SINGLE TENDER REPORT - SERVICE/ *EVALUACIONI IZVJEŠTAJ - USLUGE*

**REF.: 01-3-4066-DP-U-2/20**

The tenderers are reminded that the maximum available value of the contract is 3.000,00 EUR (5.867,49 KM) in net amount (no VAT added) calculated using the InforEuro exchange rate from month of September 2020./ *Podsjećamo ponuđače da je maksimalna raspoloživa vrijednost ugovora 3.000,00 EUR (5.867,49 KM) u neto iznosu (bez PDV-a) izračunat koristeći InforEuro kurs iz mjeseca septembra 2020. godine.*

This procurement is exempt from VAT payment with the confirmation IPA II MFT number: 10-17-1-4239-2/20./ *Predmetna nabavka je izuzeta od plaćanja PDV-a na temelju odluke IPA II MFT broj: 10-17-1-4239-2/20.*

The tender submission deadline[[1]](#footnote-2) was [16/09/20] at [12:00] hours./ *Rok za podnošenje tenderske ponude[[2]](#footnote-3) je bio [16/09/2020] u [12:00] sati.*

The evaluation is implemented by the Contracting Authority./ *Evaluaciju će sprovesti naručilac.*

1. **Administrative check/ *Administrativna provjera***

| Tender envelope number/*Broj ponude na koverti* | Tenderer's name/ *Ime ponuđača* | Within deadline? (Y/N)/ *Da li je ponuda podnijeta u roku? (D/N)* | Tender documentation is complete? (Y/N)/ *Da li je tenderska dokumentacija kompletna? (D/N)* | Supporting documentation is complete? (Y/N)/ *Da li je prateća dokumentacija kompletna? (D/N)* | Eligible nationality? (Y/N)/ *Da li je nacionalnost odgovarajuća? (D/N)* | Offer complete and administratively compliant?  (Y/N)/ *Da li je ponuda kompletna i addministrativno prihvatljiva?*  *(D/N)* | Comment/ *Komentar* |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |  |

1. **Evaluation/ *Evaluacija***

| Tender envelope number*/ Broj ponude na koverti* | Tenderer name/ *Ime ponuđača* | Average technical score\*/ *Prosječna tehnička ocjena\** | Technical score  (A)/ *Tehnička ocjena*  *(A)* | Financial offer  (KM/EUR)/ *Finansijska ponuda*  *(KM/EUR)* | Financial offer is within the available budget?/ *Finansijska ponuda je u okviru raspoloživog budžeta?* | Financial score  (B)/ *Finansijska ocjena*  *(B)* | Overall score  (Ax0,80 + Bx0,20)/ *Ukupna ocjena*  *(Ax0,80 + Bx0,20)* | Ranking/ *Rangiranje* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| […] |  |  |  |  |  |  |  |  |

\* Only tenders with average scores of at least 75 points qualify for the financial evaluation/ *\*samo ponude sa prosječnom ocjenom ne manjom od 75 poena će biti uzete u obzir za finansijsku evaluaciju*

Tender No. \_\_\_\_\_\_\_is excluded from evaluation for the following reason[[3]](#footnote-4)/ *Ponuda br. \_\_\_\_\_\_je isključena iz procesa evaluacije iz slijedećeg/-ih razloga:[[4]](#footnote-5)*

**Activity 1: Proofreading of document titled *E-catalogue in English*./ *Lektorisanje dokumenata na engleskom jeziku pod nazivom E-catalogue*.**

The winning offer is **[name of tenderer]** for the price of [**amount**] [**EUR**] / [**KM**]/ *Pobjednička ponuda je* ***[ime ponuđača]*** *po cijeni od* ***[iznos]*** *[****EUR****] / [****KM****].*

|  |  |
| --- | --- |
| Evaluator(s)[[5]](#footnote-6)/ *Evaluator(i)[[6]](#footnote-7)* | Signature/ *Potpis* |
|  |  |
|  |  |

**Activity 2: Editing and graphic design of document titled *E-catalogue*./ *Priprema za štampu i grafički dizajn dokumenta E-catalogue*.**

The winning offer is **[name of tenderer]** for the price of [**amount**] [**EUR**] / [**KM**]/ *Pobjednička ponuda je* ***[ime ponuđača]*** *po cijeni od* ***[iznos]*** *[****EUR****] / [****KM****].*

|  |  |
| --- | --- |
| Evaluator(s)[[7]](#footnote-8)/ *Evaluator(i)[[8]](#footnote-9)* | Signature/ *Potpis* |
|  |  |
|  |  |

**Activity 3: Printing of document titled *E-catalogue*./ *Printanje dokumenta E-catalogue*.**

The winning offer is **[name of tenderer]** for the price of [**amount**] [**EUR**] / [**KM**]/ *Pobjednička ponuda je* ***[ime ponuđača]*** *po cijeni od* ***[iznos]*** *[****EUR****] / [****KM****].*

|  |  |
| --- | --- |
| Evaluator(s)[[9]](#footnote-10)/ *Evaluator(i)[[10]](#footnote-11)* | Signature/ *Potpis* |
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***Guide and example for scoring with ‘best value for money’ principle/ Vodič i primjer za ocjenjivanje po principu "najbolji odnos cijene i kvaliteta"***

