



Handout - Survey

Evaluation of the economic impacts of the EU public procurement directives

**On behalf of the European Commission
(DG Internal Markets)**

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Introduction

- 1 This introductory handout describes the information you might need to look up in your files before responding to the questionnaire.
- 2 The questionnaire includes more questions than the handout will cover. We expect that all other questions can be answered without further research, and that the total time needed to complete the questionnaire will not exceed 30 minutes.

General Information

- 3 We will ask you for the total number of contracts your authority expects to have awarded in 2005 classified by size of contract value (excluding VAT), within each of the following bands:
 - (a) Number of contracts between €0 and €49,999 (£0 and £33,333)
 - (b) Number of contracts between €50,000 and €149,999 (£33,334 and £99,999)
 - (c) Number of contracts between €150,000 and €249,999 (£100,000 and £166,666)
 - (d) Number of contracts between €250,000 and €749,999 (£166,667 and £499,999)
 - (e) Number of contracts between €0.75 million and €2.5 million (£0.5 million and £1.66 million)
 - (f) Number of contracts between €2.5 million and €6 million (£1.67 million and £4 million)
 - (g) Number of contracts over €6 million (£4 million)

The Price Comparison Section

- 4 We want to compare the prices that awarding authorities all over the EU-15 pay for certain standardised categories of works, supplies and services. We would ask you to look through the following list of works, supplies and services and check whether you bought any of these in 2005. For these works, supplies and services we will ask for information on
 - (a) the price (excluding VAT) you have typically paid for this good or service per unit (the units are provided in the list); and
 - (b) the typical size of the lot in which you bought it (in number of units).
- 5 The typical price and size could be an average (if you have bought several lots) or just one contract, which you regard as representative.



Table 1: Goods and Services

Goods or services	Unit	CPV Code
Stationary and office Equipment		
Envelopes	Per 100 Envelopes (120 g/m ² for Din A4 paper - two times folded)	21232300-1
Photocopier and Printing paper	Per 1,000 Sheets Din A4 (80 g/m ²)	21125691-5
Printing paper of good quality	Per 1,000 Sheets Din A4 (100 g/m ²)	21125400-9
Toner Cartridges for printers	Per Cartridge (black and white – Laser printer)	30217310
Personal computers	Per computer for normal, mainly secretarial office use (Desktop with 38cm (15 inch) monitor)	30213000-5
CD-ROM discs	Per 10 CD-Rom give MB range 600-800 MB	30217340-8
Floppy disc	Per disc 1.44MB formatted	30217320-2
Normal light bulbs	Per bulb (60W)	31531000-7
Batteries	Per battery (non rechargeable - AA type)	31420000-6
Construction and Road Equipment		
Social tenant houses / flat	Per m ² floor space	45215210-2
Construction work for buildings relating to health	Per m ² floor space	45215100-8
Construction work for school Buildings	Per m ² floor space	45214200-2
Construction work for Highways	Per km (without bridges or tunnels)	45233130-9
Main road construction works	Per km (four lanes in total without bridges or tunnels)	45233121-3
Secondary road construction works	Per km (two lanes in total without bridges or tunnels)	45233123-7
Line painting for roads	Per m of road	45233221-4
Traffic Lights	Per Traffic Light (Red/Yellow/Green) with post	31623100-0
Road lights	Per Light with post	31527100-7
Fixed road-signs	Per sign with post	28527420-2
Portable road-signs	Per sign with post	28527420-2
Crash Barriers	Per m	28821000-3
Energy		
Heating oil	Per litre	23122100-9
Diesel fuel for cars	Per litre (EN590 not bio diesel)	23121200-3
Regular unleaded Petrol	Per litre (95 Octane)	23111200-0
Electricity	Per kW hours	40100000-3
Medical equipment and services		
Surgical gloves	Per 100 latex single use gloves	33141420-0
Medical syringes	Per 100 syringes (50ml disposable)	33141310-6
Medical needles	Per 100 disposable needles	33141320-9
Pacemakers	Per Pacemaker	33182210-4
Bandages	Per m (cotton crepe 7.5 cm)	33141113-5
Hospital beds	Per standard bed	33192120-9
Surgical gowns	Per gown disposable w/2 towels, sterile	
Dialysis filters	Per filter adult haemodialysis filter, hi flux	33181200-4
Insulin	Per 100 ml	24415100-7



