

ADMINISTRATIVE COMPLIANCE GRID

Contract title :										Reference :									
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 known)?	Tenderer's declaration (signed by each consortium member, if appropriate)?	Exclusion situation ? (Y/N)	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 + profiles)(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?	Documentary evidence for the references² (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																			

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.

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.

