

# ***F EVALUATION REPORT***

*Publication reference: < Publication reference >*

*Contract title: < Contract title >*

*Annexes:*

*A) Tender opening report and its annexes*

*B) Administrative compliance grid*

*C) Technical evaluation grid*

## ***1. Timetable***

	<b><i>DATE</i></b>	<b><i>TIME</i></b>	<b><i>VENUE</i></b>
<b><i>Preparatory session</i></b>			
<b><i>Deadline for the submission of tenders</i></b>			
<b><i>Tender opening session</i></b>			
<b><i>&lt; Meeting 1 &gt;</i></b>			
<b><i>&lt; Meeting 2 &gt;</i></b>			
<b><i>Etc.</i></b>			

2. *Observers*

<i>Name</i>	<i>Representing</i>

3. *Evaluation*

*Preparatory session*

*The Chairperson informed the Evaluation Committee of the scope of the proposed contract, identified the organisations responsible for preparing the tender dossier, and summarised the essential features of the tender procedure to date, including the evaluation grid published as part of the tender dossier.*

*Tender opening session*

*The Tender opening report is attached to this report. The Evaluation Committee only considered those tenders, which were found to be suitable for further evaluation following the tender opening session.*

*Administrative compliance*

*The Evaluation Committee used the administrative compliance grid included in the tender dossier to assess the compliance of each of the tenders with the administrative requirements of the tender dossier.*

*[If clarifications were requested for the submissions from any Tenderers :*

*With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following Tenderers whose tenders required clarification, offering them the possibility to respond by <within a reasonable time limit fixed by the evaluation committee> (all correspondence is attached in the Annex indicated):*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Summary of exchange of correspondence</i>

J

*The completed Administrative compliance grid is attached. On the basis of this, the Evaluation Committee decided that the following tenders were administratively non-compliant and should not be considered further:*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Reason</i>

***Technical compliance***

*The Evaluation Committee used the Technical evaluation grid included in the tender dossier to assess the compliance of each of the tenders with the technical requirements of the tender dossier. The completed Technical evaluation grids are attached.*

*[If clarifications were requested from any Tenderers :*

*With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following Tenderers whose tenders required clarification, offering them the possibility to respond by <within a reasonable time limit fixed by the evaluation committee> (all correspondence is attached in the Annex indicated):*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Summary of exchange of correspondence</i>

*J*

*After discussing the individual conclusions of the Evaluators, the Evaluation Committee concluded that the following tenders were technically non-compliant and should not be considered further:*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Reason</i>

***Financial evaluation***

*The Evaluation Committee checked the technically compliant tenders for arithmetic errors.*

*[If any arithmetic errors were found:*

*As stated in the instructions to Tenderers, arithmetic errors were corrected on the following basis:*

*Where there was a discrepancy between amounts in figures and in words, the amount in words prevailed*

*Except for lump-sum contracts, where there was a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted prevailed, except where the Evaluation Committee agreed that there was an obvious error in the unit price, in which case the total amount as quoted prevailed*

*The following arithmetic corrections were made:*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Stated financial offer (EUR)</i>	<i>Arithmetically corrected financial offer (EUR)</i>

*J*

*The arithmetically corrected financial offers were compared to identify the technically compliant tender with the lowest price.*

*[If a tender appears to have an abnormally low price in relation to the market for the supplies in question:*

*The tender submitted by <Tenderer name> appeared to have an abnormally low price in relation to the market for the supplies in question. Consequently, the Chairperson of the Evaluation Committee wrote to <Tenderer name> to obtain a detailed explanation for the low price proposed.*

*On the basis of the response of the Tenderer, the Evaluation Committee decided to*

*EITHER accept the tender because [the Tenderer used an economic production method/the nature of the technical solution used/the financial offer reflected exceptionally favourable conditions available to the Tenderer].*

*OR reject the tender as the abnormally low price could not be justified on objective grounds.*

*The ranking of the tenders which were not excluded during the evaluation was as follows, in order of the arithmetically corrected financial offers:*

<i>Tender envelope No</i>	<i>Tenderer name</i>	<i>Financial offer [after arithmetical correction] (EUR)</i>	<i>Ranking</i>

#### 4. Signatures

	<i>Name</i>	<i>Signature</i>
<i>Chairperson</i>		
<i>Secretary</i>		
<i>Evaluators</i>		

# **ANNEX A TENDER OPENING REPORT**

*Publication reference: < Publication reference >*

*Contract title: < Contract title >*

*Annexes: List of Tenderers' representatives*

*Summary of tenders received*

## **1. Timetable**

	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
<b>Publication of procurement notice</b>			
<b>Deadline for submission of tenders</b>			
<b>Tender opening session</b>			