Table 2: Goods and Services – Continuation

Goods or services	Unit	CPV Code
Machinery		
Insulated Wire	Per metre	31300000-9
Public-service buses	Per bus (single decker, non-articulated, 45-60 seats)	34121100-2
Refuse-collection vehicles	Per vehicle (for domestic collection)	34144511-3
Firefighting vehicle ladders	Per metal ladder app. 10m	28527210-7
Iron railway rails	Per m (over 20kg per m)	27152100-6
Steel railway rails	Per m (over 20kg per m)	27152200-7
Driving Services		
School bus services.	Per child per year	60113100-4
Hire of buses and coaches with driver	Per seat and per hour	60117200-3
Hire of passenger cars with driver	Per hour (compact class car – e.g. Golf, Megane, Focus, Astra)	60117100-2
Transport of handicapped persons	Per km and per person	60113400-7
School equipment		
School chairs	Per chair	36151000-4
School tables	Per table (two pupil tables)	36151000-4
General Services		
Building-cleaning services	Per m ² floor space and service	74731000-2
Window-cleaning services	Per m ² window surface and service	74722000-6
Refuse Collection (domestic)	Per 100 households per month	90121100-2
Horticultural services	Per man hour	77300000-3
Guard Services	Per man hour	74613000-9

CPV Categories

- 6 We will also ask you for the three CPV categories (CPV = Common Procurement Vocabulary – format XXXXXXXX-Y) in which your expenditure was greatest in order to get an impression of your procurement focus. (CPV codes may be found under http://simap.eu.int/nomen_cod_cpv_current/current_cpv_code_2003_en.html)

The Compliance Cost Section of the Questionnaire

- 7 This section seeks to evaluate the procedural costs caused by different public purchasing procedures. We would like you to estimate the number of working days your staff have to spend tendering a representative contract.
- 8 Please answer these questions with reference to a public sector contract of typical size and complexity for your organisation. We will first ask you about the size of the contract and the type of the contract (works, services or supplies) you have in mind when answering the questions.
- 9 We define the tendering process as all work involved from the research necessary to find potential contractors up to the signing of the contract.



- 10 You will be asked to estimate the time needed from all departments of your organisation for the tendering process, dividing staff into three groups (Senior Staff, Junior Professional Staff, Administrative Support Staff) and estimating the typical gross wage of each group (in €20,000 (£13,333) bands). The groups are defined as:
 - (a) **Senior Staff** are staff acting as line manager for junior staff and administrative support staff.
 - (b) **Junior Professional Staff** are staff likely to have their own defined field of responsibility but to be working under greater supervision.
 - (c) **Administrative Support Staff** are staff giving administrative or clerical support.
- 11 As we are interested in the difference between contracts that are published in the OJEU and contracts that are not, we ask you for the number of days your staff needs under each procedure. If you do not publish in the OJEU please answer the question only for the non-OJEU contracts.
- 12 We are aware that due to the thresholds OJEU contracts are on average bigger than non OJEU contracts. It is therefore important that you are comparing contracts of similar size and complexity. (One way of avoiding the size distortion would be to base the estimate on two contracts (one published and one not) that are both around the threshold so that size does not interfere with the results.)
- 13 We would like to emphasize that we are interested in your informed estimates if there are no formal records available that can be used to respond to these questions.
- 14 If you have any questions regarding the survey please contact Lucas Porsch at Europe Economics (lucas.porsch@europe-economics.com).