

**Kurdistan Regional Government**

**Ministry of Planning**

Standard Bid Evaluation Form

|  |
| --- |
| **Procurement of Goods or Works** |

**Issued Date: …….**

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# How to Use These Forms

1. This Standard Bid Evaluation Form has been prepared by the Kurdistan Region of Iraq – Ministry of Planning, Public Contracting Directorate for use by it’s the Procuring Authorities agencies in the evaluation of bids, in accordance with the provisions of public procurement regulation no (2) for the year 2016.
2. The evaluation forms and guide contained in this document provide step-by-step procedures for the evaluation of bids solicited through the public and limited tender process. In all instances, the bidding and evaluation procedures described in the Instructions to Bidders (ITB) of the actual bidding document used should be followed.
3. The evaluation and the resulting report need not necessarily be lengthy. Supply of off-the-shelf goods can usually be quickly and easily evaluated. The forms should invariably accompany the evaluation report, but they may be adapted to suit specific requirements of the bidding documents. The report should include a number of attachments to explain details of bid evaluation or to show specific controversial wording or numbers in a bid. Cross-referencing should be used extensively, as well as references to pertinent clauses in the bidding documents.
4. Procuring Authority should study these evaluation forms and guide during project preparation, in order to properly assess the managerial and administrative conditions needed for bid evaluation.
5. All tables to be stamped with the seal of the evaluation committee. Signatures of the evaluation committee is required on the Memo of Transmittal with and Table No. ( 8 ) of the recommendation of award

# Cover Sheet

# Bid Analysis and Evaluation Report and Recommendation for Award of Contract

Procuring Authority:

Name of Project:

Tender No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identification Number in Budget Law:

Date of Report Submission:

# Memo of Transmittal

*[Insert short report summarizing the findings of the bids evaluation report and recommendations to award]*

1. **Head of Committee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Committee Member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Committee Member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Table 1: Identification and Bidding Process

|  |  |
| --- | --- |
| 1. **Identification**: | |
| 1.1 **Name of Procurement Authority** |  |
| 1.2 **Identification number in annual budget or tender number** (identification) |  |
| 1.3 **Name of project** |  |
| 1.4 **Description of project** |  |
| 1.5 **Cost estimate per the allocated budget** |  |
| 1.6 **Method of Bidding** (check one) | Public Tender *:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Limited Tender: \_\_\_\_\_\_\_\_\_\_  Two-Phase Tender: \_\_\_\_\_\_\_\_\_\_ |
| 1. **Bidding Process:** | |
| 2.1 **Prequalification notice, if required**  (a) first issue date  (b) latest update  (c ) Web site of Procuring Authority and e-portal  (d) Web site of UNDB and DgMarket) |  |
| 2.2 **Prequalification, if required**  (a) number of firms prequalified |  |
| 2.3 **Specific procurement notice**  (a) name of national newspaper  (b) issue date  (c) Web site of procurement authority and e-portal  (d) Web site of UNDB and DgMarket) |  |
| 2.4 **Number of firms purchased documents** |  |
| 2.5 **Amendments to documents, if any list all issue dates** | 1. 2. 3. |
| 2.6 **Date of pre-bid conference, if any** |  |
| 2.7 **Date minutes of conference sent to bidders.** |  |

## Table 2: Bids Submission, Opening, and Bid Prices (as Read Out)

**Bids submission deadline** (a) Original date, time……………….…

(b)Extensions, if any **…………………**

**Bids opening date, time:** ………………………………………………

**Number of bids submitted:** ………………………………………………

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bidder Identification** | | **Read-out Bid Price(s)** | | **Modifications or discounts or Comments**  (e ) | **Bid Security Amount and validity**  (f) | **Bid validity**  (g) |
| **Name**  (a) | **Address: City /Country**  **(**b) | **Currency**  (c **)** | **Amount**  (d) |
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1. **Head of Bid Opening Committee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Bid Opening Committee member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Bid Opening Committee Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Table 3: Preliminary Examination

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bidder**  *(a)* | **Verification**  *(b)* | **Eligibility**  *(c)* | **Bid Security Amount and Validity**  *(d)* | **Completeness of Bid**  *(e)* | **Substantial Responsiveness**  *(f)* | **Acceptance for Detailed Examination**  *(g)* |
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|  | For (b), (c), (d), (e), (f) and (g), see the definitions included in Annex I: Evaluation Guide, refer to para 5 Preliminary Examination | | | | | | |

