**TENDER EVALUATION REPORT**

***[Restricted] [Competitive Negotiated]* 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** | **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]* | **Any other formal/administrative requirements** *(specified)* | **TENDER RESPONSIVE WITH ADMINISTRATIVE REQUIREMENTS**  **YES/NO** |
| **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 CONDUCT OF NEGOTIATIONS**[[2]](#footnote-2)

*According to Article 34 of the Law No. 04/L-042*

*This list shall be filled for EACH PHASE of negotiations and for each QUALIFIED CANDIDATE invited to participate in negotiations*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No of candidate *[No]*** | | ***[Name]*** | | **NEGOTIATION PHASE *[NO]*** | | |
| **Object of negotiations** | **Information provided to candidate** | **Proposal from Candidate** | | **Weight given to the object of negotiation**  (sub-criteria) | **Score**  (weighted) | **To participate in the next stage of negotiation**  **Yes/No** |
| **Short description** | **Worth** |
|  |  |  |  |  |  |  |
| **Outcome of negotiations** |  | | | **Deadline for submission of amended or completed proposal** | |  |

**COMPLETE STANDARD LIST FOR COMPLETION OF NEGOTIATIONS**[[3]](#footnote-3)

*According to Article 34 of the Law No. 04/L-042*

*This list shall be filled in the FINAL STAGE of negotiations for EACH CANDIDATE participating in final negotiation stage*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Candidate No *[No]*** | | ***[Name]*** | | **FINAL NEGOTIATION STAGE *[No]*** | | |
| **Object of the negotiations** | **Information provided to candidate** | **Proposals from Candidates** | | **Weight given to the object of negotiation**  (sub-criteria) | **Score**  (weighted) | **To be invited to submit final tender**  **Yes/No** |
| **Short description** | **Worth** |
| *[Prices]*  *[Delivery conditions]*  *[Quantities]*  *[Technical Characteristics]*  *[Guarantees]*  *[…]* |  |  |  |  |  |  |
| **Outcome of negotiations** |  | | | **Deadline for submission of final tender** | |  |

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

**“LOWEST PRICE[[4]](#footnote-4)”**

*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*

*This list should be removed from the report, if the criteria for contract award has been determined “Most economically advantageous tender”*

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

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

**“MOST ECONOMICALLY ADVANTAGEOUS TENDER[[5]](#footnote-5)”**

*According to Article 52.3 and 60.3 of Law No. 04/L-042*

*This list should be removed from the report, if the criterion for contract award has been determined “The lowest price tender”*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification of recommended tenderer for contract award[[6]](#footnote-6)** | | | | |
| **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[[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*

**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[[8]](#footnote-8)”**

*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.** |  |  |  | **€** |

**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 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: |  |  |  |  |  |

**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. To be used only in case of competitive negotiated procedure [↑](#footnote-ref-2)
3. To be used only in case of competitive negotiated procedure [↑](#footnote-ref-3)
4. *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-4)
5. *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-5)
6. *This page should be removed from the report if the procurement activity* ***is divided*** *into lots.* [↑](#footnote-ref-6)
7. *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-7)
8. *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 limited*** [↑](#footnote-ref-8)