

ADMINISTRATIVE COMPLIANCE GRID

Contract title :	Reference :
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Tender number	Tenderer's name (Leader) (Nationality)	Other members of the consortium if any Name (Nationality)	Within deadline?	Tender submission form duly completed and only 1 tender per tenderer?	Eligible nationality (all parties including subcontractors if applicable) ¹	Tenderer's declaration (signed by each consortium member, if appropriate)?	Language as required?	Economic & financial capacity? (OK/a/b/...) ¹	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Organisation & methodology exists?	Key experts (list + CVs)(For contracts requiring key experts)?	Key experts are present in only one tender as key experts(For contracts requiring key experts)?	All key experts have signed statements of exclusivity & availability(For contracts requiring key experts) ²	Sub-contracting statement acceptable?	Documentary evidence for the references ² (If requested at this stage of the procedure)	Documentary evidence for the exclusion criteria (If requested at this stage of the procedure)	Overall decision? (Accept / Reject)
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		

Chairperson's name	
Chairperson's signature	

¹ Enter 'OK' if all criteria have been satisfied, otherwise enter 'a', 'b', 'c', etc to record any criteria which have not been satisfied.

² Evidence provided shall be compliant with the description given in the request to participate form as concerns the selection criteria for technical capacity as specified in the contract notice

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Date	
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