

Evaluation report

EVALUATION REPORT

Reference number: RORS 389 / Tims Chamber of Commerce, Industry and Agriculture / 05

Maximum available budget: <XXX> EUR equivalent <XXX> National Currency (RON or RSD) calculated using the Inforeuro exchange rate from <month of launching the tender procedure>.

The tender submission deadline was <dd/mm/yyyy>.

The evaluation is implemented by the Contracting Authority (CA), represented by the Evaluator(s) <Evaluator 1's name and surname>, <Evaluator 2's name and surname>, <Evaluator 3's name and surname>.

1. Administrative check

Tender envelope number	Tenderer's name	Within deadline? (Y/N)	Tender documentation is complete? (Y/N)	Offer complete and administratively compliant? (Y/N)	Remarks
1					
2					
3					
...					

2. Technical evaluation

Envelope number	Tenderer name	Technically compliant (Y/N)	Remarks
1			
2			
3			
...			

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3. Financial evaluation

Tender envelope number	Tenderer's name	Financial offer (EUR/ NC)	The financial offer is within the available budget? (Y/N)	RANKING ¹
1				
2				
3				
...				

4. Decision

The winning offer is <name of tenderer> for the price of <XXXX EUR, including VAT>.

Observations: (e.g. correspondence concerning clarifications sought from tenderers)

	Name and surname	Signature	Date
Evaluator 1			
Evaluator 2			
Evaluator 3			

¹ The ranking is based on the prices offered – the cheapest technically compliant offer is proposed for contract