|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title :** | Organization of events | **Reference :** | CB007.2.13.045 – SoB 03/19 |

| Tender envelope 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 known)? | Tenderer's declaration (signed by each consortium member, if appropriate)? | Language as required? | Economic & financial capacity? (OK/a/b/…)[[1]](#footnote-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)? | Sub-contracting statement acceptable? | Overall decision? (Accept / Reject) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Chairperson's name** |  |
| **Chairperson's signature** |  |
| **Date** |  |

1. Enter ‘OK’ if all criteria have been satisfied, otherwise enter ‘a’, ‘b’, ‘c’, etc to record any criteria which have not been satisfied. [↑](#footnote-ref-1)