**TEMPLATE AND FORMS**

**for**

**Procurement Evaluation Reports**

**To be used for:**

**Procurement of Goods, Works, and Non-consulting Services**

|  |  |
| --- | --- |
|  | **May 2024** |

***INSTRUCTIONS TO USERS***

***How to use this Report template and Forms when preparing a***

***Procurement Evaluation Report and Recommendation***

*This Evaluation Report template and Forms are intended for use by Borrowers when preparing Procurement Evaluation Reports in relation to procurements conducted under The World Bank Procurement Regulation for Borrowers.*

*The Report Template and Forms may be used when conducting international procurement for Works, Goods and Non-consulting services using the Bank’s Standard Procurement Documents. The type of procurements for which the templates and forms may be adapted includes:*

* *Works including Design & Build and, Design, Build and Operate*
* *Plant Design, Supply, and Installation*
* *Management Services*
* *Goods, including health sector goods.*
* *Information Systems*
* *Non-consulting services.*

*The Report Template and Forms may be used in the preparation of evaluation reports at various stages of procurement, including, for example, when evaluating:*

* *Bid/Proposal with or without application of rated criteria*
* *1st stage and 2nd stage proposals under a multistage an RFP process*
* *BAFO or Negotiations.*

***Note****: Forms for a competitive dialogue process are not included.*

***Instructions***

* *Borrowers should select the applicable parts of the Report Template and Forms that are relevant to the subject procurement under evaluation and the type of evaluation being undertaken.*
* *Parts of the Report Template and Forms that are not relevant to the specific evaluation should be excluded from the Report.*
* *The template is divided into different Parts for ease of use. These are:*

*Part 1 - General Information*

*Part 2 - Proposal / Bid Opening*

*Part 3 - Preliminary Examination*

*Part 4 - Detailed Qualification and Technical Evaluation*

*Part 5 - Financial Evaluation*

*Part 6 - Contract Award*

*Annexes*

*Annex 1: Attendance Register*

*Annex 2: Sample Form Memorandum Of Change*

*Annex 3: Checklist- Completeness Of Bid/Proposal Evaluation Information, and Documents*

***NOTE: All text in italics, including the previous page and this ‘Instructions To Users,’ should be deleted from the final Report.***

*TEMPLATE*

*[Cover page]*

**Procurement Evaluation Report**

**and Recommendation**

**Country**:

**Name of Project**:

**IBRD Loan or IDA Credit No**.:

**Activity Title**:

**Activity Reference No**.:

**Identification Number**:

**Date of Submission**:

**Name of Borrower Agency**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommendation:**

*[Specify the Recommendation that is being made]*

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*(1) the final Report and (2) this Table of Contents.]*

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Part 1 – General Information

Project and Activity Information

|  |  |
| --- | --- |
| Borrower and Project | |
| Country |  |
| Name of Borrower |  |
| Name of Project |  |
| Loan/Credit number |  |
| Co-Financing *(if any)*  (Percentage financed by Co-financier) |  |
| Project identification number |  |
| Name of Employer / Purchaser |  |
| Project effectiveness date |  |
| Project closing date original |  |
| Project closing date revised |  |
| Applicable Procurement Guidelines/ Procurement Régulations | *[indicate whether the Guidelines or Procurement Regulation (PR) apply including the applicable version of the PR]* |
| Summary of Project Procurement Strategy for Development (PPSD), relevant to the subject contract | *[Include PPSD if project is governed by the(PR), otherwise indicate ‘Not Applicable.’*  *A separate page may be added to include the PPSD Summary. Ensure page numbers are included in the additional material.]* |

|  |  |  |
| --- | --- | --- |
| Activity | | |
| Activity Title |  | |
| Activity Reference No. |  | |
| Description of Activity |  | |
| Margin of Preference | *[Yes / No]* | |
| Type of Procurement |  | |
| Procurement Method |  | |
| Prior Review | *[Yes / No]* | |
| Estimated Cost  *[include date reviewed by the Borrower (if prepared by another entity such as a consulting firm), and any other relevant comments on the cost estimate]* | Currency / Amount |  |
| Date of Estimate |  |
| Prepared by |  |
| Date review by Borrower |  |
| Date review by Bank |  |
| Comments |  |
| Prequalification / Initial Selection | *[indicate procedure used or state ‘not applicable’]* | |
| BAFO / Negotiation | *[indicate procedure used or state ‘not applicable’]* | |
| Winning bidder is required to provide Beneficial Ownership information | *[Yes / No]* | |
| Rated Criteria applied for evaluation | *[Yes / No]* | |
| Cyber security risk | *[Yes / No]* | |
| Risk for SEA/SH high | *[Yes / No]* | |

General Information

**Background**

* *[Provide Brief description of project and contract.]*

**Summary of evaluation process**

* *[Key dates.]*
* *[Issues encountered.]*
* *[Application / Bids/Proposals.]*
* *[Any complaints and their resolution.]*

