

< Letterhead of the Contracting Authority >

## NEGOTIATION REPORT FOR SINGLE TENDER PROCEDURES (CONTRACTS NOT EXCEEDING 20 000 EUR)

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REFERENCE NUMBER: <...>

<Contract title>

Maximum budget: <...>

**Contents:** Selection of participants  
Description of the negotiation process  
Negotiation result  
Signatures  
Approval by Authorising Officer

**Annex:** Correspondence concerning the negotiation ¶ letters, e-mail, faxes, proof documents etc. ¶

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### 1 Selection of participants

<Please indicate the basis for the selection of the participant. In particular:

- Criteria, rationale and means used for selecting potential participants and information regarding its verification,
- Number of potential participants contacted,
- Participant compliance of applicable eligibility criteria (e.g. rules of nationality)
- Verification of compliance with the selection criteria
- Verification that the participants are not in a situation for rejection under Section 2.3.3.2. PRAG (to be done before launching the negotiation)
- Note: if more than one participant is invited, explain the number of participants actually selected and consequently invited to negotiations.>

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### 2 Description of the negotiation process

<Description how the negotiation (including financial details) was conducted and possible problems related to such negotiations.

Where more than one participant has been invited and then discarded in the negotiations phase, please explain the reason for their rejection, eg. non-compliance with the minimum requirements or with the minimum quality levels specified in the procurement documents, or abnormally low tender.>

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### 3 Negotiation result

<Describe precisely the outcome of the negotiation. Justify in particular the choice of the successful participant to whom the contract may be awarded including the verification that it does not fall into any of the exclusion situations.>

#### Negotiation report

The signatories ensured that, neither the recommended tenderer nor any member of its consortium, are listed in the early detection and exclusion system as being in an exclusion situation.

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In indirect management this has to be verified with the representative of the European Commission.

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#### 4 Signatures of persons involved in the negotiation process

Name	Signature

#### 5 Approval by Authorising Officer

Name and Signature:

Date:

[Endorsed by the European Commission] only in the case of indirect management with ex-ante control if the Commission makes the payments under the contract.

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Name:

Title:

Signature:

Date: ]