Single Tender Report – Supply

**REF.: [xxxxxxxxxx]**

Maximum available budget: [amount] EUR equivalent [amount [National currency] calculated using the Inforeuro exchange rate from [month of launching the tender procedure].

The tender submission deadline[[1]](#footnote-1) was [dd/mm/yyyy] at [xx:xx] hours.

The evaluation is implemented by the Contracting Authority.

1. **Administrative check**

| Tender envelope number | Tenderer's name | Within deadline? (Y/N) | Tender documentation is complete? (Y/N) | Eligible nationality? (Y/N) | Offer complete and administratively compliant?  (Y/N) | Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |

1. **evaluation**

| Tender envelope number | Tenderer name | Is the offer technically compliant?  (Yes/No) | Financial offer (NC/EUR) | Ranking | Comments |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| […] |  |  |  |  |  |

Tender No. x is excluded from evaluation for the following reason:[[2]](#footnote-2)

…

The winning offer is **[name of tenderer]** for the price of [**amount**] [**EUR**] / [**NC**].

|  |  |
| --- | --- |
| Evaluator(s)[[3]](#footnote-3) | Signature |
|  |  |
|  |  |

1. The deadline for the submission of tenders submitted by post or courier service is the indicated date as evidenced by the date of dispatch, the postmark or the date of the deposit slip. [↑](#footnote-ref-1)
2. Delete if not applicable [↑](#footnote-ref-2)
3. Number of evaluators is decided by the Contracting Authority. [↑](#footnote-ref-3)