2. *Observers*

<i>Name</i>	<i>Representing</i>

3. *Minutes*

*The tender opening session was based on the register of tenders received, which was prepared using the information on the envelopes. Each tender envelope had been given a sequential number by the Contracting Authority upon receipt.*

*The Chairperson and Secretary completed the attached Summary of tenders received during the tender opening session. Only tenders contained in envelopes received by the deadline for submission of tenders were opened.*

*[If any Tenderers withdrew their tenders:*

*The following Tenderers withdrew their tenders:*

<i>Tender envelope number</i>	<i>Tenderer name</i>	<i>Reason (if known)</i>

*]*

*The tender envelope number was marked on all copies of the tenders. The Chairperson and the Secretary write their initials in the front page of each original.*

**4. Conclusion**

*The following tenders were considered to be suitable for further evaluation:*

<i>Tender envelope number</i>	<i>Tenderer name</i>

**5. Signatures**

	<i>Name</i>	<i>Signature</i>
<i>Chairpersons</i>		
<i>Secretary</i>		
<i>Evaluators</i>		



**SUMMARY OF TENDERS**

*Publication reference: < Publication reference >*

*Contract title: < Contract title >*

<i>Tender envelope number</i>	<i>(Lead)<sup>1</sup> Tenderer name</i>	<i>When received<sup>2</sup></i>	<i>Number of packages inside</i>	<i>Within deadline? (Yes/No)</i>	<i>Tender package(s) duly sealed? (Yes/No)</i>	<i>Other consortium members<sup>1</sup></i>	<i>Overall decision (Accept / Reject)</i>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							

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<sup>1</sup> For tenders submitted by a consortium

<sup>2</sup> Time to be recorded only for tenders received on the last date for submissions

## **ANNEX B ADMINISTRATIVE COMPLIANCE GRID**

<b>Contract title :</b>		<b>Publication reference :</b>	
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Tender envelope number	Name of Tenderer	Is Tenderer (consortium) nationality <sup>1</sup> eligible?  (Y/N)	Is the documentation complete?  (Y/N)	Is language as required?  (Y/N)	Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable)	Economic & financial capacity? (OK/a/b/...)	Professional capacity? (OK/a/b/...)	Other administrative requirements of the tender dossier?  (Yes/No/Not applicable)	Overall decision?  (Accept / Reject)
<b>1</b>									
<b>2</b>									
<b>3</b>									
<b>4</b>									

<sup>1</sup> If the tender has been submitted by a consortium, the nationalities of **all** the consortium members must be eligible

<i>Tender envelope number</i>	<i>Name of Tenderer</i>	<i>Is Tenderer (consortium) nationality<sup>1</sup> eligible?</i>  <i>(Y/N)</i>	<i>Is the documentation complete?</i>  <i>(Y/N)</i>	<i>Is language as required?</i>  <i>(Y/N)</i>	<i>Is tenderer's declaration signed (by all consortium members if a consortium)?</i> <i>(Yes/No/ Not Applicable)</i>	<i>Economic &amp; financial capacity?</i> <i>(OK/a/b/...)</i>	<i>Professional capacity?</i> <i>(OK/a/b/...)</i>	<i>Other administrative requirements of the tender dossier?</i>  <i>(Yes/No/Not applicable)</i>	<i>Overall decision?</i>  <i>(Accept / Reject)</i>
5									
6									

<i>Chairperson's name</i>	
<i>Chairperson's signature</i>	
<i>Date</i>	

## ANNEX C TECHNICAL EVALUATION GRID

<i>Contract title :</i>		<i>Publication reference :</i>						
<i>Tender envelope number</i>	<i>Name of Tenderer</i>	<i>Rules of origin respected?</i>  <i>(Yes/No)</i>	<i>Technical capacity?</i> <i>(OK/a/b/...)</i>	<i>Compliance with Technical specifications?</i> <i>(OK/a/b/...)</i>	<i>Ancillary services as required?</i> <i>(OK/a/b/...)</i>	<i>Subcontracting statement in accordance with provisions of the Special and General Conditions?</i>  <i>(Yes/No)</i>	<i>Other technical requirements in tender dossier?</i>  <i>(Yes/No/Not applicable)</i>	<i>Technically compliant?</i> <i>(Yes/No)</i>
<i>1</i>								
<i>2</i>								
<i>3</i>								
<i>4</i>								
<i>5</i>								
<i>6</i>								

<i>Evaluator's name &amp; signature</i>	
<i>Evaluator's name &amp; signature</i>	
<i>Evaluator's name &amp; signature</i>	
<i>Date</i>	