***[Financial Evaluation Report for the Procurement of Consulting Services – Standard Template –***

*Notes on this document:*

***0. INTRODUCTION***

*This template has been prepared by KfW to support Project Executing Agencies (PEA) and Tender Agents (TA) when preparing Financial Evaluation Reports during Project Implementation. This template is applicable to the selection of Consultancy Services. The structure and the content of the evaluation template has been prepared in such a way that it contains all relevant information regarding the chronological order as well as the establishment of the evaluation results. Tender Agents engaged under an Agency Contract between the PEA and KfW are required to use this template. PEAs are encouraged to make use of it in different set-ups as well.*

*For the selection of Consultants KfW provides Standard Bidding Documents (SBD). The terms used in the following are based on these standard documents. In this context the term Consultant and Engineer may be used interchangeably, the same applies for the term PEA and Employer.*

*This template should be adapted in conformity with the respective project conditions, unneeded paragraph sections or tasks may be dropped depending on the specific context of the assignment under consideration of the requirements outlined in KfW's SBDs. Care should be taken to place the signatures of the evaluation committee on the same page as the evaluation result.*

*The italicised texts in square brackets, as shown within this complete chapter, are notes to the PEA/TA providing guidance when preparing the Evaluation Report. Such notes shall be deleted from the final Evaluation Report document.*

**German Financial Cooperation with [*insert name of country*]**

**Project: [*insert name of project*]**

**Financial Evaluation Report**

**for**

**Consulting Services for *[insert title of services*]**

**Employer: *[insert name and address of Employer]***

***[in case of an agency contract add: Represented by KfW]***

*[insert month, year]*

Project number: *[insert project number]*

Procurement number*: [insert procurement number]*

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#### General

*[Insert text / tick boxes / delete or mark if not relevant / add explications as required]*

|  |
| --- |
| The combined evaluation as indicated in 26.1 of the Data Sheet (DS) of the Conditions for Tender (CoT) is as follows (more details see ch. 4) |
|  - Weight of the Technical Proposal | \_\_\_\_ % |
|  - Weight of the Financial Proposal | \_\_\_\_ % |

Underlying “Guidelines for the Procurement of Consulting Services, Works, Plants, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries” for the selection procedure were used in version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |
| --- | --- | --- |
|  | PEA approval | KfW No object |
| Following the approval / no objection date on … |  |  |
| to the Technical Evaluation Report (Annexe 1A/1B) the financial proposals of bidders with a minimum score of 75 points out of 100 have been opened / downloaded |

|  |  |  |
| --- | --- | --- |
| *[Or in case of an agency contract insert instead] [[1]](#footnote-1):* |  | KfW approval |
| Following the approval date on …  |  |  |
| to the Technical Evaluation Report (Annexe 1) the financial proposals of bidders with a minimum score of 75 points out of 100 have been opened / downloaded. Table 1 below provides an overview of the financial proposals. For more details see Financial Opening Protocol (Annexe 2).*[Adapt table 1 as per requirements of the CoT, the structure included below is as per RfP Form FIN2]* |

**Table 1 – Read-out Prices Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Read-out Price[[2]](#footnote-2)** | ***[insert name bidder 1]***  | ***[insert name bidder 2]*** | ***Etc.*** |
| Total PackageTime Based services | *[insert read-out price]* | *[insert read-out price]* |  |
| Total PackageLump Sum Services | *[insert read-out price]* |  *[insert read-out price]* |  |
| **Grand Total Basic Servicesexcluding taxes & duties** | ***[insert read-out price]*** | ***[insert read-out price]*** |  |
| Taxes and duties on basic services | *[insert read-out price]* | *[insert read-out price]* |  |
| **Grand Total Basic Services, incl. taxes & duties** | ***[insert read-out price]*** | ***[insert read-out price]*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Optional Services, excluding taxes & duties | *[insert read-out price]* | *[insert read-out price]* |  |
| Taxes and duties on Optional Services | *[insert read-out price]* | *[insert read-out price]* |  |
| **Optional Services, including taxes & duties** | ***[insert read-out price]*** | ***[insert read-out price]*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Alternative Proposal | *[insert read-out price]* | *[insert read-out price]* |  |
|  |  |  |  |

