

## 4 Evaluation and award

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- checking if the tenderer has access to procurement (see **section 3.2**);
- verification of administrative compliance (i.e. that the tender is drawn up in one of the official EU languages and signed by duly authorised representative(s) of the tenderer);
- verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- selection of tenderers on the basis of selection criteria;
- verification of compliance with the minimum requirements defined in the tender specifications;
- evaluation of tenders on the basis of the award criteria.

The *contracting authority* will evaluate the above-mentioned elements in the order that it considers to be the most appropriate.

If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only the tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria, the *contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

### 4.1 Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.