**Environmental and Social** *[if applicable.]*

* *[Provide a summary of ES issues and risks, findings and recommendations.]*

**Recommendation**

* *[Provide a summary of findings, conclusions, and key recommendations.]*

**Attachments**

* *[Probity Assurance Provider Report, if applicable.]*
* *[Any other relevant information or document, please list here.]*

Number of Documents Received and Evaluated

Single Stage Procurement Process

*[Select the items that are relevant to the procurement and delete all rows that do not apply]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary of the number of documents received and evaluated at each stage of the procurement process.** | | | | |
| **Item No.** | **Procurement Stage** | **Number** | **Remark** |
|  | Applications received in response to an invitation for Prequalification or Initial selection |  |  |
|  | Applicants pre-qualified/Initially selected and invited to submit bids/proposals |  |  |
|  | Proposals / bids received |  |  |
|  | Withdrawal, Substitution, and Modification of Bids/Proposals received. |  |  |
|  | * Withdrawals |  |  |
|  | * Substitutions |  |  |
|  | * Modifications |  |  |
|  | Proposals / bids opened |  |  |
|  | Proposals excluded or rejected at the technical evaluation |  |  |
|  | Bids/proposals financial envelope opened |  |  |
|  | proposers invited to submit Best and Final Offer (if applicable) |  |  |
|  | Best and Final Offer received and opened (if applicable) |  |  |

Number of Documents Received and Evaluated  
Multistage Procurement Process

*[Select the items that are relevant to the procurement and delete all rows that do not apply]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of the number of documents received and evaluated at each stage of the procurement process** | | | |
| **Item No.** | **Procurement Stage** | **Number** | **Remark** |
|  | Applications received in response to an invitation for Prequalification/Initial selection |  |  |
|  | Applicants pre-qualified/initially selected and invited to submit bids/proposals |  |  |
|  | 1st stage Proposals received and opened |  |  |
|  | Proposals excluded at 1st Stage technical evaluation |  |  |
|  | Proposers invited to submit 2nd stage technical and financial proposals |  |  |
|  | 2nd stage technical and financial proposals received |  |  |
|  | Proposals that passed 2nd stage technical evaluation and invited for opening of 2nd stage financial proposals |  |  |
|  | Proposers invited to submit Best and Final Offer (BAFO), if applicable |  |  |
|  | Best and Final Offer (BAFO) received and opened, if applicable |  |  |

Evaluation Committee Members and Roles

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Position** | **Organization** | **Role** | **Remarks** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |

Form 1: Complaints

|  |  |
| --- | --- |
| **Project** |  |
| **Activity** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Received From** | **Date Received** | **Issue** | **Reference** | **Decision / Conclusion** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
|  |
|  |
|  |
|  |

Form 2: Summary of Bids/Proposals Received and Results

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder / Proposer** | **City** | **Country** | **Responsive / Non- responsive** | **Reference[[1]](#footnote-1)** | **Remarks** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
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|  |
|  |

Form 3: Summary of Bids/Proposals Rejected

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder / Proposer** | **Requirement in Procurement Document not met** | **Reference[[2]](#footnote-2)** | **Justification** |
| **Procurement stage** | | *[e.g.; 1st stage technical evaluation]* | | |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **Procurement stage** | | *[e.g.; 2nd stage technical evaluation]* | | |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
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|  |

Form 4: Procurement Process Dates

|  |  |
| --- | --- |
| **Description** | **Date(s)** |
| 1. **Publication of Procurement Opportunities** | |
| * 1. General Procurement Notice publication date: |  |
| 1. on the Bank’s External website |  |
| 1. on UN Development Business online |  |
| 1. others |  |
| * 1. Specific procurement notice Publication date: |  |
| Type of Notice: *[insert type of Notice[[3]](#footnote-3)]* |  |
| 1. free-access website (if available) |  |
| 1. newspaper of national circulation |  |
| 1. official gazette |  |
| 1. UNDB online |  |
| 1. World Bank’s external website / STEP |  |
| 1. International newspaper: *[insert name]* |  |
| 1. Others: *[list]* |  |
| 1. **Prequalification / Initial Selection (if applicable)** | |
| 1. date of Bank’s no-objection |  |
| 1. **Procurement Document** | |
| 1. Bank’s no-objection |  |
| 1. Publication of Invitation (if no prequalification/initial selection) or issuance to prequalified/initially selected applicants: |  |
| 1. **Procurement Process** | |
| * 1. Pre-Bid/Proposal conference if any |  |
| * 1. Minutes of conference sent to all bidders/proposers |  |
| * 1. Banks No Objection to Bid/Proposal Evaluation Reports |  |
| * Single Stage One Envelope |  |
| * + Evaluation Report |  |
| * Single Stage Two Envelope |  |
| * + Technical Evaluation Report |  |
| * + Combined Technical and Financial Evaluation Report |  |
| * Two Stage with Two envelopes |  |
| * + 1st Stage Technical Proposal |  |
| * + 2nd stage Technical Proposal |  |
| * + 2nd stage Combined Technical and Financial Proposal |  |
| * Results of BAFO/Negotiation invited, if applicable |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
|  |
|  |
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Form 5: Addendum to Procurement Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Addendum to Procurement Documents** | | | | |
| **No.** | **Addendum number** | **Bank No**  **Objection date** | **Date issued** | **Remark** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
|  |
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|  |
|  |

