**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** | | | | | | | | |
| **Tenders** | **Declaration under Oath[[2]](#footnote-2)** | **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 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]*** |

**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: |  |  |  |  |  |

**PROOF REGARDING ELIGIBILITY REQUIREMENTS***[[6]](#footnote-6)*

| **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 [↑](#footnote-ref-2)
3. *This page should be removed from the report, if the award criteria is the "most economically advantageous tender"*  [↑](#footnote-ref-3)
4. *This page should be removed from the report, if the award criteria is the "lowest price"*  [↑](#footnote-ref-4)
5. *This page should be removed from the report if the procurement activity* ***is divided*** *into lots.* [↑](#footnote-ref-5)
6. To be requested only from the tenderer whom the Contracting Authority intends to award the contract [↑](#footnote-ref-6)