



## **Annex b) - PROCEDURE FOR THE DEFINITION OF SPECIFIC CONTRACTS**

A specific contract can only be concluded during the validity of the framework contract.

### **a) Consultation**

A request for services must be sent to three or four framework contractors within the same lot. Providing that at least one offer satisfies the admissibility, quality and financial criteria, the Ciheam Bari can award the contract on this basis.

If, however, there is no qualitatively and/or financially satisfactory tender received, the relevant authorising officer may simply cancel the consultation, or cancel and either:

1. Relaunch with different framework contractors under unchanged terms of reference.
2. Relaunch with the same framework contractors a request for services after analysing/redrafting the specific terms of reference.
3. Initiate a negotiated procedure with one or framework contractors of its choice, from among those that took part in the request for services with a view to obtain improved offers within the terms of the specific request (N.B. the terms of the specific request cannot be substantially altered).
4. Initiate the relevant alternative procedure depending on the amount outside the framework contract.

The consultation must comply with the principles of transparency, proportionality, equal treatment, non-discrimination and of sound competition and with the terms of the framework contract.

### **b) Signature of the specific contract**

The specific contract comprises the assignment letter, the specific terms of reference, any methodology used, and the financial offer.

### **c) Assessment of the framework contractor's performance**

The performance assessment form for the framework contractor must be filled in after the end of the assignment. This assessment covers the standard to which the framework contractor has executed the contract and must be sent to the latter for comments.