# ADMINISTRATIVE COMPLIANCE GRID

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| **Contract title :** | **Supply of Vaccines and Syringes (Injectors)** | **Publication reference:** | **SIHHAT/2025/SUP/INT/07** |

| **No** | **Checked Item** | **Grounds** | | **Tenderer No (**Tender envelope number) | | | | |
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|  | Is tenderer (consortium) nationality[[1]](#footnote-1) eligible?  **Document certifying Tenderer’s nationality** including one from each consortium partner, in the case of consortium (e.g. extract from Commercial Register) | AICN Art.4,  ITT Art.11.3.i (Part 3) | Yes/No |  |  |  |  |  |
|  | Price in Euro | ITT Art. 6 | Yes/No |  |  |  |  |  |
|  | Period of validity of the offer | ITT Art. 8,  TF Art. 7 (5) | Yes/No |  |  |  |  |  |
|  | Is language as required? | ITT Art. 9 | Yes/No |  |  |  |  |  |
|  | Required number of copies (original and 3 copies) | ITT Art. 10.2 | Yes/No |  |  |  |  |  |
|  | **Technical offer**  *The technical offer; should be presented as per template (Annex II+III\*, Contractor’s technical offer), adding separate sheets for details if necessary.* | ITT Art. 11.1.a (Part 1) | Yes/No |  |  |  |  |  |
|  | **A softcopy version** (readable colour scanned) of the **Technical Offer** and the **supportive documentation** (all signed tender dossier) as a whole package in USB/Flash Disk. | ITT Art. 11.1.b (Part 1) | Yes/No |  |  |  |  |  |
|  | **Financial offer**  This financial offer; should be presented as per template (Annex IV\*, Budget breakdown), adding separate sheets for details if necessary. All amounts are to be quoted, excluding taxes. VAT, if applicable, is to be mentioned separately. | ITT Art. 11.2. (Part 2) | Yes/No |  |  |  |  |  |
|  | **A softcopy version** (readable colour scanned) of the **Financial Offer** (scanned copy of the whole financial offer) in USB/Flash Disk. | ITT Art. 11.2.a (Part 2) | Yes/No |  |  |  |  |  |
|  | Is the tender guarantee included? An original, signed **Tender Guarantee** with the required amount and validity period  *If tenderer is a consortium or joint venture, name of the tenderer under tender guarantee form - documents c4n\_tenderguarantee\_en must cover all the members.* | ITT Art. 11.3.a (Part 3) | Yes/No |  |  |  |  |  |
|  | Is the tender submission form complete? Is the tenderer's declaration signed (by all consortium members if a consortium)? Declaration(s) on honour included?  Duly completed **Tender Form for a Supply Contract** together with its Annex "**Declaration of Honour and Exclusion Criteria and Selection Criteria**". | ITT Art. 11.3.b (Part 3) | Yes/No |  |  |  |  |  |
|  | Duly completed and signed **Identification Form** | ITT Art. 11.3.c (Part 3) | Yes/No |  |  |  |  |  |
|  | Tenderer that does not manufacture or produce the Goods (vaccines or antiserums) it offers to supply shall submit the **Distributor or Manufacturer’s Authorization Certificate** (as duly signed statement for offered products - **Appendix II**). | ITT Art.11.3.d (Part3) | Yes/No |  |  |  |  |  |
|  | **A description of the warranty conditions**, which must be in accordance with the conditions laid down in Article 32 of the General Conditions. | ITT Art.11.3.e (Part3) | Yes/No |  |  |  |  |  |
|  | Duly authorised signature: **an official document** (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so. | ITT Art. 11.3.f (Part 3) | Yes/No |  |  |  |  |  |
|  | **All Experience Documentations** and their certified copies *(contract(s), invoice(s), list of insured services, annex (es), etc.)* issued by the authorities should have an authenticity stamp (i.e., the apostille) excluding the work completion/work status certificates which registered by the Public Procurement Authority of the Republic of Türkiye. | ITT Art. 11.3.g (Part 3) | Yes/No |  |  |  |  |  |
|  | Subcontractor,joint venture or consortium agreement (if applicable) | ITT Art.11.3.h (Part3) | Yes/No |  |  |  |  |  |
|  | All defined and/or requested supportive documents such as certificates, supportive documents, brochures, and catalogues showing all specifications of the offered goods as specified in Annex II: Technical Specifications and/or its published Corrigendum (if applicable). | ITT Art.11.3.j (Part3) | Yes/No |  |  |  |  |  |
|  | No variant solution is provided | ITT Art. 20.5 | Yes/No |  |  |  |  |  |
|  | **Overall decision: Tender accepted for further evaluation (P) or rejected (F)** | **Pass (P) / Fail(F)** | |  |  |  |  |  |

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| **Chairperson's name** |  |
| **Chairperson's signature** |  |
| **Date** |  |

1. If the tender has been submitted by a consortium, the nationalities of **all** the consortium members must be eligible. [↑](#footnote-ref-1)