*[If bidders were requested to hand in separate price sheets for different components, lump sum or time-based packages or project phases, gross prices as well or to indicate customs, excise duties, taxes, and/or levies separately repeat the same table for gross prices or customs, excise duties, taxes, and/or levies.]*

#### Financial Evaluation Methodology Applied

*[Insert text / tick boxes / delete or mark if not relevant / add explications as required]*

The evaluation and assessment of the financial proposals is strictly limited to the content and the matters of the documents submitted. The criteria and procedures for the financial evaluation as contained in the Conditions of Tender (CoT) are explained in the following.

According to the stipulations of the Data Sheet (DS) 16.1 of the CoT bidders were requested to offer a total price covering all fees for the services and all incidental costs for the delivery of the services provided that the contract form is as follows

|  |  |  |
| --- | --- | --- |
| Lump Sum Services |  | *[Insert Alternative 1 below]* |
| Time Based Services |  | *[Insert Alternative 2 below]* |
| Combined Time Based and Lump Sum Services |  | *[Insert Alternative 3 below]* |

and to split the total price into the following subsections:

*[insert requested pricing structure as per requirements of the CoT, lump sum, time-based package as applicable]:*

1. Staff Cost (foreign and local staff and accommodation)
2. Logistics and Transport (international and local travel, transport cost, project office cost, reports, and documents)
3. Other Cost (equipment and miscellaneous cost, incl. contingencies)
4. Optional Services
5. Alternative Proposals were allowed not allowed

*[If applicable, insert:* “The maximum budget available for the consulting services was fixed at *[insert amount and currency].”]*

*[Alternative 1, in case of a time-based contract form, insert:* “The terms “correction” and “corrected” refer to those price modifications by the evaluation committee in line with the provisions in a. below and which have a direct impact on the contract amount and need to be reflected in the contract in case of contract award.

Whereas the terms “adjustment” and “adjusted” reflect all those changes to the financial proposals which are necessary for comparison and evaluation purposes only as explained in b., c. and d. below.

As per ITC 23.2 the evaluation committee has

* 1. corrected any computational or arithmetical errors in case of any discrepancies between
		1. partial amount (sub-total) and the total amount, or
		2. between the amount derived by multiplication of unit price with quantity and the total price, or
		3. between words and figures, the former prevailed, unless the amount in words is related to an error in which case the amount in figures shall prevail, subject to i. and ii. or
		4. between the technical and the financial proposals in indicating quantities of input, the technical proposal prevails and the quantification in the financial proposal will be corrected so that it is consistent with the one indicated in the technical proposal.
	2. adjusted the prices if they failed to reflect the duration of the contract in accordance with ITC 14.1.3. (Employer’s estimation)
	3. adjusted the prices if they failed to reflect all inputs, which, in accordance with the RFP have to be indicated and priced separately, in accordance with the following steps:
		1. assessment whether the shortcoming is
			1. a minor deviation and the financial proposal can still be considered substantially responsive, or
			2. a major deviation rendering the financial proposal unresponsive leading to an exclusion of the bidder.
		2. in case of minor deviations bidders were requested whether the omitted price indication is included in other price items or not. If not, the relevant financial proposal has been adjusted by applying the highest rates for corresponding items of competing bids, otherwise a price adjustment did not take place.

*[Insert if applicable:*

* 1. adjusted the total input of key experts in the financial proposal of those bidders who offered a lower input than the requested minimum key experts’ time input of *[insert number of person month]* person month according to the formula in DS 14.1.4.*]*

Prices adjusted according to b., c. or d. are considered for comparison purposes only but will not form the basis of the final contract price if awarded the contract.

*[Alternative 2, in case of a lump sum contract form, insert: “*The evaluation committee has made no price adjustments as per ITC 23.3.”

