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Standard Procurement Documents

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**Debriefing Report  
for Works**

1st Edition

December 2020

*Insert*

*project logo*

*(if existing)*

**Debriefing Report for Works[[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***

|  |  |  |
| --- | --- | --- |
| # | Experience criteria | Requesting bidder’s compliance |
|  | General construction experience  Bidders are required to be registered as works contractors for 15 years | Complied |
|  | Specific construction experience  Bidders are required to have 10 years’ experience in road-related construction | Not complied[[2]](#footnote-2) |
|  | Specific construction experience  Bituminous concrete pavement works – bidders should demonstrate 5000m2 per year out of a single contract | Not complied[[3]](#footnote-3) |
|  | Equipment  Bidders are required to demonstrate ownership of or access to 8 pieces of equipment | Not complied[[4]](#footnote-4) |
|  | Staffing  5 staff were required to be proposed by each bidder, with requirements provided | Not complied[[5]](#footnote-5) |
|  | Methodology | Complied |
|  | ESHS requirements  Experience managing environmental and social impacts in similar projects | Complied |
| 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 | *[insert name]* |  |  |  |  |  |
| 2 | *[insert name]* |  |  |  |  |  |
| 3 | *[insert name]* |  |  |  |  |  |

1. This report is based on the 1st edition of the standard procurement document for the debriefing report for works 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. Bidder has 8 years’ of road-related experience [↑](#footnote-ref-2)
3. None of the projects submitted by the bidder meet this criterion [↑](#footnote-ref-3)
4. Bidder did not offer backhoe, loader, motorized grader and vibratory roller [↑](#footnote-ref-4)
5. No names or CVs proposed for the highway pavement engineer, bridge engineer and topographic surveyor [↑](#footnote-ref-5)