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Standard   
Procurement Documents

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**Combined   
Evaluation Report  
for Consulting Services**

1st Edition

December 2020

insert

client logo

(if existing)

*[insert procuring entity/client]*

Combined (Technical and Financial) Evaluation Report  
(for Consulting Services)

for

*[insert procurement title]*

Ref No:*[insert ref #]*

**Submission Date:**

**Foreword**

This evaluation report is based on the 1st edition of the standard procurement document for the combined evaluation report for consulting services issued by IFAD on [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) for use in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

*[PLEASE NOTE:*

*Include here all signed pages from the technical evaluation report that has received IFAD’s no objection [if applicable] (usually table 1-10 from the TER). They form part of the combined evaluation report.]*

## **Table 11**

## **Post Technical Evaluation Events**

|  |  |  |
| --- | --- | --- |
| **#** | **Event** | **Date** |
| 1 | Firms notified of technical evaluation results |  |
| 2 | Firms invited for formal opening of financial proposals |  |
| 3 | Formal opening of financial proposals (details in next table) |  |
| 4 | Firms sent minutes of formal opening of financial proposals |  |

## **Table 12**

## **Financial Proposal Opening**

Date of formal opening of financial proposals: ***[insert date and time]***

The financial proposals of the firms who attained the technical pass-mark were formally opened, as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **№** | **Name of consultant** | **Finpro sealed** | **Form FIN-1 present and documents complete** | **Currency** | **Read-out amount** | | **Comments** |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |

## **Table 13**

## **Financial Evaluation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of firm** | **Read-out amount** | **Discounts** | **Corrections / adjustments** | **Evaluated price** | **Comments**  *[specify amounts, discounts and/or corrections made]* | **Rank**  *[if using LCS or FBS]* |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

## **Table 14 *[only for QCBS, otherwise delete]***

## **Combined Evaluation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **TECHNICAL** | | **FINANCIAL** | | **FINAL** | |
|  | **Name of firm** | **Technical score** | **Weights** | **Financial Score** | **Weights** | **Total score** | **Rank** |
|  |  |  | *80 (sample)* |  | *20 (sample)* |  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

## **Table 15**

## **Recommendation after Combined Evaluation**

The procuring entity / client recommends the entry into negotiations with the following firm who attained the highest combined technical and financial score and has been confirmed eligible as per the bidding document:

*[insert firm]: [insert points]*

If negotiations with this firm fail, it is recommended to enter into negotiations with the second-ranked firm, and so forth.

## **Annexes**

*[Delete annexes that do not apply. Include other relevant annexes]*

1. Minutes of formal opening of financial proposals
2. Attendance registry
3. Signed financial proposal opening checklist
4. Signed declaration of impartiality and confidentiality for each committee member
5. Financial proposals