Regulation of the Prime Minister of 12 December 2013 on the scope of information included in annual report on conducted contract award procedures, its standard form and a manner of its submission (Journal of Laws item 1530)

Pursuant to Article 98 paragraph 4 of the Act of 29 January 2004 - Public Procurement Law (Journal of Laws of 2013 item 907 as amended), it is decreed as follows:

§ 1. Annual report on the conducted contract award procedures, submitted by the contracting authority, hereinafter referred to as the “report” shall contain:

1) name of the contracting authority, address, REGON number (number in the record of economic activity), NIP number (taxpayer identification number) as well as full name, telephone number and e-mail address of the authorized contact person;

2) indication of the type of the contracting authority and in case of contracts, referred to in art. 132 para. 1 of the Act of 29 January 2004 – Public Procurement Law, hereinafter referred to as “the Act”, indication of the main field or fields of economic activity;

3) in case of contracts of the value exceeding the PLN equivalent of the value, referred to in art. 4 point 8 of the Act, and below the amounts specified in provisions issued under art. 11 para. 8 of the Act:

a) other than contracts, referred to in art. 131a para. 1 and art. 132 para. 1 of the Act, hereinafter referred to as “classic contracts” – number of contract award procedures where the contract was awarded or framework agreement was concluded and the value of concluded contracts without a tax on goods and services divided into types of contract award procedures or framework agreements and types of contract,

b) referred to in art. 132 para. 1 of the Act, hereinafter referred to as “utilities contracts” – value of concluded contracts without a tax on goods and services divided into fields of economic activity and types of contract,

c) contracts, referred to in art. 131a para. 1 and art. 132 para. 1 of the Act, hereinafter referred to as “defense and security contracts”, where works are their subject matter – number of contract award procedures where the contract was awarded or framework agreement was concluded and the value of concluded contracts without a tax on goods and services divided into types of contract award procedures or framework agreements and types of contract;

4) in case of contracts of the value equal to or exceeding the amounts specified in provisions issued under art. 11 para. 8 of the Act, a list of contract award procedures where the contract was awarded indicating:

a) a number of the contract award notice in the Official Journal of the European Union,

b) a type of contract,


d) a category of services:

- in case of classic and utilities contracts – specified in provisions issued under art. 2a of the Act,

- in case of defense and security contracts – specified in provisions issued under art. 2b of the Act,

e) a type of contract award procedure or conclusion of a framework agreement,
f) justification of an application of a type of contract award procedure:
- negotiated procedure with publication – except for utilities contracts and defense and security contracts,
- negotiated procedure without publication,
- or single–source procurement,
g) country of origin of selected economic operator or economic operators,
h) value of awarded contracts without value added tax
- with reference and divided to classic contracts, utilities contracts and defense and security contracts;

5) a manner of performing the contract, where the value is equal to or exceeds PLN equivalent of 20 000 000 EUR for works or 10 000 000 EUR for supplies or services;

6) a number and total value of awarded contracts without a tax on goods and services, awarded with exclusion of procedures laid down in the Act on the basis of art. 4 points 1-3, 6, 7, and 10-13, and art. 136-138 of the Act;

7) a total value of awarded contracts without a tax on goods, awarded with exclusion of procedures laid down in the Act on the basis of art. 4 point 8.

§ 2. The report is submitted to the President of the Public Procurement Office electronically by means of the standard form placed on the website of the Public Procurement Office.

§ 3. The standard form of the annual report shall constitute an annex to the regulation.

§ 4. Information on use of subcontractors, specified in annex to the regulation, in table VI, column 8 are included in the report, as of annual report on awarded contracts for 2014.

§ 5. The Regulation of the Prime Minister of 25 August 2006 on the scope of information included in annual report on conducted contract award procedures, its standard form and a manner of its submission (Journal of Laws No. 155, item 1110 and of 2007, No. 175, item 1226) shall be repealed.

§ 6. The regulation shall enter into force after 14 days following the date of its publication.

PRIME MINISTER