

Proc\_6

**KUMASI CENTRE FOR COLLABORATIVE RESEARCH IN TROPICAL MEDICINE**

**Documentation of Contract Award**

(for supplies and services from 1,001.00 EUR)

**1. Project Details**

Cost Centre	
Description of the supply services	

**2. Estimated contract amount if budget for : EUR 8,000.00**

**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
	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, three (3) offers are required \_\_\_\_\_

**4. Information on offers:**

The following firms were requested to submit offers in writing

Offer submitted  
yes      no

amount offer


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

**5. Decision on contract award:**

The Contract was awarded to	Contract Amount
Justification: the contract was awarded to..... because they offered the best price. The detailed contract award documentation is kept by Logistic's / and or HoA Filing	

6. Place/ date  
Kumasi,

Signature Logistics

Signature KCCR Mgt.