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**Single Tender Report Format**

 Connect for Global Change

<Letterhead of you as a contracting grantee>

<Please copy the text underneath on your own letterhead and follow the instructions. Delete the instructions afterwards instructions are between <>>

**NEGOTIATION REPORT FOR SINGLE TENDER PROCEDURES (CONTRACTS ABOVE EUR 2500 & NOT EXCEEDING EUR 20 000)**

**REFERENCE NUMBER: NDICI CSO/2023/ 448-375**

“Connect for Global Change”

<ID & Name of your Action>

Maximum budget of the contract: <…>

**Contents:**

1. Selection of participants
2. Description of the negotiation process
3. Negotiation result
4. Signatures
5. Approval by authorising officer
6. Annex:

Correspondence concerning the negotiation [letters, e-mail, faxes, proof documents etc.]

**1 Selection of participants**

<Please indicate the basis for the selection of the participant. In particular:

* Criteria, rationale and means used for selecting potential participants and information regarding its verification
* Number of potential participants contacted
* Participant compliance of applicable eligibility criteria (e.g. rules of nationality, EU restrictive measures)
* Verification of compliance with the selection criteria
* Verification that the participants are not in a situation for rejection under Section 2.6.10.1.1 of [INTPA PRAG](https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.6.10.1.1.Exclusioncriteriafromparticipationinprocurementandgrantprocedures) (to be done before launching the negotiation)

Note: if more than one participant is invited, explain the number of participants actually selected and consequently invited to negotiations.>

**2 Description of the negotiation process**

<Description how the negotiation (including financial details) was conducted and possible problems related to such negotiations.

Where more than one participant has been invited and then discarded in the negotiations phase, please explain the reason for their rejection, e.g. non-compliance with the minimum requirements or with the minimum quality levels specified in the procurement documents, or abnormally low tender.>

**3 Negotiation result**

<Describe precisely the outcome of the negotiation. Justify in particular the choice of the successful participant to whom the contract may be awarded including the verification that it does not fall into any of the exclusion situations and that it fulfils the selection criteria.>

The signatories ensured that, neither the recommended tenderer nor any member of its consortium, are listed in the early detection and exclusion system as being in an exclusion situation.

**4 Signatures of persons involved in the negotiation process**

Name Signature

**5 Approval by legal representative(s) of the Grantee**

Name Signature

**6 Annexes**

<Please include all relevant annexes to the tender. This should at least be an offer made by the contractor. Your written agreement to this offer, and any further documents that prove that you as a grantee have made sure that you get money for value and that the money has been fairly contracted.>

Afbeelding met tekst, schermopname, Lettertype, ontwerp

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