Implementing Rated Criteria Briefing 2023
What are Rated Criteria?

- Rated Criteria are non-price factors that are taken into account when evaluating Bids/Proposals.
- The factors measure the quality aspects of Bids/Proposals.
- Rated Criteria are designed to address the specific risks, opportunities, issues and quality factors in each procurement.
- This flexibility supports a fit-for-purpose approach to the evaluation of Bids/Proposals.
- Contracts are awarded based on the optimal balance of ‘quality’ and ‘cost’, which is not necessarily the lowest price. This represents the best Value for Money.
Where to use Rated Criteria?

All new International Procurements advertised or invited on or after September 1, 2023, using a Bank Standard Procurement Document* must use Rated Criteria.

*However, application of Rated Criteria is **not mandatory** for:

- Pharmaceuticals
- Vaccines
- Off the shelf goods and educational materials (e.g., published academic textbooks)
- Future commodities
- Direct Selection
Using Rated Criteria

**General Principles**

- Rated Criteria are subset of Evaluation Criteria
- Rated Criteria are qualitative and help measure differentiation of Bids/Proposals
- Prioritized and focused on critical technical matters e.g. Works methodology, credibility of related plans, risk assessments, proposed approaches to implement the contract, deliver environmental & social objectives etc.
- Weighted according to importance
- Tailored to specific project needs (avoid a cookie cutter approach)
- Use two-envelopes for all applicable procurements
Different types of criteria applied sequentially

**Process**
- Check bid/proposal complies with the prescribed process

**Qualification**
- Check the firm’s qualification and eligibility to participate
- Determine the bid/proposal meets the mandatory technical/performance requirements and standards
- Evaluate the non-price qualitative factors that are specific to the project, score and compare

**Minimum Requirements**
- Example: **Pass/Fail**
  - Technical Qualifications, financial standing, construction experience, SEA/SH disqualification

**Rated**
- Example: **Weighted & Scored**
  - Criteria that assess and compare qualitative aspects of the technical part such as: design methodology, construction management, key personnel, sustainability, managing ESF identified risks, innovation

**VfM**
- Combined technical and financial score to determine optimum balance of quality and cost = best VfM

**Examples**
- **Substantially responsive**
  - Bid/Proposal meets requirements without material deviation, reservation, or omission
- **Pass/Fail**
  - Bid/Proposal must meet the technical/performance requirements and standards in order to progress
Reflects international best practice (globally more countries are using Rated Criteria, some have been using already for 30 years+)

Supports better project outcomes (improves quality of infrastructure, faster implementation, reduced cost/time overruns)

Better equips projects to manage different risks (e.g., environmental, social, supply chain security and cybersecurity, etc.)

Unlocks new opportunities (e.g., climate, leverage market innovation)

Encourages participation from (potentially new) highly qualified suppliers and motivates them to offer better solutions, because they know their efforts will be considered

**Sends a strong change signal to the market** (particularly any who game on low initial price)

Because it’s the right thing for development and the project
<table>
<thead>
<tr>
<th>Advantages</th>
<th>Challenges</th>
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</thead>
<tbody>
<tr>
<td>Ascertaining the <strong>best value</strong> to the Owner</td>
<td>Overcoming the allure of the <strong>simplicity of selecting the lowest bidder</strong></td>
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<tr>
<td>Avoiding <strong>damaging bids</strong> to which are too low</td>
<td><strong>Explaining and educating</strong> owners on the positive aspects of the alternative methods</td>
</tr>
<tr>
<td>Nurturing <strong>more and better competition</strong></td>
<td><strong>Developing or providing the necessary skills</strong> for owners to use the alternatives</td>
</tr>
<tr>
<td><strong>Encouraging innovation</strong> by offerors</td>
<td><strong>Convincing the government, public, and media</strong> that low price is rarely the best approach for physical infrastructure projects</td>
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<tr>
<td>Arriving at <strong>more accurate construction budgets</strong> and schedules</td>
<td><strong>Getting the construction contractors to accept new award methodology</strong>. The bidding document has to be very clear on the proposed method of evaluation and selection criteria, and specified stipulations must be in the bidding documents so that the prospective bidders are well aware of the evaluation technique</td>
</tr>
<tr>
<td>Providing <strong>standardisation</strong> for construction sector</td>
<td></td>
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<tr>
<td>Eliminating <strong>substandard</strong> construction firms</td>
<td></td>
</tr>
<tr>
<td><strong>Educating both Owners and Contractors</strong> on procurement considerations that lead to successful projects</td>
<td></td>
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</tbody>
</table>

