|  |  |
| --- | --- |
| **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.