

CONTRACT AWARD PROCEDURE for Supplies and Services*

Order Value from	Procedure	Documentation of Contract Awards (Annex 4b)
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, e.g. 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. In case of purchasing of supplies and services from GIZ funds, the Article "Purchasing of goods and services" and the applicable measures within the Article "Compliance with legal regulations as well as environmental and social standards" of the Grant Agreement shall apply. Procurement of supplies and services needs to meet the highest sustainability standards possible.

Specimen Documentation of Contract Awards

(for supplies and services from Euro 1001,--)

Annex 4b

Recipient of the Grant Agreement

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 to Tender
- 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
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

(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