**Pre-Award Negotiations Strategy**

 *Substantive Pre-Award Negotiations*

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| 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.
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| 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