? | <p>Beneficiaries in their role of contracting authority can make minor changes to the templates which do not contradict to the provisions of Annex II of the Financing Agreement between Türkiye and EC (Annex 15 to PIM), Procurement Guidelines for the Turkish Beneficiaries (Annex 16 to PIM) and other relevant legislative acts.</p> <p>For example some limited adaptation is allowed if the template itself provides flexibility (formatting, selecting options, clearing the examples, adding paragraphs of similar nature when required by the nature of the activity/ies, etc.), but without altering core mandatory clauses.</p> |
| 2. | <p>Could you clarify about the evaluation procedure and preparation of the evaluation report when we have one tender received for the single tender and when we have several tenders received. How will we understand how many offers will we receive at the time of launching and which criteria to select in the Instructions to tenderers?</p> <p>When we are inviting more than one potential tenderers is it obligatory that we use the award criteria with the 80 to 20 ratio?</p> | <p>Under the Single Tender procedure, in case the Beneficiary, i.e. the Contracting Authority, chooses to invite ONLY ONE TENDERER, the respective simplified tender package adopted by the MA (annexed to Procurement Guidelines for the Turkish Beneficiaries), which contains forms necessary for awarding and implementation of service, supply and works contracts, should be used.</p> <p>Even though one offer is formally enough, the Beneficiary, should prepare a detailed justification of the choice of contractor and should include it in the Evaluation report. Moreover, the Beneficiary has the obligation to strictly observe the principle of best value for money and to take all necessary measures (e.g. internet research of prices, comparison between similar contracts, etc.).</p> <p>In order to ensure high level of competition, beneficiaries could invite MORE THAN</p> |

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| | | <p>ONE TENDERER. In this case scenario again the respective simplified tender package adopted by the MA (annexed to Procurement Guidelines for the Turkish Beneficiaries) is to be used, but the Contracting Authority has to evaluate all tenders according to the selected award criteria, set out in the Instruction to tenderers.</p> <p>For supply and work contracts, the award criterion is the lowest price of technically compliant offers.</p> <p>For service contracts, award criteria depend on the number of offers to be evaluated, as follows:</p> <ul style="list-style-type: none"> ○ In case one offer is received, only administrative, technical and financial compliance with the requirements set by tender documentation will be checked. ○ In case more than one offer is received, award criterion is the best price– quality ratio, weighting 80% technical quality and 20% price. The adequate evaluation criteria must be developed and available to all tenderers. Total of 100 points should be distributed among: organization and methodology, proposed inputs and time frame, according to its relevance for the quality of the service to be provided. This information should be stated in Instruction to tenderers (in Section Additional information). <p>The Beneficiary should complete evaluation reports for the tenders between 2 500 and 20 000 EUR. The template of the evaluation report is annexed to Procurement Guidelines for the Turkish Beneficiaries. Evaluation process includes three phases: check of administrative compliance, technical and financial evaluation. The evaluation of two or more offers received under such tender shall be performed by ranking them according to scores awarded, in weighting technical quality against price on an 80/20 basis.</p> <p>If only one offer is received, no scoring will be applied but will be checked if the offer is administratively, technically and financially compliant with the criteria set by tender documentation.</p> |
| 3. | <p>When we have to provide Annex 10 and should we provide it accomplished with all signed contracts, no matter whether it is a single tender or other procedure?</p> <p>If we have direct award, for example direct purchase of goods do we need to complete it?</p> | <p>All contracts awards must be carried out respecting the principles of fair and transparent competition, equal treatment, non-discrimination, publicity and avoiding conflict of interest. Annex 10 – Declaration of conflict of interests check should be provided with each awarded contract.</p> <p>For direct purchases with values below or equal to 2500, Euro where payment is made against invoice without prior acceptance of a tender, the beneficiaries do not need to fill in and provide Annex 10 – Declaration of conflict of interests.</p> |