



EUROPEAN UNION



GOVERNMENT OF ROMANIA



SERBIAN GOVERNMENT



Structural Funds
2007 - 2013

Instruction for beneficiaries for the projects financed from Romania-Republic of Serbia IPA CBC Programme

Following Audit Authority recommendations, the Managing Authority is issuing the following instruction:

When contracting services, supplies or works, from the budget of the projects financed from Romania-Republic of Serbia IPA CBC Programme, the beneficiaries shall provide a methodology for assessing the technical offers, by publishing the assessment criteria for evaluation of tenders with the tender documents at the moment of the launching of the tender procedure.

E.g.: In case of service contracts, the contract award criteria serve to identify the best value for money. These criteria cover both the technical quality and price of the tender.

The technical criteria allow the quality of technical offers to be assessed. The two main types of technical criteria are the methodology, and the curriculum vitae (CV) of the key experts proposed. **The technical criteria may be divided into sub-criteria.** Each criterion is allotted a number of points out of 100 distributed between the different sub-criteria. Their respective weightings depend on the nature of the services required and are determined on a case-by-case basis in the tender dossier as indicated in the evaluation grid that must be included in the tender dossier. The points must be related as closely as possible to the Terms of Reference describing the services to be provided and refer to parameters that are easy to identify in the tenders and, if possible, quantifiable.

The tender dossier must contain full details of the technical evaluation grid, with its criteria and sub-criteria and their weightings.