*[Alternative 3, in case of a mixed contract containing time-based and lump sum components, insert the provisions made above accordingly.]*

*[The following provisions may apply to any of the alternatives]*

Optional services to be included in the proposals as per DS 20.3 were
 considered not considered for evaluation purposes.*”]*

*[In case the offered prices were adjusted for reimbursable items for evaluation purposes, insert: “*As per DS 23.4 the offered prices were adjusted for the following reimbursable items:*” and provide details, e.g., list of reimbursable items and unit costs. In case reimbursable items were not considered during financial evaluation, insert:* “Reimbursable items were not considered during financial evaluation.*”]*

As per DS 16.3 for the calculation of the Financial Proposal the following provisions regarding taxes and public duties directly attributable to the contract in the Employer’s country were to be considered: *[insert relevant provisions as per DS 16.3 i.e. tax exemption applies or in case of no tax exemption one of the following options a) the Consultant is liable to tax and their payment to local tax authorities and is remunerated for such expenses by the Employer, b) the Employer pays on behalf of the Consultant the amounts due to local tax authorities or c) the Consultant bears the applicable tax and duties out of the fees without separate remuneration for such expenses or any other provision as per DS.]*

According to DS 24.1. taxes and public duties during financial evaluation have been treated in the following way:

|  |  |  |
| --- | --- | --- |
|  | Gross prices considered **including** | *[insert type and percentage of taxes & levies]* |
|  | Net prices considered **excluding** | *[insert as required “*any taxes, duties, levies”*]* |
|  | Prices **adjusted** for evaluation for | *[explain, i.e. if adjusted for individual bidders for comparison, see also table 2a and 2b]* |

*[If prices could be offered in other currencies than EUR, insert:* “In accordance with DS 25.1 prices offered in currencies other than EUR were converted to EUR using the conversion rates published in *[insert source, e.g. website]* on *[insert date of which the conversion rates were used].* Conversions were made for pure comparison purposes during evaluation.

The Technical and Financial Proposals including price corrections and adjustments made were then weighted as indicated in chapter 1 using the formula explained in detail in chapter 4.

The proposals were evaluated by a Tender Committee consisting of the PEA and the Tender Agent. The members of the Tender Committee are presented in Annexe 5.

*[Or in case of an agency contract insert:]* The proposals were evaluated by the Tender Agent on behalf of the Employer.

*[in case individual clarifications with bidders during the financial evaluation took place insert*“During financial evaluation clarifications with the following bidders took place *[insert names of bidders].* These clarifications are documented in Annexe 3 and elaborated throughout the following paragraphs.*”]*

#### Corrections, Clarifications & Assessment of Financial Proposals

#### Assessment of the Financial Proposals

#### Assessment of *[insert name of bidder]*

*[Repeat the same chapter per bidder.*

*Alternative 1: In case of a time-based contract form or component, insert the following text and table and adjust the table to the requirements of the CoT. The indication regarding taxes (inclusive / exclusive) should be identical for all bidders and reflect the provisions of DS 24.1. Individual financial proposals may require an additional adjustment for taxes for comparison purposes.]*

The evaluation commission made corrections and adjustments, if any as explained in chapter 2 to determine the evaluated price for comparison as shown in the table below.

