**REPORT ON SELECTION OF CONTRACTOR (e.g. external consultant)**

The report is to be complied with to assure that you as a grantee follow what is called “single tender procedures” which you must apply when contract is more than 2.500 euro and does not exceed 20.000 euro (*as stated in art. 8 in your grant contract with frame, voice, report!)*

*Yellow parts shall be filled in and the guiding parts under each chapter can be deleted.*

**REFERENCE NUMBER: [insert action ID NO]

[Contract title]**

**Maximum budget: <…>**

**Contents:** Selection of participants

Description of the selection process

Selection result

Signatures

Approval by Authorising Officer

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

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[[1]](#footnote-1))
* Verification of compliance with the selection criteria (as defined by the FRAME, VOICE, REPORT! grantee)
* Verification that the participants are not in a situation for rejection under Section 2.3.3.2. in [Procurement and Grant for European Union external actions (15 January 2016 version) - A Practical Guide](http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.3.3.2) (hereafter “PRAG”) PRAG (to be done before launching the selection process)
* Note: if more than one participant is invited, explain the number of participants actually invited to participate in the selection process.
1. **Description of the selection process**

Description how the selection (including financial details) was conducted and possible problems related to the selection.

Where more than one participant has been invited to participate in the selection process and then discarded in the selection phase, please explain the reason for their rejection.

1. **Selection result**

Describe precisely the outcome of the selection. 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.

**The signatories ensured that, neither the recommended tenderer (e.g. persons or organisations), are listed in the early detection and exclusion system as being in an exclusion situation (**PRAGSection 2.3.3.2)**.**

1. **Signatures of persons involved in the selection process**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Approval by the grantee’s legal representative**

**Name and Signature: Date:**

|  |
| --- |
|  |
| Name: |  |  |  |
| Title: |  |  |  |
| Signature: |  |  |  |
| Date: ] |  |  |  |

1. For contracts which are initiated to gain from exterior knowledge or where the contractor is called on to play an advisory role, to manage or supervise in some way the action, or to provide the expertise specified in the application for the action then the rules of nationality does not apply. For contract which cover the purchase, leasing, rental or hire purchase (with or without option to buy) of products the contractor must haverecsdence and have domicile in an EU country. [↑](#footnote-ref-1)