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| **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? | 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? | Documentary evidence for the references[[2]](#footnote-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) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **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)
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 [↑](#footnote-ref-2)