## Table 4: Evaluation of Technical Specifications

**(For Procurement of Goods only)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Bidder** | **Item** | **Specification** | **Compliance (Yes/No)** | **Comments** |
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## Table 5: Corrections and Unconditional Discounts

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bidder**  ***(a)*** | **Read-out Bid Price(s)** | | **Corrections** | | **Corrected Bid Price(s)**  ***(f) = (c) + (d) - (e)*** | **Unconditional Discounts2** | | **Corrected/Discounted Bid Price(s)**  ***(i) = (f) – (h)*** |
| **Currency**  ***(b)*** | **Amount**  ***(c)*** | **Computational Errors1**  ***(d)*** | **Provisional Sums**  ***(e)*** | **Percent**  ***(g)*** | **Amount(s)**  ***(h)*** |
|  |  |  |  |  |  |  |  |  |  |
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|  | **Note**: Only bids accepted for preliminary examination (Table 3, column *g*) should be included in this and subsequent tables. Columns *a*, c, and d are from Table 2 (columns *a*, c, and d, respectively).  1 Corrections in column *d* may be positive or negative.  2 If the discount is offered as a percent, column *h* is normally the product of the amounts in columns *f* and *g*. Refer to para. 6(c) of Annex I. If the discount is provided as an amount, it is entered directly in column *h*. A price increase is a negative discount. | | | | | | | | |

## Table 6: Additions, Adjustments, and Priced Deviations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bidder**  **(a)** | **Corrected/Discounted Bid Price1**  **(b)** | **Additions2**  **(c)** | **Adjustments2**  **(d)** | **Priced Deviations2**  **(e)** | **Total Price**  **(f) = (b) + (c) + (d) + (e)** |
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|  |  |  |  |  |  |  |
|  | etc. |  |  |  |  |  |

1 Column *b* is from Table 5 column *i*.

2 Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to paras. 6(d), 6(e), and 6(f) respectively of Annex I

## Table 7: Post Qualification (Without Prequalification)

**Name of lowest evaluated responsive bidder: …………………….**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Requirement** | **Compliance Requirement** | **Information and Conclusion** |
| **Financial Capability** | | | |
|  |  |  |  |
|  |  |  |  |
| **Experience and Technical Capacity** | | | |
|  |  |  |  |
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## Table 8: Proposed Contract Award

|  |  |  |
| --- | --- | --- |
| 8.1 **Lowest evaluated responsive bidder** (proposed for contract award).  (a) Name  (b) Address |  | |
| 8.2 **list the bidder**  (a) Name  (b) Address |  | |
| 8.3 **If bid from joint venture, list all partners, nationalities, and estimated shares of contract**. |  | |
| 8.4 **Estimated date (month, year) of contract signing**. |  | |
| 8.5 **Estimated delivery to project site/completion period**. |  | |
| 8.6 **Bid Price(s) (Read-out)**1 | Currency | Amount(s) or % |
|  |  |  |
| 8.7 **Corrections for Errors**2 |  |  |
| 8.8 **Discounts**3 |  |  |
| 8.9 **Other Adjustments**4 |  |  |
| 8.10 **Proposed Award**5 |  |  |

1 From Table 6, columns *b* and *c*.

2 From Table 6, column *d*.

3 From Table 6, column *h*. Include any cross-discounts. See Annex I, para. 7(b).

4 All adjustments should be explained in detail.

5 Sum of the prices in Items 6–9

1. **Head of Evaluation Committee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Evaluation Committee Member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Evaluation Committee Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex I. Evaluation Guide

**1. Identification, Bidding Process, and Bid Submission**

Table (1) provides for the filing of basic information on the procurement process. This information is necessary to monitor compliance with the Kurdistan Regional Government Laws and related regulations.

**2. Bid Opening**

All bidders or their representatives are invited to attend the bid opening, where bids are read out and recorded, along with a list of attendees. The record should be sent to all bidders. Bid opening procedures are described in the ITB. To assist in carrying out the opening and preparing of the record, a checklist is provided in Annex II. The checklist should preferably be filled out for each bid during the actual reading out at the meeting. The reading should be from the original version of each bid, and the actual amounts and other key details read out should be circled for later verification.

