

Document ID: 8772

**PRE-QUALIFICATION EVALUATION REPORT APPROVAL**

<b>Project Title:</b> Capacity building of government institutions to engage in a policy dialogue with civil society, 2011 programme	
<b>Maximum budget:</b> 1,000,000.00€	<b>Task Manager:</b>
<b>Programme Name/Year:</b> IPA/2011/022-966 - AP: 2011	<b>Tender Number:</b> EC/BIH/TEN/12/001

**This dossier must include (indicate):**

1. Procurement Notice Copy
2. Copy of received Expressions of Interest
3. Completed Shortlist Report
4. Rejection Letters
5. Draft Shortlist Notice

<b>C&amp;F Procurement</b>	Initiates and checks report approval dossier ✓ Prepares rejection letters ✓	LS	LN	12/6/12	Please, comments, if any, write on the attached pages
<b>Chairperson</b>	Confirms that the report is accurate and complete and that it provides adequate justification for the evaluation decisions	PBP	MA	12/6/12	
<b>C&amp;F Quality Control</b>	Verifies according to checklist	JN	JS	10/07/12	
<b>OPS HoSection</b>	Verifies according to checklist	ND	YM	12/14/12	
<b>C&amp;F HoCF</b>	Verifies according to checklist Signs rejection letters	JH	SE	18/07/12	
<b>AOSD</b>	Final approval	HGS	HS	16/7/12	
<b>C&amp;F Procurement</b>	Dispatches rejection letters, (after tender is launched) <input checked="" type="checkbox"/> done	ZBR	AKO	19/7/12	
<b>C&amp;F Procurement Arc</b>	Archive report and circ sheet. <input checked="" type="checkbox"/> done Archive dispatched letters <input checked="" type="checkbox"/> done Copy report to TM <input checked="" type="checkbox"/> done	JP	Prm6	20/7/12	

Please note that eventual contract under this Decision must be signed by 30/11/12. 11/6/12  
 HS: I have potential conflict of interest as HS I. Nowakowska (member of the Foundation Co-operation Fund) is my friend since I worked for CFCU.

12/06/12

4/07/12 → inconsistent application's evaluation on relevance / out dept. JS  
 10/07/12 → eq. PQ report revised off. No changes to the short-list, letters need to be revised.

**Tender opening report**

**Project title: Supply of ICT equipment for BiH presidency**

**Publication ref: EuropeAid/130153/C/SUP/BA**

**Tender No: EC/BiH/10/027**

**Contents:** Timetable  
Observers  
Minutes  
Conclusion  
Signatures

**Annexes:** Summary of tenders received  
List of tenderers' representatives  
Declaration of Impartiality and Confidentiality

**1. Timetable**

	DATE	TIME	LOCATION
Publication of procurement notice	14 <sup>th</sup> August 2012		
Deadline for submission of tenders	16 <sup>th</sup> October 2012	12:00	
Preparatory meeting	16 <sup>th</sup> October 2012	14:40	EU Delegation to BiH
Public opening session	16 <sup>th</sup> October 2012	15:00	EU Delegation to BiH

**2. Observers**

N/A

**3. Minutes**

Seven (7) offers were received and all of them were submitted within a submission deadline. The tender envelopes have been given a sequential number by the Contracting Authority upon receipt. The tender opening session was based on the register of tenders received, which was prepared using the information on the envelopes.

During the preparatory meeting declared to be in a situation of the potential conflict of interest. In particular, she recognized the tenderer no. [redacted] as a company where her husband was working. Consequently, her participation in the evaluation process ceased immediately and she was asked to leave the Evaluation Committee before public opening starts.

After that, all members of the Evaluation Committee, with the exception of [redacted] signed Declaration of Impartiality and Confidentiality, which is attached to this report.

At the opening session two (2) tenderers' representatives were present and they signed the List of Tenderers representatives. One was from the company [redacted] and one from the company [redacted]

### Tender opening report

The tender opening session was proceeded according to the steps specified in the supply tender opening checklist. Since the tenders were contained in envelopes received by the deadline for submission of tenders, they were opened. The tender envelope number was marked on all copies of the tender. The Chairperson and the Secretary initialled the front page of each original document, as well as all the pages of the original financial offer and Tender guarantees. The Chairperson and Secretary completed the attached Summary of tenders received during the tender opening session.

Once the public opening session has been closed, the evaluation process was suspended until an acceptable replacement of the external Voting member was selected and approved.

#### 4. Conclusion

The following tenders were considered to be suitable for further evaluation:

Tender number (envelope)	Description of item	Estimated value (€)	Disqualification criteria for evaluation (envelope number)
1		Lot 1: 235,930.00 Lot 2: 71,335.00	N/A N/A
2		Lot 2: 65,677.00	N/A
3		Lot 1: 228,450.30 Lot 2: 54,985.70	N/A N/A
4		Lot 3: 34,526.72	N/A
5		Lot 3: 51,409.00	N/A
6		Lot 2: 50,860.00	N/A
7		Lot 1: 184,105.00	N/A

#### 5. Signatures

	Name	Signature
<b>Chairperson</b>		
<b>Secretary</b>		
<b>Evaluators</b>		



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

### EVALUATION REPORT

Project title:

**Capacity building of government institutions to engage in a policy dialogue with civil society**

**Publication ref: EuropeAid/132610/C/SER/BA;**

**EC/BIH/TEN/12/001**

**Maximum budget: 1,000,000.00 EURO**

**Contents:**

- Timetable
- Observers
- Evaluation
  - Technical evaluation
  - Financial evaluation (N/A)
- Conclusion
- Signatures

**Annexes:**

- Tender opening report
- Administrative compliance grid
- Evaluation grids – completed by all three individual voting members (including comments)
- Summary comments for each offer
- Clarification correspondence
- Calculations underlying average evaluation scores

**1. Timetable**

	DATE	TIME	LOCATION
Administrative compliance grid	12/09/2012	14:00	EU Delegation to BIH
Evaluation grids	18/09-18/10/2012	10:00-17:00	EU Delegation to BIH
Administrative compliance grid	/	/	/
Evaluation grids	18/10/2012	11:30	EU Delegation to BIH

**2. Observers**  
N/A

**3. Evaluation**

**Administrative compliance**

The Evaluation Committee used the Administrative compliance grid included in the tender dossier to assess the compliance of each of the tenders with the essential requirements of the tender dossier.

The completed Administrative compliance grid is attached. On the basis of this, the Evaluation Committee decided that all six (6) tenders were administratively compliant and should be considered further.

\*Note: upon opening of the offers one voting member, declared conflict of interest due to the close family ties with one of the proposed experts. Consequently she was replaced with other voting member. (please see Declaration of Impartiality and confidentiality).