Part 2 –Bid / Proposal Opening

Form 6: Bid/Proposal Submission and Opening

|  |  |
| --- | --- |
| **Activity** | **Date & Time** |
| 1. **Deadline for submission** |  |
| 1. Single Stage [One Envelope or Two envelope) |  |
| 1. Two Stage with two envelopes |  |
| 1. 1st Stage Technical Proposal |  |
| 1. 2nd stage Technical and Financial Proposal |  |
| 1. **Bid/Proposal opening** |  |
| 1. Single Stage One Envelope |  |
| 1. Single Stage Two envelope |  |
| 1. Technical Proposal |  |
| 1. Financial Proposal |  |
| 1. Two Stage with two envelopes |  |
| 1. 1st Stage Technical Proposal |  |
| 1. 2nd stage Technical Proposal |  |
| 1. 2nd stage Financial Proposal |  |
| 1. BAFO or Negotiation (If applicable) |  |
| 1. Probity Assurance Provider Report (If applicable) |  |
| 1. **Record of bid/ opening, date sent to Bank** |  |
| 1. **Number of bids/proposals submitted** |  |
| 1. **Bids/Proposals valid until** |  |
| 1. originally specified date |  |
| 1. extensions, if any |  |
| 1. date of Bank’s no-objection, if required |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Form 7: Record of Bid Opening

Single Stage, One Envelope Process

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Time** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder** | **Country** | **Total amount of Bid as readout** | | **Discounts** | **Bid Security** | | **Main or Alternative Bids** | | **Bidder’s Representative Initial** | |
| **Currency** | **Amount** |  | |  | |  | |  | |
| **1.** |  |  |  |  |  | |  | |  | |  | |
| **2.** |  |  |  |  |  | |  | |  | |  | |
| **3.** |  |  |  |  |  | |  | |  | |  | |
| **4.** |  |  |  |  |  | |  | |  | |  | |
| **5.** |  |  |  |  |  | |  | |  | |  | |
| **6.** |  |  |  |  |  | |  | |  | |  | |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Form 8A: Record of Technical Envelope Opening

Single Stage, Two Envelope Process

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Time** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **Country** | **Withdrawal, Substitution, or Modification (if any)** | **Sealed envelope with financial Bid/Proposal** | **Bid/Proposal Security or Declaration** | **Alternative Offer  (if applicable)** | **Any other details as appropriate** | **Bidders/ Proposers**  **Representative Initial** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Form 8B: Record of First stage / Technical Proposal Opening   
Two Stage Process

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Time** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **Country** | **Any other relevant information** | **Bidders/ Proposers**  **Representative Initial** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Form 8C: Record of Second Stage - Technical Proposal Opening  
Two Stage Process

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Time** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **Country** | **Withdrawal, substitution, or modification** (if any) | **Sealed envelope with financial Bid/Proposal** | **Bid/Proposal Security or Declaration** | **Any other detail as appropriate** | **Bidders/ Proposers**  **Representative Initial** |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Form 9: Record of Financial Envelope Opening   
Single Stage *or* Two Stage Process *Instruction: select one and delete the other*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** |  | | **Date** |  |
| **Activity** |  | | **Time** |  |
| **Probity Assurance Provider** *(if applicable)* | |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **Technical Score** | **Total amount of Bid/Proposal as readout** | | **Discounts** | **Main or Alternative Bids/Proposals** (if applicable) | **Any additional information** (as appropriate) | **Bidder’s / Proposer’s Representative initial[[4]](#footnote-4)** |
| **Currency** | **Amount** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Part 3 - Preliminary Examination

Form 10A: Preliminary Examination

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **Authorization /Verification** | **Eligibility** | **Bid/Proposal Security** | **Completeness[[5]](#footnote-5)** | **Substantially Responsive** | **Accepted for detail evaluation** | **Comment** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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**Form 10B: Preliminary Evaluation – ES Related Completeness Check**

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| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Bidder/Proposer** | **DAB/DAAB members proposed** (if applicable) **Yes/No** | **ES-MSIP** | **E&S Performance Declaration** | **SEA/SH Performance declaration** | **SEA/SH Declaration**  (if applicable) | **Code of Conduct** (if applicable) | **Any other information** (as appropriate) |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Part 4 - Detailed Qualification and Technical Evaluation

