|  |  |
| --- | --- |
| **Evaluation of Mandatory Conditions** | Tick |

|  |  |  |
| --- | --- | --- |
| Initiative | | |
| Contract title: |  | |
| Supplier: |  | |
|  | **Overall evaluation:** | **Pass  Fail** |

|  |  |
| --- | --- |
| Evaluators | |
| Evaluated by: |  |
| Reviewed by: |  |

|  |  |
| --- | --- |
| 1 | Compliance |

Complete the table below to confirm the supplier has complied with the mandatory conditions.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Compliance | Pass | Fail |
| 1 | Submission received on time |  |  |
| 2 | Submission on standard tender form (including signature) |  |  |
|  | Response – mandatory requirements | Pass | Fail |
| 1 | Company and contact details |  |  |
| 2 | Executive summary |  |  |
| 3 | Schedule X |  |  |
| 4 | * Executive summary |  |  |
| 5 | * Response to the specification |  |  |
| 6 | * Response to the technical requirements |  |  |
| 7 | * Response to the commercial requirements |  |  |
| 8 | Schedule Y |  |  |
| 9 | Schedule – price/costs |  |  |
| 10 | Schedule – company details |  |  |
| 11 | * Certificate of Incorporation |  |  |
| 12 | * Three years’ financial summary |  |  |
| 13 | * Evidence of insurance in place (or undertaking to have in place) |  |  |
| 14 | Schedule – references |  |  |
| **…** |  |  |  |

|  |  |
| --- | --- |
| 2 | Overall summary |

* Missing information should be reported to the Evaluation Manager.