**APPLICATION EVALUATION REPORT**

**SHORT LIST**

*According to Article 56 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*

 ***[Restricted] [Competitive Negotiated]* Procedure**

 Preparation date of the Evaluation Report:

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

**Title:**

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

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

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

|  |
| --- |
| **Formal/administrative requirements specified in the prequalification documents** |
| **Applicants** | **Clear identification of applicant** | **Application Submission Form filled and duly signed** | **Original Application and** *[specified number ]***copies**  | **A statement** declaring the selected subcontractors | **Any other formal/administrative requirements** *(specified)* | **APPLICANT RESPONSIVE WITH ADMINISTRATIVE REQUIREMENTS****YES/NO** |
| **Clear identification of applicant** | If the application 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 APPLICATIONS**

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

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

|  |
| --- |
| **Eligibility and Professional suitability requirements specified in the prequalification documents** |
| **Applicants** | **Eligibility requirements***(according to Article 65 of PPL)* | **Professional suitability requirements***(according to Article 66 of PPL)* | **Other requirements** *(specified)* | **APPLICANT 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 APPLICATIONS**

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

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

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

**[*Re-Examination, assessment and comparison of applications if more than 6 qualified****[[3]](#footnote-3)****]:***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| There were more than six eligible applications which satisfied all the selection criteria. Consequently, the relative strengths and weaknesses of these Candidates were re-examined to identify the six best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination were: *[insert factors]*The following Candidates were not short-listed as a result of this re-examination:

|  |  |  |
| --- | --- | --- |
| **Application Number** | **Name of Candidate** | **Reason for not being included on the final shortlist** |
|  |  |  |
|  |  |  |
|  |  |  |

This resulted in a final shortlist of *[insert number]* candidates:

| **Application Number** | **Name of short-listed Candidate** | **Contact details** |
| --- | --- | --- |
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| **Identification of short listed applicants**  |
| **Applicant**  | **Name of applicant** | **Address** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |

 **DECLARATION**

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

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

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

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

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

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

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

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

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|  |

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

**PROOF REGARDING ELIGIBILITY REQUIREMENTS***[[4]](#footnote-4)*

| **Application Number** | **Proof regarding Eligibility requirements submitted by the Applicant** **YES/NO** | **To be invited to Tender****YES/NO**  |
| --- | --- | --- |
| **Certificate from Tax Administration** | **Certificate from competent judicial or administrative authority** | **Any other eligibility requirements** *(specified)* |  |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |

**Name and surname of the 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. To be used only in case there are more than 6 candidates which satisfy the selection criteria, when the comparative criteria are applied to reduce the number of candidates to 6 [↑](#footnote-ref-3)
4. To be requested only from the candidates whom the Contracting Authority intends to invite to tender [↑](#footnote-ref-4)