***[Technical 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*]**

**Technical 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]*

Short Project description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tender Procedure applied:

|  |  |  |  |
| --- | --- | --- | --- |
| International Competitive Bidding ICB |  | National Competitive Bidding NCB |  |
| Limited Competivie Bidding LCB |  |  |  |
| Single stage selection |  | Two stage selection |  |
| One envelope submission |  | Two envelope submission |  |

Evaluation Procedure applied:

|  |  |
| --- | --- |
| Quality and cost-based selection (QCBS) |  |
| Least cost selection (LCB*)* |  |
| Fixed budget selection (FBS) |  |

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 used in version: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Approval / No objection date to … | PEA approval | KfW No object |
| - Qualification Evaluation Report (Annexe 1A/1B) |  |  |
| - List of shortlisted firms |  |  |

*In case of agency contract replace above table by the table below[[1]](#footnote-1)*

|  |  |  |
| --- | --- | --- |
| Approval date under agency contract to … |  | KfW approval |
| - Application Evaluation Report (Annexe 1A/1B) |  |  |
| - Shortlist of qualified Consultants (Annexe 1A/1B) |  |  |

|  |  |  |
| --- | --- | --- |
| Publication date of shortlisted firms in GTAI (Annexe 2) | |  |
| Publication date of shortlisted firms in | *[fill in in case of additional publication]*  (Annexe 2) |  |
| Submission deadline as per publication | |  |

|  |  |  |
| --- | --- | --- |
| Approval / No objection date to … | PEA approval | KfW No object. |
| - Request for Proposal incl. Conditions of Tender |  |  |
| (CoT), Terms of Reference (TOR) and contract template (Annexe 3A/3B) | | |

*In case of agency contract replace above table by the table below[[2]](#footnote-2)*

|  |  |  |
| --- | --- | --- |
| Approval dates under agency contract to … |  | KfW approval |
| - Terms of Reference |  |  |
| - Request for Proposal incl. Conditions of Tender |  |  |
| incl. (CoT), Terms of Reference (TOR) and contract template (Annexe 3A/3B) | | |

|  |  |
| --- | --- |
| Request for Proposal sent to shortlisted firms below on (Annexe 4A) |  |

|  |  |
| --- | --- |
| 1 | *[Insert names of bidders in alphabetical order]* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Submission date for proposals | | | |  | |
|  |  |  |  | |
| *If relevant complete table below* | published on … | no. of days | extended submission date | |
| Submission deadline extension (Annexe 4B) |  |  |  | |
| Reason for extension of submission date |  | | | |

|  |  |  |
| --- | --- | --- |
| Approval / Feedback date to … | PEA approval | KfW feedback |
| - Detailed Technical Evaluation Matrix (A. 5A/5B) |  |  |

*In case of agency contract replace above table by the table below[[3]](#footnote-3)*

|  |  |  |
| --- | --- | --- |
| Approval date under agency contract to … |  | KfW approval |
| - Detailed Technical Evaluation Matrix (Annexe 5) |  |  |

|  |  |  |
| --- | --- | --- |
| *If relevant complete table below* | date … | place / address |
| Pre-bid meeting (Annexe 6) |  |  |

*If relevant provide data for clarifications / addenda*

|  |  |
| --- | --- |
| Number of Clarification requests received & answered (Annexe 7) |  |
| Number of Addenda to PQ document issued (Annexe 8) |  |
| Number of Proposals received on / before deadline (Annexe 9) |  |

**Table 1 – List of Proposals Submitted**

| **No**. | **Name of Bidder** | **Name of Lead firm** | **Name(s) of JV Partner(s)** | **Name of sub-consultant(s)\*** | **Country of origin of lead firm** | **Submission date and time** | **Compliance with packaging requirements** | **Pass/Fail** Pass if submission was before submission date (initial or extended, see previous page)and compliant with packaging requirements. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | *[Insert company name or in case of joint venture insert name of JV]* | *[in case of JV insert name of lead firm]* | *[in case of JV insert name(s) of JV partner(s)]* | *[insert name(s) of sub-consultant(s)]* | *[insert country of origin of lead firm]* | *[insert date and time of submission]* | *[insert “yes” or “no”]* | *[insert “Pass” or “Fail”, if Fail, insert reason]* |
| 2 | *[Insert company name or in case of joint venture insert name of JV]* | *[in case of JV insert name of lead firm]* | *[in case of JV insert name(s) of JV partner(s)]* | *[insert name(s) of sub-consultant(s)]* | *[insert country of origin of lead firm]* | *[insert date and time of submission]* | *[insert “yes” or “no”]* | *[insert “Pass” or “Fail”, if Fail, insert reason]* |
| *Etc.* |  |  |  |  |  |  |  |  |

\* relevant only for bidders who named sub-consultants to be considered during Application evaluation. Such bidders have to make use of these sub-consultants in their proposals

#### Criteria for Evaluation

The minimum score to be attained is 75 points out of 100.

