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Standard   
Procurement Documents

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**Debriefing Report  
for Goods**

1st Edition

December 2020

*Insert*

*project logo*

*(if existing)*

**Debriefing Report for Goods[[1]](#footnote-1)**

For the attention of the bidder’s authorized representative

Name: *[insert authorized representative’s name]*

Address: *[insert authorized representative’s address]*

Telephone/Fax numbers: *[Insert authorized representative’s telephone/fax numbers]*

Email Address: *[insert authorized representative’s email address]*

**DATE OF TRANSMISSION:** *[insert date]*

**Procuring entity:** *[insert the name of the procuring entity]*

**Procurement title:** *[insert the procurement title]*

**Ref no:** *[insert the ref no]*

Following your request, we provide you with this debriefing report that details the evaluation of your bid as identified by the technical evaluation committee with respect to the eligibility, qualification and evaluation criteria that were stated in the bidding document.

1. **Preliminary examination**

Please choose one of the following statements:

1. Your bid was rejected during the preliminary examination for the following reasons:

*[Provide reasons why the bidder’s bid was rejected at this stage. If the bid was not rejected at this stage, state:]*

1. Your bid was accepted at the preliminary examination.

*[If case 1 above applies, the debriefing report ends here and the rest of the sections should be deleted.]*

1. **Detailed technical evaluation**

Please note that only the technical evaluation details of the requesting bidder are provided in this debrief. Details of the technical evaluation of other bidders (with the exception of the technical evaluation summary below) are not disclosed.

1. **Technical evaluation results of the requesting bidder**

*Sample!*

***Summary***

|  |  |  |
| --- | --- | --- |
| № | Specification requirement  All specifications are minimum except where ranges, approximations or exactitudes are stated. | Requesting bidder’s name |
|  | **Laptop computers**  Manufacturer of laptops shall have been manufacturing computers for a minimum of 30 years; laptop series should have been in existence for not less than 5 years | **Dell Inspiron 13 7000 2-in-1** |
| 1 | 13 or 14 inches (minimum of 13.3, maximum of 14.1inches) Full HD LED Display 1080p | Complied |
| 2 | Touchscreen display | Complied |
| 3 | 8GB RAM | Complied |
| 4 | 512GB SSD or HDD (internal) | Not complied[[2]](#footnote-2) |
| 5 | Intel Core i7 | Complied |
| 6 | Windows 10 PRO | Complied |
| 7 | Item Weight: 4 lbs. maximum (not including shipping weight) | Not Complied[[3]](#footnote-3) |
| 8 | Bluetooth 4.0 | Complied |
| 9 | Manufacturing Material: aluminum, magnesium, spun-metal, carbon fibre, alloy. Not plastic | Complied |
| 10 | Full UK/US QWERTY keyboard | Complied |
| 11 | Trackpad | Complied |
| 12 | **Computer Mouse** | **DELL Mouse** |
| 13 | Bluetooth technology | Complied |
| 14 | 2-way scroll | Complied |
| 15 | 3 buttons | Complied |
| Final Acceptance | | **Not Complied** |

1. **Technical evaluation summary**

*(in alphabetical order)*

*[Disclosed only to requesting bidders who attained technical compliance. If they failed to comply in 1) above, delete both this section and the financial evaluation on the next page.]*

Bidders who attained technical compliance:

1. Bidder 1: Complied
2. Bidder 2: Complied
3. Requesting bidder 3 (if applicable): Complied
4. **Financial evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| № | Name of bidders  (who met all technical requirements) | Read-Out amount | Discounts | Corrections and adjustments | Evaluated price | Rank |
| *1* | *[Bidder 1]* |  |  |  |  |  |
| *2* | *[Bidder 2]* |  |  |  |  |  |
| *3* | *[Requesting Bidder 3 (if applicable)* |  |  |  |  |  |

1. This report is based on the 1st edition of the standard procurement document for the debriefing report for goods 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. [↑](#footnote-ref-1)
2. Hard Disk Drive offered is 256 GB [↑](#footnote-ref-2)
3. Laptop offered is 4.4 lbs heavier than maximum wright specified [↑](#footnote-ref-3)