

ADMINISTRATIVE COMPLIANCE GRID

| Contract title: | | Recruitment of 3 CEFTA Secretariat staff members | | | | | | Reference: | | CEFTA 2024-03 | | | | | | |
|------------------------|--|---|-------------------|---|---|--|-----------------------|--|-------------------------------------|----------------------------------|------------------------------------|--|---|--|---------------------------------------|-------------------------------------|
| 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 subcontractors 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/...) | 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? | 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