**Technical score/ *Tehnička ocjena***

* Once the evaluation committee has established each technical offer's average score (the mathematical average of the final scores awarded by each voting member), any tender falling short of the 75-points threshold is automatically rejected. *Please note, that establishing an evaluation committee is not obligatory; it can be one single person who is entitled to elaborate the evaluation*./ *Kada evaluaciona komisija za svaku tehničku ponudu utvrdi prosječnu ocjenu (matematički prosjek konačnih ocjena koje su dodijelili svi članovi evaluacione komisije sa pravom glasa), sve ponude koje ne ispunjavaju minimum od 75 poena biće automatski odbijene. Napominjemo da nije obavezno formirati komisiju za ocjenjivanje (evaluacije). Evaluaciju može da se sprovodi jedan evaluator.*
* If no tender achieves 75 points or more, the tender procedure is cancelled./ *Ukoliko nijedna ponuda ne ispuni minimum od 75 ili više poena, tenderska procedura će biti poništena.*
* Out of the tenders reaching the 75-point threshold, the best technical offer is awarded 100 points./ *Od ponuda koje ispunjavaju minimum od 75 poena, onoj sa najboljom tehničkom ponudom će biti dodjeljeno 100 poena.*
* The others receive points calculated using the following formula/ *Ostale ponude će dobiti poene koji će se obračunavati po slijedećoj formuli:*

*Technical score = (final score of the technical offer in question/final score of the best technical offer) x 100/*

*Tehnička ocjena = (konačna ocjena za relevantnu tehničku ponudu/konačna ocjena za najbolju tehničku ponudu) x 100*

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| --- | --- | --- | --- | --- |
|  | Maximum possible score/ *Maksimalna moguća ocjena* | Tenderer 1/ *Ponuđač 1* | Tenderer 2/ *Ponuđač 2* | Tenderer 3/ *Ponuđač 3* |
| Evaluator A |  |  |  |  |
| Evaluator B |  |  |  |  |
| Evaluator C |  |  |  |  |
| Total/ *Ukupno* |  |  |  |  |
| Average score (mathematical average)/ *Prosječna ocjena (matematički prosjek)* |  |  |  |  |
| Technical score (actual  final score/highest final  score)/ *Tehnička ocjena (konačni rezultat ponude koja se razmatra /konačni rezultat najbolje tehničke ponude)* |  |  |  |  |

**Financial score/ Finansijska ocjena**

* In case the offers are submitted in other currency than the maximum available budget is determined in point 3 of the request of offer, the exchange rate to be used for checking financial compliance with available budget shall be InforEuro exchange rate for the month when the tender is launched./ *U slučaju da ponude budu podnesene u valuti koja se razlikuje od valute kojom je određen maksimalni raspoloživi budžet, definisan u tački 3 Zahtjeva za ponudama, biće korišten InforEuro kurs za mjesec u kojem je tenderska procedura raspisana, kojim će se provjeravati finansijska usklađenost sa raspoloživim budžetom.*
* The tender with the lowest financial offer is awarded 100 points. The others are awarded points by means of the following formula/ *Tenderu sa najnižom finansijskom ponudom će biti dodeljeno 100 poena. Ostalim ponudama poeni se dodeljuju i koristeći sledeću formulu:*

*Financial score = (lowest financial offer / financial offer of the tender being considered) x 100/*

*Finansijska ocjena = (najniža finansijska ponuda / finansijska ponuda tendera koji se razmatra) x 100*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tenderer 1/ *Ponuđač 1* | Tenderer 2/ *Ponuđač 2* | Tenderer 3/ *Ponuđač 3* |
| Financial offer/ Finansijska ponuda |  |  |  |
| Financial score  (lowest financial offer / actual financial offer x 100)/  *Finansijska ocjena*  *(najniža finansijska ponuda / finansijska ponuda koja se razmatra x 100)* |  |  |

**Final ranking/ *Konačno rangiranje***

* Technical offer must be considered with the weight of 80% and financial offer must be considered with the weight of 20% during the evaluation./ *Tehnička ponuda mora nositi 80% , a finansijska ponuda 20% poena dodjeljenih tokom procesa evaluacije.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tenderer 1/ *Ponuđač 1* | Tenderer 2/ *Ponuđač 2* | Tenderer 3/ *Ponuđač 3* |
| Technical score x 0,80/*Tehnička ocjena*  *x 0,80* |  |  |  |
| Financial score x 0,20/ *Finansijska ocjena x 0,20* |  |  |
| Overall score/*Ukupna ocjena* |  |  |
| **Final ranking/ *Konačno rangiranje*** |  |  |

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-2)
2. Krajnji rok za podnošenje tenderskih ponuda koje se podnose putem pošte ili kurirske službe je navedeni datum , evidentiran na povratnici, poštanskom žigu ili na potvrdi o uplati [↑](#footnote-ref-3)
3. Delete if not applicable [↑](#footnote-ref-4)
4. *Obrisati ukoliko nije primjenjivo* [↑](#footnote-ref-5)
5. Number of evaluators is decided by the Contracting Authority. [↑](#footnote-ref-6)
6. *Broj evaluatora određuje Naručilac.* [↑](#footnote-ref-7)
7. Number of evaluators is decided by the Contracting Authority. [↑](#footnote-ref-8)
8. *Broj evaluatora određuje Naručilac.* [↑](#footnote-ref-9)
9. Number of evaluators is decided by the Contracting Authority. [↑](#footnote-ref-10)
10. Broj evaluatora određuje Naručilac. [↑](#footnote-ref-11)