**Table 2a – Time-based Price of the Financial Proposal**

Prices are  inclusive exclusive of taxes, levies, excise duties

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cost item / component** | **Grand Total Basic Services** | **Comments/explanation** |
| 1 | Read-out price in currency other than the EUR | *[insert amount and currency if not applicable, insert “– “]* |  |
| *2* | Conversion rate | *[insert conversion rate used if not applicable, insert “– “]* | Source / date of the rate: *[insert source / date if not applicable insert “– “]* |
| 3 | Read-out price in EUR | *[insert (converted) amount in EUR]* |  |
| 4 | Corrections as per ch. 2 a. i. – iii. above (arithmetical/computational errors) in EUR | *[insert total amount of corrections made, if not applicable, insert “– “]* | *[insert short explanation]* |
| 5 | Corrections as per ch. 2 a. iv. above (discrepancies between technical / financial proposal) in EUR | *[insert total amount of corrections made, if not applicable, insert “– “]* | *[insert short explanation]* |
| **6** | **Total corrected price for time-based services in EUR** | ***[insert converted read-out price plus corrections above]*** | **Price to be considered during contract negotiations** |
| 7 | Adjustments as per ch. 2. b. above (contract duration) | *[insert total amount of adjustments made if not applicable, insert “– “]* | *[insert short explanation]* |
| 8 | Adjustments as per ch. 2 c. above (failure to reflect requested inputs) | *[insert total amount of adjustments made if not applicable, insert “– “]* | *[insert short explanation]* |
| 9 | Adjustments as per ch. 2 d. above (lower input of key experts than requested) | *[insert total amount of adjustments made if not applicable, insert “– “]* | *[insert short explanation]* |
| 10 | Adjustments as per ch. 2 for reimbursable items | *[insert total amount of adjustments made if not applicable, insert “– “]* | *[insert short explanation]* |
| **11** | **Evaluated price for time-based services in EUR incl. corrections and adjustments if any** | ***[insert corrected/adjusted price in EUR]*** | *[sum of read-out price in EUR plus positive/negative corrections & adjustments]* |

The final corrected and adjusted price (evaluated price) shown in the table above is used in the further evaluation steps. However, the corrections made as explained above need to be reflected in the contract in case of contract award (total corrected price), whereas the adjustments are made for comparison purposes during evaluation only. For details see Annexe 4.

*Alternative 2: In case of a lump sum contract form or component, insert the following text and table and adjust the table to the requirements of the CoT. The indication regarding taxes (inclusive / exclusive) should be identical for all bidders and reflect the provisions of DS 24.1. Individual financial proposals may require an additional adjustment for taxes for comparison purposes.]*

The evaluation commission made adjustments, if any as explained in chapter 2 to determine the evaluated price for comparison as shown in the table below.

**Table 2b – Lump sum Price of the Financial Proposal**

Price inclusive of taxes, levies exclusive of taxes, levies, excise duties

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cost item / component** | **Grand Total Basic Services** | **Comments/explanation** |
| 1 | Read-out price in currency other than the EUR | *[insert amount and currency if not applicable, insert “– “]* |  |
| *2* | Conversion rate | *[insert conversion rate used if not applicable, insert “– “]* | Source / date of the rate: *[insert source / date if not applicable insert “– “]* |
| 3 | Read-out price in EUR | *[insert (converted) amount in EUR]* |  |
| 4 | Adjustments as per ch. 2 for reimbursable items | *[insert total amount of adjustments made if not applicable, insert “– “]* | *[insert short explanation]* |
| **5** | **Evaluated price for lump sum services in EUR, incl. adjustments if any** | ***[insert adjusted price in EUR]*** | *[sum of positive/negative adjustments plus the read-out price in EUR]* |

The final adjusted price (evaluated price) shown in the table above is used in the further evaluation steps. However, the adjustment is made for comparison purposes during evaluation only. For details see Annexe 4.

Overall impression of the suitability of the submitted proposal to the project requirements

The financial proposal addresses the requirements of the TOR:

|  |  |
| --- | --- |
| entirely |  |
| with minor deviations |  |
| with major deviations |  |

In summary the financial proposal is considered as adequate not adequate.

The followingshortcomings have to be addressed during contract negotiations if the bidder was to be invited:

*[insert list of items for contract negotiations if any or “*none*”]*

*[in case the financial proposal is considered as non-responsive provide details leading to the exclusion from further evaluation]*

The detailed financial assessment is provided in Annexe 4.

#### Overview of Applied Prices for Evaluation

The following table contrasts the original overall read-out price in EUR (incl. time based and lump sum if any) with the overall price after evaluation inclusive of corrections, adjustments, and clarifications, if any.

