

### ADMINISTRATIVE COMPLIANCE GRID

<b>Contract title:</b>		Travel and Event Organisation					<b>Reference:</b>					CEFTA 2017-02				
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/...) <sup>1</sup>	Professional capacity? (OK/a/b/...)	Technical capacity? (OK/a/b/...)	Contractor's Tender qualitative part exists?	Project Manager CV exists?	Experts are present in only one tender?	Experts have signed statements of exclusivity & availability?	Sub-contracting statement acceptable?	Overall decision? (Accept / Reject)
1																
2																
3																
4																
5																
6																
7																

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

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<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	