Single Tender Report – Service

**<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? (Y/N) | Offer complete and administratively compliant?  (Y/N) | Comment |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| […] |  |  |  |  |  |

1. **Award criteria (evaluation)**

| 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 with average scores of at least 75 points qualify for the financial evaluation

Tender No. x is excluded from evaluation for the following reason:[[1]](#footnote-1)

…

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

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

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

**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. Delete if not applicable. [↑](#footnote-ref-1)