# Annex 4b: Procurement documentation template

(This template must be completed for all procurements of supplies and services with a contract value of more than EUR 1,000.00)

**Communication data (see cover of the Agreement):**

Recipient

Agreement Number with GIZ

Project processing number

1. **Object of award procedure:**

Subject-matter of the procurement/contract and country where the award is taking place

Estimated contract value in EUR

EUR

1. **Procedure**

A tender was carried out and technical and financial offers were obtained:

1. direct invitation to tender to at least three candidates
(only if the estimated contract value is up to a maximum of EUR 20,000.00):

[ ]  yes [ ]  no

1. public invitation to tender:

[ ]  yes [ ]  no

1. limited invitation to tender with a prior competitive tender for participation:

[ ]  yes [ ]  no

      (at least 3) participants were invited to submit a technical offer and a financial offer.       Participants have submitted an offer.

1. limited invitation to tender without a competitive tender for participation
(only for contracts values between EUR 20,000.00 and EUR 200,000.00):

[ ]  yes [ ]  no

      (at least 3) participants were invited to submit a technical offer and a financial offer.       Participants have submitted an offer.

1. **Participants:**

The following participants were invited to submit, in writing, technical and financial offer:

|  |  |  |
| --- | --- | --- |
| **Names of candidates** | **Submission of tender** | **Financial offer** |
|       | [ ]  Yes | [ ]  No | EUR       |
|       | [ ]  Yes | [ ]  No | EUR       |
|       | [ ]  Yes | [ ]  No | EUR       |
|       | [ ]  Yes | [ ]  No | EUR       |
|       | [ ]  Yes | [ ]  No | EUR       |
| … |  |  |  |

1. **Contract award decision:**
2. A procurement procedure was carried out [ ]  yes [ ]  no

Please justify:

The contract will be awarded to:

The contract value is: EUR

1. The contract was awarded directly for the following reasons: [ ]  yes [ ]  no

Please justify:

The contract will be awarded to:

The contract value is: EUR

1. The contract was awarded in the scope of an individual contract under a framework agreement: [ ]  yes [ ] no

Have procedures meeting the minimum standards described in Appendix 4a been applied for the conclusion of the framework agreement: [ ]  yes [ ]  no

The contract will be awarded to:

The contract value is: EUR

1. No contract award was performed. [ ]  yes [ ] no

Please justify:

* It was ensured that the offer adequately takes into account the relevant sustainability standards.
* The corresponding documentation is located with the project-related documents and is kept for 10 years.

|  |  |  |
| --- | --- | --- |
| Place/ date      ,       |  | Signature of recipient      |