*Source: FIDIC Guidance Paper on Selection of Contractors (2017)*
# Overcoming Risks & Challenges

<table>
<thead>
<tr>
<th>Key Risks/Challenges</th>
<th>Mitigations</th>
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| Supplier complaints                           | • Technical capacity and good governance both for designing evaluation criteria and evaluation  
|                                               | • Well defined evaluation criteria and methodology of evaluation specified in the Procurement Documents  
|                                               | • Evaluation process well documented (including relative strengths and weaknesses of each Bid/Proposal)  
|                                               | • Use of third-party probity advisors as appropriate                                                                                                                                                        |
| Capacity/Poor quality evaluation              | • Staff trained in use of Rated Criteria  
|                                               | • Evaluation panel with appropriate expertise (normally multi disciplinary team)  
|                                               | • Provide resources to support evaluators                                                                                                                                                                  |
| Use of low pricing to win business            | • Use of minimum quality thresholds  
|                                               | • Use of abnormally low-bid provisions                                                                                                                                                                   |
| Under performance/not delivering quality      | • Quality features are included as contractual obligations  
| features in bid/VfM                           | • Close contract monitoring and management, with KPIs included on aspects of key quality features                                                                                                                                |
| Procurement takes longer                      | • Planning and bid evaluation may take longer but contract delivery should be more effective and quicker due to fewer changes in requirements during contract delivery and improved supplier performance resulting in reduced cost and time overruns |
Stages to Implement Rated Criteria

1. Develop overall evaluation approach (PPSD)
2. Determine Rated Criteria
3. Prioritize, set weightings, consider quality thresholds
4. Complete the SPD
5. Complete the Evaluation Process
Procurement Objectives

Informs

Statement of Requirements
Translates procurement objectives to contractual requirements

Key Performance Indicators
Used to test if the requirements are being delivered

Evaluation Approach
Outlines the overall methodology they intend to apply to evaluate Bids/Proposals

Qualifications Criteria
Criteria used to test the capability of the Bidder/Proposer e.g., pass/fail criteria

Rated Criteria
Criteria used to access non-price factors and test the Bid's/Proposal's ability to deliver the requirements

Final Award Recommendation
Highest scoring Bid/Proposal based on highest combined score:
Weighted technical score + Weighted financial cost score

Contract Award
Incorporates KPIs

Contract Management
KPIs help test that contract requirements are delivered

Calibrate approach to reflect market capacity
Informed by PPSD
Introduction - PPSD informs evaluation approach

- Risk assessment leads to setting mitigation actions
- Supply positioning informs overall importance and setting of weightings
- Supplier preferencing informs setting pragmatic criteria and weightings
- Need for proposals/innovation informs performance-based requirements
- Market analysis assesses degree of likely competition, target market [national/international], relative buyer/supplier power, which informs
  - setting realistic, qualification requirements, minimum quality thresholds, degree of weighting between technical aspects and financial cost
  - discussion on calibrating relevant actions to encourage the right bidders, allocating risk and encouraging market participation
Supply Positioning helps identify key considerations for the Borrower, such as:
- Technical risks?
- How complex is the procurement?
- How competitive is the market?
- Are the supply chains secure/reliable?
- Are alternatives available if supply fails?

- Informs procurement approach to mitigate procurement-related risks
- Informs qualitative attributes to be considered in the evaluation
- Informs indicative weighting between technical aspects and financial cost
Supplier preferencing helps inform how demanding a Borrower can realistically be (risk allocation, qualifications, specification, quality thresholds, innovation, rated criteria, KPIs) and weighting to Financial Cost

<table>
<thead>
<tr>
<th>Core/Development</th>
<th>Opportunity to usually “ask more” of the supplier in their responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May be able to allocate more risk to the supplier</td>
</tr>
<tr>
<td></td>
<td>Consider need for innovation/proposals</td>
</tr>
<tr>
<td></td>
<td>Set higher performance requirements</td>
</tr>
<tr>
<td></td>
<td>Demand more experienced key personnel</td>
</tr>
<tr>
<td></td>
<td>Incentives to encourage better performance</td>
</tr>
</tbody>
</table>

