**VOLUME I**

**SECTION 5: EVALUATION GRID AND OTHER ANNEXES**

*The Tenderer shall not enter any data into the Grids*

**TABLE No 1: ADMINISTRATIVE COMPLIANCE**

**Y**: Submitted Tender complies with the requirements and conditions defined in Tender Dossier

**N:** Submitted Tender does not comply with the requirements and conditions defined in Tender Dossier

**NA**: Not applicable

**Comments: insert “?”** whenclarification is requested or would have been requested (e.g. previously established non-compliance of tender renders clarification unnecessary)

| **No** | **Reference** | **Criterion** | **Y/N/NA** | **Comments** |
| --- | --- | --- | --- | --- |
|  | Tender form and Appendix to the Tender  (Vol 1, Section 2) | Is the **Tender Form (**clause 3 of Tender Form**), with its Annex 1 *Declaration of honour on exclusion criteria and selection criteria***and the **Annex 2 *Appendix to the Tender*****duly completed** and **signed** (by authorized representative as evidenced from power of attorney or equivalent document)? |  |  |
|  | Tender form and Appendix to the Tender | The tenderer **submitted only one tender** and/or **participates as a member of the joint venture/consortium in only one tender.** |  |  |
|  | Form 4.1.  ITT, sub-clause 3.2. and 12.2 | **Tenderer** (all legal or natural persons participating in Tender individually or as members of a Joint Venture/Consortium) **has submitted following information/documentary evidences proving** **that all legal persons participating in Tender as capacity-providing entity and/or subcontractors and/or suppliers are**:   * **compliance with the rule of nationality under Instrument for Pre-Accession Assistance (IPA) as demonstrated by the documentary evidence** (e.g. extract form the company register) not older than one year earlier than the deadline for submitting this tender, confirming that the legal person has its actual seat in eligible State and it is formed under the law of an eligible State * **not falling into situation set out in Section 2.4. (EU restrictive measures), 2.4.2.1. (exclusion criteria) or 2.4.2.2. (rejection from a procedure) of the practical guide (PRAG)** |  |  |
|  | ITT, Clause 12 | Relevant pages of **all documents specified under clause 12 of ITT signed by the person authorised to sign on behalf of the tenderer**? |  |  |
|  | ITT, Clause 15 | Original of Tender Guarantee included in the in the original tender and it complies with the following requirements:   * in appropriate form * completed on the paper bearing letterhead of the financial institution issuing guarantee (“guarantor”) * correct address of the Contracting Authority, contract title and publication reference * it does not contain any provisions/modifications representing substantial departure from the standard Tender Guarantee form or imposing restrictions onto the Contracting Authority * correct Tender Guarantee amount = EUR 100,000.00 * within prescribed tender validity period: The Tender Guarantee must remain valid for 45 days beyond the period of validity of the tender, including any extensions   It is duly signed and stamped by guarantor |  |  |
|  | Form 4.1  ITT, Clause 12 | Form **General Information about the Tenderer** is presented, copy of the registration certificate enclosed. **In case of Joint Venture/Consortium, all the members of Joint Venture/Consortium presented the requested information.** |  |  |
|  | Form 4.2.  ITT, Clause 12 | Form **Organisation Chart** is provided. |  |  |
|  | Form 4.3.  ITT, Clause 12 | Power(s) of Attorney, **issued by responsible person(s) (e.g. company director) having authority to exercise or delegate power of attorney to the signatory of the tender,** **as appropriately evidenced (e.g. company statute),** is provided.  **In case of tender submitted by joint venture/consortium**, power of attorney extended by each individual member(s) to one member, i.e. **the tender is signed in a way that legally binds all members**? |  |  |
|  | Form 4.4  ITT, Clause 12 | Form **Financial Statement** is provided, duly filled and signed, including inter alia:   * financial projections for the two years ahead * copies of the company’s statements of account certified/verified by chartered accountant for the previous three years * references/certificates about the **financial situation of the company (**audited financial statements - Balance Sheet, Profit and Loss Account, Cash Flow statement and the Statement of changes in the equity) and **its access to credit facilities** (e.g. Statement by the financial institution granting access to credit facilities to the tenderer). |  |  |
