SINGLE TENDER PROCEDURE REPORT

*to be filled in case of awarding* ***service, supply or works******contracts NOT exceeding EUR 20 000******and higher than 2.500,00 EUR***

The undersigned **insert family and first name of the signatory**, as **insert administrative function (i.e.: director, President, Project Manager...)** of **insert name of the Final Beneficiary** acting as **choose one: Legal representative/authorized representative**, in the project **insert project acronym** (**insert project code 1°ord/2°ord/str/XXX**) financed by the IPA Adriatic CBC Programme, in my capacities as abovementioned, I declare that the body that I represent which is acting as Final Beneficiary in the above mentioned project *had awarded* a contract to third party in compliance with the provisions of ***Title V of Part One and Title IV of Part Two*** ***of the EU Financial Regulation[[1]](#footnote-1)*** and in ***Articles 260 et seq***. of its Rules of application[[2]](#footnote-2), as required in Article 10 (2) of the General Conditions of the IPA Subsidy Contract, for a value equal to ***insert amount*** EUR[[3]](#footnote-3).

Selection of participants

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

* *Criteria/rationale and means used for selecting potential participants; number of potential participants contacted.*
* *Criteria used for selecting potential participants and information regarding its verification.*
* *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 of exclusion (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).*

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 exclusion)*.

Negotiation result

*Description in detail regarding the results accomplished during the negotiation procedure; in particular:*

* *Justify the choice of the successful participant to whom the contract may be awarded.*
* *Information about the verification that the selected participant does not fall into any of the exclusion criteria.*

Attachment:

*List here the correspondence concerning the negotiation <letters, e-mail, faxes, proofs of documents, etc.>*

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*Place and date Signature*

*Official stamp (if available)*

1. Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002. [↑](#footnote-ref-1)
2. Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union. [↑](#footnote-ref-2)
3. In case of the tender was awarded in a currency different than EUR, the amount must be converted into Euro, using the exchange rate rule set under article 16 (6) of the General Conditions of the IPA Subsidy Contract. [↑](#footnote-ref-3)