**Caution**: Calibrate requirements carefully or risk nil/few bids
Ensure the evaluation encourages the right suppliers to respond (and respond well)
Many ways to mitigate risk, PPSD informs importance and how market may respond:

- **Setting a qualification requirement**: e.g., require a Policy on procurement of sustainable timber for the works; and/or bidder must be FSC certified to supply sustainable, certified timber; and/or

- **Detailing a technical works specification requirement** e.g., only FSC certified timber will be used (works methodology/supply chain management plan details how?); or

- **Detailing a performance requirement in the specification** e.g., most sustainable timber possible is required and that the works methodology/supply chain management plan details plans/how? Use Rated Criteria to assess; and if appropriate

- **Setting a KPI to measure progress during contract implementation** e.g., tracking how much FSC certified timber has been bought with audits to verify claims etc.; or a KPI to report sustainable timber procurement with complete chain of custody with audits to verify claims etc. Consider link to E&S Performance Security.
Key issues to consider when concluding the PPSD

- Are there other broader economic, environmental or social outcomes to be included?
- Are you seeking innovation? (cutting edge or just innovative locally?)
- What are the risks associated with the project and how will it be managed?
- What is the target market and is it able to meet the Borrower’s requirements?
- What is the level of competition and differentiation among businesses market?
- What is the supplier preferencing power balance?
- Are requirements easily specified or complex?
- Is the specification likely to be conformance or performance-based?
- What are the key Rated Criteria and what’s the priority?
- Are any minimum quality thresholds for Rated Criteria needed?
- What is the appropriate final weighting between Technical aspects and Financial cost?
- Is HEIS support warranted? Is independent probity assurance needed? Other Technical Assistance?

Link to PDO/Procurement Objectives
Key messages

- The PPSD should always be the starting point when developing the evaluation approach (and use of Rated Criteria), ensure approach is realistic and not overly complicated.

- Advancing the use of Rated Criteria can support Borrowers to get the best possible VfM solutions that address project specific risks and help meet their development goals.
Stage 2 – Determine Rated Criteria

1. Develop overall evaluation approach (PPSD)

2. Determine Rated Criteria

3. Prioritize, set weightings, consider quality thresholds

4. Complete the SPD

5. Complete the Evaluation Process
Developing Rated Criteria

- Bid/Proposal Documents must include full details of the Evaluation Approach, Rated Criteria, weightings and the specific manner they will be applied.

- Rated Criteria must be proportionate and specific to the project.

- Better to use fewer key Rated Criteria, the overall number being kept to the essential minimum, having too many makes identification of the optimal bid more difficult.

- **Focus on the technical aspects that enable scored differentiation** between Bids/Proposals.

- Only Rated Criteria specified in the Bidding/Proposal Documents should be applied.

- Once the Bidding/Proposal Documents have been issued, any changes to the Evaluation Approach may only be made through addenda (giving sufficient time to consider changes).

- Evaluation Approach must be applied consistently to all Bids/Proposals submitted.
## Pick and Mix Example Evaluation Criteria - Works

<table>
<thead>
<tr>
<th>Type</th>
<th>Criteria</th>
<th>Test</th>
<th>Pick and Mix Example Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Following preliminary examination, Bid/Proposals that are determined completed with no material deviations etc. are then evaluated for substantial responsiveness,</td>
</tr>
<tr>
<td><strong>Step 1.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substantially responsive</td>
<td>Process criteria</td>
<td>Meets requirements</td>
<td>Inter alia:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>without material</td>
<td>▪ Bid/Process documents are signed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>deviation, reservation, or omission</td>
<td>▪ Bid Security has been provided</td>
</tr>
<tr>
<td><strong>Step 2.</strong></td>
<td>Mandatory criteria</td>
<td>Pass / fail</td>
<td>Inter alia:</td>
</tr>
<tr>
<td>Qualification</td>
<td></td>
<td></td>
<td>▪ has relevant regional/global experience similar to the project requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ has demonstrated financial capabilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ has related construction experience and relevant track record</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ has specific experience in managing Environmental and Social aspects in related Works projects</td>
</tr>
</tbody>
</table>
### Pick and Mix Example Evaluation Criteria - Works

