**1.5 ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID**

**1.5.1\_ADMINISTRATIVE COMPLIANCE GRID**

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| **1.5.1 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 |   |   |   |   |   |   |   |

**1.5.2\_EVALUATION GRID STEP 1 – 3**

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| **1.5.2 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 |   |   |   |   |   |   |   |

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| **1.5.2 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 2023 - 2024\_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 |   |   |   |   |   |   |   |

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| **1.5.2 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** |
| 1 |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |
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|   | Chairperson's name |   |  |  |  |  |  |   |
|   | Chairperson's signature |   |  |  |  |  |  |   |
|   | Date |   |   |   |   |   |   |   |

**1.5.3\_FINAL EVALUATION GRID TO FINALIZE THE TENDERERS PRE-QUALIFICATION PROCESS**

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| **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)** |
| 1 |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |
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|   | Chairperson's name |   |  |  |  |  |  |   |
|   | Chairperson's signature |   |  |  |  |  |  |   |
|   | Date |   |   |   |   |   |   |   |

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| **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)** |
| 1 |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |
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|   | Chairperson's name |   |  |  |  |  |  |   |
|   | Chairperson's signature |   |  |  |  |  |  |   |
|   | Date |   |   |   |   |   |   |   |

**1.5.4\_FINAL EVALUATION GRID TO AWARD THE FRAMEWORK CONTRACT**

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| **1.5.4 FINAL EVALUATION GRID TO AWARD THE FRAMEWORK CONTRACT** |
| **Contract title** |  |  |  |  | **Publication ref:** |  |  |  |  |
| **Tender number** | **Tenderer name** | **Overall decision about PRE-QUALIFICATION PROCESS? (ONLY the Positivly 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** |
| 1 |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |
| … |   |   |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |  |  |   |
|   | Chairperson's name |   |  |  | *\* max score is 50* |  |  |   |
|   | Chairperson's signature |   |  |  |  |  |  |   |
|   | Date |   |   |   |   |   |   |   |