Form 11A: Detailed Evaluation – Eligibility and Qualification Criteria

[*Depending on the process this may be carried out as part of prequalification, first envelope/ first stage for a two envelope/two stage process or at the end of the evaluation process for a single stage process where rated criteria are not applied. For initial selection process, point system evaluation may also be needed depending on the provisions of the Initial Selection Document.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |
| --- | --- |
| **Name of Bidder / Proposer** |  |

| **Eligibility and Qualification Criteria** | | **Compliance Requirement** | | | | | | **Bidders/Proposers Information to Demonstrate Compliance** | | | | | | Remark**[[6]](#footnote-6)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No.  . | Requirement | Single Entity | Joint Venture  (Existing or Intended) | | | Doc Required | Single Entity / All Parties Combined | | Joint Venture  (Existing or Intended) | | | Document Reference | Determination |
| All Partners Combined | Each Partner | One Partner | Firm A | Firm B | Firm C |
| ***[Two examples for illustration only. Delete these from the final Report]*** | | | | | | | | | | | | | | |
| 3.2 | *Average Annual Construction turnover*  *135 m USD* | *135 m USD* | *135 m USD* | *20%*  *27 m USD* | *40 % 54 m USD* | *Form Exp 3.2* | *2081 m USD* | | *1268 m USD* | *812 m USD* |  | *Page 372 & 374* | *Complies* |  |
| 4.2 (b) | *Construction, testing & Commissioning of 25 KV overhead equipment minimum 150 km* | *150 km* | *N/A* | *N/A* | *150 km* | *Form Exp 4.2 (a)* |  | | *-* | *171 km* |  | *Page 451* | *Complies* |  |
|  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 11B: Specialized Subcontractor – Eligibility and Qualification Criteria

[*Depending on the process this may be carried out as part of prequalification, first envelope/ first stage for a two envelope/two stage process or at the end of the evaluation process for a single stage process where rated criteria are not applied. For initial selection process, point system evaluation may also be needed depending on the provisions of the Initial Selection Document.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** |  | | **Date** |  |
| **Activity** |  | |
| **Name of Bidder / Proposer** | |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification Criteria (allowed to be met by specialized subcontractors) and Eligibility** | | **Name of Specialized Subcontractor** | **Compliance Requirement** | | **Sub-Contractor Information to demonstrate compliance** | | | Remarks |
| No | Requirement | Requirement | RFB/RFP Reference | Information Provided | Document Reference | Determination |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 12: Summary of Detailed Technical Evaluation[[7]](#footnote-7)

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| --- | --- | --- | --- | --- |
| **Project** |  | | **Date** |  |
| **Activity** |  | |
| **Name of Bidder / Proposer** | |  | | |

| **No.** | **Description** | **Compliance Requirement** | **Reference in RFP Documents / Bidding Document** | **Bidders/ Proposers offer** | **Bidders / Proposers document Reference** | **Substantially responsive to minimum technical requirements** | | **Recommendation / Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes / No** | **Major / Minor** |
| *Example* | *Construction, testing & Commissioning of 25 KV overhead equipment* | *minimum 150 km* | *4.2 (b)* | *171* |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 13: Technical Evaluation - Rated Criteria

*[**Example of Individual detailed evaluation sheet for Rated Criteria]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project** |  | | **Date** |  |
| **Activity** |  | |
| **Name of Evaluator** | |  | | |
| **Name of Bidder / Proposer** | |  | | |

| **Technical Factor / sub-factor** | **Applicable forms/section in the Procurement Document** | **Allocated weight in percentage** | **Given Score** | **Reference in Bid /Proposal** | **Summary of findings including key strengths and weakness[[8]](#footnote-8)** |
| --- | --- | --- | --- | --- | --- |
| 1. *e.g.,* ***Site organization, team composition, Qualifications and experience of personnel***   ***(i)*** *contract execution organizational set-up including proposed subcontractors (with relevant details)*  ***(sub-weighting 10%)***  ***(ii)*** *key staff composition and suitability to the execution of the contract*  *(****sub-weighting 10%****)* |  | ***20%*** |  |  |  |
| 1. *e.g., W****ork program***   ***(i)*** *a Gantt Chart showing the major elements, phasing, critical path and coordination with any other contracts; (****sub-weighting 15%)***  ***(ii)*** *strategies to manage potential delays/risks*  *(****sub-weighting 5%****)* |  | ***20%*** |  |  |  |
| 1. ***Approach and Methodology***   ***(i)*** *a method statement showing the approach and methods tailored to the subject contract*  *(****sub-weighting 20%****)*  ***(ii)*** *potential contract specific risks and mitigation measures focusing on key risks (based on probability of occurrence and impact)*  *(****sub-weighting 15%****)*  ***(iii)*** *interface and coordination with other contracts (as applicable) management; (****sub-weighting 5%****)* |  | ***40%*** |  |  |  |
| 1. ***Value Engineering***   *(suggestions, applicability and contribution to the contract (such as in optimizing costs and efficiency)* |  | ***10%*** |  |  |  |
| 1. ***Management Strategies and Implementation Plans*** *(MSIPs) for ES* |  | ***10%*** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total weight / score** | **100%** |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 14: Individual Evaluators’ Evaluations Summary

