

## ADMINISTRATIVE COMPLIANCE GRID

<b>Contract title:</b>	Trainers for Annual Social Academy in Albania	<b>Reference:</b>	PDT SRB1801-013
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Tender envelope number	Tenderer's name (Leader) (Nationality)	Tender submission form duly completed? (Yes/No)	Eligible nationality (all parties including subcontractors if known)?	Tenderer's declaration (signed by each consortium member, if appropriate)?	Language as required?	Organisation & methodology exists?	Key experts (list + CVs)(For contracts requiring key experts)?	Key experts are present in only one tender as key experts (For contracts requiring key experts)?	All key experts have signed statements of exclusivity & availability(For contracts requiring key experts)?	Sub-contracting statement acceptable?	Overall decision? (Accept / Reject)
1											
2											
3											
4											

<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	