|  | Form 4.5 (a)  ITT, Clause 12 | Duly filled in **Identification form is provided**.  Form contains bank stamp and signature of the bank representative (not mandatory in case of attaching recent bank statement confirming account name, account number/IBN and bank name), date and signature of the account holder. |  |  |
|  | Form 4.6.1.1  ITT, Clause 12 | Form Overview of Tenderer’s Personnel is provided. |  |  |
|  | Form 4.6.1.2  ITT, Clause 12 | Information about Key Personnel to be employed on the Contract is presented. |  |  |
|  | Form 4.6.1.3  ITT, Clause 12 | CVs of the Key Personnel are presented. |  |  |
|  | Form 4.6.2.  ITT, Clause 12 | Form **Plant** is provided and contains inter alia, for each listed item:   * construction plant, vehicles and trucks and other plant demonstrating ability to complete required works * whether equipment is owned or hired, including percentage of ownership |  |  |
|  | Form 4.6.3  ITT, Clause 12 | **Work Plan and Programme is provided** and contains inter alia:   * Organisation of the Site, including proposed location of the contractor’s main office, stations (steel/concrete/asphalt structures) * Programme for the completion of the Works showing the sequence and timetable for implementing tasks * A critical milestone bar chart showing times and duties allocated for employees * Data on subcontractors (if applicable) and the percentage of works to be subcontracted * Method statement showing methods by which it proposes to carry out the works, in particular the tenderer must indicate the number, types and capacities of the plant and personnel it proposes to use * Information regarding the proposed main site office |  |  |
|  | Form 4.6.4  ITT, Clause 12 | **Evidence of relevant experience in carrying out works of a similar nature**, in terms of Taking over Certificate, Provisional Acceptance Certificates or Performance Certificate or Final Acceptance Certificates or equivalent certificates |  |  |
|  | Form 4.6.5  ITT, Clause 12 | In case of Joint Venture/Consortium, Data on Joint Ventures/Consortia is presented and **duly signed preliminary Joint Venture/Consortium Agreement or Letter of Intent**, **appointing the Lead Partner, stating that all partners assume joint and several liability for the execution of the Contract, stating that the Lead Partner is authorised to bind, and receive instructions for and on behalf of, all partners, individually and collectively, and stating that the Lead Partner is responsible for execution of the contract, including payments, is attached**. All partners in the Joint Venture/Consortium are bound to remain in the Joint Venture/Consortium for the whole performance period of the Contract. |  |  |
|  | Form 4.6.6.  ITT, Clause 12 | Form **Litigation History** is provided. In case of joint venture/consortium, separate sheet provided for each member. |  |  |
|  | Form 4.6.7.  ITT, Clause 12 | Form **Quality Assurance System(s)** is provided. |  |  |
|  | Form 4.6.8.  ITT, Clause 12 | Form **Accommodation for the Supervisor (Engineer),** including sketches and data detailing the accommodation and facilities provided. |  |  |
|  | Form 4.6.9.1  ITT, Clause 12 | Form **Technical Solution** provided |  |  |
|  | Form 4.6.9.2 a)  ITT, Clause 12 | Form **List of major equipment** **for TS Vrbas** is provided. |  |  |
|  | Form 4.6.9.2 b)  ITT, Clause 12 | Form **List of major equipment** **for TS Bačka Palanka** is provided. |  |  |
|  | Form 4.6.9.9.3  ITT, Clause 12 | Form **Tenderer’s proposed training programme** is provided. |  |  |
|  | Form 4.6.9.4  ITT, Clause 12 | Form **Conditions of contract**, including initialled the first page of the FIDIC Conditions of Contract for Plant and Design-Build for electrical and mechanical works and for building and engineering works designed by the contractor (“Yellow book”) and each page of the Particular Conditions of Contract provided. |  |  |
|  | ITT, Sub-clause 17.1 | CD – ROM with fully scanned tender submitted. |  |  |
|  | Volume 4.2.3 – Breakdown of the lump-sum price  ITT, Clause 12 and Clause 13 | **Volume 4.2.3, forms 2.1 – 2.5 duly filled and signed by authorised representative.** **All amounts established in the currency of this tender, i.e. in euro.** |  |  |
|  | ITT, Clause 10 | **The tender is written in English.** **Supporting Documents are accompanied by a translation into the English language.** |  |  |
| ADMINISTRATIVE COMPLIANCE: **Compliant** or **Not compliant** | |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TABLE No 2**

