



C.1. ADMINISTRATIVE COMPLIANCE MATRIX FOR TENDERS RECEIVED

Service contract entitled:

“Study on the bottlenecks affecting the competitiveness and sustainability of Ethiopian horticultural exports”

Ref.: COLEAD/AO/251386

COMPLIANCE CRITERIA	YES/NO
Was the offer received within the deadline as instructed (A.2.)?	
The 3 administrative documents are provided: The Submission Form (D.1) and the Eligibility Statement (D.2) are duly completed and signed by the authorised signatory ¹ The Legal Entity Form (D.3) is duly completed and signed by the authorised signatory ¹ and the copy of the supporting document(s) proving the legal entity is provided	
The technical & financial documents are provided: <ul style="list-style-type: none">• Understanding of the ToRs and the proposed methodology (D.4)• 1 CV² (D.6) per proposed expert• 1 <u>signed</u> exclusivity statement (D.7)³ per proposed expert• Properly completed financial offer (D.8)	
Final decision	- Compliant - Incomplete - Rejected

Explanatory note: the COLEAD evaluation committee will examine each offer received within the deadline and will judge the administrative compliance using this grid. Failure to meet the above criteria may result in exclusion from the evaluation process.

¹ An individual who has the legal authority to sign documents on behalf of the tendering entity (company, organisation, or individual consultant). A company executive (e.g. CEO, director, manager) formally designated to represent the organisation or for independent consultants/freelancers, the individual themselves, acting in their own name.

² Tenderers submitting a bid as **Freelance/Independent Consultant/Sole trader are not allowed to propose experts other than themselves**. Only the CV submitted under their name will be evaluated, no other CVs will be considered.

³ **No expert is allowed to sign more than one exclusivity statement**. Each tenderer must ensure that the experts they propose are not already involved with another tenderer, within the same call for tenders and **must obtain the explicit agreement of each expert before the latter can be included in the tenderer's offer**. Failure to comply with this rule will result in the exclusion of the non-compliant tenderer and expert.