

ADMINISTRATIVE COMPLIANCE GRID

Contract title:		Publication reference:										
Tender number	Tenderer name	Tender submission form duly completed? (Yes/No)	Tenderer's declaration (signed by each consortium member, if appropriate)? (Yes/No)	Language as required?	Organisation & methodology exists?	Key experts (list + CV)? (For contracts requiring key experts)	Key experts are present in only one tender as key experts? (For contracts requiring key experts)	All key experts have signed statements of exclusivity & availability? (For contracts requiring key experts)	Sub-contracting statement acceptable? (Yes/No/ Not Applicable)	Nationality of sub-contractors eligible? (Yes/No)	Key experts' CV's comply with minimum requirements Yes/No)	Overall decision? (Accept / Reject)
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Chairperson's name	
Chairperson's signature	
Date	