**TENDER EVALUATION REPORT**

*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*

**Price Quotation Procedure**

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 write “N/A” (Non Applicable)*

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Formal/administrative requirements specified in the tender dossier** | | | | | | | |
| **Tenderers**[[2]](#footnote-2) | **Clear identification of tenderer** | **Price Quotation Submission Form filled and duly signed** | **Original Price quotation and** *[specified number ]***copies** | **Price Quotation Validity** *[specified number of days from deadline for submission of quotations]* | **Other formal/ administrative requirements** *(specified)* | **TENDER RESPONSIVE WITH ADMINISTRATIVE REQUIREMENTS**  **YES/NO** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**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** | ***[Registration in the professional, commercial and/or corporate register]*** | ***[Authorisation or licence or membership in the organisation]*** |  |  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

**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** |  |  |  |  |  |

**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.** |  |  |  |  |  |  |

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

**“LOWEST PRICE”**

*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”**

*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*

*This list should be removed from the report, if the criteria for contract award has been determined “The lowest price advantageous 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** | | | | |
| **Tenderer** | **Name of successful tenderer** | **Address** | **Offered price** | |
| **1.** |  |  |  | **€** |

**DECLARATION**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. Head | 2. Member | 3. Member |
| Name: |  |  |  |
| Surname: |  |  |  |
| Profession: |  |  |  |
| Signature: |  |  |  |
| Date: |  |  |  |

**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. According to the submission order [↑](#footnote-ref-2)