Any envelopes containing substitutions, modifications, or withdrawals must be subject to the same level of scrutiny, including the reading out of critical details, such as price changes. Failure to read out such information and include it in the written record may result in denial of its inclusion in bid evaluation. If a bid has been withdrawn by cable, it should nonetheless be read out and should not be returned to the bidder until the authenticity of the withdrawal notice has been confirmed.

As stated in the ITBs, no bids should be rejected at the bid opening except those received after the deadline for receipt of bids. Such bids shall be returned unopened to the bidder. A summary of the read-out bid prices should be provided in Table (2).

**3. Bid Validity**

The duration of the validity of each bid should be the one specified in the ITB and should be confirmed in the signed (form of) bid. If exceptional circumstances occur in which award cannot be made within the validity period, extensions in writing should be requested of bidders, in accordance with the ITB. Extensions to the validity of bid security should also be requested of bidders, if necessary. Note any extensions in Table (1)

**4. Principles of Evaluation**

After the public opening of bids, information relating to the examination, clarification, and evaluation of bids shall not be disclosed to bidders or other persons not officially concerned with this process until the successful bidder is notified of the award of contract. An evaluation committee, consisting of a minimum of three qualified members who should work in a secure office where all bidding documents can be kept.

On occasion, the Procuring Authority may request clarifications of bidders concerning ambiguities or inconsistencies in the bid. As required in the ITBs, such requests shall be in writing, and no change in the price or scope of the originally offered goods, works, or services shall be sought or accepted, except for the correction of arithmetic error. The responses from bidders shall also be in writing. No circumstances shall justify meetings or conversations between the Employer (or its consultants) and bidders during the bid evaluation process.

Bidders frequently attempt to contact the Procuring Authority during bid evaluation, directly or indirectly, to query progress of evaluation, to offer unsolicited clarifications, or to provide criticisms of their competition. Receipt of such information should be acknowledged as to receipt only. Procuring Authority must evaluate bids on the basis of the information provided in the respective bids. However, additional information provided may be useful in improving the accuracy, speed, or fairness of the evaluation. Nonetheless, no changes in the bid price or substance are allowed.

**5. Preliminary Examination of Bids**

The evaluation process should begin immediately after bid opening. The purpose of preliminary examination is to identify and reject bids that are incomplete, invalid, or substantially non responsive to the bidding documents and therefore are not to be considered further. The following checks should be applied:

**(a) Verification**: Attention should be directed toward deficiencies that, if accepted, would provide unfair advantages to the bidder. Sound judgment must be used: for example, simple omissions or mistakes arguably occasioned by human error should not be grounds for rejection of the bid. Rarely is a bid perfect in all respects. However, the validity of the bid itself, for example, its signatures, must not be in question. If the bidder is a joint venture, the joint venture agreement must be submitted; if the bidder is an agent, an authorization from the supplier or manufacturer must be provided in addition to any documentation required of the supplier or manufacturer itself. All copies of the bid should be compared with the original and corrected accordingly, if necessary. Thereafter, the original should be kept in a safe location, and only copies should be used in evaluation.

**(b) Eligibility**: If prequalification has taken place, only bids from prequalified bidders can be considered.[[1]](#footnote-1) The bidder (including all members of a joint venture and subcontractors) may be disqualified if affiliated with a firm that has provided related consulting services on the project.

**(c) Bid Security**: The bidding document may require submission of a bid security. If so, the bid security must conform to the requirements of the ITB, and it must accompany the bid. If the bid security is issued as a bank guarantee, it must be consistent with the wording of the bid security form provided in the bidding document or in the format issued by the Central Bank. Submission of a copy of the security or submission of a counter guarantee naming the Procuring Authority’s bank instead of the Procuring Authority is unacceptable. Furthermore, securities for an amount smaller or for a period shorter than the one specified in the ITB are not acceptable. The security for a bid submitted by a joint venture should be in the name of all of the partners of the joint venture.

**(d) Completeness of Bid**: Unless the bidding documents have specifically allowed partial bids—permitting bidders to quote for only select items or for only partial quantities of a particular item—bids not offering all of the required items should ordinarily be considered non responsive. However, under works contracts, missing prices for occasional work items are considered to be included in prices of other items elsewhere. If any erasures, interlineations, additions, or other changes have been made, they should signed by the bidder. They may be acceptable if they are corrective, editorial, or explanatory. If they are not, they should be treated as deviations and should be analyzed as per para. 5(e) below. Missing pages in the original copy of the bid may be cause for rejection of the bid, as may contradictions in model numbers or other designations of critical supply items.