**Table 3 – Overview of Read-out and Evaluated Prices**

|  |  |  |
| --- | --- | --- |
| **Name of bidder** | **Read-out overall price after conversion if any in EUR** | **Evaluated price in EUR incl. time based & lump sum components and corrections & adjustments if any** |
| *[insert name of bidder 1]* | *[insert read-out price in EUR]* | *[insert evaluated price in EUR]* |
| *[insert name of bidder 2]* | *[insert read-out price in EUR]* | *[insert evaluated price in EUR]* |
| *[insert name of bidder 3]* | *[insert read-out price in EUR]* | *[insert final evaluated in EUR]* |
| *[insert name of bidder 4]* | *[insert read-out price in EUR]* | *[insert evaluated price in EUR]* |
| *[insert name of bidder 5]* | *[insert read-out price in EUR]* | *[insert final price in EUR]* |

*[in case all evaluated financial proposals exceed the available budget insert the following sub-chapter:*

#### *If relevant:* Analysis of Cost-overruns

*[insert analysis of cost-overruns including but not limited to the following topics:*

* *Assessment of price estimate and suitability of allocated budget:*
	+ *Is the underlying price estimate up to date (incl. necessary adaptations due to inflation)?*
	+ *Does it reflect all requirements of the ToR?*
	+ *Does the allocated budget properly reflect an appropriate price estimate?*
* *Assessment of a reduced scope of works*
	+ *Indicate if and how the initial scope of works could be reduced adequately without threatening the overall project goal. Provide a solid reasoning in case a reduction of the scope of works seems unrealistic.*
* *Availability of additional budget*
	+ *Indicate the amount of additional funds which should made available to match the price of the first-ranked bidder in case a reduction of works seems unrealistic.*

*[in case the tender procedure shall be cancelled insert the following sub-chapter:*

#### *If relevant:* Cancellation of Tender Procedure and Next Steps

*[list reasons for proposed cancellation and recommended next steps according to the KfW procurement guidelines, art. 2.5.15. If a retender is envisaged list items of the ToR/CoT or contract template and if applicable additional mitigation measures to successfully finalise the tender procedure.]*

#### Combined Evaluation and Recommendation for Award

|  |
| --- |
| The combined evaluation as indicated in 26.1 of the Data Sheet (DS) of the Conditions for Tender (CoT) is as follows |
|  - Weight of the Technical Proposal (WT) | \_\_\_\_ % |
|  - Weight of the Financial Proposal (WF) | \_\_\_\_ % |

whereas

PT = *WT*  \* T, with

 PT = weighted technical score (points) of the technical Proposal,

 WT = weight (factor) of the technical Proposal

 T = technical score (points) as per technical evaluation

PF = *WF*  \* (Co/C) \* 100, with

 PF = weighted financial score (points) of the Financial Proposal,

 WF = weight (factor) of the financial proposal

 Co = lowest evaluated price (monetary units) of all financial Proposals.

C = evaluated price (monetary units) of the Financial Proposal,

P= PT + PF and whereas WT + WF = 1.

Below are the results of the combined evaluation of the technical and financial proposals.

**Table 4 – Results of the Combined Evaluation of the Technical & Financial Proposals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rank** | **Name of Bidder** | **Technical score (T)** | **Weighted technical score (PT)** | **Evaluated overall price (C)\*** | **Weighted financial score (PF)** | **Total score (P)** | **Contd. eligibility\*\*** |
| *[insert rank]* | *[insert name of first ranked bidder]* | *[insert technical score]* | *[insert weighted score]* | *[insert evaluated overall price in EUR]* | *[insert weighted score]* | *[insert total score]* | *Yes / No* |
| *[insert rank]* | *[insert name of second ranked bidder]* | *[insert technical score]* | *[insert weighted score]* | *[insert evaluated overall price in EUR]* | *[insert weighted score]* | *[insert total score]* | *n/a* |
| *[insert rank]* | *[insert name of third ranked bidder]* | *[insert technical score]* | *[insert weighted score]* | *[insert evaluated overall price in EUR]* | *[insert weighted score]* | *[insert total score]* | *n/a* |
| *[insert rank]* | *[insert name of fourth ranked bidder]* | *[insert technical score]* | *[insert weighted score]* | *[insert evaluated overall price in EUR]* | *[insert weighted score]* | *[insert total score]* | *n/a* |
| *[insert rank]* | *[insert name of fifth ranked bidder]* | *[insert technical score]* | *[insert weighted score]* | *[insert evaluated overall price in EUR]* | *[insert weighted score]* | *[insert total score]* | *n/a* |

