VOLUME 1

# SECTION 5

EVALUATION GRID

## EVALUATION GRID This grid must be completed by each evaluator.

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| **Contract title:** | Ministry of Ecology, Spatial Planning and Urbanism Montenegro Eco efficient building - II phase – Works | **Publication reference:** |  |

| **Tender envelope no.** | **Tenderer's name** | **Rules of origin respected?**  **(Yes/No)** | **Economic and financial capacity? (OK/a/b/…)** | **Professional capacity? (OK/a/b/…)** | **Technical capacity? (OK/a/b/…)** | **Compliance with technical specifications? (OK/a/b/…)** | **Ancillary services as required? (OK/a/b/…/NA)** | **Nationalities of subcontractors eligible?**  **(Yes/No)** | **Other technical requirements in tender dossier?**  **(Yes/No/Not applicable)** | **Technical compliance? (Yes/No)** | **Observations** |
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| **Evaluator's name** |  |
| **Evaluator's signature** |  |
| **Date** |  |

## EVALUATION GRID – Economic and financial capacity Must be completed by each member of the evaluation committee.

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| **Contract title:** | Ministry of Ecology, Spatial Planning and Urbanism Montenegro Eco efficient building - II phase – Works | **Publication reference:** | No: |

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| Tender envelope N° ... | Observations | Need for clarification? |
| Tenderer's name .............. |  |  |
| ITT 12.2.1. a) - Form 4.4  Average annual turnover of the tenderer in the past 3 years (2018, 2019, 2020) must be at least EUR 4,800,000.  Average annual turnover = (turnover 2018 + turnover 2019 + turnover 2020) / 3  The consortium as a whole must satisfy the minimum qualifications required. The consortium leader must meet at least 50 % of the requirement. Each member of the consortium must meet at least 10% of the requirement  Evidence: The above requirements should be demonstrated by audited financial statements (balance sheet, profit & loss statement, cash flow statement) of the tenderer for the last 3 financial years, as well as the report of Certified Public (Sworn) Accountant shall be submitted to demonstrate the average annual turnover.  (Yes/No) |  |  |
| ITT 12.2.1. b)  The tenderer must have access to sufficient credit and other financial facilities to cover the required cash flow for a period of not less than 6 months. In any case, the amount of credit available must be at least EUR 1,000,000. The statement on available funds in EUR must be provided by a recognised bank and must be designated specifically for the project, aside of any other financial commitments they may have  (Yes/No) |  |  |
| Need for clarification |  |  |
| Economic and financial capacity? (OK/a/b) |  | |

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| **Evaluator's name** |  |
| **Evaluator's signature** |  |
| **Date** |  |

**CLARIFICATIONS, COMMENTS AND REASONS FOR NON-COMPLIANCE**

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| **Envelope No .....,**  **Comments/Reasons for non-compliance** | | Tenderer Name:  Need for **Clarifications\*\*** |
| **Economic and Financial capacity** | |  |
| Evaluators Name: | Evaluators Signature | Date: |

