Documentation of Contract Award

(for supplies and services from 1,001.00 EUR)

**1. Project Details**

|  |  |
| --- | --- |
| Cost Centre | KCCR |
| Description of the supply services | Procurement of paper Towels |

**2. Estimated contract amount if budget for: \_\_EUR 1,500.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 |
| x | Discretionary Award Procedure (only in justified exceptional circumstances) |

Justification for award procedure: According to the documentation of contract awards it fall under the threshold from 1,000.00 to 20,000.00. Therefore, discretionary award procedure was used

**4. Information on offers**:

The following firms were requested Offer submitted amount offer

to submit offers in writing yes no

|  |  |  |  |
| --- | --- | --- | --- |
| PRAK PROFESSIONAL SOULUTIONS | x |  | GHC 17,858.35 |

Only the firm stated above was requested to submit a written offer due to justification indicated in 3

5. Decision on contract award:

|  |  |
| --- | --- |
| The Contract was awarded to  PRAK PROFESSIONAL SOULUTIONS | Contract Amount  GHC 17,858.35 |
| Justification: the contract was awarded to PRAK PROFESSIONAL SOULUTIONS Because only this firm or supplier has the item available in stock and will provide shortest delivery time with standardized time needed.  The detailed contract award documentation is kept by Logistic´s / and or HoA Filing | |

6. Place/ date Signature Logistics Signature KCCR Mgt.

Kumasi,

25/04/2023