**TENDERER’S ECONOMIC AND FINANCIAL CAPACITY TABLE**

**Y**: Submitted Tender complies with the requirements and conditions defined in Tender Dossier

**N:** Submitted Tender does not comply with the requirements and conditions defined in Tender Dossier

**NA:** Not applicable

**Comments: insert “?”** whenclarification is requested or would have been requested (e.g. previously established non-compliance of tender renders clarification unnecessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Reference** | **Criterion** | | **Y/N/NA** | **Comments** |
| **29.** | ITT, Sub-clause 12.2 a) | **a) the average annual turnover of the tenderer in the past 3 (three) financial years for which the accounts are closed must be at least EUR 4,000,000.00** | |  |  |
| **30.** | ITT, Sub-clause 12.2 b) | **Tenderer must have access to sufficient credit and other financial facilities to cover the required cash flow for the duration of the contract. The amount of credit available must exceed the equivalent of EUR 730,000.00**  The statement (e.g. Statement by the financial institution granting access to credit facilities to the tenderer) shall clearly demonstrate that the financing is available for the contract concerned. | |  |  |
| **31.** | ITT, Sub-clause 12.2.c) | **The cumulative working capital (liquid assets minus short term debts) of the tenderer over the previous three years period for which the accounts are closed must be positive.** | |  |  |
| TENDERER’S ECONOMIC AND FINANCIAL CAPACITY  **Compliant** or **Not compliant** | | |  | |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TABLE No 3 TENDERER’S TECHNICAL AND PROFESSIONAL CAPACITY TABLE**

**Y**: Submitted Tender complies with the requirements and conditions defined in Tender Dossier

**N:** Submitted Tender does not comply with the requirements and conditions defined in Tender Dossier

**NA:** Not applicable

**Comments: insert “?”** whenclarification is requested or would have been requested (e.g. previously established non-compliance of tender renders clarification unnecessary)

| **No** | **Reference** | **Criterion** | **Y/N/NA** | **Comments** |
| --- | --- | --- | --- | --- |
| **32.** | ITT, Sub-clause 12.2.1.2 a) | The Tenderer must be a registered firm or natural person legally capable of carrying out the specified works (in the case of a consortium, this requirement applies to all members of the consortium). |  |  |
| **33.** | ITT, Sub-clause 12.2.1.2 b) | Tenderer must have completed as the Lead Partner of the Joint Venture/Consortium or Member of JV/Consortium at least 1 (one) contract which includes construction of Transfer Station, under FIDIC Condition of Contract or similar conditions of contract (International Financial Institutions - IFIs or national legislation of EU member state). |  |  |
| **34.** | ITT, Sub-clause 12.2.1.2 c) | Tenderer must have completed at least 1 (one) contract which include design of Transfer Station. |  |  |
| TENDERER’S TECHNICAL CAPACITY  **Compliant** or **Not compliant** | |  |  |

