ADMINISTRATIVE COMPLIANCE GRID

Contract title:	**Provision of Technical Support Services to the Saranda Municipality for the implementation of the project "Developing DIgital and Interactive Storytelling Experiences in Art Galleries and Museums'', with the Acronym '' DIVE IN ART''**	**Reference:**	

Tender 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)?	EURM compliant ? (Y/N)	Exclusion situation ? (Y/N)	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 + profiles)(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?	Documentary evidence for the references[2] (If requested at this stage of the procedure)	Documentary evidence for the exclusion criteria (If requested at this stage of the procedure)	Overall decision? (Accept / Reject)
1																				
2																				
3																				
4																				
5																				

[1] Enter 'OK' if all criteria have been satisfied, otherwise enter 'a', 'b', 'c', etc to record any criteria which have not been satisfied.

[2] Evidence provided shall be compliant with the description given in the request to participate form as concerns the selection criteria for technical capacity as specified in the contract notice.

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Chairperson's name	
Chairperson's signature	
Date	