

SINGLE TENDER REPORT – SERVICE

REF.: HUSRB/VI-A/VS/RSP/06-2023-1

Maximum available value of the contract is RSD 900.000,00 gross amount

The tender submission deadline¹ was **15/07/2023** at **13:00 hours** (local time).

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)	Eligible nationality? (Y/N)	Offer complete and administratively compliant? (Y/N)	Comment
1						
2						
3						
[...]						

2. SELECTION CRITERIA²

Tender envelope number	Tenderer name	Criteria as per invitation to tender	Y/N
1			
2			
3			
[...]			

¹ The deadline for the submission of tenders submitted by post or courier service is the indicated date as evidenced by the date of dispatch, the postmark or the date of the deposit slip.

² In case the tender value is over EUR 15 000.

3. AWARD CRITERIA (EVALUATION)³

Tender envelope number	Tenderer name	Average technical score*	Technical score (A)	Financial offer (RSD/EUR)	Financial offer is within the available budget?	Financial score (B)	Overall score (Ax0,80 + Bx0,20)	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:⁴

...

The winning offer is **[name of tenderer]** for the price of **[amount] [EUR] / [RSD]**.

Evaluator(s) ⁵	Signature

³ The non-relevant table is to be erased!

⁴ Delete if not applicable

⁵ Number of evaluators is decided by the Contracting Authority.

Guide and example for scoring with 'best value for money' principle

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	4 000 EUR	4 800 EUR
Financial score (lowest financial offer / actual financial offer x 100)	during technical evaluation	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.