**TABLE No 4 COMPLIANCE WITH TECHNICAL REQUIREMENTS**

**Y**: Submitted Tender complies with the requirements and conditions defined in Tender Dossier

**N:** Submitted Tender does not comply with the requirements and conditions defined in Tender Dossier

**NA**: Not applicable

**Comments: insert “?”** whenclarification is requested or would have been requested (e.g. previously established non-compliance of tender renders clarification unnecessary)

| **No** | **Reference** | **Criterion** | **Y/N/NA** | **Comments** |
| --- | --- | --- | --- | --- |
| **35.** | Form 4.6.2. | Provided Plant for execution of the Contract, supported by Manufacturer's documents with information on basic characteristic of the equipment, vehicles and trucks and other equipment listed in the respective form are considered appropriate for required works. |  |  |
| **36.** | Form 4.6.3 | Proposed location of Contractor's main office on the site, stations (steel/concrete/asphalt structures), warehouses, laboratories, accommodation, etc. (sketches to be attached as required) is appropriate for required works. |  |  |
| **37.** | Form 4.6.3 | **Work plan with brief descriptions of the main tasks** (Form 4.6.3) **is appropriate for required works**, namely:   * It shows the sequencing and proposed timetable for implementing the tasks * it details the temporary and permanent works to be constructed * it takes into account weather conditions and the requirement to prepare designs and obtain building permits prior to carrying out construction works * it contains **comprehensive method statement**, with drawings if necessary, showing the methods by which it proposes to carry out the works * It indicates the numbers, types and capacities of the plant and staff it proposes to use on the main areas of works. |  |  |
| **38.** | Form 4.6.3 | Critical milestone bar chart showing times and duties allocated for employees for this contract is appropriate for required works. |  |  |
| **39.** | Form 4.6.3 | Nationality of subcontractors eligible? |  |  |
| **40.** | Form 4.6.7 | Proposed quality assurance system and procedures are appropriate for required works. |  |  |
| **41.** | Form 4.6.8 | Providedsketches and data detailing the accommodation and facilities confirm that the **proposed** **accommodation for the Supervisor (Engineer)** is compliant with corresponding requirements stipulated in Volume 3. |  |  |
| **42.** | Form 4.6.10.1.a | **Submitted *List of equipment for TS Vrbas*** fulfils minimum requirements defined in the Volume 3. |  |  |
| **43.** | Form 4.6.10.1.b | Submitted **List of equipment for TS** **Bačka Palanka** fulfils minimum requirements defined in the Volume 3. |  |  |
| **44.** | Form 4.6.11 | Submitted **training programme** has, as a minimum, encompassed all trainings requested in Volume 3. |  |  |
| **45.** | Volume 3 | **TS in Vrbas** comprises all Zones in accordance with the Employer’s Requirements (access and reloading ramp with stationary hydraulic press, abrol containers with automatic moving system, CAS of the capacity of 6 t/d (for collected HHW, WEEE, Bulky HW, HCDW, secondary raw materials), sorting line for separation of household recyclable dry waste) |  |  |
| **46.** | Volume 3, Form 4.6.10 | **Tender Technical Solution** in accordance with the requirements set in the Form 4.6.10 |  |  |
| **47.** | Form 4.6.10 | **Calculation of energy consumption, consumption** presented and are considered appropriate. |  |  |
| **48.** | Volume 3, Form 4.6.10 | **Instrumentation and SCADA monitoring system** in accordance with the Employer’s Requirements |  |  |
| **49.** | Form 4.6.10 | Drawings presented in sufficient detail |  |  |
| **50.** | Volume 3 | **TS in Bačka Palanka** comprises all Zones in accordance with the Employer’s Requirements (access and reloading ramp with stationary hydraulic press, abrol containers with automatic moving system, CAS of the capacity of 6 t/d (for collected HHW, WEEE, Bulky HW, HCDW, secondary raw materials), sorting line for separation of household recyclable dry waste) |  |  |
| **51.** | Form 4.6.10 | **Tender Technical Solution** in accordance with the requirements set in the Form 4.6.10 |  |  |
| **52.** | Form 4.6.10 | **Calculation of energy consumption, consumption** presented and are considered appropriate. |  |  |
| **53.** | Form 4.6.10 | **Instrumentation and SCADA monitoring system** in accordance with the Employer’s Requirements |  |  |
| **54.** | Form 4.6.10 | Drawings presented in sufficient detail |  |  |
| TECHNICAL COMPLIANCE: **Compliant** or **Not compliant** | |  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**