**Pre-Award Negotiations Strategy**

*Substantive Pre-Award Negotiations*

|  |  |
| --- | --- |
| Title of the Procurement process |  |
| Name of the recommended Offeror |  |
| Subjects of negotiations  *(list the areas to be negotiated)* |  |
| Objectives of the negotiations  *(what does the negotiation seek to achieve)* |  |
| Justification for initiating the negotiation:   * Why must negotiations be done for this procurement process? * Identify aspects of the proposed negotiations that was not foreseeable at earlier stages of the solicitation process; * Address why a new competitive process would not add value or make sense in the actual situation; * How the intended negotiation would not affect the outcome of the competitive process already conducted in terms of the selected offer representing best value for money. |  |
| Expected results and options of the negotiation |  |
| Risk mitigation mechanism |  |
| Strategy to adopt if the negotiations fails |  |
| Participants to the negotiation, indicating their roles during the negotiation. |  |
|  |  |

Prepared and Submitted by:

Signature

Name

Designation

Date Signed