**< Letterhead of the contracting authority >**

NEGOTIATION REPORT for negotiated procedures, (ProcureMent)

REFERENCE NUMBER: <…>  
  
<Contract title>

Maximum budget: <…>

**Contents:** Legal basis for the negotiation

Selection of participants

Timetable of meetings/negotiation rounds

List of representatives from the participants and the contracting authority present at each of the meetings/negotiation rounds  
Description of the negotiation process  
Negotiation result  
Signatures

Approval by authorising officer

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

Legal basis for the negotiation

<Please indicate the legal basis.

Describe the circumstances justifying the use of that procedure in light of the applicable provisions in Annex II of the Financing Agreement between the European Commission and the partner country.

Selection of participants

Please indicate the basis for the selection of the participant(s) chosen to negotiate a contract with the contracting authority. In particular:

* Criteria/rationale and means used for selecting potential participants
* Number of potential participants contacted
* Participant(s)' compliance of applicable eligibility criteria (i.e. EU restrictive measures in [www.sanctionsmap.eu](http://www.sanctionsmap.eu) )
* Verification of compliance with the selection criteria
* Verification that the participants are not in a situation for rejection under point 18 of Annex II of the Financing Agreement between the European Commission and the partner country (to be done before launching the negotiation)
* Number of participants actually selected and consequently invited to negotiations.

Timetable of meetings/negotiation rounds

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **TIME** | **VENUE** |
| **< Meeting 1 >** |  |  |  |
| **<Etc.>** |  |  |  |

List of representatives from the participants and the contracting authority present at each of the meetings/negotiation rounds mentioned above

|  |  |
| --- | --- |
| **Name** | **Representing** |
|  |  |
|  |  |

Description of the negotiation process

<Describe how the negotiation was conducted, including financial details and possible problems related to such negotiations.

In case of participants being discarded from the negotiations (e.g. meetings/negotiating rounds), please explain the reason for their rejection, e.g. non-compliance with the minimum requirements or with the minimum quality levels specified in the procurement documents, or abnormally low tender. >

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 and that it fulfils the selection criteria.>

**The signatories have ensured:**

* that neither the successful tenderer nor the members of his consortium are not in an exclusion situation;
* are not subject to EU restrictive measures;
* the Declaration on honour on exclusion and selection criteria (form G3) has been received by the contracting authority;
* if applicable (contract value above international thresholds), or whenever requested by the contracting authority, documentary evidence for the exclusion and selection criteria has been received and verified.

Signatures

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Chairperson** |  |  |
| **Secretary** |  |  |
| **Evaluators** |  |  |
|  |  |  |
|  |  |  |

Approval by authorising officer

**[**For negotiated procedures where only one tender was received and where no evaluation committee was nominated, the following must be inserted and the award decision template is not to be used:

**Awarded to the recommended tenderer:**

**Name & signature: Date: ]**