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| --- | --- | --- | --- | --- |
| **Project** |  | | **Date** |  |
| **Activity** |  | |
| **Name of Bidder / Proposer** | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Technical Factor/Sub-factor** | **Maximum Scores** | **Evaluators** | | | **Average or Agreed Score** |
| **1** | **2** | **3** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Total weight / score** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 15: Comparative Bids/Proposals Evaluation Summary - Technical Scores

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposers’/Bidders’ names** | | **Proposer/Bidder *A*** | **Proposer/Bidder *B*** | **Proposer/Bidder *C*** | **Proposer/Bidder *D*** |
| **Technical Factors** | **Weight (%)** | **Scores** | **Scores** | **Scores** | **Scores** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| **Total weight / score** |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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ANNEX - Technical Proposal Scoring Methodology (from Procurement Document)

*[The following table is an example of a scoring methodology. Insert the scoring methodology prescribed in the Procurement Document]*

|  |  |  |
| --- | --- | --- |
| **Score** (the total score for each factor/sub-factor, as applicable) | **Description** | **Remarks** |
| **0** | Required feature is absent; no relevant information to demonstrate how the requirement is met |  |
| **1** | Required feature present with deficiencies such as insufficient or information that lacks clarity |  |
| **2** | Sufficient information to demonstrate how the requirement will be met |  |
| **3** | Sufficient information to demonstrate that the requirement will be marginally exceeded |  |
| **4** | Sufficient information that significantly exceed the requirement/proposal contributes to significant value addition |  |

*[Following the scoring of each technical factor (and sub-factor, as applicable) using the above scoring methodology (which is an example), the score is multiplied by its corresponding weight in the Procurement Documents (as also included in Forms 14 and 15 above) to get the score for each technical factor (and sub-factor as applicable) which are then added to obtain the total technical score]*

Part 5 - Financial Evaluation

Form 16: Corrections and Unconditional Discounts

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Financial Proposal opened** | *[enter date]* |
| **Activity** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder / Proposer** | **Read-out Bid / Proposal Price(s)** | | **Corrections** | | **Corrected Bid / Proposal Price(s)** | **Unconditional Discounts** | | **Corrected & Discounted Bid/Proposal Price(s)** |
|  | Currency(ies) | Amount(s) | Computational Errors | Provisional Sums |  | Percent | Amount(s) |  |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e)*** | ***(f) = (c) + (d) - (e)*** | ***(g)*** | ***(h)*** | ***(i) = (f) – (h)*** |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| ***[****Only Bids/Proposals accepted after preliminary examination should be included in this and subsequent tables.]*  **Signatures of Evaluation Committee Members**  **Date:** *[enter date]*   |  | | --- | | **Signature** | |  | |  | |  | |  | | | | | | | | | |

Form 17: Exchange Rates

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Financial Proposal opened** | ***[Insert date]*** |
| **Activity** |  |

|  |  |
| --- | --- |
| **Currency Used for Bid Evaluation** |  |
| **Effective Date of Exchange Rate** |  |
| **Authority or Publication Specified for Exchange Rate** |  |

***[****Attach a copy of the exchange rates provided by a specified authority or publication.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Currency** | **Initial** | **Exchange rate** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| --- |
| **Signature** |
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Form 18: Currency Conversion (Multiple Currencies)

**Specify Evaluation Currency: *[insert evaluation currency]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Financial Proposal opened** | ***[insert date]*** |
| **Activity** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder/Proposer** | **Currency(ies) of Bid / Proposer** | **Corrected / Discounted** | **Applicable** | **Evaluation Currency** | |
| **Bid / Proposal Price(s)** | **Exchange Rate(s)1** | **Bid/Proposal Price(s)** | **Total Bid/Proposal Cost** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(e) = (c) x (d)* | *(f)* |
|  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
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Form 19: Currency Conversion (Single Currency)

**Specify Evaluation Currency: *[insert evaluation currency]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Financial proposal opened** | *[insert date]* |
| **Activity** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder / Proposer** | **Corrected/ Discounted** | **Payment Composition** | | | **Exchange**  **Rate Used by Bidder/ Proposer** | **Amounts in**  **Currency of Payment** | **Exchange**  **Rate for Evaluation** | **Evaluation Currency** | |
| **Bid / Proposal Price**  **(in specified currency)** | **Currency of Payment** | **Percent of Total Bid / Proposal** | **Amount in Evaluation Currency** | **Bid/ Proposal Price** | **Total** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(e) = (b) x (d)* | *(f)* | *(g) = (e) x (f)* | *(h)* | *(i) = (g) x (h)* | *(j)* |
|  |  |  |  |  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 20: Additions, Adjustments, and Priced Deviations