<table>
<thead>
<tr>
<th>Type</th>
<th>Criteria</th>
<th>Test</th>
<th>Pick and Mix Example Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 3. Minimum Requirements</strong></td>
<td>Minimum technical/ performance requirements</td>
<td>Pass / fail</td>
<td>Inter alia: Must meet the specified minimum/essential technical/performance/functional requirements and standards</td>
</tr>
</tbody>
</table>
| **Step 4. Qualitative**      | Rated Criteria                                                           | Weighted and scored | Inter alia:  
  - thorough design, that is fit for purpose and is appropriate for the site’s conditions (may include opportunities for added value)  
  - works methodology for delivery/performance, that provides a full explanation of processes, systems approach that is credible, realistic and thorough  
  - proposed approach to manage and control costs during implementation, that is thorough, credible and shows integrity  
  - overall innovation in the Bid/Proposal  
  - appropriate site team structure and composition  
  - highly experienced Project Manager, qualified experts and appropriate personnel (technical depth and appropriate number/resource allocated)  
  - clear Works risk analysis and appropriate mitigation measures  
  - code of conduct includes relevant additional actions that show credibility in identifying and addressing social aspects  
  - effective supply chain management plans  
  - comprehensive Environmental and Social Management Strategies and Implementation Plans  
  - appropriate plans to manage safety, and prevent accidents  
  - appropriate plans to manage infrastructure cybersecurity risks |
## Example – Airport Terminal Reconstruction Project, Sint Maarten

**Package:** Terminal Building Reconstruction

<table>
<thead>
<tr>
<th>Project and Procurement process</th>
<th>Bidding process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminal Building Reconstruction</td>
<td>Bids invited: October 26, 2020</td>
</tr>
<tr>
<td>Estimated Cost: US$ 91 million</td>
<td>4 bids received by March 23, 2021</td>
</tr>
<tr>
<td>Procurement documents: RFB-Works without PQ</td>
<td>3 firms were recommended for opening of financial proposal</td>
</tr>
<tr>
<td>Technical aspects: 30%, Financial cost: 70%</td>
<td>Contract awarded on August 17, 2021 (NOT to the lowest evaluated cost bidder)</td>
</tr>
<tr>
<td>No minimum quality threshold set</td>
<td>HEIS provided by the Bank</td>
</tr>
<tr>
<td></td>
<td>Works ongoing</td>
</tr>
</tbody>
</table>

- No minimum quality threshold set

- Contract awarded on August 17, 2021 (NOT to the lowest evaluated cost bidder)
1. Site Organization, Team Composition and Qualifications and Experience of Contractor’s Representative and Key Personnel (20%):
   - Project Management Team composition including proposed sub-contractors (15)
   - Organizational set up including proposed subcontractors (5)

2. Work Program (25%)
   - Work Program and a statement clearly indicating the strategy of execution (15)
   - How lessons learnt from similar projects will be implemented (5)
   - Measures to avoid potential delays (5)

3. Method Statement for Construction Activities (25%):
   - Quality control and assurance (5)
   - Approach and method statement for logistics, phasing, overcoming challenges of building on an island (5)
   - Approach and method statement for coordination and integration with other contractors (5)
   - Project specific risks and mitigation measures (10)
4. Value Engineering in cost reduction/saving/efficiency suggestions (10%)

5. Economic Participation (15%)
   - Economic integration plan e.g. involvement of sub-contractors, suppliers, personnel (10)
   - Plan for technical knowledge transfer to local staff enabling future maintenance and operation activities (5)

6. Management Strategies and Implementation Plans for ES (5%)
Better to use fewer key Rated Criteria, the overall number being kept to the essential minimum, having too many makes identification of the optimal bid more difficult.

Focus on the technical aspects that enable scored/rated differentiation between bids/proposals.
Stage 3 – Prioritize and set weightings

1. Develop overall evaluation approach (PPSD)
2. Determine Rated Criteria
3. Prioritize and set weightings
4. Complete the SPD
5. Complete the Evaluation Process
Rated Criteria are prioritized and weighted according to their relative importance to the Borrower’s requirements.

To enable evaluation of overall technical aspects (e.g., quality, sustainability, environmental, social etc.), specific technical sub-criteria with corresponding weights may also be used if appropriate.

It is important to ensure that the level of technical weighting is appropriate, both for the general technical aspects and any sub-criteria.

The weighting is also important for the final evaluation when total technical scores are combined with financial cost scores, applying an overall weighting to financial cost vs technical aspects.

