Specimen Documentation of Contract Awards **Annex 4b**  
(for supplies and services from Euro 1001,--)

#### Recipent of the Grant Agreement

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|  |

**1. Project related details:**

Grant Agreement Number

|  |
| --- |
|  |

Project-title / country

|  |
| --- |
|  |

Description of the supply / service

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **2. Estimated contract amount** |  |

**3. Award Procedure**

Public Invitation to Tender

Public Tender subsequent to a public prequalification round

Restricted Invitation toTender

Restricted Tender subsequent to a public prequalification round

Request for at least three offers for comparison purposes

Discretionary Award Procedure (only in justified exceptional circumstances)

|  |  |
| --- | --- |
| **Justification for award procedure** |  |

**4. Information on offers:** Offer submitted

a. The following firms were requested to submit offers in writing:

yes no amount of offer

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

yes no

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

yes no

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

*(Please add lines for further offers.)*

|  |  |  |
| --- | --- | --- |
| b. Only the firm |  | was requested to submit a written offer due to the justification indicated in 3. |

**5. Decision on contract award:**

|  |  |
| --- | --- |
| The contract was awarded to |  |
| Contract Amount |  |

|  |  |
| --- | --- |
| Justification |  |

The detailed contract award documentation is in the project documents.

**6. Place / date** **Signature of recipient**

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