## EVALUATION GRID – Technical and Professional capacity Must be completed by each member of the evaluation committee.

| **Contract title:** | Ministry of Ecology, Spatial Planning and Urbanism Montenegro Eco efficient building - II phase – Works | **Publication reference:** | No: | | |
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| Tender envelope N° ... | | Observations | | Need for clarification? |
| Tenderer's name .............. | |  | |  |
| ITT 12.2.2. a) - Form 4.6.4  The tenderer must have completed as prime contractor in the last 5 (five) years period (25.08.2016 - 25.08.2021) at least 2 (two) projects of same nature and complexity, of which 1 (one) of minimum value of EUR 8 million. At least 1 (one) project must have been completed in a Member States of the European Union.  The contract is considered completed if at least taking over certificate or equivalent certificate is issued by a competent authority (Employers, Contracting Authorities, Clients or Engineers) clearly indicating the date of successful completion/acceptance of the works.  Tenderers shall submit copies of the certificates of completion signed by the supervisor / contracting authority / employer of the project concerned, if necessary duly translated into English.  Tenderers must submit such a certificate signed by the competent authority for the project concerned.  Note: If a tenderer has implemented the project in a JV/Consortium, it should be clear from the documentary evidence (Taking-Over/Performance Certificates) the percentage the tenderer has successfully completed.  Note: Same nature means project dealing with Eco-efficient buildings (residential/commercial/industrial/office use) as per LEED protocol or equivalent protocol.  Note: Completion means that the project the tenderer refers to could have been completed at any time during the indicated period, but not necessarily both started and completed during that period (implemented within the entire period). In any case, it must have been completed before the deadline for submission of tenders as stated in the Contract Notice. | |  | |  |
| ITT 12.2.2. b) - Forms 4.6.3/5  The tenderer must be a registered firm capable of carrying out the specified works; in case of a consortium, this requirement applies to all members of the consortium. | |  | |  |
| ITT 12.2.2. c) - Forms 4.6.3/5  At the moment of tender submission, the tenderer shall have a professional license(s), certificate(s) (or right), in accordance with the laws of the country in which he is established (or equivalent) for the execution of the construction works. For the purpose of tender evaluation, legal requirements must be respected from every member of a consortium while for professional license only one member is sufficient to have it. | |  | |  |
| ITT 12.2. d) - Forms 4.6.3/5  The tenderer must carry out at least 70 % of the contract works using its own resources, which means that it must have the equipment, materials, human and financial resources necessary to carry out that percentage of the contract. | |  | |  |
| ITT 12.2. e) - Forms 4.6.3/5  The lead member of a joint venture/consortium must be able to carry out at least 50 % of the contract works using its own means. | |  | |  |
| ITT 12.2. f) - Forms 4.6.3/5  A partner of a joint venture/consortium (i.e. not the lead member) must be able to carry out at least 10 % of the contract works using its own means. | |  | |  |
| ITT 12.2.2. g) 1) - Form 4.6.1.3 - **One (1) Contractor's Representative**:  He/She will manage the contract and act as the contractor's representative according Clause 4.3 of GCC. He/She shall:  - possess a university degree in civil engineering;  - have at least 15 years of professional experience in civil engineering, with particular regarding to the eco-efficient building;  - possess proven experience of having at least two (2) successfully completed Construction Contracts (on the position of Contractor’s Representative or Project Manager (Supporting documentation must be provided);  - possess a high level of English (i.e. corresponding to level C2 in form 4.6.1.3). | |  | |  |
| ITT 12.2.2. g) 2) - Form 4.6.1.3 - **One (1) Site Engineer:**  He/She shall be in charge of the execution of construction works and be present on site full time. He/She shall:  - possess a university degree in civil engineering;  - have at least 5 years of professional experience in site management ;  - possess a good level of English (i.e. corresponding to levels C2, C1 or B2 in form 4.6.1.3). | |  | |  |
| ITT 12.2.2. g) 3) - Form 4.6.1.3 - **One (1) Site Engineer:**  He/She shall be in charge of the execution of architecture works and be present on site full time. He/She shall:  - possess a university degree in architecture;  - have at least 5 years of professional experience in site management;  - possess a good level of English (i.e. corresponding to levels C2, C1 or B2 in form 4.6.1.3). | |  | |  |
| ITT 12.2.2. g) 4) - Form 4.6.1.3 - **One (1) Site Engineer:**  He/She shall be in charge of the execution of mechanical works and be present on site full time. He/She shall:  - possess a university degree in mechanical engineering;  - have at least 5 years of professional experience in site management;  - possess a good level of English (i.e. corresponding to levels C2, C1 or B2 in form 4.6.1.3). | |  | |  |
| ITT 12.2.2. g) 5) - Form 4.6.1.3 - **One (1) Site Engineer:**  He/She shall be in charge of the execution of electrical works and be present on site full time. He/She shall:  - possess a university degree in electrical engineering;  - have at least 5 years of professional experience in site management;  - possess a good level of English (i.e. corresponding to levels C2, C1 or B2 in form 4.6.1.3). | |  | |  |
| ITT 12.2.2. h) - Form 4.6.1.3  At the moment of tender submission, the above key personnel shall have a professional licence(s), certificate(s) (or right), in accordance with the laws of the country in which he/she is located, or equivalent, for performance of his/her profession. Submission of the documents in the tender phase is not obligatory. A statement and/or provision of the name and/or number of the document in the CV is sufficient. In the course of contract implementation, the personnel will have to possess a professional licence(s)/certificate(s) (or right), in accordance with the relevant legislation of Montenegro. | |  | |  |
| ITT 12.2.3.  An economic operator may, where appropriate and for a particular contract, rely on the capacity of other entities, regardless of the legal nature of the links which it has with them. If the tenderer relies on other entities, it must prove to the contracting authority that it will have at its disposal the resources necessary to perform the contract by producing a commitment on the part of those entities to place resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the tender should include a separate document providing data on this third entity for the relevant selection criterion. Proof of capacity must be provided at the request of the contracting authority.  With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works for which these capacities are required.  With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract. | |  | |  |
| Technical and professional capacity? (Yes/No) | |  | | |