**Specify Evaluation Currency: *[insert evaluation currency]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Financial proposal opened** | *[insert date]* |
| **Activity** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder / Proposer** | **Corrected/Discounted Bid / Proposal Price** | **Additions** | **Adjustments** | **Priced Deviations** | **Total Cost** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(e)* | *(f) = (b) + (c) + (d) + (e)* |
|  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 21: Assessment of Abnormally Low Bid (ALB) / Proposal (ALP)[[9]](#footnote-9)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Estimated Cost** |  |

1. **Identification of ALB/ALP risk zone (when five or more bids are substantially responsive)**

* Av.= Average evaluated cost of substantially responsive bids *[insert amount]*
* STD = Standard Deviation of substantially responsive bids *[insert amount]*
* ALB/ALP risk zone = evaluated bid price equal to lower than: Av. minus STD

1. **Identification of ALB/ALP risk zone when the number of substantially responsive bids are less than five i.e., based on cost estimate**:

|  |  |  |
| --- | --- | --- |
| **Bidder/Proposer** | **Bid/Proposal Price** | **ALB / ALP** |
|  |  | *[Yes/No]* |
|  |  | *[Yes/No]* |
|  |  | *[Yes/No]* |
|  |  | *[Yes/No]* |
|  |  | *[Yes/No]* |
|  |  | *[Yes/No]* |
| ***Average Bid/ Proposal Price*** |  | *[Yes/No]* |
| ***Standard Deviation*** |  | *[Yes/No]* |
| ***ALB / ALP Threshold*** |  | *[Yes/No]* |

*[Applying A or B above, if the* *Bid/Proposal price is within the ALB/ALP risk zone, provide a summary of the Borrower’s analysis (including any clarifications obtained from the bidder/proposer), findings and recommendations]*

***Bid/Proposal Price is Within the ALB/ALP Risk Zone [delete this table if not applicable]***

|  |  |  |
| --- | --- | --- |
| **Bidder/Proposer** | **Borrower’s Analysis** | **Findings and Recommendations** |
|  |  |  |
|  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 22: Dispute Review Board/ Dispute Avoidance - Adjudication Board Members Proposed by the Recommended Bidder / Proposer

*[As applicable in accordance with the Procurement Documents]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |
| --- | --- |
| Recommended Bidder /Proposer |  |

Members Proposed by the Recommended Bidder/Proposer *[Attach a resume for each Proposed Member]*

|  |  |  |
| --- | --- | --- |
| No. | Name of Recommended DAAB Member | Is recommendation accepted?  (as per detailed assessment on the table below) |
| 1. |  | *[Yes/No]* |
| 2. |  | *[Yes/No]* |
| 3. |  | *[Yes/No]* |

Detailed Assessment of Recommended Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirement to be met  in accordance with the Procurement Document | Does Proposed Member 1 meet the Requirement? | Does Proposed Member 2 meet the Requirement? | Does Proposed Member 3 meet the Requirement? | Remarks |
| *[Insert requirements from the Procurement Documents]* | *[Yes/No]* | *[Yes/No]* | *[Yes/No]* |  |
|  | *[Yes/No]* | *[Yes/No]* | *[Yes/No]* |  |
|  | *[Yes/No]* | *[Yes/No]* | *[Yes/No]* |  |
|  | *[Yes/No]* | *[Yes/No]* | *[Yes/No]* |  |
| Does the Proposed Member substantially meet the Requirements? | *[Yes/No]* | *[Yes/No]* | *[Yes/No]* |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 23: Domestic Preference for Goods

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Estimated Cost** |  |

**Specify Evaluation Currency: *[insert evaluation currency]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder / Proposer** | **Domestic Preference Group** | **Total Price** | **Exclusions for Preference** | **Revised Total** | **Domestic Preference (%)** | **Preference Price** | **Total Comparison Price** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(e) = (c) – (d)* | *(g)* | *(h)* | *(i) = (c) + (h)* |
|  |  |  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 24: Domestic Preference for Works

**Specify Evaluation Currency:** ***[insert evaluation currency]***

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  | **Estimated Cost** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder / Proposer** | **Domestic Preference Group** | **Total Price** | **Exclusions for Preference** | **Revised Total** | **Preference** | **Total Comparison Price** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(e) = (c) – (d)* | *(f)* | *(g) = (c) + (f)* |
|  |  |  |  |  |  |  |
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**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

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| **Signature** |
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Form 25: Combined Technical and Financial Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lowest evaluated Proposal Cost (Clow)** |  | **Weight for Cost: X** |  |
| **Highest technical score (Thigh)** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder’s/ Proposer’s name** | **Technical Evaluation** | | **Financial Evaluation** | | **Combined Evaluation** | |
| **Technical Score** (T) | **Weighted scores**  (T/Thigh (1-X)) | **Evaluated Bid/Proposal Cost** (C) | **Weighted score** (Clow/C) (X) | **Scores** B= (3) + (5) | **Rank** |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Signatures of Evaluation Committee Members**

