**EVALUATION REPORT – SERVICES, SINGLE TENDER**

**REF.: RORS92/T3**

Maximum available budget: 13.500,00 EUR equivalent 1.601.429,4 RSD calculated using the Inforeuro exchange rate from February 2018.

The tender submission deadline was 02/03/2018.

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 |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |

1. **Technical evaluation**

In case one offer received [delete if not applicable]

|  |  |  |
| --- | --- | --- |
| Tenderer name | Technically compliant (Y/N) | Remarks |
|  |  |  |

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 80 points qualify for the financial evaluation**

**Tenderer 1 :(** *name of tenderer***)**

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | **Score** | **Remarks** |
| Organization and methodology - *max 40 points*  Proposed inputs - *max 40 points*  Time frame- *max 20 points* |  |  |
| **Total** |  |  |
| **Average score (Mathematical average)** |  |  |
| **Technical score[[1]](#footnote-2)/ Eliminated** |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | **Score** | **Remarks** |
| Organization and methodology - *max 40 points*  Proposed inputs - *max 40 points*  Time frame- *max 20 points* |  |  |
| **Total** |  |  |
| **Average score (Mathematical average)** |  |  |
| **Technical score / Eliminated** |  |  |

1. **Financial evaluation**

| **Tender envelope number** | **Tenderer name** | **Financial offer (NC/EUR)** | **The financial offer is within the available budget?** | **Financial score[[2]](#footnote-3) / Eliminated** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **…** |  |  |  |  |

1. **Final score**

| **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** |  |  |  |
| **Chairperson** |  |  |  |
| **Secretary** |  |  |  |

1. Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100. [↑](#footnote-ref-2)
2. Financial score is calculated by the following method. The cheapest tender receives 100 points. Other tenders are calculated: Cheapest tender / Tender X)\*100 [↑](#footnote-ref-3)