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| **Evaluator's name** |  |
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| **Date** |  |

**CLARIFICATIONS, COMMENTS AND REASONS FOR NON-COMPLIANCE**

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| **Envelope No .....,**  **Comments/Reasons for non-compliance** | | Tenderer Name:  Need for **Clarifications\*\*** |
| **Technical and professional capacity** | |  |
| Evaluators Name: | Evaluators Signature | Date: |

## EVALUATION GRID - Other required technical documents Must be completed by each member of the evaluation committee.

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| **Contract title:** | Ministry of Ecology, Spatial Planning and Urbanism Montenegro Eco efficient building - II phase – Works | **Publication reference:** | No: | |
| Tender envelope N° ... | | Observations | | Need for clarification? |
| Tenderer's name .............. | |  | |  |
| ITT 12.1.9 - Form 4.6.1.1 - Presentation of the tenderer’s organisation, including the total number of staff employed. | |  | |  |
| ITT 12.1.9 - Form 4.6.1.2 - List of the staff proposed for execution of the contract. | |  | |  |
| List of plant for execution of contract (ITT 12.1.9 – Form 4.6.2) | |  | |  |
| List of materials/supplies stating their origin (ITT 12.1.9) | |  | |  |
| Work plan with brief descriptions of the main tasks, showing the sequence and proposed timetable for implementing the tasks (ITT 12.1.9 – Form 4.6.3) | |  | |  |
| Method statement, showing the methods by which it proposes to carry out the works (ITT 12.1.9) | |  | |  |
| Critical milestone bar chart showing times and duties allocated for employees for this contract with indication of zones and sections planned for execution per working team or sub-contractor (ITT 12.1.9 – Form 4.6.3) | |  | |  |
| Data on sub-contractors and percentage of works to be subcontracted (ITT 12.1.9 – Form 4.6.3) | |  | |  |
| Information regarding proposed main site office (ITT 12.1.9 – Form 4.6.3) | |  | |  |
| Information regarding joint venture/consortium (ITT 12.1.9 – Form 4.6.5) | |  | |  |
| Details of litigation history over last 5 years (ITT 12.1.9 – Form 4.6.6) | |  | |  |
| Quality Assurance System (ITT 12.1.9 – Form 4.6.7) | |  | |  |
| Accommodation and facilities to be provided for Supervisor (ITT 12.1.9 – Form 4.6.8) | |  | |  |
| Modifications (if any) (ITT 12.1.12) | |  | |  |
| Tenderer’s environmental management plan (EMP) (ITT 12.1.9 - Form 4.6.9) | |  | |  |
| Cash flow schedule (ITT 12.1.9 - Form 4.6.10) | |  | |  |
| Site visit certificate (ITT 12.1.14 - Form 4.6.11) | |  | |  |
| Any other information (ITT 12.1.9 - Form 4.6.12) | |  | |  |
| Other required technical documents (Yes/No) | |  | | |

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| **Evaluator's name** |  |
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| **Date** |  |

**CLARIFICATIONS, COMMENTS AND REASONS FOR NON-COMPLIANCE**

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| **Other required technical documents** | |  |
| Evaluators Name: | Evaluators Signature | Date: |