**(e) Substantial Responsiveness**: Major deviations to the commercial requirements and technical specifications are a basis for the rejection of bids. As a general rule, major deviations are those that, if accepted, would not fulfill the purposes for which the bid is requested, or would prevent a fair comparison with bids that are properly compliant with the bidding documents. Examples of major deviations include:

1. Stipulating price adjustment when fixed price bids were called for
2. Failing to respond to specifications by offering instead a different design or product that does not offer substantial equivalence in critical performance parameters or in other requirements
3. Phasing of contract start-up, delivery, installation, or construction not conforming to required critical dates or progress markers
4. Subcontracting in a substantially different amount or manner than that permitted
5. Refusing to bear important responsibilities and liabilities allocated in the bidding documents, such as performance guarantees and insurance coverage
6. Taking exception to critical provisions such as applicable law, taxes and duties, and dispute resolution procedures
7. Those deviations that are specified in the ITB as requiring rejection of the bid (such as, in the case of works, participating in the submission of another’s bid other than as a subcontractor).

The preliminary examination should be presented in Table 5. If the bid fails preliminary acceptance, the reasons must be clearly explained in footnotes or in an attachment, as necessary. An example is shown in Annex III. Procuring Authorities may find it useful to include additional tables for itemization of responsiveness to a list of technical or commercial specifications. These should be attached to Table 5.

**6. Detailed Examination of Bids**

Only those bids surviving preliminary examination need to be examined in this phase.

(a) **Corrections for Errors**: The methodology for correction of computational errors is described in the ITB. The read-out bid prices and their corrections should be noted in Table 6, column *d*. The corrections are considered binding on the bidder. Unusual or large corrections that could affect the comparative ranking of bids should be explained in footnotes.

(b) **Corrections for Provisional Sums**: Bids may contain provisional sums set by the Employer for contingencies or for nominated subcontractors, etc. As these sums are the same for all bids, they should be subtracted from the read-out prices in Table 5, column *e* to allow for a proper comparison of bids in subsequent steps. However, those provisional sums set aside for Day work,[[2]](#footnote-2) where priced competitively, should not be included in the deductions.

(c) **Modifications and Discounts**: In accordance with the ITB, bidders are allowed to submit, prior to bid opening, modifications to their original bid. The impact of modifications should be fully reflected in the examination and evaluation of the bids. These modifications may include either increases or discounts to the bid amounts that reflect last-minute business decisions. Accordingly, the original bid prices should be modified at this point in the evaluation. Discounts offered in accordance with the ITB that are conditional on the simultaneous award of other contracts included in the same tender or lots of the contract package (cross-discounts) shall not be incorporated until the completion of all other evaluation steps. The effect of unconditional discounts (or alternatively, increases) should be shown as in Table 5 (columns *g* and *h*). Any discount expressed in percent must be applied to the appropriate base specified in the bid (i.e., check to see if it applies to any provisional sums).

(d) **Additions**: Omissions to the bid should be compensated for by adding the estimated costs for remedying the deficiency. Where items missing in some bids are present in others, an average of quoted prices could be used to compare competitors’ bids. Alternatively, external sources, such as published price lists, freight tariff schedules, etc., may be appropriate. The cost determined should be expressed in the evaluation currency and shown in Table 6, column *c*.

(e) **Adjustments**: The ITB specifies which, if any, performance or service factors will be taken into account in the bid evaluation. The methodology used in evaluation of these factors should be precisely described in the bid evaluation report and should be fully consistent with the ITB provisions. Bonuses or additional credits that reduce the evaluated bid price will not be given in the bid evaluation for features that exceed the requirements stated in the bidding documents, unless specifically provided for in the ITB.[[3]](#footnote-3) The value of adjustments will be expressed in terms of cost, for all works and most goods contracts, and should be shown in Table 6, column *d*

(f) **Priced Deviations**: As discussed under para. 5(e), bids with minor deviations may be considered substantially responsive if their further consideration assigns a monetary cost or penalty to the bid for the purpose of bid comparison:

1. Requests for deviations that are expressed by the bidder in vague terms, such as “we would like an increase in the amount of mobilization advance” or “we wish to discuss changes in the completion schedule” should ordinarily be ignored in bid evaluation. However, a categorical statement by the bidders taking exception to a requirement in the bidding documents should be treated as a deviation.
2. If a bid provides for a delivery or completion that is beyond the date specified in the bidding documents but that is nonetheless technically acceptable to the Employer, the time advantage given should be assessed a penalty specified in the ITB or, if one is not provided, based on the rate of liquidated damages specified in the bidding documents.

