

Prior Information Notice (PIN)

Frequently asked Questions & Answers

What is a PIN?

A Prior Information Notice (PIN) is a published statement from a public authority that it will tender for a certain product or service at a certain date in the future. This is a well-established form of early communication and can be published in relevant journals such as the Tenders Electronic Daily (TED - <http://ted.europa.eu>).

How do I respond to the PIN?

Simply contact the person responsible for the PIN mentioned in "SECTION I: CONTRACTING AUTHORITY". Provide as much information as possible on the products and services you supply, including product descriptions, your company profile, etc.

Is there a cost or fee involved for responding to the PIN?

There is no fee or cost incurred if you respond to the PIN.

What further activities are planned related to the PIN?

Suppliers will be invited to regional seminars taking place in the United Kingdom, Spain, Portugal and Denmark (Austria and Finland are also in preparation). The seminars will present and discuss in more detail the purchasing needs (in terms of sustainably innovative product and/or service solutions) and to explore the market potential to fulfil these needs.

The one-day seminars will start at the end of 2009 and run until end of 2010. If you respond to the PIN you will automatically receive an invitation to the seminar(s).

Do I have to register now to take part in the later tendering?

The PIN is a separate process from the tendering activity, which will take place at a later date. Currently there is no need to register for a tendering process, but responding to the PIN allows the tendering authorities to keep you continuously informed about the related SMART SPP activities. The final tendering process for the innovative solutions is foreseen to take place between the end of 2010 and June 2011.

Useful Information on Public Procurement

- More information on EU legislation regarding green public procurement and public procurement procedures can be found on this website: http://ec.europa.eu/environment/gpp/legal_framework_en.htm
- The European Commission's practical Handbook on Green Public Procurement in the EU called "Buying Green!" is available in all the EU languages from this website link: http://ec.europa.eu/environment/gpp/guideline_en.htm

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- A training toolkit on green public procurement as well as green criteria for several product groups in all EU languages are available on this website link: http://ec.europa.eu/environment/gpp/toolkit_en.htm