

Evaluation and Awarding a Contract

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4.1.1 Award Notification

The *awarding of the best tenderer* is done automatically based on the Evaluation performed by the Evaluation Committee, and the following letters are generated automatically by the system:

- Award notification letter to **best** tenderer; **and**
- The notification letter to the **next best** tenderer; **and**
- The notification letter to the **unsuccessful**.

After the *pre-financing*, the system generates the **draft Contract** from: i) the structured data entered in the *Request for Service*; ii) the structured data entered and files uploaded during *Submission*; and iii) the structured data of the *Evaluation*.

The Contracting Authority *reviews* and *validates* the **draft Contract**, and the award decision (authorisation) for the Specific Contract is *granted*.



Please note that the Contractors do **not** have to perform any actions under the Awarding phase.

Following the *authorisation of the Specific Contract* by the Authorising Officer, the Contractors receive the notification letters in the **Funding & Tenders Portal**. The notification is done by the system where it sends an e-mail automatically to the Contractors, notifying them that the *notification letters* are available in the portal. A direct link is available in the e-mail to the notification letter.

4.1.2 Expert Availability

The Framework Contractor who *has been awarded the contract* is required to *confirm the availability of the Experts as soon as they receive the Award Notification Letter*. The Contractor can either *confirm* or *decline* the availability of the Experts proposed, or can propose different Experts. Based on their decision, the Contractor will be asked to proceed (or not) to the eSignature of the Contract.

To access the tasks and operations **required for the management of the Contract**, you must first *login* to the Funding & Tenders Portal and access the contract details:

- In the Funding & Tenders Portal, select **"My Contract(s)" (1)** in the left main menu;
- *Optional* - On the My Contract(s) page, search for the contract in the searchbox **(2)** at the top left of the page;
- For the relevant Contract, click on the **"Action"** button and select the **"Manage Contract" (3)** option.

Manage my area

- My Organisation(s)
- Grants
- My Project(s)
- Procurement
- My Submission(s)
- My Contract(s)**
- My Invitation(s)
- My Formal Notification(s)

SEARCH FUNDING & TENDERS

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PROJECTS & RESULTS

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SUPPORT

select programme

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My Contract(s)

Results: 22

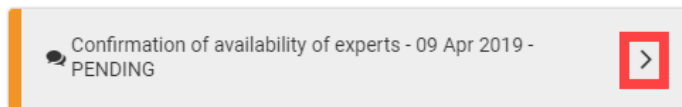
Search..

TITLE	Contract FWK	Contract ID	Actions
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 2 SWECO DANMARK	310000012	300007477	Action
AUDIT FWC 2018	310000056	300007551	Contract Consortium Manage Contract
EUROPEAID/138778/DH/SER/Multi - SIEA 2018 - LOT 1 SOFRECO	310000001	300007319	Action

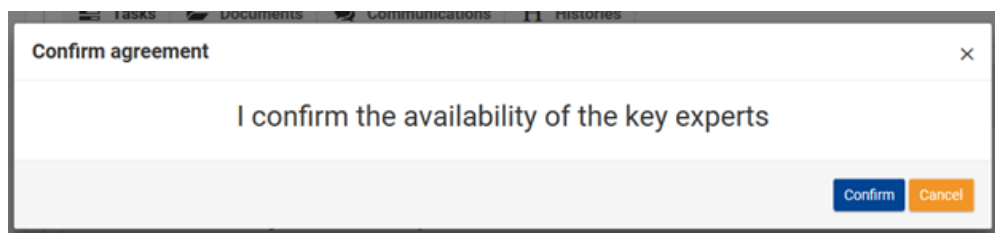
In the **Processes** section of the *General Information* page of the Contract, you will find a list of various tasks and operations, with certain requiring your further action: **blue** – informational; **green** – successful; **orange** – requiring further action; and **red** – blocking.

To confirm the availability of the Experts:

- Click on the forward arrow icon of the **Confirmation of the Availability of Experts** task to expand the panel for more information;



- View the details in the expanded panel, and click on the **"Documents"** link to view the **Award Letter**;
- Click on the **"Confirm"** button for the agreement. In the **Confirm Agreement** pop-up window, confirm the availability of the Experts.



Once confirmed, the *Confirmation of availability of Experts* task will be indicated as **successful**, and the Specific Contract will immediately be made available for signature.



Please note that if the Contractor **declines** the *availability of the Experts*, or requires that a modification be made to the proposed Experts, a request for change must be **addressed by e-mail to the Contracting Authority**, who can either *accept* or *reject* the requested changes.

[Manage My Contracts](#)
[Contract Signature](#)