Single Tender Report – Service

**REF.: [xxxxxxxxxx]**

Maximum available budget: [amount] EUR equivalent [amount [National currency] calculated using the Inforeuro exchange rate from [month of launching the tender procedure].

The tender submission deadline[[1]](#footnote-1) was [dd/mm/yyyy] at [xx:xx] hours.

The evaluation is implemented by the Contracting Authority.

1. **Administrative check**

| Tender envelope number | Tenderer's name | Within deadline? (Y/N) | Tender documentation is complete? (Y/N) | Eligible nationality? (Y/N) | Offer complete and administratively compliant?  (Y/N) | Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |

1. **evaluation**

| Tender envelope number | Tenderer name | Average technical score\* | Technical score  (A) | Financial offer  (NC/EUR) | Financial offer is within the available budget? | Financial score  (B) | Overall score  (Ax0,80 + Bx0,20) | Ranking |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |  |  |

\* Only tenders with average scores of at least 75 points qualify for the financial evaluation

Tender No. x is excluded from evaluation for the following reason:[[2]](#footnote-2)

…

The winning offer is **[name of tenderer]** for the price of [**amount**] [**EUR**] / [**NC**].

|  |  |
| --- | --- |
| Evaluator(s)[[3]](#footnote-3) | Signature |
|  |  |
|  |  |

***Guide and example for scoring with ‘best value for money’ principle***

**Technical score**

* Once the evaluation committee has established each technical offer's average score (the mathematical average of the final scores awarded by each voting member), any tender falling short of the 75-points threshold is automatically rejected. *Please note, that establishing an evaluation committee is not obligatory; it can be one single person who is entitled to elaborate the evaluation*.
* If no tender achieves 75 points or more, the tender procedure is cancelled.
* Out of the tenders reaching the 75-point threshold, the best technical offer is awarded 100 points.
* The others receive points calculated using the following formula:

*Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Maximum possible score | Tenderer 1 | Tenderer 2 | Tenderer 3 |
| Evaluator A | 100 | 55 | 88 | 84 |
| Evaluator B | 100 | 60 | 84 | 82 |
| Evaluator C | 100 | 59 | 82 | 90 |
| Total | 300 | 174 | 254 | 256 |
| Average score (mathematical average) | - | 174/3 = 58,00 | 254/3=84,67 | 256/3=85,33 |
| Technical score (actual  final score/highest final  score) | - | **Eliminated** | 84,67/85,33x100  =**99,22** | **100,00** |

**Financial score**

* In case the offers are submitted in other currency than the maximum available budget is determined in point 3 of the request of offer, the exchange rate to be used for checking financial compliance with available budget shall be InforEuro exchange rate for the month when the tender is launched.
* The tender with the lowest financial offer is awarded 100 points. The others are awarded points by means of the following formula:

*Financial score = (lowest financial offer / financial offer of the tender being considered) x 100.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tenderer 1 | Tenderer 2 | Tenderer 3 |
| Financial offer | Eliminated during technical evaluation | 4 000 EUR | 4 800 EUR |
| Financial score  (lowest financial offer / actual financial offer x 100) | **100,00** | 4 000/4 800 = **83,33** |

**Final ranking**

* Technical offer must be considered with the weight of 80% and financial offer must be considered with the weight of 20% during the evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tenderer 1 | Tenderer 2 | Tenderer 3 |
| Technical score  x 0,80 | Eliminated during technical evaluation | 99,22x0,80=79,37 | 100,00x0,80=80,00 |
| Financial score  x 0,20 | 100,00x0,20=20,00 | 83,33x0,20=16,67 |
| Overall score | **99,37** | **96,67** |
| **Final ranking** | **1.** | **2.** |

1. The deadline for the submission of tenders submitted by post or courier service is the indicated date as evidenced by the date of dispatch, the postmark or the date of the deposit slip. [↑](#footnote-ref-1)
2. Delete if not applicable [↑](#footnote-ref-2)
3. Number of evaluators is decided by the Contracting Authority. [↑](#footnote-ref-3)