# VOLUME 3

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# TECHNICAL SPECIFICATIONS

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| Works contracts cover either the execution, or both the execution and design, of works or a work related to one of the activities referred to in Annex II to Directive 2004/24/EU or the realisation, by whatever means, of a work corresponding to the requirements specified by the contracting authority exercising a decisive influence on the type or design of the work. A 'work' means the outcome of building or civil engineering works taken as a whole that is sufficient in itself to fulfil an economic or technical function.  **Technical specifications for the procurement of works** relate to the works that are the subject-matter of the procurement. For procurement of works there is no prescribed or recommended form of technical specifications (Contracting Authority / Project Partner shall use the free form templates), considering that the technical specifications are prepared by the authorised engineer in accordance with applicable legal regulations and professional standards.  Works contracts may include a variety of supplies and services that normally accompany works, such as delivery and installation of equipment, testing, guarantees, various after-sales services (additional guarantees). Technical specifications (TS) describe the nature and characteristics of the goods to be procured and (after successful completion of procurement procedure) constitute an integral part of the supply contracts. Thorough preparation of the technical specifications is extremely important for the success of the procurement procedure, and the project as a whole. Technical specifications should be clear and prepared in a way to enable the Contracting Authority receiving comparable offers offering the best value for money.  When preparing the technical specifications it is necessary to bear in mind that the tenderers must submit offers that will offer the best quality of the goods that Contracting Authority request, but at the same time, that offers must meet all the criteria set out in the technical specifications. As already mentioned, technical specifications are prepared by the authorised engineer in accordance with applicable legal regulations and professional standards. However, Project partner should insist on the following that technical specifications:   * have to be detailed, but ask yourself to what extent. "Pre-defined" specifications can harm you since it may happen that the tenderers will not be able to offer equipment and / or materials of perhaps better quality, but which does not meet all your requirements. Define minimum requirements which must be fulfilled in order to serve its purpose (the objective must be to provide the best price for the required quality, and by defining standard characteristics should enable the competition of larger number of tenderers) * at the same time, they must be well described - avoid using words such as "about", "approximately", "cca", "high quality", and similar when defining the characteristics of equipment and / or materials (check-list questions: how do you know whether equipment and / or materials are of satisfactory quality if it is required "approximately 10 mm"? Is e.g. 11 mm acceptable? Is e.g. 15 mm acceptable?). Imprecisely defined / described specifications cannot be objectively assessed – don’t put yourself in such situation. * must contain all required characteristics - define all you may need. If you do not define certain characteristic, the tenderer is not required to offer it. In other words, don’t put yourself in a situation to get "a car with the steering wheel on the right side." * that are tailor-made for one bidder do not ensure competition, and therefore do not prove that the equipment and / or materials purchased actually offered the best value for money. To avoid such situations, e.g. if there is a problem in description of any item without mentioning a brand name, i.e. if there is no way to describe the product without specifying the brand, be sure to use the expression "or equivalent".   All criteria (characteristics) for specific items in the specification must be formulated in such a way that during the evaluation it is possible to determine if criteria is fulfilled (“Yes”) or not fulfilled (“No”). |