

OVERVIEW OF eFORMS

Background and Scope

In its Communication Document on ‘Upgrading the Single Market: more opportunities for people and business’¹, the European Commission has committed to ‘*facilitate the collection, consolidation, management and analysis of procurement data, supporting Member States’ efforts towards better governance in public procurement*’. In fact, Standard Forms are deemed as crucial to decrease administrative burden and facilitate publication of notices as well as to enhance Data Standardisation, Accuracy, Reliability, Consistency, Simplification and Effectiveness, with the ultimate scope of increasing transparency, integrity, effectiveness and efficiency.

Directives 2014/24/EU², 2014/25/EU³, 2014/23/EU⁴, 2009/81/EC⁵, 89/665/EEC⁶ and 92/13/EEC⁷ require that Public Works, Supply and Service Contracts as well as Works/Service Concessions be advertised in the Official Journal of the European Union (OJEU) through the publication of the applicable notices. Such notices shall include the information set out in the said Directives.

In view that Public Procurement is dynamic and constantly evolving, the required number and extent of the adaptations to take place to the old schema necessitated a new Standard Forms Regulation. Thus, the eForms Regulation was developed. To this end, and in order to comply with the ‘Once Only Principle’, the standard forms have been designed to cater for an automatically filled-in process whereby the system, when possible, pre-populates the information from applicable, relevant sources of data.

Benefits of eForms

The eForms cater for Simplification and Consistency, thus reducing administrative burden and attaining improved data accuracy. eForms were designed with the aim of developing a strong tool that would yield comprehensive and detailed Public Procurement Data.

¹ [EUR-Lex - 52015DC0550 - EN - EUR-Lex \(europa.eu\)](#)

² Directive 2014/24/EU: Public Procurement.

³ Directive 2014/25/EU: Procurement by Entities Operating in the Water, Energy, Transport and Postal Services Sectors.

⁴ Directive 2014/23/EU: Award of Concession Contracts.

⁵ Directive 2009/81/EC⁵: The coordination of procedures for the award of certain works contracts, supply contracts and service contracts by contracting authorities or entities in the fields of defence and security.

⁶ Council Directive 89/665/EEC: The coordination of the laws, regulations and administrative provisions relating to the application of review procedures to the award of public supply and public works contracts.

⁷ Council Directive 92/13/EEC: Coordinating the laws, regulations and administrative provisions relating to the application of Community rules on the procurement procedures of entities operating in the water, energy, transport and telecommunications sectors.

In fact, in addition to customary information contained in Notice Forms, as and where applicable, eForms may contain fields in relation to specific procurement topics *such as* (i) Strategic Procurement, (ii) Green Procurement, (iii) Social Procurement, (iv) Procurement of Innovation, and (v) Clean Vehicles. Furthermore, there may also be fields covering the Government Procurement Agreement, SME Participation and the use of accessibility criteria for persons with disabilities.

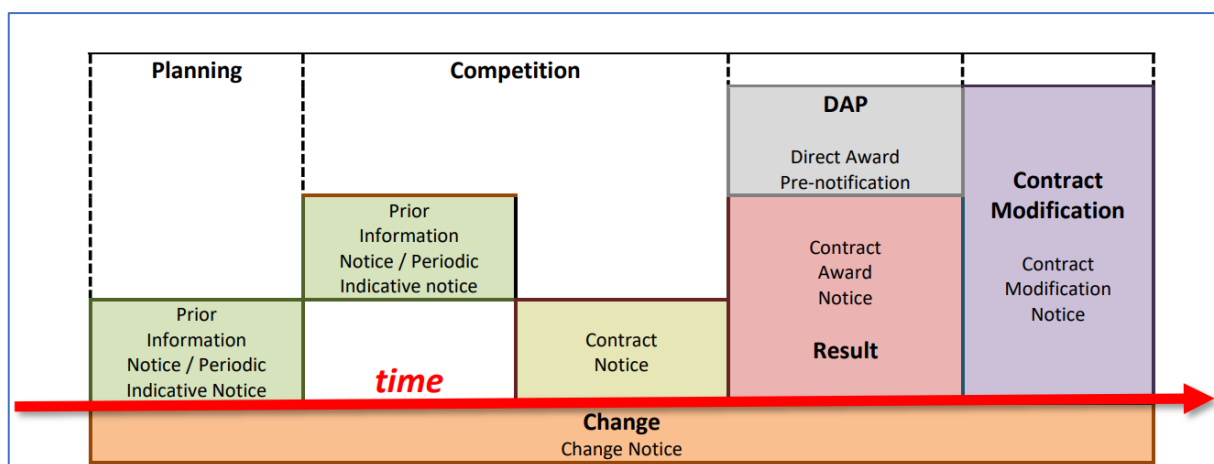
Accordingly, Member States shall be equipped with evidence-based data resulting in improved Governance and justified data-driven Policy-Decisions about public spending.