The deviations should be priced in Table 6, column *e*.

**7. Determination of Award**

In the comparison of bids for works and for most goods, the corrected and discounted bid prices, together with adjustments for omissions, deviations, and specified evaluation factors, have been noted in Table 6. The bidder with the lowest total is the lowest evaluated cost bidder at this stage, subject to:

* Application of any discounts, contingent on the simultaneous award of multiple contracts or lots; and
* Post-qualification evaluation, or if prequalification has occurred, confirmation of prequalification information.

(a) **Cross-Discounts**: These are conditional discounts offered in the event that more than one contract included in the same tender or lot will be awarded to the same bidder. Bid evaluation in such cases can be quite complicated, particularly for goods contracts where domestic preference may apply. The sizes of cross-discounts offered by each bidder may vary with the potential number of contracts awarded. The ITB may also limit the number or total value of awards to a bidder on the basis of its financial and technical capacity.[[4]](#footnote-4) Thus, a bidder offering the lowest evaluated bid on a particular contract may be denied award because of such a restriction. The Employer shall select the optimum combination of awards on the basis of least overall cost of the total contract package, consistent with the qualification criteria. Presentations of the calculations should be made on an attachment to the report, which should include the bid evaluation(s) for the other contracts, if they have been evaluated separately

(b) **Qualification**: If prequalification was conducted, the bidder whose bid is the lowest evaluated cost should receive the award, unless the bidder’s qualifications have since materially deteriorated or the bidder has since received additional work that overstresses its capacity. The Procuring Authority should satisfy itself fully on both accounts.

Where prequalification has not occurred, the prospective awardee should be subjected to post qualification, the procedures for which are described in the ITB using table 7.

If the lowest evaluated bidder fails post qualification, its bid should be rejected, and the next ranked bidder should then be subject to post qualification examination. If successful, this bidder should receive the award. If not, the process continues.

The rejection of a bid for reasons of qualification requires substantial justification, which should be clearly documented in attachments to the report. A history of poor performance may be considered a substantial justification.

(c) **Alternative Bids**: The ITB may request or allow to accept alternative bids under the stipulation that only the alternative submitted by the lowest evaluated bidder and conforming to the bidding documents will be considered.

The Employer, if it is willing to accept the alternative bid offered by the lowest evaluated bidder, should provide justification for doing so. Calculations for the evaluation of alternatives should be provided in an attachment to the report.

(d) **Proposed Award**: The amount of the proposed award shall be the bid price as submitted by the winning bidder and adjusted as described in the ITB for corrections, any discounts (including cross-discounts), and acceptance by the Procuring Authority of alternative offers from the lowest evaluated bidder. Table 8 should be filled out to establish the actual amount of the contract award.

The Employer may consider rejection of all bids in any of the following cases, if:

(a) none of the bids are found to be responsive,

(b) bids are unreasonably high in price compared with earlier estimates, or

(c) none of the bidders are qualified.

(e) **Report Submission:** The Bid Evaluation committee must submit the completed bid evaluation report containing the required summary to the Employer as soon as possible after bid opening, preferably no later than three (4) weeks prior to the expiration of the bid validity period. The report should include the appropriate items listed in Annex IV.

(f) **Award of Contract**: Bid securities of unsuccessful bidders should be returned promptly after award has been made. However, if contract effectiveness is contingent on the receipt of a performance security or other condition, the Employer may consider seeking an appropriate extension of time for the bid validity and the accompanying bid security of the next two lowest bidders.

Unsuccessful bidders are allowed under the Public Procurement regulations no. 2 of 2016 to seek a debriefing with the Procuring Authority. In anticipation of this and/or any audit, the Procuring Authority should ensure that bidding documents and evaluations are securely stored.

