

**CONTRACT AWARD PROCEDURE for Supplies and Services\***

<b>Order Value from</b>	<b>Procedure</b>	<b>Documentation of Contract Awards (Annex 4b)</b>
Up to EUR 1,000.00	Contract award without competition (written tenders need not be obtained)	Generally written orders need not be obtained; a memorandum is to be kept on file for telephone offers.
From EUR 1,000.00 to EUR 200,000.00	Obtain at least three offers for comparison Purposes. From EUR 20,000.00 upwards, public or restricted invitation to tender	According to the documentation of contract awards.  The documents are to be kept on file with the project documents.
Over EUR 200,000.00	Public tender or restricted tender subsequent to a public prequalification round.	The documents are to be kept on file by the partner with the project documents. The decision on the contract award is to be recorded on the documentation of contract awards.

*The discretionary award procedure may be used without competitive tendering only in justified exceptional circumstances, i.e. if only one contractor is capable of providing the services specified in the terms of the contract (unique selling point). The Recipient must justify and document the criteria used whenever a contract is awarded directly in writing.*

\*In principle the regulations of the recipient's country are to be observed; the procedures mentioned are minimum standards.