



## Tender procedures checklist

### *Approval of tender dossier for works contracts*

**Project/programme title/reference:** DEVELOPING A MARKET – ORIENTED AND ENVIRONMENTALLY SUSTAINABLE BEEF MEAT INDUSTRY IN UGANDA PROJECT (MOBIP) - CRIS number FED/2018397

**CRIS - Global budgetary/financial commitment number:** FED/2016/037-994

**Type of award procedure:** local open procedure

**Procedure with a suspensive clause:** no

**Purpose of tender:** To Rehabilitate/Upgrade a Slaughter House Facility

**CRIS publication reference, where applicable:** n/a

Operations Section/Unit (OS/OU)	Finance, Contracts and Audit Section / Finance and Contracts Unit (FCAS/FCU)
<u>Initiating agent</u>	<u>Initiating agent</u>
Name: JACQUELINE UWAMWIZA    Date: 25/09/2019	Name: _____    Date: _____
Signature: _____	Signature: _____
Comments: _____	Comments: _____
<u>Verifying agent</u>	<u>Verifying agent</u>
Name: NADIA CANNATA    Date: _____	Name: _____    Date: _____
Signature: _____	Signature: _____
Comments: _____	Comments: _____

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#### Documents to be attached (link to electronic copy in CRIS or, failing, paper copy)

- ✓ In the case of a suspensive clause, finalised action fiche
- ✓ Financing agreement duly signed
- ✓ Budget monitoring statement of the financing agreement or the global budgetary/financial commitment
- ✓ Where appropriate, accompanying letter signed by the relevant representative of the beneficiary country(ies)/ National (or Regional) Authorising Officer
- ✓ Tender Dossier

# Tender procedures checklist

## Approval of tender dossier for works contracts

*This list is not exhaustive - Determine whether any other checks are needed and add to the List -  
Verify namely that the provisions of the Practical Guide to contract procedures are complied with*

		Section/Unit responsible						Comments
		OS/OU			FCAS/FCU			
		YES	NO	N/A	YES	NO	N/A	
<b>1. Compatibility with the financing agreement (or the financing proposal in the case of recourse to a suspensive clause)</b>								
1.1	The object of the tender dossier (objectives, activities, etc.) is covered by a valid financing agreement	v			✓			
1.2	In the case of a suspensive clause, a prior approval was duly obtained			v			✓	
1.3	The timetable for the tender is realistic in view of the deadline for signing contracts in the financing agreement (compliance with the “date + 3 years” rule)	v			✓			
1.4	The execution period of the contract takes place during the operational implementation phase of the corresponding financing agreement.	v			✓			
1.5	The funds available under the corresponding global budgetary commitment are sufficient and realistic and include a 15% safety margin	v			✓			
1.6	The CRIS publication reference is mentioned in the tender dossier, if applicable			v		✓	indirect management - local open procedure	
<b>2. Procedure used</b>								
2.1	The procedure applied is as laid down in the practical guide to contract procedures for EU external actions (PRAG).	v			✓			
2.2	If not, a derogation was duly obtained			v	✓		Prior approval- reduction from 60 days to 30 days in the tendering	
<b>3. Publication, if applicable</b>								
3.1	The prior information notice and the draft contract notice are coherent and comply with the standard PRAG annexes. Provisions that cannot be modified remain unchanged	v			✓		Prior information notice not compulsory because it is less than 5,000,000 , other annexes are correct	
3.2	The selection and award criteria are clear, transparent and non discriminatory and appropriate to the contract to be financed	v			✓			
3.3	Requirements regarding publication periods are respected (prior information notice and contract notice)	v			✓			

		Section/Unit responsible						Comments
		OS/OU			FCAS/FCU			
		YES	NO	N/A	YES	NO	N/A	
<b>4. Content of the tender dossier</b>								
4.1	The content of the tender dossier is complete and contains the following templates: - the letter of invitation to tender - the instructions to tenderers - the shortlist notice (only for restricted procedures) - the tender form and the appendix to the tender - the tender guarantee form, if required - the technical offer questionnaire (including the additional notice to the tenderers) and the annexed technical offer forms - the evaluation grid and the administrative compliance grid - the draft contract form - the general conditions - the special conditions - the performance guarantee form, if required - the pre-financing guarantee form, if required - the retention guarantee form, if required - the technical specifications - the model financial offer - design, documents including drawings - the tax and customs arrangements (EDF) - Annex V to Decision No 3/90 of the ACP-EEC Council of Ministers of 29 March 1990 adopting the general regulations, general conditions and procedural rules on conciliation and arbitration for works, supply and service contracts financed by the EDF and concerning their application	v			✓			
<b>5. Analyses of the documents of the tender dossier</b>								
5.1	Templates and provisions that cannot be modified remain unchanged (if not, a derogation was duly obtained)	v			✓			
<b>Instructions to tenderers</b>								
5.2	The amount of the tender guarantee, if applicable, conforms to amount indicated in the contract notice	v			✓			
5.3	The amount of the performance guarantee, if applicable, conforms to amount indicated in the contract notice		v		✓			
5.4	The eligibility and origin rules have not been modified, unless a derogation was duly obtained	v			✓			
5.5	The currency of the contract is Euro or, if applicable, the local currency	v			✓			
5.6	The number of lots is specified		v				✓	
5.7	The deadline for the submission of tenders is fixed on a working day and during opening hours of the Contracting Authority	v			✓			
5.8	In case of open international tender procedure, the minimum period between the date of publication of the contract notice and the date of the receipt of tenders is 90 days. If not, a derogation was duly obtained.		v				✓	
5.9	In case of open local tender, the minimum period between the date of publication of the contract notice and the date of the receipt of tenders is 60 days.		v			✓		A derogation to reduce the minimum period has been approved
5.10	In case of restricted procedure, the minimum period between the date of dispatch of letters of invitation to tender and the date of receipt of tenders is 60 days.		v				✓	

		Section/Unit responsible						Comments
		OS/OU			FCAS/FCU			
		YES	NO	N/A	YES	NO	N/A	
5.11	In case of competitive negotiated procedure, the minimum period between the dispatch of the letter of invitation to tender by the Contracting Authority and the deadline for receipt of tenders is 30 days.			v			✓	
5.12	The instructions to tenderers are consistent with their annexes and the contract notice	v			✓			
<b>Draft contracts and annexes</b>								
5.13	The technical specifications are clear, precise, non-discriminatory and not unreasonably restrictive. They define with precision the supplies required and comply with the needs of the project.	v			✓			
5.14	The draft contract and the accompanying documents mention the reference of the relevant project	v			✓			
5.16	If the contract is subject to price revision, the draft contract specifies the price revision formula, calculated in conformity with the official rules			v			✓	
<b>6. Other controls</b>								