

I.5 ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

I.5.1 ADMINISTRATIVE COMPLIANCE GRID

I.5.1 ADMINISTRATIVE COMPLIANCE GRID															
Contract title					Tender 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	<i>Attached a copy of certificates requested?!</i> (Yes/No)	Overall decision? (Accept / Reject)						
1															
2															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; padding: 5px;">Chairperson's name</td> <td style="width: 20%;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Chairperson's signature</td> <td></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Date</td> <td></td> </tr> </table>										Chairperson's name		Chairperson's signature		Date	
Chairperson's name															
Chairperson's signature															
Date															

I.5.2_EVALUATION GRID STEP

I.5.2 EVALUATION GRID - 1st step: Essential Criteria Check									
Contract title						Tender 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						Tender ref:			
Tender number	Tenderer name	A_Annual turnover for the last three years in South Sudan_SCORE	B_Relevant Work Experience for similar services in the period 2023 - 2025_SCORE	C_Bank information_SCORE	C_Financial Identification form attached?	C_Copy of Bank Statement attached?	E_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					Tender ref:										
Tender number	Tenderer name	A_Lengt h of Service SCORE	B_Client list / Organization Reference SCORE	C_Key roles and personne I SCORE	D_Suppli er classidica tion YES/NO	E_Fuel stations no.	F_Fuel quality complan ce YES/NO	G_Fuel dispensing and controls YES/NO	H_Station on site YES/NO	I_Storag e capacity SCORE	J_Fuel stockout/sho rtage YES/NO	K_Contingen cy YES/NO	L_Deliver and Transport YES/NO	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					Tender 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						Tender ref:											
Tender number	Tender name	Overall decision about PRE-QUALIFICATION PROCESS? (ONLY the Positively judged)	Compliance with technical specifications? SUPPLY RESPONSE TIME Score	Compliance with technical specifications? PRESENCE OF FUEL STATION 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																	
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Chairperson's signature																	
Date																	