To help prioritize and focus the criteria for technical aspects and to inform weightings, the Borrower may use a simple prioritization matrix.
Example – simple prioritization matrix

<table>
<thead>
<tr>
<th>Total Count</th>
<th>Priority</th>
<th>Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 0</td>
<td>4th</td>
<td>10%</td>
</tr>
<tr>
<td>B = 2</td>
<td>2nd</td>
<td>30%</td>
</tr>
<tr>
<td>C = 1</td>
<td>3rd</td>
<td>20%</td>
</tr>
<tr>
<td>D = 3</td>
<td>1st</td>
<td>40%</td>
</tr>
</tbody>
</table>

- In this example, Rated Criteria D was most important, with Rated Criteria A much less important. Where as here, apart from Criteria A, there is a more equal spread of importance the technical weightings might be split e.g., 40%, 30% 20%, 10%
- If one Rated Criteria was vastly more important than any other it may be given e.g., a 50% weighting
Conclude Evaluation Approach

- Determine the overall technical versus financial cost weighting (e.g., 50 : 50; 70 : 30; etc)
- The weighting should reflect the optimum balance of technical aspects and financial cost and is determined on a case-by-case basis taking into account project specific risks, opportunities, issues
- Factors that could impact the technical-financial cost weighting include:
  - extent of risks associated with the procurement (the greater the risk, the higher the technical weighting) and which stage the risk is mitigated (e.g., if at evaluation then higher weighting)
  - degree of opportunity to contribute to broader social, economic and environmental objectives (the greater the opportunity, the higher the technical weighting)
  - potential for market led innovation (the greater the potential for innovation, the higher the technical weighting)
  - relative influence between the Borrower and the bidders/proposers as identified in the PPSD analysis
PPSD informs overall Weightings

Indicative Technical v Cost Weightings
Circa 90 : 10 to 60 : 40

Indicative Technical v Cost Weightings
Circa 90 : 10 to 60 : 40

Indicative Technical v Cost Weightings
Circa 20 : 80 to 30 : 70

Indicative Technical v Cost Weightings
Circa 60 : 40 to 40 : 60

Indicative Technical v Cost Weightings
Circa 10 : 90 to 40 : 60
Prioritizing helps focus and simplify the evaluation process and informs setting of weightings.

Use of minimum quality thresholds are not mandatory, but may be used when a few, key technical aspects are critically important (thresholds must be cognizant of market capacity).
Stage 4 – Complete the SPD

1. Develop overall evaluation approach (PPSD)
2. Determine Rated Criteria
3. Prioritize, set weightings, consider quality thresholds
4. Complete the SPD
5. Complete the Evaluation Process
2023 SPD Updates – General Revisions and Updates

- Required: Application of rated criteria for bid evaluation purposes in all SPDs (exception: off-the-shelf Goods, Text Books and Educational materials, Health Sector Goods (pharmaceuticals, vaccines))
- Required: Bidders to submit Beneficial Ownership Disclosure Form (already effective for international competitive procurement advertised or invited since July 1, 2022)
- includes provisions to manage cyber security risks, where applicable
- includes provisions to manage supply chain risks, where applicable
- Update FIDIC-based SPDs to reflect the 2022 reprint of the FIDIC 2017 “General Conditions”: a few positive enhancements and editorial corrections
- Clean-up any identified typos/etc.
- Translate: updated SPDs to French and Spanish (except updates to SPDs French Civil Code)
SPD Updates – Enabling application of Rated Criteria

- Qualification requirements to be substantially met specified
- Advise that the minimum essential (critical) technical requirements to be substantially met are specified, prior to consideration of rated criteria evaluation for non-price attributes
- Provide proposed technical aspects to be evaluated, while giving room for case specificity/fit for purpose
- Weights to be given to technical aspects left blank with advice that weights should be allocated in terms of the relative significance of the technical aspects
- Financial proposal evaluated in the usual manner considering specified adjustments such as life cycle costs, adjustments for time schedule, any quantifiable sustainable procurement requirements
Applicable Bid/Proposal Documents must include the Evaluation Approach, including Rated Criteria and weightings prior to release.

