

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	Attached a copy of certificates requested)? (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 I – 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								
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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	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_SCORE	C_Capacity of delivery within the country_SCORE	C_The PO/Reference with contact details as supporting document is attached?	D_Key roles and personnel_SCORE	E_Storage Capacity_SCORE	Notes	Tot Score obtained / Final Evaluation
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		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															
Chairperson's signature															
Date															

1.5.3 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															
Chairperson's signature															
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	Tender name	Overall decision about PRE-QUALIFICATION PROCESS? (ONLY the Positively judged)	Compliance with technical specifications? DELIVERY TIME Score	Compliance with technical specifications? PAYMENT TERMS (Yes / NO)	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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		Chairperson's name		* max score is 50					
		Chairperson's signature							
		Date							