# ADMINISTRATIVE COMPLIANCE GRID

## To be tailored to the specific project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract title :** | OFFICE PRODUCTS - HYGIENIC MATERIAL SUPPLY | **Publication reference :** | <**04/2023/AID012590/08/8**> |

| Tender number  | Name of tenderer | Electronic submission only: Original tender guarantee included? (Yes/No) | Is tenderer (consortium) nationality[[1]](#footnote-1) eligible?(Y/N) | Is documentation complete?(Y/N) | Is language as required? (Y/N) | Is tender submission form complete?(Y/N) | Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable) | Declaration(s) of honour included? (Yes/No) | Other administrative requirements of the tender dossier?(Yes/No/Not applicable) | Overall decision?(Accept / Reject) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Chairperson's name** |  |
| **Chairperson's signature** |  |
| **Date** |  |

1. If the tender has been submitted by a consortium, the nationalities of **all** the consortium members must be eligible. [↑](#footnote-ref-1)