# Annex II. Bid Opening Checklist

(To be filled out for each bid as it is read out)

Contract Name and Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid Opening Date: Time:

Name of Bidder:

1. Is outer envelope of bid sealed?
2. Is bid form completed and signed?
3. Expiration date of bid:
4. Is documentary authority for signing enclosed?
5. Amount of bid security (if required): (state currency)
6. Describe any “Withdrawal,” or “Modification” submitted
7. Describe any alternative bid made:
8. Describe any discounts or modifications offered:
9. Additional comments:[[5]](#footnote-5)
10. Name of bidder or representative present:
11. Total bid price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (list currencies and amounts or percentages)[[6]](#footnote-6)

Signature and stamp of Head of Bid-Opening Committee: \_\_\_ Date:

# Annex III. Preliminary Examination- Example

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Bidder** | **Verification** | **Eligibility** | **Bid Security** | **Completeness of Bid** | **Substantial Responsiveness** | **Acceptance for Detailed Examination** |
|  | **Bidder A** | Yes | Yes1 | Yes | Yes | Yes | Yes |
|  | **Bidder B** | No2 | Yes | Yes | Yes | Yes3 | No |
|  | **Bidder C** | Yes4 | Yes | Yes | Yes | Yes | Yes |
|  | **Bidder D** | Yes | Yes | No5 | No6 | Yes | No |
|  | **Bidder E** | Yes | No7 | No8 | Yes | Yes | No |
|  | **Bidder F** | Yes | Yes | Yes | Yes | Yes9 | Yes |
|  | **Bidder G** | Yes | Yes | Yes | Yes | Yes | Yes |
|  | 1 Bidder is partly owned (25 percent) by government (of Borrower). It operates under commercial law and is financially and managerially independent of government.  2 Joint venture agreement missing.  3 Requires 25 percent mobilization advance; bid document states maximum of 15 percent. Deviation is minor and can be quantified.  4 Bidder prequalified as local agent; bid is joint obligation with parent company. Bid deemed acceptable because increase in financial backing results.  5 Bid security not for amount required.  6 Does not include cost for required disposal of hazardous wastes found at the site.  7 Bidder is not a pre-qualified firm.  8 Required validity period of security not met (8 weeks instead of 12 weeks).  9 Contains several signed changes substituting ISO standards in the specifications with DIN standards. This is acceptable to the Engineer-in-Charge. | | | | | | |

# Annex IV. Bid Evaluation Summary Checklist

1. Attach bid opening minutes.

2. Explain any inconsistencies between prices and modifications to prices read out at bid opening (and written into the record) and presented in Table 5.

3. Provide details on eliminating any bids during preliminary examination (Table 3). Copy select pages from bids, as desirable, to show examples of objectionable features.

4. If provisional sums in Table 5 vary among bidders, explain. Explain any substantial corrections for computational errors that may affect the ranking of bidders.

5. The additions, adjustments, and priced deviations in Table 6 require detailed explanations where they may affect the ranking of bidders.

6. Explain any cross-discount (Annex I. Para. 7(a)) not read out and recorded at bid opening. In addition, attach copies of any evaluation reports for the other related contracts awarded to the same bidder.

7. Provide detailed reasons for refusing to award a contract to a party other than the lowest evaluated bidder (Annex I. Para. 7(d)).

8. If an alternative bid is accepted, provide a detailed explanation of the reasons for its acceptance, addressing issues of timeliness, performance, and cost implications (Annex I. para. 7(c)).

9. An attachment to Table 8 should explain adjustments to the price provided on line 8.10. Explain any changes to scope of bid and contract conditions.

10. Attach copies of any correspondence from bidders that raise objections to the bidding and evaluation process, together with detailed responses.

11. Attach copies of any letters to bidders requesting clarifications. Provide copies of responses.

12. Submit bid evaluation with separate evaluation report from consultant, if one was commissioned.

13. Ensure that the bid evaluation report is double-checked, paginated, and complete, and includes a Memo of Transmittal.

1. The juridic entities of the prequalified bidders may not be modified in the submission of bids. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Similarly, a bid offering a choice of different product models is evaluated on the basis of the lowest price offered by the bidder from among the models meeting the requirements of the bidding document. [↑](#footnote-ref-3)
4. This restriction may originate with prequalification. [↑](#footnote-ref-4)
5. Read out and record model numbers of equipment. [↑](#footnote-ref-5)
6. If bid is for a package of contracts, the price for each lot or item should be read out. [↑](#footnote-ref-6)