

Annex 6: Evaluation of Tenders

1 Evaluation criteria

1.1 General information

The contract will be awarded to the tenderer having submitted the most economically advantageous tender based on the award criteria used. The award criteria are comprised by tender price and quality criteria.

1.2 Tender price

The tender price is only used for the comparison of tenders and does not represent the total value of the contract.

The tender price is calculated as follows:

$$\begin{array}{l}
 \text{Cost for software including operating costs and maintenance fee for 4 years} \\
 \text{Cost for implementation of the system} \\
 \text{Other costs, if any} \\
 + \text{ Fees for consultants} \\
 \hline
 = \text{ **Tender price** }
 \end{array}$$

1.3 Quality criteria

The quality criteria are graded by area in accordance with the following:

ID	Area	Maximum points
A	General system requirements	10
B	General accounting	15
C	Project accounting	20
D	Time reporting	15
E	Accounts payable and supplier invoice management	10
F	Accounts receivable and customer invoice management	10
G	Resource planning	5
H	Budget, forecast and follow-up	5
I	Inventory management	5
J	Reports and statistics	5
Total		100

A tender must receive at least 50 points in total in order to be eligible for the award of contract.

2 Evaluation model

2.1 Determination of the most economically advantageous tender

2.1.1 General information

The most economically advantageous tender is determined on the basis of a comparative figure, where the tender receiving the lowest comparative figure is the most economically advantageous tender. A negative comparative figure is better than a positive figure.

The comparative figure is calculated as follows:

$$\text{Comparative figure} = \text{Points for price} - \text{Points for quality}$$

2.1.2 Points for price

Points for price is calculated based on the tender price in relation to the median tender price for all tenders received:

$$\text{Points for price} = (\text{Tender price} / \text{Median tender price}) * 100$$

2.1.3 Points for quality

Points for quality is the total combined points received by the tender for the quality criteria in Section 1.3 above.

2.2 Description of the evaluation model

The evaluation model can be summarised as follows:

- The most economically advantageous tender is determined on the basis of a comparative figure which combines price and quality in terms of points.
- The first component of the comparative figure is the tender price. The points for price are calculated based on the tender price of the specific tender divided by the median price for all tenders received, multiplied by 100. Lower points for price means that the tender is more competitive.
- The second component of the comparative figure is the deduction of points for quality. The points for price are calculated based on the total points received for the quality criteria. Higher points for quality means that the tender is more competitive.
- The points received for quality are deducted from the points received for price. The difference between points for price and quality is the comparative figure for the tender. The tender receiving the lowest number of points is the most economically advantageous tender.