*[in case of environmental, social, health and safety (ESHS) requirements insert:* “The minimum score for ESHS requirements to be attained is *[insert number of*] points.”*]*

The evaluation of the bidders’ proposals is limited strictly to the content and the matters of the documents submitted. The following two tables have been published in the Request for Proposal and provide the basis for the assessment of i) the administrative compliance (table 2) and ii) the technical assessment of the Proposals (table 3).

*[in case of modifications of the published evaluation criteria as a result of clarifications and / or addenda explain modifications introduced]*

**Table 2 – Administrative Compliance Template**

|  |  |  |
| --- | --- | --- |
| Type of Document required as per ITC 10.1  *[Delete any of the following requirements in case of deviations to standard tender requirements.]* | Required (yes/no) | Pass/Fail  (yes/no) |
| 1. Power of Attorney (PoA) | yes, if applicable | yes, if applicable |
| 1. Declaration of Undertaking (DoU) as per Form TECH 2 | yes | yes |
| 1. Continued Eligibility & Qualifiaction (as per Form E/Qual) | yes | In case of significant deviations to the PQ, potentially yes |
| **Result of Preliminary Examination in Stage 1** |  | **Pass/Fail** |

**Table 3 – Technical Assessment Template**

|  |  |  |
| --- | --- | --- |
| **Technical Evaluation Criteria** | | **Scoring** |
| 1. | Concept and methodology | *[insert scoring as per Data Sheet (DS)]* |
| 1.1 | Clarity and completeness of the tender | *[insert scoring as per DS]* |
| 1.2 | Critical analysis of the project objectives and the Terms of Reference (TOR) | *[insert scoring as per DS]* |
| 1.3 | Proposed concepts and methods *[If applicable add separate sub-criterion for ESHS requirements]* | *[insert scoring as per DS]* |
| 2. | Qualifications of proposed staff *[If applicable add separate sub-criterion for ESHS requirements to the team or individual team members]* | *[insert scoring as per DS]* |
| 2.1 | Team leader / project manager | *[insert scoring as per DS]* |
| 2.2 | Other Key staff to be employed on the project | *[insert scoring as per DS]* |
| 2.3 | Personnel in the home office who will monitor and control the team, and provide back-up services | *[insert scoring as per DS]* |
| **Total (maximum)**  *[If applicable add the following:*  Minimum ESHS score required \_\_\_\_  (sum of ESHS sub-criteria included in 1.3 and 2.)  Proposals below the minimum ESHS score will be rejected*]* | | **100** |

The main criteria as per above table were subsequently detailed into sub-indicators to achieve a detailed, objective, and transparent assessment of the submitted and compliant technical proposals.

Substantially responsive proposals as per table 2 were evaluated in accordance with the qualitative approach as per ITC 21.1. and the criteria and scoring system as laid out in table 3.

*[in case individual clarifications with bidders during the evaluation took place insert*During evaluation clarifications with the following bidders took place *[insert names of bidders.]“*These clarifications are documented in Annexe 10 and elaborated further on throughout chapter 3”].

The proposals were evaluated by a Tender Committee of the PEA and the Tender Agent. The members of the Tender Committee are presented in Annexe 11).

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

The detailed Technical Evaluation Matrix is presented in Annexe 12.

#### Results of the Evaluation

The following chapters provide short descriptions of the results of the evaluation using the criteria listed above. The aspects mentioned for each of the bidders are the most prominent ones. A comprehensive evaluation is presented in the evaluation matrix (Annexe 12).

#### Administrative Compliance

The following table provides an overview on the assessment of the proposals’ administrative compliance.

**Table 4 – Assessment of Administrative Compliance**

| No. | Name of Bidder | Lead firm | JV partners | Sub-consultant(s)\* | PoA | DoU (Form TECH 2) | Elibility & Qualification (Form E/Qual | Bid validity (Form TECH-1) | Conflict of interest (Form TECH-1) | Overall  Administrative Compliance |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Pass/Fail,  If applicable | Pass/Fail | Pass/Fail  *[Fail in case of significant deviations to the PQ, only]* | Pass/Fail | (Pass/Fail) | Pass/Fail |
| *1.* | *[insert name]* | *[insert name]* | *[insert name]* | *[insert name]* | *[insert “applicable” or “not applicable”; insert “Pass” or “Fail”]* | *[insert “Pass” or “Fail”]* | *[insert “Pass” or “Fail”]* | *[insert “Pass” or “Fail”]* | *[insert “Pass” or “Fail”]* | *insert “Pass” or “Fail”]* |
| *2.* |  |  |  |  |  |  |  |  |  |  |
| *Etc.* |  |  |  |  |  |  |  |  |  |  |

