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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract title:** | | |  | | | | | | | **Publication reference:** | | |  | | | |
| Tender envelope number | Tenderer name | | Tender submission form duly completed?  (Yes/No) | Tenderer’s declaration (signed by each consortium member, if appropriate)?  (Yes/No) | Language as required? | Organisation & methodology exists? | Key experts (list + CV)? (For contracts requiring key experts) | Key experts are present in only one tender as key experts? (For contracts requiring key experts) | | All key experts have signed statements of exclusivity & ..availability? (For contracts requiring key experts) | Sub-contracting statement acceptable?  (Yes/No/ Not Applicable) | | Nationality of sub-contractors eligible?  (Yes/No) | Documentary evidence for the references[[1]](#footnote-1) | Overall decision? (Accept / Reject) |
| 1 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 2 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 3 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 4 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 5 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 6 |  | |  |  |  |  |  |  | |  |  | |  |  |  |
| 7 |  | |  |  |  |  |  |  | |  |  | |  |  |  |

**ADMINISTRATIVE COMPLIANCE GRID**

|  |  |
| --- | --- |
| **Chairperson’s name** |  |
| **Chairperson’s signature** |  |
| **Date** |  |

**EVALUATION GRID**

|  |  |
| --- | --- |
| 1. **Price** | **20** |
| 1. **Organization and methodology, composed of:** | **80** |
| 2.1 Rationale | 10 |
| 2.2 Strategy | 50 |
| 2.3 Back-up function | 10 |
| 2.4 Timetable of activities | 10 |

|  |  |
| --- | --- |
| **Strength** |  |
| **Weaknesses** |  |

NB: Only tenders with average scores of at least 75 points qualify for the financial evaluation

1. Evidence provided shall be compliant with the description given in the standard application form as concerns the selection criteria for technical capacity as specified in the Contract Notice [↑](#footnote-ref-1)