**Date:** *[enter date]*

|  |
| --- |
| **Signature** |
|  |
|  |
|  |
|  |

Part 6 - Contract Award

Form 26: Proposed Contract Award

|  |  |  |
| --- | --- | --- |
| 1. **Most Advantageous Bid / Proposal** (proposed for contract award). |  | |
| **Name** (of Bidder / Proposer) |  | |
| **Address** (of Bidder / Proposer) |  | |
| 1. **If joint venture**, list all partners, nationalities, and estimated shares of contract |  | |
| 1. **Principle country(ies) of origin of goods/materials** |  | |
| 1. **Estimated date of contract signing** (month and year) |  | |
| 1. **Estimated delivery to project site/completion period** (month and year) |  | |
|  | **Currency(ies)** | **Amount(s) or %** |
| 1. **Bid/Proposal Price(s)** (Read-out) |  |  |
| 1. **Corrections for Errors[[10]](#footnote-10)** |  |  |
| 1. **Discounts[[11]](#footnote-11)** |  |  |
| 1. **Other Adjustments** |  |  |
| 1. **Proposed Award[[12]](#footnote-12)** |  |  |

**Signatures of Evaluation Committee Members**

**Date: *[enter date]***

|  |  |
| --- | --- |
| **Name (in capital letters)** | **Signature** |
|  |  |
|  |  |
|  |  |
|  |  |

Annexes

Annex 1: Attendance Register

|  |  |
| --- | --- |
| Project |  |
| Activity |  |
| Purpose of Meeting |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chairperson** |  | **Date** |  |
| **Location** |  | **Time** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Organization** | **Contact Information** | **Signature** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |
| **9.** |  |  |  |  |
| **10.** |  |  |  |  |

Annex 2: Sample Form - Memorandum of Changes

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | **Date** |  |
| **Activity** |  |

|  |  |
| --- | --- |
| Bidder’s/ Proposer’s name |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Changes Required Pursuant to First Stage Proposal Evaluation** | | | | | | |
| 1. **Description of Items requiring further elaboration in second stage proposal** | | | | | | |
| **S. N.** | **Ref. in First Stage Proposal** | **Description of items requiring clarification if any** | | **Ref. in RFP Documents** | **Changes Required** | |
| **(i)** |  |  | |  |  | |
| **(ii)** |  |  | |  |  | |
| **(iii)** |  |  | |  |  | |
| 1. **List of deviation which are unacceptable to the Employer/Purchaser which the Proposer must withdraw** | | | | | | |
| **S. N.** | **Ref. in First Stage Proposal** | **Description of Deviation(s) if any** | | **Ref. in RFP Documents** | **Changes Required** | |
| **(i)** |  |  | |  |  | |
| **(ii)** |  |  | |  |  | |
| **(iii)** |  |  | |  |  | |
| 1. **List of subcontractors that the Proposer must change** | | | | | | |
| **S. N.** | **Ref. in First Stage Proposal** | **Name of Subcontractor** | **Justification for change** | **Ref. in RFP Documents** | | **Changes Required** |
| **(i)** |  |  |  |  | |  |
| **(ii)** |  |  |  |  | |  |
| **(iii)** |  |  |  |  | |  |

