

ADMINISTRATIVE COMPLIANCE GRID

Contract title :	“Supply of measuring instruments for the inspection of equipment to control better pesticides application”	Publication reference :	EuropeAid/134089/DH/SUP/RS (12SER01/10/31)
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Tender envelope number	Name of Tenderer	Is tenderer (consortium) nationality ¹ eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1								
2								
3								
...								
...								
...								
n								

Chairperson's name	
Chairperson's signature	
Date	

¹ If the tender has been submitted by a consortium, the nationalities of all the consortium members must be eligible

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DETAILED ADMINISTRATIVE COMPLIANCE GRID

Contract title :	“Supply of measuring instruments for the inspection of equipment to control better pesticides application”	Publication reference :
		EuropeAid/134089/DH/SUP/RS (12SER01/10/31)

No.	Checked Item	Reference Section	Tender envelope no.															
			1	2	3	n						
1.	A document certifying Tenderer's nationality including one from each consortium partner, in the case of consortium (e.g. extract from Commercial Register)	ITT Art. 3	Y/N															
2.	Nationality of the subcontractor is eligible	ITT Art. 3	Y/N															
3.	A statement to the effect that tenderer (leader and consortium partners) is not in any of the situations listed in section 2.3.3 of the Practical Guide to contracts procedures EC external actions.	ITT Art. 3.4	Y/N															
4.	Eligible origin and proper statement attesting the origin of the supplies tendered	ITT Art. 4 & 11	Y/N															
5.	Price in Euro	ITT Art. 6	Y/N															
6.	Period of validity of the offer	ITT Art. 8 (& TSF)	Y/N															
7.	Language as required	ITT Art. 9	Y/N															
8.	Required number of copies (original and 3 copies)	ITT Art. 10.2	Y/N															
9.	A technical proposal - a detailed description of the supplies tendered in conformity with the technical specifications, including any documentation and a training proposal	ITT Art. 11 (part 1)	Y/N															
10.	Financial offer (including electronic version)	ITT Art. 11 (p2)	Y/N															
11.	The details of the bank account (duly completed Financial Identification Form, signed and stamped by the bank & dated)	ITT Art. 11 (Part 3)	Y/N															
12.	The details of the legal entity (duly completed legal entity form and supporting documents showing name, address, VAT & registration numbers)	ITT Art. 11 (Part 3)	Y/N															
13.	Duly authorised signature (Power of attorney of the person and/or circular of signatures authorised to sign the tender)	ITT Art. 11 (Part 3) & 18 & TSF	Y/N															

No.	Checked Item	Reference Section	Tender envelope no.															
			1	2	3	n						
14.	Tender guarantee for the required amount in required form.	ITT Art. 11 (Part 3) & 22	Y/N															
15.	A description of the organisation of the warranty tendered, which must be in accordance with the conditions laid down in Article 32 of the General Conditions	ITT Art. 11 (Part 3) & Annex II+III	Y/N															
16.	Duly completed Tender Form for a Supply Contract	ITT Art. 11 (part 3)	Y/N															
17.	Tenderer's Declaration signed and stamped (by all consortium partners (one for each) for a consortium)	ITT Art. 11 (part 3) & 18 & TSF	Y/N															
18.	In case of consortia: Leader of a consortium designated.	ITT Art. 11 (part 3) & 18.1 & TSF	Y/N															
19.	No variant solution is provided	ITT Art. 20.5	Y/N															
	Overall decision: Tender accepted for further evaluation (P) or rejected (F)		Pass / Fail															

Legend:

Y = Yes
 C = Clarification Requested
 P = Pass
 TSF = Tender Submission Form

N
 N/A
 F

= No
 = Not Applicable
 = Fail

Chairperson's name	Evaluators' names		
Chairperson's signature	Evaluators' signatures		
Date	Date		

3