# ADMINISTRATIVE COMPLIANCE GRID

## To be tailored to the specific project.

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| **Contract title :** |  | **Publication reference :** |  |

| Tender number | Name of tenderer | 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) |
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| **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)