# ANNEX SUP 5: Evaluation Grid for Open Tender Procedures

This is a standard format for evaluation for Open Tender procedure for Supply Contracts.

Note that the grid must reflect the criteria chosen in the Tender Dossier - SUP 3 article A.13. Tender opening and evaluation and article A.14. Award of contract.

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. Once the decision has been made an evaluation report shall be drafted. A template is contained in GEN 15-4: Evaluation report for Open Tenders.

# Project: <name and reference>

**Contract: <contract title>**

**Tender reference no.: < >**

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

**Number of tenders received: < >**

**Date of 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.

**Part A. Administrative Compliance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender no.** | **1** | **2** | **3** | **4…** |
| **Tenderer name:** |  |  |  |  |
| **Date of receipt of tender:**  (if later than closing date: indicate REJECTED and stop evaluation) |  |  |  |  |
| **Tender Submission Form completed and duly signed without restrictions ?**  (if no, indicate REJECTED and stop the evaluation. |  |  |  |  |
| **Declarations included (yes/no)?**  If the supplier has not subscribed to the “declarations” on eligibility, indicate REJECTED and stop evaluation |  |  |  |  |
| **Tender guarantee included – if applicable (yes/no)?** |  |  |  |  |
| **Overall decision on administrative compliance (accept/reject)?** |  |  |  |  |

If the tenderer is not administrative complaint, reject the proposal and stop the evaluation. If the tenderer is compliant proceed with Part B of the evaluation.

**Part B. Substantial compliance with tender dossier and technical evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender no.** | **1** | **2** | **3** | **…** |
| **Sufficient economic and financial capacity?** |  |  |  |  |
| **Technical capacity?** |  |  |  |  |
| **Compliance with technical specifications?**  (check the Technical Data Form in SUP 3) |  |  |  |  |
| **Comply with requirement for after sales service, if required** |  |  |  |  |
| **Comply with delivery schedule** |  |  |  |  |
| **<Related services if any, training, installation and commissioning >** |  |  |  |  |
| **Lots offered?**  **(write no.)** |  |  |  |  |
| **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** |  |  |  |  |
| **Decision if the offer is technical compliant and substantially responsive[[1]](#footnote-1)** |  |  |  |  |

**Part C. Financial evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender envelope no.** | **1** | **2** | **3** | **4...** |
| **Tenderer name:** |  |  |  |  |
| **Lot no.\*** |  |  |  |  |
| **Financial offer** after arithmetical correction**(currency)** |  |  |  |  |
| **Incoterm offered\*\*** |  |  |  |  |
| **Ranking** |  |  |  |  |

**\*** Delete column if there are no lots.

\*\* Be aware if transport is included in the price and if all tenderers have offered the price bases on the requested delivery terms (Incoterms)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tender no.** | **1** | **2** | **3** | **4...** |
| 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. 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 has 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. [↑](#footnote-ref-1)