Single Tender Evaluation Report[[1]](#footnote-1)

**<Name and address of the contracting authority>**

**<Contract title>**

**<Reference number>**

Maximum available budget: <amount> [EUR][national currency].

The tender submission deadline 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 and administratively compliant? (Y/N) | Comment |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| […] |  |  |  |  |

1. **Exclusion and Selection Criteria[[2]](#footnote-2)**

| Tender envelope number | Tenderer name | Exclusion and selection criteria fulfilled? (Y/N) |
| --- | --- | --- |
| 1 |  |  |
| […] |  |  |

Tenderer No. <X> is excluded / rejected for the following reason:[[3]](#footnote-3)

1. **technical compliance**

| Tender envelope number | Tenderer name | Technically compliant tender? (Y/N) |
| --- | --- | --- |
| 1 |  |  |
| […] |  |  |

Tender No. <X> is excluded from evaluation for the following reason:[[4]](#footnote-4)

…

1. **Award criteria (evaluation)**

[In case of the award criteria based on the best price-quality ratio]

| Tender envelope number | Tenderer name | Average technical score\* | Financial offer  (NC/EUR) | Financial offer is within the available budget? | Financial score | Overall score | Ranking |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |  |

\* Only tenders that are administratively compliant, fulfill the exclusion and selection criteria and are technically compliant qualify for the evaluation

[In case of the award criterion lowest price]

| Tender envelope number | Tenderer name\* | Financial offer  (NC/EUR) | Financial offer is within the available budget? | Ranking |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| […] |  |  |  |  |

\* Only tenders that are administratively compliant, fulfill the exclusion and selection criteria and are technically compliant qualify for the evaluation

The winning offer is <**name of tenderer>** for the price of <**amount>** [**EUR**][national currency].

|  |  |  |
| --- | --- | --- |
| Evaluator(s) | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |

**[Name and signature of legal representative[[5]](#footnote-5):**

**Date:]**

1. The report template shall be adapted by the Contracting Authority in case of lots. [↑](#footnote-ref-1)
2. For estimated value contracts up to 15 000 EUR, the criteria may not be requested. [↑](#footnote-ref-2)
3. Delete if not applicable. [↑](#footnote-ref-3)
4. Delete if not applicable. [↑](#footnote-ref-4)
5. The content of the evaluation report and the award decision may be merged into a single document where only one tender was received. In case of several tenders received, for the award decision the template *EV8\_award decision* may be used. [↑](#footnote-ref-5)