After a Bid/Proposal document has been issued, any change to criteria shall be made only through addenda (to maintain transparency and integrity).
Stage 3 – Prioritize, weightings, quality thresholds

1. Develop overall evaluation approach (PPSD)
2. Determine Rated Criteria
3. Prioritize, set weightings, consider quality thresholds
4. Complete the SPD
5. Complete the Evaluation Process
- All Evaluation Criteria must be finalized and set before the Bid/Proposal is released
- Ensure Procurement Documents detail the Evaluation Approach (i.e. how will Bids/Proposals be evaluated), including Rated Criteria, weightings etc. (usually the more detailed the better, err on transparency)
- Use open questions, generally better to assess quality and provide differentiation
- Ensure information is requested on all the aspects that require evaluation
- As needed, use Bid/Proposal briefings to reinforce procurement objectives and Evaluation Approach etc. (and provide an opportunity for any questions to be asked)
- Only Evaluation Criteria specified in the Procurement Documents shall be applied
- After a Procurement Document has been issued, any change to the Evaluation Criteria shall be made only through addenda (to maintain transparency and integrity)
Forming an Evaluation Panel

- Outlined as part of the evaluation approach in the PPSD, finalized before opening
- Include a combination of financial, technical and procurement expertise within the Evaluation Panel - expertise should match the subject matters for evaluation
- Ensure chairperson has appropriate leadership, facilitation and organizational skills
- When identifying members check early for any Conflict of Interest (see Bank Guidance)
- Prior to evaluation commencing, conduct an Evaluation Panel briefing on:
  - Conflict of Interest (COI) control and double check no COI arising (complete declarations)
  - Evaluation Approach including Rated Criteria, weightings etc.
  - How moderation will be handled and determining the ‘panel’s score’ (e.g., average)
  - Capturing scoring rationale (comparative strengths and weaknesses of each proposal) that shows logic to substantiate the scoring (important for audit/addressing complaints)
  - Ensuring the same evaluator evaluates all responses to a particular question
Checklist prior to evaluation

- Ensure evaluators are clear on the evaluation approach and understand:
  - the issues they are evaluating and the Evaluation Criteria to be applied
  - the scoring scale and how to use it
  - the need for independent initial scoring (must not collaborate with other evaluators at initial scoring stage)
  - **the need for confidentiality**, e.g., not sharing documentation, or discussing bids with third parties including work colleagues and securing documentation
  - how to transmit emails and electronic documents securely
- Need to capture the strengths and weaknesses of each Bid/Proposal to justify scoring
Borrowers need to ensure:

- Technical requirements and evaluation approach is impartial, objective and fit for purpose
- Evaluation Criteria are not anti-competitive or discriminatory
- Scoring scale has clear descriptors
- Consistency of application of Evaluation Criteria to avoid subjectivity and arbitrary scoring
- Moderation to ensure consistency and fairness of evaluation approach
- Documentation of the relative strengths and weaknesses of each proposal and against each criteria

Consider the use of simultaneous independent probity advisors for contentious procurements

Once approved, notify bidders of outcome of technical evaluation (option for a technical evaluation standstill period)

Seek to address any complaints prior to opening of financial cost envelope
Managing Conflict of Interest

1. Declaration
• Each person appointed to the Evaluation Team must make a formal declaration
• Good practice to require members to complete and sign a COI declaration in advance of the evaluation process being initiated
• Declaration should be revisited once identifies of the bidders/proposers are known

2. Identify conflict of interest
• Each member (including the chairperson), must submit their signed COI declarations to the head of the PIU
• The head must ensure that each declaration has been properly completed and signed

3. Managing conflict of interest
• Where a conflict has been identified it should be managed and resolved quickly
• Management plan should be drafted for approval by the head of the PIU
• The process for managing the conflict should be recorded in writing
Borrowers may engage an independent Probity Assurance Advisor to provide support and assurance (good practice in high integrity risk situations and/or contentious procurements)

- Due to risk, the Bank may require a Borrower to appoint an independent Probity Assurance Advisor, in which case, the Borrower will obtain the Bank’s agreement on selection and appointment

- If appointed, independent Probity Assurance Advisor should be present at different stages of the procurement process (simultaneous probity assurance), including inter alia:
  - Setting of the evaluation approach prior to issue of Bids/Proposals
  - Early market engagement
  - Bid/Proposal opening
  - Bid/Proposal evaluation (review the Bid Evaluation Report)
  - Negotiations
  - Contract award recommendation (and any subsequent changes to recommendations)
Preliminary Examination

- Evaluation process should begin immediately after the opening of the Bid/Proposal
- Preliminary examination used to verify the overall completeness of the Bid/Proposal
- Check at this stage may include, but not be limited to:
  - Verification (all relevant forms included and signed by authorized person or persons)
  - Eligibility to participate
  - Substantially meet qualification requirements
  - Bid/Proposal security conforms to requirements
  - Completeness of Bid/Proposal
- Only Bids/Proposals that have passed the preliminary examination proceed to the evaluation (using the Evaluation criteria specified in the Procurement Documents)
Evaluation Panel Scoring

