# Exempel på mall för utvärdering av anbud

Följande mall visar ett förslag på hur utvärdering av anbud kan göras.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| upphandlande enhet: [xxx] | | | | | |
| 1.0 | Upphandlingsföreskrifter | | | | |
|  | **Anbud nr** | **1** | **2** | **3** | **4** |
|  | **Anbudsgivare** | [AA] | [BB] | [CC] | [DD] |
|  | **Kontaktperson** |  |  |  |  |
|  | **Telefon** |  |  |  |  |
|  | **E-post** |  |  |  |  |
|  | **Org.nr** |  |  |  |  |

|  |  |  |  |  |  |
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| 1.1 | Formella krav på anbudet | | | | |
| POS | **Krav** | **1** | **2** | **3** | **4** |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
|  | **RESULTAT Ja / Nej** |  |  |  |  |
| 1.2 | Leverantörskvalificering | | | | |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
| **[x]** | [xxx] |  |  |  |  |
|  | **RESULTAT Ja / Nej** |  |  |  |  |

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| 2.0 | Prövning: Skallkrav | | | | | |
|  | **Anbud nr** | **1** | **2** | **3** | | **4** |
|  | **Anbudsgivare** | **[AA]** | **[BB]** | **[CC]** | | **[DD]** |
| 2.1 | Kravspecifikation | | | | | |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| **[x]** | [xxx] |  |  |  | |  |
| 2.2 | Avtalsutkast | | | | | |
| **[x]** | Accepteras i sin helhet |  |  | |  |  |
|  |  |  |  | |  |  |
| **RESULTAT Ja / Nej** | |  |  | |  |  |

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| Kriterium 1 – Pris | | |
| **Anbud nr** | **Anbudsgivare** | **Pris** |
| **1** | AA | [xxx] |
| **2** | BB |  |
| **3** | CC |  |
| **4** | DD |  |

|  |  |  |
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| Kriterium 2 – [xxx] | | |
| **Anbud nr** | **Anbudsgivare** | **[xxx]** |
| **1** | AA | [xxx] |
| **2** | BB |  |
| **3** | CC |  |
| **4** | DD |  |

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| Kriterium 3 – [xxx] | | |
| **Anbud nr** | **Anbudsgivare** | **[xxx]** |
| **1** | AA | [xxx] |
| **2** | BB |  |
| **3** | CC |  |
| **4** | DD |  |

|  |  |  |
| --- | --- | --- |
| Summering | | |
| **Anbud nr** | **Anbudsgivare** | **Placering** |
| **1** | AA | [x] |
| **2** | BB |  |
| **3** | CC |  |
| **4** | DD |  |