

I.5 ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

I.5.1 ADMINISTRATIVE COMPLIANCE GRID

I.5.1 ADMINISTRATIVE COMPLIANCE GRID															
Contract title					Publication ref:										
Tender number	Tenderer name	Tenderer name Electronic or PAPER submission ? (Yes/No)	Tender documents arrived in time? (Yes/No)	Tender submission FORM duly completed? Yes/NO	Is Tenderer nationality eligible? Yes/No	Declaration of honour included? Yes/No	Tenderer's declaration FORM signed? Yes/ NO	Other administrative requirements of the tender dossier? (Yes/No)	Overall decision? (Accept / Reject)						
1															
2															
...															
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Chairperson's name															
Chairperson's signature															
Date															

I.5.2 EVALUATION GRID STEP 1 – 3

I.5.2 EVALUATION GRID - 1st step: Essential Criteria Check								
Contract title					Publication ref:			
Tender number	Tenderer name	Legal Entity File Submitted?	Legal Entity File signed?	Legal Entity File correctly fill in?	Legal establishment for a minimum of 2 years respected?	Country Registration Certificate attached and valid?	Overall decision about Essential Criteria? (Accept / Reject)	Notes
1								
2								
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		Chairperson's name						
		Chairperson's signature						
		Date						

I.5.2 EVALUATION GRID - 2nd step: Economical and Financial Capacity Criteria Check									
Contract title					Publication ref:				
Tender number	Tenderer name	A_Annual turnover for the last three years in South Sudan_SCORE (verify if the attachment is available and correct)	B_Relevant Work Experience for similar goods supplied in the period 2022 - 2023_SCORE	C_Bank information_SCORE	C_Financial Identification form attached?	C_Copy of Bank Statement attached?	D_Other Information_SCORE	Notes	Tot Score obtained / Final Evaluation
1									
2									
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		Chairperson's name							
		Chairperson's signature							
		Date							

I.5.2 EVALUATION GRID - 3th step: Technical and professional capacity Criteria Check										
Contract title					Publication ref:					
Tender number	Tenderer name	A_Length of Service_SCORE	B_Client list / Organization Reference and annexes_SCORE	C_Availability of Key Roles and personnel Capacity of delivery within the country_SCORE	D_Capacity to provide wide range of drugs, consumables and med. equip._SCORE	E_Fulfil standard Medical Supply Storage requirements_SCORE	F.Capacity of delivery within the country_SCORE	G_Compliance with Guidelines on good distribution practices (GDP) and Transport of Med Supp_SCORE	Notes	Tot Score obtained / Final Evaluation
1										
2										
...										
		Chairperson's name								
		Chairperson's signature								
		Date								

I.5.3_FINAL EVALUATION GRID TO FINALIZE THE TENDERERS PRE QUALIFICATION PROCESS

I.5.3 FINAL EVALUATION GRID TO FINALIZE THE TENDERERS PRE QUALIFICATION PROCESS															
Contract title					Publication ref:										
Tender number	Tenderer name	Overall decision about Essential Criteria? (Accept / Reject)	Notes	Overall decision about Econ And Finan Capacity? (Positive / Negative)	Notes	Overall decision about Tech And Profes Capacity? (Positive / Negative)	Notes	Compliance with technical Proposal (Delivery time indicated and acceptal of Payment terms, Yes or No)	Overall decision about PRE QUALIFICATION PROCESS? (Positive / Negative)						
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Chairperson's name															
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Date															

I.5.4_FINAL EVALUATION GRID TO AWARD THE FRAMEWORK CONTRACT

I.5.4 FINAL EVALUATION GRID TO AWARD THE FRAMEWORK CONTRACT																			
Contract title					Publication ref:														
Tender number	Tenderer name	Compliance with technical specifications? DELIVERY TIME_Score	Compliance with technical specifications? DELIVERY PLACE_Score	Compliance with technical specifications? PAYMENT TERMS (Yes / NO)	Compliance with Expiration TERMS_Score	Technical Proposal Evaluation_Score (30% of weight on final score)	Financial Proposal Evaluation (70% of weight on final score)*	Final Overall Score	Final Ranking	Notes									
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">Chairperson's name</td> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center; vertical-align: top;">* max score is 50</td> </tr> <tr> <td style="padding: 5px;">Chairperson's signature</td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Date</td> <td></td> <td></td> </tr> </table>											Chairperson's name		* max score is 50	Chairperson's signature			Date		
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Chairperson's signature																			
Date																			