*\* relevant only for bidders who named sub-consultants to be considered during Application evaluation. Such bidders have to make use of these sub-consultants in their proposals*

#### Administrative Assessment of *[insert name of Bidder]*

*[Provide details for every proposal which has either been determined as incompliant as per table 4 or for which individual clarification(s) were necessary in order to establish administrative compliance. Insert for each such Proposal a separate sub-chapter with a short explanation of reason for incompliance and / or a summary of clarifications as proposed below:*

*“*The proposal has the following deviations”:

* *[enlist deviations and assessment per deviation whether the proposal is still compliant*
* *enlist individual clarifications, if any, if they could be solved within the given deadline(s);*
* *insert assessment whether the overall proposal is compliant. If positive, insert: “*The deviations have been found as not material and/or could be solved by way of clarification so that the overall proposal can be considered as **compliant** **with the administrative requirements** presented in table 2 – Administrative Compliance Template*”. If negative, insert “*The deviations have been found as material and/or could not be solved by way of clarification so that the overall application can be considered as **not compliant with the administrative requirements** presented in table 2 – Administrative Compliance Template*”.]*

The detailed evaluation is presented in the Technical Evaluation Matrix (Annexe 12).

#### Technical Evaluation

The following table summarizes the findings of the Technical evaluation as per the conditions presented in Table 3 above.

**Table 5 – Summary Evaluation of the Technical Proposals**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Bidder** | **1. Concept and Methodology** | | | **2. Qualifications of Proposed Staff** | | | | **Total Score** | |
|  |  | 1.1 Clarity and Completeness of the Proposal | 1.2 Critical Analysis of Project Objectives and TOR | 1.3 Proposed Concepts and Methods | 2.1 Team leader | 2.2 Other Key staff to be employed on the project *[add additional columns for key expert positions where applicable]* | 2.3 Personnel in the Home Office for Back-up Services |  | |
|  |  | *[insert max. score as per DS]* | *[insert max. score as per DS]* | *[insert max. score as per DS]* | *[insert max. score as per DS]* | *[insert max. score as per DS]* | *[insert max. score as per DS]* | *[insert max. score as per DS]* | |
| 1. | *[insert name of Bidder]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | |
| 2. | *[insert name of Bidder]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | *[insert achieved score]* | |
| Etc. |  |  |  |  |  |  |  |  | |

#### Assessment of Technical Proposal of *[insert name of Bidder]*

*[Repeat this sub-chapter for every technical proposal which was considered as administrative compliant as per chapter 3.1, adapt table below according to the requirements of the CoT]*

The following chapter summarizes the findings of the evaluation of the technical proposal.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Score** | | ***Insert [name of bidder]*** |
|  | max. | given |  |
| 1. Concept & Methodology |  |  | *Insert summary assessment of strength and weaknesses* |
| 1.1 Clarity & Completeness |  |  | *Insert in keywords reasons for deduction of points* |
| 1.2 Critical Analysis of … |  |  | *ditto* |
| 1.3 Proposed concepts |  |  | *ditto* |
|  |  |  |  |
| 2. Staff |  |  | *Insert summary assessment of strength and weaknesses* |
| 2.1 Team leader |  |  | *Insert in keywords reasons for deduction of points/exclusion* |
| 2.2.1 Key Staff A |  |  | *ditto* |
| 2.2.2 Key Staff B |  |  | *ditto* |
| 2.3 Back up staff |  |  | *ditto* |
| Total score |  |  | *[in case the total score is below the threshold of 75 points explain briefly the major shortcomings that resulted in a poor scoring.]* |

#### Overall Result of the Technical Evaluation and Ranking

The following table presents those bidders whose technical proposals have reached at least 75 points, the minimum threshold for the opening of the financial proposals as defined in the CoT. Based on the evaluation of the technical proposals it is recommended to open the financial proposals of these bidders for financial evaluation.

**Table 6 – Summary of the Evaluation of Technical Proposals**

| **No.** | **Name of Bidder** | **Achieved score** | **Qualified for financial opening** |
| --- | --- | --- | --- |
| 1 | *[insert name of Bidder]* | *[insert score]* | Yes / no |
| 2 | *[insert name of Bidder]* | *[insert score]* | Yes / no |
| *Etc*. |  |  |  |

The financial proposals of those bidders whose technical proposals did not achieve 75 points or more will *[in case of hardcopy submission insert:* *“*be returned unopened after contract award*”, in case of electronic submission via procurement platform (i.e. exficon) insert: “*will remain inaccessible for download and will be deleted from the e-procurement system “unopened” after completing the selection process and Contract signing*”, or in case of electronic submission insert details on the procedure to the extent required.]*

