

< Letterhead of Contracting Authority >

SHORTLIST REPORT

PUBLICATION REF: <reference>

< Contract title >

[Lot number and lot title:<insert number and title>]

Maximum budget: [EUR] [<ISO code of national currency> only for indirect management] <amount>

Contents: Timetable
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Annexes: Long list
[Clarification correspondence with candidates]
Declarations of Impartiality and Confidentiality
Draft Shortlist notice

1. Timetable

	DATE	TIME	VENUE
Deadline for submission of applications			
Shortlist meeting			

2. Observers

Name	Representing

3. Evaluation

< Number > applications were received.

The Evaluation Committee identified all applications which were received before the deadline, were administratively compliant, were from natural or legal persons with eligible nationalities and included declarations from the leader and all consortium members (if any), as recorded in the attached Long list. All members of the Evaluation Committee and any observers signed Declarations of Impartiality and Confidentiality, which are attached to this report.

The Evaluation Committee then applied the following selection criteria to these applications, as specified in the contract notice:

Economic and financial standing:

Professional capacity:

Technical capacity:

The results of this examination and the name of Candidates who were rejected because they did not meet the selection criteria or did not comply with the requirements for submission are shown in the attached Long list.

If clarifications were requested for the applications from any candidates:

With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following candidates whose applications required clarification, offering them the possibility to respond by fax or by e-mail within a reasonable time-limit fixed by the Evaluation Committee (all correspondence is attached in the Annex indicated) The table also shows the name of Candidates who were rejected following the exchange of correspondence:

Application number	Name of Candidate	Annex number of exchange of correspondence	<u>Reason for rejection</u> <u>(if applicable)</u>
			<u>[The Candidate is in an exclusion situation]</u>
			<u>[The Candidate has misrepresented or failed to supply the information required as a condition for participation]</u>
			<u>[The Candidate was previously involved in the preparation of procurement documents, this entailing a distortion of competition which cannot be remedied otherwise.]</u>
			<u><other reason, if any></u>

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If the number of suitable applications meeting the selection criteria is less than 4:

There were less than four suitable applications which satisfied all the selection criteria. The Contracting Authority has verified that all of the following issues were satisfactory:

- Sufficient time has been given for the publication.
- The scope of service is in line with the budget.

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- The selection criteria used were clear and non-discriminatory and not beyond the scope of the contract.]

[If the number of suitable applications meeting the selection criteria is more than 8:

There were more than eight suitable applications which satisfied all the selection criteria. Consequently, the relative strengths and weaknesses of these Candidates were re-examined to identify the eight best applications for the tender procedure. The following Candidates were not short-listed as a result of this re-examination:

Application Number	Name of Candidate	Reason for not being included in the final shortlist

This resulted in a final shortlist of < number > candidates.]

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4. Conclusion

Short-listed candidates

Application Number	Name of short-listed Candidate	Reason for being included in the final shortlist	Contact details

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The Evaluation Committee has ensured that there is no detection of the proposed shortlisted candidates (i.e leaders + members in their consortia) in the Early Detection and Exclusion System. In indirect management if the contracting authority has no access to the Early Detection and Exclusion System this has to be verified with the representative of the European Commission. We therefore commend to you the draft Shortlist notice in annex for publication on the EuropeAid website in connection with this tender procedure.

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5. Signatures

	Name	Signature
Chairperson		
Secretary		
Evaluators		

Approved by the Contracting Authority:

Name & Signature:

Date:

[Approved by the European Commission only in the case of ex-ante control by the European Commission]

Name:

Title:

Signature:

Date:]

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