# ANNEX SUP 4: Evaluation Grid for Negotiated Procedure

This is a standard format for evaluation for Negotiated Procedure for Supply Contracts. (The format can also be used for evaluation under the Simple Procedure).

Note that the grid must reflect the criteria chosen in Request for Quotation - SUP 2 article 10, Award of contract and criteria.

Each member of the Procurement Committee fills in this grid individually and subsequently a common grid is compiled, or a single grid is completed by the Committee seating together. In order not to duplicate documents, this document can be used as the evaluation report and recommendation for the award of the contract.

# Project: <name and reference>

**Contract: <contract title>**

**Requests for Quotation - references:** < >, < >, < >, < >

**Closing date for submission of quotations:** < >

**Number of quotations received:** < >

**Date of evaluation:** < >

The Procurement Committee meets on this date and proceeds with the evaluation

The Procurement Committee met on this date and proceeded with the following evaluation. All members of the Procurement Committee (and observers, if any) have signed Declarations of Impartiality and Confidentiality, which shall be attached to this report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier no.** | **1** | **2** | **3** | **4…** |
| **Supplier name:** |  |  |  |  |
| **Date of submission of quotation:**  (if later than closing date: indicate REJECTED and stop evaluation) |  |  |  |  |
| **Quotation Submission Form completed and duly signed without restrictions?**  (Indicate if document or information is missing. I if substantia, indicate “REJECTED” and stop evaluation) |  |  |  |  |
| **Eligibility**  Indicate if there could be doubts about eligibility (bad reputation, breach of contract in previous contract, risk of conflict of interest, etc.)  If the supplier has not subscribed to the “declarations” on eligibility, indicate REJECTED and stop evaluation |  |  |  |  |
| **Compliance with the technical specifications (yes/no)**  Please refer to Technical Data Form in SUP 2. |  |  |  |  |
| **Comply with requirement for after sales service, if required** |  |  |  |  |
| **Comply with delivery schedule (yes/no)** |  |  |  |  |
| **Related services if any, training, installation and commissioning** |  |  |  |  |
| **Lots offered?**  **(write no.)** |  |  |  |  |
| **Currency of offer** |  |  |  |  |
| **Price offered <state Incoterm> See also GEN 15-5 Price Comparison, if applicable** |  |  |  |  |
| **Within budget or not? (yes/no)** |  |  |  |  |
| **Check supplier references (yes/no)**  It is recommended to check supplier references prior to issuing the Purchase Order |  |  |  |  |
| **Does the supplier have adequate CSR policies in place, as well as relevant certifications e.g. ISO/SA8000 and/or a Code of Conduct?** |  |  |  |  |
| **Notes** |  |  |  |  |
| Award of contract or reason for rejection: |  |  |  |  |

As a consequence, the decision of the Procurement Committee is that the Supply Contract of <name and description of item to be procured> be awarded to <name of supplier>.

**Signatures by members of the Procurement Committee and Secretary**

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

A supplier can be rejected based on several reasons. Some of them are given below:

• The supplier cannot deliver the supplies in the time required.

• The supplier does not have the capacity to deliver.

• The guarantees are not available (if applicable).

• The supplier can not provide after sales support (if applicable).

For each instance of rejection or non-selection, this must be justified by reference to the applicable ineligibility criteria selection criteria or award criteria.