eForms Framework and Structure

The eForms Regulation EU 2019/1780 establishes six (6) Standard *Form Categories*:

- Planning Forms: Notices published before the start of a Call for Competition.
- Competition Forms: Notices published to initiate a Call for Competition.
- Direct Award Pre-Notification (DAP) Forms: Notices published prior to Contract Signing to state the intention to Award a Contract directly.
- Result Forms: Notices published after Contract Signing to report the Award Information.
- Contract Modification Forms: Notices published during Contract Execution Stage to report the Modifications applied to a Contract.
- Change Forms: Notices published to amend the notices of any of the above-mentioned Form Types. Change Notices⁸ are mainly two-fold: (i) Corrigenda of the Original/Previous Notice; and/or (ii) Amendments to Information/Documentation ancillary to the published Notice.

The below is a representation diagram of the Standard Form Categories⁹



⁸ Change Notices contain all the information from the Original Notice with integrated changes (i.e. consolidated text), as well as information on applied changes. When a change is applied to a Previous Change Notice, the latest version of the Change Notice shall include all changes from all the previous versions. However, the Change Section shall only have the latest changes.

⁹ Source: eforms Schemas Usage Version 1.1 – May 2020: [6bb7df05-9cb1-4692-8059-3ded5b4d3f76 \(europa.eu\)](https://6bb7df05-9cb1-4692-8059-3ded5b4d3f76.europa.eu/).

Each Standard Form Category consists of a set of *Notice Types* with the relevant fields as set out in the Annex (Table 1 and Table 2) of the eForms Regulation. In total, the six (6) Standard Form Categories cover forty (40) different *eForms Notices*.

The different eForms Notice Types are grouped under three (3) distinct *Schemas*:

- Prior Information Notice: PIN
- Contract Notice: CN
- Contract Award Notice: CAN

The below table is a representation of the relation between (i) Standard Form Categories (ii) Schemas and (iii) Standard Notice Types¹⁰.

Standard Form Category	Schema	Standard Notice Type	Description
Planning	Prior Information Notice <i>Periodic Indicative Notice</i>	PIN Profile	Notice of the publication of a Prior Information Notice (or a Periodic Indicative Notice) on a buyer profile
		PIN Only	Prior Information Notice (or a Periodic Indicative Notice) used only for information
		PIN Time-Limit	Prior Information Notice (or a Periodic Indicative Notice) used to shorten time limits for Receipt of Tenders
Competition	Prior Information Notice <i>Periodic Indicative Notice</i>	PIN CFC General	Prior Information Notice (or a Periodic Indicative Notice) used as a Call for Competition – Standard Regime
		PIN CFC Social	Prior Information Notice (or a Periodic Indicative Notice) used as a Call for Competition – Light Regime
		QS	Notice on the Existence of a Qualification System
Competition	Contract Notice	CN General	Contract or Concession Notice – Standard Regime
		CN Social	Contract Notice – Light Regime
		CN Sub-Co	Subcontracting Notice
		CN Design	Design Contest Notice
Direct Award Pre-Notification	Contract Award Notice	CAN VEAT	Voluntary ex-ante transparency notice
Result	Contract Award Notice	CAN General	Contract or Concession Award notice – Standard Regime
		CAN Social	Contract or Concession Award Notice – Light Regime
		CAN Design	Design Contest Result Notice

¹⁰ Source: eforms Schemas Usage Version 1.1 – May 2020: [6bb7df05-9cb1-4692-8059-3ded5b4d3f76 \(europa.eu\)](https://ec.europa.eu/eforms/eforms-schemas-usage-version-1.1-may-2020/6bb7df05-9cb1-4692-8059-3ded5b4d3f76).

Standard Form Category	Schema	Standard Notice Type	Description
Contract Modification	Contract Award Notice	Contract Modification	Contract Modification Notice
Change*	Prior Information Notice Periodic Indicative Notice Contract Notice Contract Award Notice	Change Notice	Change associated to any Notice Type * For Change notices, the required schema is the one of the notice subject to changes (ex: A Change Notice for a change applied to an existing CN shall comply with the CN schema).

PIN: Prior Information Notice or Periodic Indicative Notice / CN: Contract Notice / CAN: Contract Award Notice / VEAT: Voluntary Ex-Ante Transparency Notice / QS: Qualification System / CFC: Call for Competition / Sub-Co: Subcontracting.

eForms Content

The content (including salient fields to be compiled) of published eForm Notices of a Public Procurement/Concession Procedure depends on the Standard Form Category and its corresponding Notice Type.

The below is a representation overview diagram of a Notice Content¹¹



¹¹ Source: eforms Schemas Usage Version 1.1 – May 2020: [6bb7df05-9cb1-4692-8059-3ded5b4d3f76 \(europa.eu\)](https://eforms.europa.eu/eforms/6bb7df05-9cb1-4692-8059-3ded5b4d3f76).