- Initial scoring of technical Bids/Proposals undertaken by each panel member independently
- Scoring Bids/Proposals can involve a sequential process of “absolute” and “relative” assessments to determine the ultimate score
- This means that each Bid/Proposal can:
  - Be initially scored against the Rated Criteria (absolute)
  - Following an initial assessment, the panel member can review and grade scores across all Bids/Proposals to differentiate and distinguish Bids/Proposals on a comparison of their relative merits and deficiencies (relative)
## Evaluation Panel Scoring - Job Creation

<table>
<thead>
<tr>
<th>Scores</th>
<th>Rating</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Not acceptable</td>
<td>The Bid/Proposal doesn’t demonstrate any consideration for Job Creation</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>The Bid/Proposal offers some consideration for Job Creation. Plans that are put forward are however limited and/or not specific to the Project.</td>
</tr>
</tbody>
</table>
| 2      | Satisfactory | The Bid/Proposal includes plans for Job Creation that are specific to the Project and meet the target for job creation (e.g., as a % of contract value etc.). Plans include:  
- A clear pathway for Job Creation for target groups  
- Aims to meet the target for job creation (e.g., as a % of contract value etc.) |
| 3      | Good         | The Bid/Proposal includes plans for Job Creation that are specific to the Project. Plans include (in addition to the features in “Satisfactory”):  
- Provisions for training to upskill staff from target groups  
- Supported KPIs/Reporting |
| 4      | Excellent    | The Bid/Proposal includes leading edge/innovative plans for Job Creation. Plans include (in addition to the features in “Good”):  
- Innovative thinking for outreach to recruit target groups  
- Provisions for specific development of staff from target groups, including mentoring and on-the-job support and training  
- Exceeded commitments in term of Jobs Created |
Goods and works (particularly where on-going costs are estimated to be relatively significant and may vary among bids) should include an assessment of other quantifiable costs including:

- Purchase price or upfront costs of acquisition
- Installation and commissioning costs
- Cost of operation and maintenance
- Energy and other running costs
- Decommissioning and disposal costs

Any monetary adjustments for other aspects as specified in the Procurement Documents

Dealing with seriously unbalanced, front loaded or abnormally low-cost bids

Lowest evaluated cost bid is allocated 100 percent and the scores for the other evaluated bid costs are calculated as follows:

\[
\text{Lowest evaluated cost bid} \times 100 \div \text{evaluated bid cost}
\]
The Bid/Proposal Evaluation Report needs to thoroughly explain the Evaluation Process taken and application of Rated Criteria, weightings and management of integrity etc.

Include all key documentation:

- Evaluation approach and methodology (independent Probity Assurance, Advisor reports, HEIS etc.)
- Clarification questions and responses
- Any addendum issued
- Pre-Bid/Proposal meeting attendance registers and notes
- Bid/Proposal Opening Registers and notes
- Summary score sheets (signed by all evaluation committee members)
- Complaints

Reasons for any disqualification/rejection must be clearly explained

Bid/Proposal Evaluation Reports must be able to withstand scrutiny from approving authorities, advisors and other key stakeholders
PPSD informs the procurement process (key to determining Evaluation Approach)
- Evaluation Approach must be cognizant of market willingness and capacity to respond
- Set clear requirements/specification, to make it easier to determine quality, risks and opportunities which further informs the Evaluation Approach
- Ensure a strong connection between Rated Criteria and the subject matter of the contract
- Don’t mix qualification and Rated Criteria – these are applied sequentially
- Use quality thresholds appropriately
- Apply appropriate scoring scale, that is clearly defined and applied consistently
- Avoid too many Rated Criteria as it can dilute effectiveness
- Tailor specific to project needs and avoid cookie cutter approaches
- Ensure clarity, transparency and integrity in Bid/Proposal documents and during evaluation
One key message

Rated criteria will help better development by motivating good suppliers and contractors to bid, rewarding credible technical proposals and supporting better overall project implementation.
Additional Information

- Rated Criteria External Webpage
- Evaluating Bids and Proposals using Rated Criteria Guidance
- Rated Criteria Q&As for Borrowers and Suppliers/Contractors
- Rated Criteria Examples