

ADMINISTRATIVE COMPLIANCE GRID

Contract title:		Travel and Event Organisation					Reference:				CEFTA 2022-11					
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 sub-contractors if known)?	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/...)	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																

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

ADMINISTRATIVE COMPLIANCE GRID

Chairperson's name	
Chairperson's signature	
Date	