**TENDER EVALUATION REPORT**

**Open Procedure**

*According to Article 59 of Law No.04/L-042, Law on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*

Preparation date of the Evaluation Report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procurement No** [[1]](#footnote-1) |  |  |  |  |

**Title:**

**COMPLETE STANDARD LIST FOR ADMINISTRATIVE CONFORMITY of TENDERS**

*For the requirements that are in this list but are not determined in the Tender Dossier and in the Contract Notice,* write *“N/A” (Non Applicable)*

***Requirements met: YES/ NO***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Formal/administrative requirements specified in the tender dossier** | | | | | | | | | | | |
| **Tenderers** | **Clear identification of tenderer** | | | | **Tender Submission Form filled and duly signed** | **Original Tender and** *[specified number ]***copies** | **Tender Security in compliance with requirements of tender dossier** | **Tender validity** *[specified number of days from deadline for submission of tenders]* | **A statement** declaring the selected subcontractors | **Any other formal/administrative requirements** *(specified)* | **TENDER RESPONSIVE WITH ADMINISTRATIVE REQUIREMENTS**  **YES/NO** |
| **Clear identification of tenderer** | If the tender is submitted by a group of economic operators | | |
| **A clear statement** that all members of the group are jointly and severally liable | **A signed statement from each of the members confirming their participation** | **A statement signed** by all members of the group authorising the lead partner |
| **1** |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |  |  |  |

**COMPLETE STANDARD LIST FOR ELIGIBILITY AND PROFESSIONAL SUITABILITY CONFORMITY OF TENDERS**

*For the requirements that are in this list but are not determined in the Tender Dossier write “N/A” (Non Applicable)*

***Requirements met: YES/ NO***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Eligibility and Professional suitability requirements specified in tender dossier** | | | | | |
| **Tenderers** | **Eligibility requirements** *(according to Article 65 of PPL)* | **Professional suitability requirements** *(according to Article 66 of PPL)* | | **Other requirements** *(specified)* | **TENDER RESPONSIVE WITH ELIGIBILITY AND PROFESSIONAL SUITABILITY REQUIREMENTS**  **YES/NO** |
| **Declaration under Oath[[2]](#footnote-2)** | ***[Registration in the professional, commercial and/or corporate register]*** | ***[Authorisation or licence or membership in the organisation]*** |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

**COMPLETE STANDARD LIST FOR ECONOMIC & FINANCIAL STANDING, TECHNICAL & PROFFESIONAL CAPABILITY CONFORMITY OF TENDERS**

*For the requirements that are in this list but are not determined in the Tender Dossier write “N/A” (Non Applicable)*

***Requirements met: YES/ NO***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Economic and financial standing and Technical and/or professional capability requirements specified in tender dossier** | | | | | | |
| **Tenderers** | **Economic and financial standing requirements** *(according to Article 68 of PPL)* | | **Technical and/or professional capability requirements** *(according to Article 69 of PPL)* | | **TENDER RESPONSIVE WITH ECONOMIC & FINANCIAL, TECHNICAL AND PROFESSIONAL REQUIREMENTS**  **YES/NO** |
| *[insert requirement]* | *[insert requirement]* | *[insert requirement]* | *[insert requirement]* |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

**COMPLETE STANDARD LIST FOR EVALUATION OF TECHNICAL CONFORMITY OF TENDERS**

***Requirements meet: YES/ NO***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tenderers** | **Technical requirements specified in the tender dossier** | | | | | **RESPONSIVE TENDER**  *(in accordance with all requirements specified in the Tender Dossier)*  **YES/NO** |
| *[insert requirement]* | *[insert requirement]* | *[insert requirement]* | *[insert requirement]* | **TENDER RESPONSIVE WITH TECHNICAL REQUIREMENTS**  **YES/NO** |  |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |

**COMPLETE STANDARD LIST FOR RANKING OF TENDERS ACCORDING TO THE AWARD CRITERIA**

**“LOWEST PRICE[[3]](#footnote-3)”**

*According to Article 60.1 of Law No. 04/L-042 Law on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderers** | **Name of economic operators that have submitted responsive Tenders** | **Address** | **Offered price** | **Ranked** |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |

**COMPLETE STANDARD RANKING LIST OF TENDERS ACCORDING TO THE AWARD CRITERIA**

**“MOST ECONOMICALLY ADVANTAGEOUS TENDER”**

*According to Article 60.2 of Law No. 04/L-042 Law on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092***[[4]](#footnote-4)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tenderers** | **Name of economic operators having submitted responsive tenders** | **Offered price** | | | **[Operating, maintenance, other life-time costs]** | | **[Functional, technical, environmental, aesthetic or similar characteristics]** | | **[After sale services, technical assistance]** | | **[Quality characteristics]** | | **Total score** | **Ranked** |
| **Weight** | *[insert %]* | | *[insert %]* | | *[insert %]* | | *[insert %]* | | *[insert %]* | |  |  |
| **€** | Score | Weighted | Score | Weighted | Score | Weighted | Score | Weighted | Score | Weighted |  |  |
| **1.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of recommended tenderer for contract award[[5]](#footnote-5)** | | | | |
| **Tenderer** | **Name of successful tenderer** | **Address** | **Offered price** | |
| **1.** |  |  |  | **€** |

