

Evaluation report – Services, single tender

EVALUATION REPORT – SERVICES, SINGLE TENDER

REF.: 451/DUMBRAVITA/01

Maximum available budget: 3500 EUR equivalent 16630,25 RON calculated using the Infoneuro exchange rate from October 2019.

The tender submission deadline was 11.11.2019.

The evaluation is implemented by the Contracting Authority (CA), represented by the Evaluator(s) <Evaluator 1's name and surname>, <Evaluator 2's name and surname>, <Evaluator 3's name and surname>.

In case of one offer received, the Evaluator shall not assign points but will check if the offer is administratively, technically and financially compliant with the requirements set by this tender documentation and acceptable.

1. Administrative check

Tender envelope number	Tenderer's name	Within deadline? (Y/N)	Tender documentation is complete? (Y/N)	Eligible nationality? (Y/N)	Financial offer is in separate envelope? (Y/N)	Offer complete and administratively compliant? (Y/N)
1						
2						
3						
...						

2. Technical evaluation

In case one offer received [delete if not applicable]

Tenderer name	Technically compliant (Y/N)	Remarks

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In case of more than one offer received [delete if not applicable]

Maximum no. of points for each tenderer is 100. Note: Only tenderers with average score of at least 75 points qualify for the financial evaluation

Tenderer 1 : (name of tenderer)

Evaluation criteria	Score	Remarks
Organization and methodology - insert max no.xx of points, Proposed inputs - insert max no. xx of point, Time frame- insert max no. xx of point		
Total		
Average score (Mathematical average)		
Technical score¹/ Eliminated		

Tenderer 2: (name of tenderer) * add as many tables as tenderers

Evaluation criteria	Score	Remarks
Organization and methodology - insert max no.xx of points, Proposed inputs - insert max no. xx of point, Time frame- insert max no. xx of point		
Total		
Average score (Mathematical average)		
Technical score / Eliminated		

3. Financial evaluation

Tender envelope number	Tenderer name	Financial offer (NC/EUR)	The financial offer is within the available budget?	Financial score ² / Eliminated
1				
2				
...				

4. Final score

¹ Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100.

² Financial score is calculated by the following method. The cheapest tender receives 100 points. Other tenders are calculated: Cheapest tender / Tender X)*100

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Tender envelope number	Tenderer name	Technical score	Financial score	FINAL SCORE*	RANKING
1					
2					
...					

* - Final score is calculated: $Technical\ score * 0,8 + Financial\ score * 0,2$

The winning offer is <name of tenderer> for the price of <XXXX EUR/NC>.

Observations: (e.g. correspondence concerning clarifications sought from tenderers)

	Name and surname	Signature	Date
Evaluator 1			
Evaluator 2			
Evaluator 3			