*\* after conversion in EUR incl. time based & lump sum components as well as corrections & adjustments if any.*

*\*\* Continued eligibility and qualification as per ITC 27 FORM E/Qual to be verified for the first ranked bidder only, if ineligible continue with second ranked bidder etc. and provide explanation*

As a result of the technical and financial evaluation and the subsequent positive verification of the continued eligibility and qualification it is recommended to invite

***[insert name of bidder]***

for pre-award discussions subject to the prior confirmation of the availability of all proposed key staff as per ITC 29.3 and on the basis of its financial offer amounting to:

**Total price time-based component *[insert total corrected price in EUR, table 2A]* and**

**Total price lump sum component *[insert converted read-out price in EUR, table 2B].***

***[Note: Signatures have to be on the same page as Table 4. If need be, copy/paste Table 4 to the signature page.]***

*[Insert place and date of signing]*

Name(s) Signature(s)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *[insert names of tender evaluation committee of PEA incl. Tender Agent]* |  | *[insert signatures]* |

#### Topics for Pre-award Discussions

When entering into contract negotiations with the recommended bidder the following items should be clarified and finally agreed upon:

|  |  |
| --- | --- |
| Open issues from technical evaluation | *[insert list of items, if any or “not applicable”]* |
| Open issues from financial evaluation | *[insert list of items, if any or “not applicable”]* |
| Open tax issues etc. | *[insert list of items, if any or “not applicable”]* |
| *[specify any additional open issues]* |  |

# **Annexes**

*[In case of an agency contract adapt the Annexes below as indicated in the relevant Annexe.*

*Annexes should be inserted in an unalterable form i.e., screen shots, PDF or photos especially communications regarding approvals, no objections, protocols and clarifications or publications. Annexes consisting of large documents may be attached as separate file to the report in the original format i.e., evaluation matrix in Excel]*

## 1A – PEA Approval of the Technical Evaluation Report

## 1B – KfW No Objection to Technical Evaluation Report

*[Or in case of an agency contract insert]:*

**1 – KfW Approval to the Technical Evaluation Report**

## 2 – Financial Proposal Opening Protocol

*[The Financial Proposal Opening Protocol shall contain at least the following minimum information:*

* *date, time, venue of opening/download*
* *names and function of witnesses, e.g. tender evaluation committee, Tender Agent*
* *Statement on the status of the envelopes:*

* number of Offer originals/copies,*

* envelope(s) sealed properly*

* *Names of bidders, whose envelopes remain closed and returned*
* *Details per individual opening:*
	+ *name and address of bidder (in case of JV provide details for all JV partners,*
	+ *Read-out price and currency*
	+ *signatures of all witnesses]*

## 3 – Individual Clarifications during Evaluation

*[If applicable, insert documentation, e.g. email correspondence, if any. If not applicable, insert „not applicable“.]*

## 4 – Financial Evaluation Matrix

*[insert detailed and completed evaluation matrix]*

## 5 – Members of the Tender Evaluation Committee

*[insert names of members, minimum three out of which one member shall not be staff of the PEA’s organization]*

*[In case of an agency contract insert “not applicable”]*

1. *If available, include feedback by PEA as in table above. Take into account deadline for PEA’s feedback in case of an agency contract.* [↑](#footnote-ref-1)
2. Read-out price means the price as contained in the financial proposals irrespective of whether read-out or not [↑](#footnote-ref-2)