




**Reduction of administrative burden**

Bidders may prove their suitability, financial status and abilities with **self-declarations** instead of providing full documentary evidence as previously required. The **European Single Procurement Document**, a standard self-declaration form will facilitate this.

**Only the winning bidder** will have to provide **full documentary evidence**. This can be done either by the winning bidder or the contracting authority can get the information directly from national databases if the winning bidder indicates the relevant databases in his European Single Procurement Document.

**Overview of burden reduction measures:**

	<b>Old rules</b>	<b>New rules</b>
<u>At the start</u> of a procurement procedure	<p><u>All bidders</u>: full documentary evidence</p> <p>Overall burden: high</p> 	<p><u>All bidders</u>: European Single Procurement document (standard self-declaration form)</p> <p>Overall burden: low</p> 
<u>At the end</u> of a procurement procedure	---	<p><u>Winning bidder</u>: full documentary evidence or link to national databases</p> <p>Overall burden: low </p>

**Enhanced access to public procurement for SMEs**

- **Financial situation of bidders**

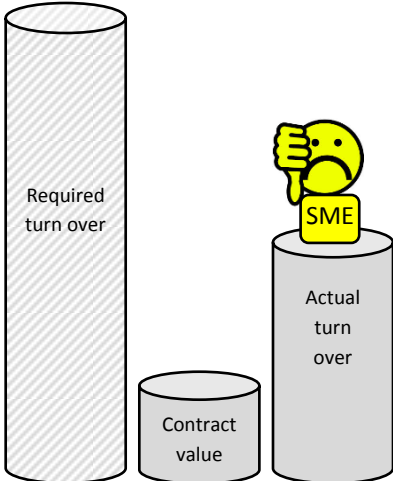
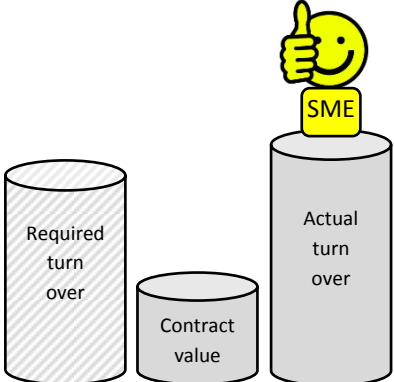
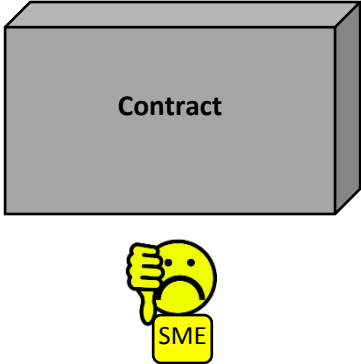
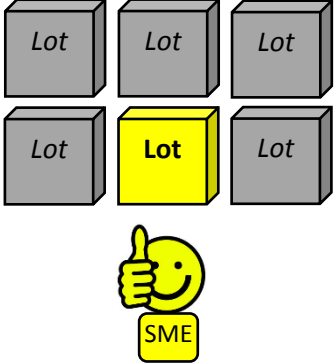
Contracting authorities should accept all bidders with an adequate financial status for the contract. In the past, smaller bidders were often excluded because the contracting authorities asked for high annual turnover figures even for contracts of a low monetary value. In the future, the **required annual turnover** should normally **not be higher than twice the contract value**.

- **Awarding contracts in small portions (lots)**

Large contracts can often be divided into smaller portions which allow the participation of smaller undertakings. Contracting authorities are therefore **encouraged to divide larger**

**contracts into lots.** However, they may still not split contracts into lots, but then they will have to explain why.

**Overview of SME access enhancing measures:**

	<b>Old rules</b>	<b>New rules</b>
<b>Financial situation of bidders</b>	<p>No strict limits for turnover requirements</p> 	<p>Annual turnover of bidders must not be higher than twice the contract value.</p>  <p>Deviation from this rule requires explanations</p>
<b>Awarding contracts in small portions (lots)</b>	<p>Free choice for contracting authorities whether to split contracts into lots or not</p> 	<p>Splitting into lots becomes the rule</p>  <p>Deviation from this rule requires an explanation</p>