



Initial Evaluation Matrix									
Date:									
RFX Reference:					RFX-2026-0002287				
Annex Ref:					Annex D				

Purpose: To verify bidders' compliance with the mandatory administrative and eligibility requirements of the solicitation, ensuring that only responsive bids proceed to the sample physical check stage.

N°	Evaluation Criteria	Detailed Requirement Description	Requirement meet (YES/NO)	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6	Bidder 7	Bidder 8	Bidder 9	Bidder 10	Bidder 11	Bidder 12	Bidder 13	Bidder 14	Bidder 15	Bidder 16	Bidder 17	Bidder 18	Bidder 19	Bidder 20
1	Business License & Legal Registration	Valid and current business license/registration certificate must be submitted.	YES/NO																				
2	Supplier Eligibility	Supplier is legally eligible to participate in the procurement process.	YES/NO																				
3	Tax Compliance	Valid tax clearance certificate for the last two fiscal years must be submitted.	YES/NO																				
4	Supplier Registration Form	Completed, signed, and stamped supplier registration form submitted.	YES/NO																				
5	Submission Method Compliance	Bid has been submitted using the method specified in the solicitation (email).	YES/NO																				
6	Signed & Stamped Bid/RFX Form	Bid/RFX documents must be signed and stamped by an authorized representative.	YES/NO																				
7	Bid Completeness	All mandatory documents, forms, and attachments requested in the solicitation have been submitted.	YES/NO																				
8	Timely Submission	Bid/RFX submitted before the official submission deadline.	YES/NO																				
9	Sanctions & Blacklist Compliance	Supplier must not be suspended, debarred, or blacklisted by any government, donor, UN agency, or international organization. (Supplier Screen e20000)	YES/NO																				
10	Bank Account Verification	Bank account must be registered under the legal business entity name not individuals.	YES/NO																				
11	Currency Compliance	Quotation submitted in the requested currency.	YES/NO																				
12	Bid Validity Period	Bid validity period must comply with validity requirement stated in the solicitation document.	YES/NO																				
13	Delivery Lead Time	Supplier must meet Medair's required delivery timeline stated in the solicitation document.	YES/NO																				
14	Payment Terms Compliance	Payment terms substantially comply with the solicitation requirements and no unacceptable advance payment conditions have been proposed.	YES/NO																				
Decision? (Y/N)				0	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

All required documents, declarations, and information are mandatory administrative requirements. Bidders are responsible for submitting complete and compliant bids.
Medair may request clarifications or accept minor administrative omissions that do not affect eligibility, responsiveness, fairness, or the evaluation process. Only administratively compliant and substantially responsive bids will proceed to Technical and Financial Evaluation.
The Procurement Committee at its discretion, consider bids with minor administrative deficiencies where the bidder has satisfactorily provided at least 10 of the required documents or information and the omissions do not materially affect the evaluation process.

Evaluation Committee Members		Procurement Manager (Logs) (Not Decision Maker)	Committee Member 01	Committee Member 02	Committee Member 03	Summary of Evaluation Outcome
Name						
Position						
Date						
Signature						