**DECLARATION**

|  |
| --- |
| ***[The evaluation commission should declare the reasons that support this recommendation]*** |

**COMPLETE STANDARD RANKING LIST OF TENDERS ACCORDING TO “LOTS[[6]](#footnote-6)”**

*According to Article 27/A of Law No. 04/L-042 Law on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*

**Lot 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderer** | **Name of the economic operators who have submitted responsive tender** | **Address** | **Offered price** | **Ranking** |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |

**Lot 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of recommended tenderer for contract award** | | | | |
| **Tenderer** | **Name of successful tenderer** | **Address** | **Offered price** | |
| **1.** |  |  |  | **€** |

**Lot 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tenderer** | **Name of the economic operators who have submitted responsive tender** | **Address** | **Offered price** | **Ranking** |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |
|  |  |  | **€** |  |

**Lot 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of recommended tenderer for contract award** | | | | |
| **Tenderer** | **Name of successful tenderer** | **Address** | **Offered price** | |
| **1.** |  |  |  | **€** |

**COMPLETE STANDARD RANKING LIST OF TENDERS ACCORDING TO “LOTS[[7]](#footnote-7)”**

*According to Article 27/A of Law No. 04/L-042 Law on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092*

The maximum number of Lots that may be awarded to one Economic Operator is: *[insert number]*

[*determine objective and non-discriminatory criteria or rules for awarding different lots, where the application for the selection of the award criteria would result in awarding tenderer more lots than the maximum number]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the economic operators who have submitted responsive tender** | **Price offered for Lot 1** | **Ranking** | **Price offered for Lot 2** | **Ranking** |
| ***[insert name of the economic operator]*** |  |  |  |  |
| ***[insert name of the economic operator]*** |  |  |  |  |
| ***[insert name of the economic operator]*** |  |  |  |  |
| ***[insert name of the economic operator]*** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of recommended tenderer for contract award for LOTS** | | | | |
| **Tenderer** | **Name and address of the successful tenderer** | **Award for Lot nr.** | **Offered price** | |
| **1.** |  |  |  | **€** |
| **2.** |  |  |  | **€** |
| **3.** |  |  |  | **€** |
| **4.** |  |  |  | **€** |

**DECLARATION**

|  |
| --- |
| ***[The evaluation commission should declare the reasons that support this recommendation]*** |

**Minutes of Examination, evaluation and comparison of tenders**

*In the minutes, the evaluating commission should inform in detail regarding the content of each tender according to the requirements presented in the tender Dossier and in the Contract Notice.*

**Examination, assessment and comparison of tenders concerning administrative conformity:**

|  |
| --- |
|  |

**Examination, assessment and comparison of tenders concerning eligibility conformity:**

|  |
| --- |
|  |

**Examination, assessment and comparison of tenders concerning professional suitability:**

|  |
| --- |
|  |

**Examination, assessment and comparison of tenders concerning financial economical standing:**

|  |
| --- |
|  |

**Examination, assessment and comparison of tenders concerning the technical and/or professional capability:**

|  |
| --- |
|  |

**Examination, assessment and comparison of tenders concerning the technical conformity:**

|  |
| --- |
|  |

**Concluding remarks concerning the evaluation of the responsive tenders:**

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tender evaluation committee** | | | | | |
|  | 1. Head | 2. Member | 3. Member | 4. Member | 5. Member |
| Name: |  |  |  |  |  |
| Surname: |  |  |  |  |  |
| Profession |  |  |  |  |  |
| Signature: |  |  |  |  |  |
| Date: |  |  |  |  |  |

**PROOF REGARDING ELIGIBILITY REQUIREMENTS***[[8]](#footnote-8)*

| **Name of the tenderer whom the contracting authority intends to award the contract** | **Proof regarding Eligibility requirements**  **YES/NO** | | | **Awarded the contract**  **YES/NO** |
| --- | --- | --- | --- | --- |
| **Certificate from Tax Administration** | **Certificate from**  **competent judicial or administrative authority** | **Any other eligibility requirements** *(specified)* |  |
| **1.** |  |  |  |  |

**Name and surname of the Responsible Procurement Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. To be reported in every document or request in relation to the procurement activity. [↑](#footnote-ref-1)
2. For each member of the Group and for each proposed sub-contractor [↑](#footnote-ref-2)
3. *This page should be removed from the report, if the award criteria is the "most economically advantageous tender" and if the procurement activity* ***is divided*** *into lots.* [↑](#footnote-ref-3)
4. *This page should be removed from the report, if the award criteria is the "lowest price" and if the procurement activity* ***is divided*** *into lots.* [↑](#footnote-ref-4)
5. *This page should be removed from the report if the procurement activity* ***is divided*** *into lots.* [↑](#footnote-ref-5)
6. *This page and the following pages must be removed from the report, if the procurement activity* ***is divided*** *into lots but the number of Lots to be awarded to a tenderer* ***is not limited*** [↑](#footnote-ref-6)
7. *This page and the following pages must be removed from the report, if the procurement activity* ***is not divided*** *into lots and the number of Lots to be awarded to a tenderer* ***is not limited*** [↑](#footnote-ref-7)
8. To be requested only from the tenderer whom the Contracting Authority intends to award the contract [↑](#footnote-ref-8)