**Specimen for contract award documentation Annex 3**

(for supplies and services over EUR 1,000)

Recipient/project executing organisation of the financial contribution

|  |
| --- |
|  |

**1. Project-related details:**

Financing agreement number

|  |
| --- |
|  |

Project number/project title

|  |
| --- |
|  |

Subject of procurement/contract

|  |
| --- |
|  |

**2. Information on tenders:** Submission of tender

1. The following firms were requested to submit tenders in writing:

yes no

|  |  |  |
| --- | --- | --- |
|  |  |  |

yes no

|  |  |  |
| --- | --- | --- |
|  |  |  |

yes no

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 2. A written tender was obtained only from the following firm: |  | . |

|  |  |
| --- | --- |
| Reasons: |  |

**3. Decision on contract award:**

1. Reasons for contract award (in the case of 2.1):

|  |  |
| --- | --- |
| The contract was awarded to |  |

|  |  |
| --- | --- |
| Reasons |  |

2. A restricted tender/public invitation to tender was conducted.

|  |  |
| --- | --- |
| The contract was awarded to |  |

The relevant documentation is kept with the project documents.

|  |  |
| --- | --- |
| **4. Expected contract value** |  |

**5.** Place/date Signature of recipient/project executing organisation

|  |  |  |
| --- | --- | --- |
|  |  |  |