#### Recommendations for Pre-award Discussion

In case the contract will be awarded to one of the enlisted bidders the following issues have to be taken into consideration and clarified during contract negotiations:

*[insert additional sub-chapter per bidder]*

#### Recommendations for Pre-award Discussion with *[name of bidder]*

*[List any identified errors, omissions, deficiencies or other subject matter for each proposal substantially compliant with the requirements of the RfP, which will be subject to clarifications before Award of Contract]*

***[Note: Signatures have to be on the same page as table 6. If need be, copy/paste table 6 to the signature page.]***

*[Insert place and date of signing]*

Names(s) Signature(s)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *[insert names and signature of tender evaluation committee of PEA and including Tender Agent]* |  |  |

# **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.]*

## Annexe 1A – PEA Approval of the PQ Evaluation Report and Shortlist

## Annexe 1B - KfW No Objection to the PQ Evaluation Report and Shortlist

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

## Annexe 1A – PEA Feedback to the Shortlist [if available]

## Annexe 1B – KfW Approval of the PQ Evaluation Report and Shortlist

## Annexe 2 – Shortlist Notice

*[insert proof, e.g. screenshot or link of publication of the shortlist publication in GTAI and in any other media in which it was published]*

## Annexe 3A – PEA Approval of the Request for Proposals

## Annexe 3B – KfW No Objection to the Request for Proposals

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

## Annexe 3A – PEA Feedback to the Terms of References [if available]

## Annexe 3B – KfW Approval to the Request for Proposals

## Annexe 4A – Communication of RfP send to Shortlisted Consultants

*[include proof of simultaneous distribution to all bidders e.g. email screenshot]*

## Annexe 4B - Communication of Extension of Submission Deadline

*[If applicable, include proof of simultaneous distribution to all bidders (e.g. email screenshot). If not applicable insert: “not applicable”.]*

## Annexe 5A – PEA Approval of the detailed Technical Evaluation Matrix

## Annexe 5B – KfW Feedback to the detailed Technical Evaluation Matrix

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

## Annexe 5 – KfW Approval to the detailed Technical Evaluation Matrix

## Annexe 6 – Pre-bid Minutes of Meeting

*[If applicable, insert Minutes of Meeting, minimum information: date, time, place, names of participants incl. company details. If not applicable insert: “*not applicable*”.]*

## Annexe 7A – List of Clarifications

*[if not applicable insert “*not applicable*” and delete below table]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Clarification Request | Received | Answer | sent to bidders |
| 1. | *[insert question]*  *[The text inserted here may not contain any information on the bidder who has submitted the clarification request.]* | *[insert date of receipt of clarification request at the address provided in the RfP]* | *[insert answer\*]*  *Or in case of agency contract insert: answer approved by KfW\*\*]* | *[insert date]* |

*\* In case of answers with implications to the TOR, the time schedule or the cost KfW shall be contacted in advance*

*\*\* In case of an agency contract KfW shall be contacted in advance of any clarification prior to publication.*

## Annexe 7B - Communication of Clarifications to Consultants

*[If applicable, include proof of simultaneous distribution to all bidders (e.g. email screenshot). If not applicable insert: “not applicable”.]*

## Annexe 8A – Addenda to the RfP

*[if not applicable insert “*not applicable*”]*

## Annexe 8B - Communication of Addenda to the RfP to Consultants

*[If applicable include proof of simultaneous distribution to all bidders (e.g. email screenshot). If not applicable insert “*not applicable*”].*

## Annexe 9 – Opening Protocol(s)

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

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

* timely or delayed delivery,*

* number of Offer originals/copies,*

* envelope(s) sealed properly;*

* *Short description of opening procedure:*

* Which envelope has been opened? Outer/inner envelope?*

* Which envelopes remain closed?*

* *Details per individual opening:*
  + *name and address of bidder (in case of JV provide details for all JV partners,*
  + *the presence or absence of a signed Technical Proposal Submission Form (TECH-1)*
  + *the presence or absence of a duly sealed/separate envelope with the Financial Proposal*
  + *the presence or absence of the Declaration of Undertaking (TECH-2)*
  + *any modifications to the Proposal submitted prior to the Proposal submission deadline*
  + *any other information deemed appropriate or as indicated in the Data Sheet*
  + *signatures of all witnesses]*

## Annexe 10 – Individual Clarifications during Evaluation

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

## Annexe 11 – Members of the Tender Evaluation Committee

## Annexe 12 – Detailed Technical Evaluation Matrix

*[insert detailed and completed evaluation matrix*

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. If available, include feedback by PEA as in table above. Take into account deadline for PEA’s feedback in case of agency contract. [↑](#footnote-ref-2)
3. If available, include feedback by PEA as in table above. Take into account deadline for PEA’s feedback in case of agency contract. [↑](#footnote-ref-3)