**Specimen for contract award documentation Annex 3**

(for supplies and services over EUR 1,000)

Recipient/project executing organisation of the financial contribution

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**1. Project-related details:**

Financing agreement number

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| --- |
|       |

Project number/project title

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| --- |
|       |

Subject of procurement/contract

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| --- |
|       |

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

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

yes no

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

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):

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

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

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

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| The contract was awarded to |       |

The relevant documentation is kept with the project documents.

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

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

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| --- | --- | --- |
|       |  |  |