

## EVALUATION REPORT

PUBLICATION REF: \_\_\_\_\_

<Contract title>

[Lot number and lot title: \_\_\_\_\_ ]

Maximum budget: \_\_\_\_\_

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[Correspondence concerning clarifications sought from tenderers]  
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### 1. Timetable

	DATE	TIME	VENUE
< Meeting 1 >			
< Meeting 2 >			
< Interview session 1 >			
Etc.			

### 2. Observers

Name	Representing

### 3. Evaluation

#### Administrative compliance

The Evaluation Committee used the Administrative compliance grid included in the tender dossier to assess the compliance of each of the tenders with the administrative requirements of the tender dossier.

[If clarifications were requested for the submissions from any tenderers :

With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following tenderers whose tenders required clarification, offering them the possibility to respond by fax within a reasonable timelimit fixed by the evaluation committee (all correspondence is attached in the Annex indicated):

Tender envelope number	Tenderer name	Summary of exchange of correspondence

The completed Administrative compliance grid is attached. On the basis of this, the Evaluation Committee decided that the following tenders were administratively non-compliant and should not be considered further:

Tender envelope number	Tenderer name	Reason

#### Technical evaluation

All voting members of the Evaluation Committee used the evaluation grid included in the tender dossier to assess the technical offers of the tenders which had been established as being administratively compliant in the Tender opening report. The completed evaluation grids are attached to this report, together with a summary of the evaluators' comments on the strengths and weaknesses of the technical offers.

[If interviews were provided for in the tender dossier:

Based on the provisional average scores given by the Evaluation Committee to the technical offers, the key experts of the following tenderers (which achieved a provisional average score around 80 points or more) were called for interview:

Tender envelope number	Tenderer name	Provisional average score

## Evaluation report

The interviews followed the standard format agreed by the Evaluation Committee. The records of the interviews are attached to this report.

On completion of the interviews, the members of the Evaluation Committee considered whether or not it was necessary to adjust the provisional scores given for the experts. Any such changes are clearly indicated by the members on their evaluation grids with a note explaining why the change was made.

The evaluators discussed their comments on the technical offers. The final average scores of the administratively compliant tenders and the technical scores of the tenders that were subject to the technical evaluation were as follows:

Tender envelope number	Tenderer name	Final average score	Technical score (score/eliminated)

Only those tenders with final average scores of at least 80 points qualify for the financial evaluation.

### Financial evaluation

The envelopes containing the financial offers of the technically compliant tenders were opened and all copies were initialled by the Chairperson and Secretary. The Evaluation Committee checked that the financial offers satisfied the formal requirements of the tender dossier.

#### [In the case of a fee-based contract:

The Evaluation Committee checked the financial offers for arithmetic errors and that the provision for actual expenditure included in the tender dossier was correctly included in the budget breakdown. Any such errors were corrected.

For each financial offer, the contract value was compared to the maximum budget available for the contract.

#### [If any financial offers were found not to satisfy the formal requirements, including exceeding the maximum budget available:

The following financial offers did not satisfy the formal requirements indicated (and were rejected on these grounds as shown):

Tender envelope number	Tenderer name	Formal requirement(s) not satisfied	Rejected? (YES / NO)

## Evaluation report

### [In the case of a fee-based contract:

The Evaluation Committee compared the total fees in the remaining financial offers to calculate their financial scores:

Tender envelope number	Tenderer name	Total fees €	Financial score

### [In the case of a global price contract:

The Evaluation Committee compared the global prices quoted in the remaining financial offers to calculate their financial scores:

Tender envelope number	Tenderer name	Global price €	Financial score

## 4. Conclusion

The composite evaluation of the technically compliant tenders was as follows:

Tender envelope number	Tenderer name	Overall score (Technical score x 0.80 + Financial score x 0.20)	Final ranking

Consequently, the Evaluation Committee recommends that **< tenderer name >** is awarded the contract with a contract value of EUR / <ISO code of the country of the Contracting Authority> <amount>.

## Evaluation report

### 5. Signatures

	Name	Signature
Chairperson		
Secretary		
Evaluators		