

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									
...									
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								
...								
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									
...									
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_Lengt h of Service_ SCORE	B_Client list / Organizati on Reference_ SCORE	C_ Availability of Key roles and personnel_ SCORE	D_ Capacity to provide wide range of medical supplies_ SCO RE	E_Fulfil Standard Medical Supply Storage requirements_ SCORE	F_ Capacity of delivery within the country_ S CORE	G_Complia nce with guidelines GDP and transport of supplies	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)
1									
2									
...									
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	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 Chairperson's signature Date * max score is 50									