Annex 3:Sample Checklist

Completeness of Bid/Proposal Evaluation Information and Documents*)*

| **No.** | **Title** | **Applicable** | **Included** |
| --- | --- | --- | --- |
| **Part 1 - General Information** | | | |
|  | Number of documents received and evaluated. Single stage procurement process | *[Yes/No]* | *[Yes/No]* |
|  | Number of documents received and evaluated Multistage procurement process | *[Yes/No]* | *[Yes/No]* |
|  | Evaluation Team members and Roles | *[Yes/No]* | *[Yes/No]* |
|  | Form 1: Complaints | *[Yes/No]* | *[Yes/No]* |
|  | Form 2: Summary of bids/proposals received and results. | *[Yes/No]* | *[Yes/No]* |
|  | Form 3: Summary of bids/proposals rejected. | *[Yes/No]* | *[Yes/No]* |
|  | Form 4: Procurement Process Dates | *[Yes/No]* | *[Yes/No]* |
|  | Form 5: Addendum to Procurement Documents | *[Yes/No]* | *[Yes/No]* |
| **Part 2 – Proposal / Bid Opening** | | | |
|  | Form 6: Bid/Proposal Submission and Opening | *[Yes/No]* | *[Yes/No]* |
|  | Form 7: Record of Bid Opening (Single Stage, One Envelope Process) | *[Yes/No]* | *[Yes/No]* |
|  | Form 8 A: Record of Technical Envelope Opening | *[Yes/No]* | *[Yes/No]* |
|  | Form 8 B: Record of First Stage/ Technical Proposal Opening (For Two Stage Process) | *[Yes/No]* | *[Yes/No]* |
|  | Form 8 C: Record of Second Stage/ Technical Proposal Opening (For Two Stage Process) | *[Yes/No]* | *[Yes/No]* |
|  | Form 9: Record of Financial Envelope Opening | *[Yes/No]* | *[Yes/No]* |
| **Part 3 - Preliminary Examination** | | | |
|  | Form 10.1: Preliminary Examination | *[Yes/No]* | *[Yes/No]* |
|  | Form 10.2: Preliminary Evaluation – Es Related Completeness Check | *[Yes/No]* | *[Yes/No]* |
| **Part 4 - Detailed Qualification and Technical Evaluation** | | | |
|  | Form 11-1: Detailed Evaluation – Eligibility and Qualification Criteria | *[Yes/No]* | *[Yes/No]* |
|  | Form 11-2: Specialized Subcontractor – Eligibility and Qualification Criteria | *[Yes/No]* | *[Yes/No]* |
|  | Form 12: Detailed Technical Evaluation | *[Yes/No]* | *[Yes/No]* |
|  | Form 13: Technical Evaluation - (Rated Criteria) -Individual Detailed Evaluation Sheet- Example | *[Yes/No]* | *[Yes/No]* |
|  | Form 14: Individual Evaluations Summary | *[Yes/No]* | *[Yes/No]* |
|  | Form 15: Evaluation Summary - Technical Scores | *[Yes/No]* | *[Yes/No]* |
|  | Annex- Technical Proposal Scoring Methodology (From Procurement Document) | *[Yes/No]* | *[Yes/No]* |
| **Part 5 - Financial Evaluation Forms** | | | |
|  | Form 16: Corrections and Unconditional Discounts | *[Yes/No]* | *[Yes/No]* |
|  | Form 17: Exchange Rates | *[Yes/No]* | *[Yes/No]* |
|  | Form 18: Currency Conversion (Multiple Currencies) | *[Yes/No]* | *[Yes/No]* |
|  | Form 19: Currency Conversion (Single Currency) | *[Yes/No]* | *[Yes/No]* |
|  | Form 22: Dispute Review Board/ Dispute Avoidance-Adjudication Board Members Proposed by The Recommended Bidder / Proposer | *[Yes/No]* | *[Yes/No]* |
|  | Form 23: Domestic Preference for Goods | *[Yes/No]* | *[Yes/No]* |
|  | Form 24: Domestic Preference for Works | *[Yes/No]* | *[Yes/No]* |
|  | Form 25: Combined Technical/Financial Evaluation | *[Yes/No]* | *[Yes/No]* |
| **Part 6 - Contract Award** | | | |
|  | Form 26: Proposed Contract Award | *[Yes/No]* | *[Yes/No]* |
| **Annexes** | | | |
|  | Attendance Register | *[Yes/No]* | *[Yes/No]* |
|  | Sample Form Memorandum of Changes | *[Yes/No]* | *[Yes/No]* |

1. *[Reference can be made to another section in the evaluation report or directly to a section in the Bid/Proposal. Delete this footnote from the final Report.]* [↑](#footnote-ref-1)
2. *[Reference can be made to another section in the evaluation report or directly to a section in the firm’s submission. Delete this footnote from the final Report.]* [↑](#footnote-ref-2)
3. *[Invitation to Bids, Invitation to Proposals, Invitation for prequalification or Initial selection etc. Delete this footnote from the final Report.]* [↑](#footnote-ref-3)
4. *[Or Probity Assurance Provider signature. Delete this footnote from the final Report.]* [↑](#footnote-ref-4)
5. *[For completeness related to ES refer to Form 10B. Delete this footnote from the final Report.]* [↑](#footnote-ref-5)
6. *[Substantiate, clearly showing how the criterion/requirement is met based on the description provided in the actual submission. Include an Annex, if needed for the detailed substantiation/s. Delete this footnote from the final Report]* [↑](#footnote-ref-6)
7. *[Attach details as an Annex with copies of relevant supporting documents. Delete this footnote from the final Report.]* [↑](#footnote-ref-7)
8. *[Include, as an Annex, a complete description justifying the technical scores. Delete this footnote from the final Report]* [↑](#footnote-ref-8)
9. *[For more information on ALB/ALP risk identification, requesting clarifications, analysis and recommendations, See* [*Bank’s Guidance*](https://thedocs.worldbank.org/en/doc/780841478724671583-0290022017/original/ProcurementGuidanceidentificationandtreatmentofAbnormallyLowBidsandProposals.pdf) *on Abnormally Low Bids and Proposals. Delete this footnote from the final Report.]*

   [↑](#footnote-ref-9)
10. From Form 16, column d. [↑](#footnote-ref-10)
11. From Form 16, column h. [↑](#footnote-ref-11)
12. Sum of the prices in Items 6–9 [↑](#footnote-ref-12)