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Standard Procurement Documents

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**Goods**

**Evaluation Report**

1st Edition

December 2020

*insert*

*project logo*

*(if existing)*

*[insert purchaser/procuring entity]*

Goods Evaluation Report

for

*[insert procurement title]*

Ref No:*[insert ref no]*

**Submission Date**

**Foreword**

This evaluation report is based on the 1st edition of the standard procurement document for the goods evaluation report 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.

**Table 1**

**Identification**

|  |  |
| --- | --- |
| 1.1 Country |  |
| 1.2 Project |  |
| 1.3 Name of purchaser |  |
| 1.4 Procurement reference |  |
| 1.5 Procurement description |  |
| 1.6 Procurement plan cost estimate |  |
| 1.7 Method of procurement |  |
| 1.8 Prior/post review |  |
| 1.9 Domestic preference allowed |  |
| 1.10 Type of contract (fixed price, framework, etc.) |  |

**Table 2**

**Procurement Process**

|  |  |
| --- | --- |
| 2.1 Bidding document  (a) title, publication date  (b) date of IFAD no objection  (c) date of issue to potential bidders |  |
| 2.2 Number of potential bidders that retrieved the bidding document |  |
| 2.3 Number of bidders notified as a result of their response to the GPN (if possible) |  |
| 2.4 Amendments to documents, if any  (a) Date(s) of IFAD No objection(s)  (b) Date of issuance to potential bidders  (list all no objections and issue dates) |  |
| 2.5 Date of pre-bid conference, if any |  |
| 2.6 Date minutes of conference sent to potential bidders |  |
| 2.7 Clarification requests   1. Number received 2. Number responded to 3. Date(s) of response(s) by the purchaser/procuring entity |  |

**Table 3**

**Quotation/Bid Submission and Opening**

|  |  |
| --- | --- |
| 3.1 Quotation/bid submission deadline  (a) original date and time  (b) extensions, if any |  |
| 3.2 Bid opening date and time |  |
| 3.3 Date when record of bid opening was sent to bidders |  |
| 3.4 Number of bids submitted |  |
| 3.5 Bid validity period (days or weeks)  (a) originally specified  (b) extensions, if any |  |

**Table 4**

**Quotation/Bid Prices (as submitted/read out)**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Name of bidder | Submitted/Read out price | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table 5**

**Preliminary Examination**

**Compliance Evaluation: *Yes (or Y) for each compliant line item or No (or N) for each non-compliant item. A final ‘No’ indicates non-acceptance for detailed evaluation.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Verification[[1]](#footnote-1)** | **Eligibility[[2]](#footnote-2)** | **Bid security** | **Financial capacity** | **Environmental/ Social requirements** | **Substantial responsiveness** | **Acceptance for detailed evaluation** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 6**

**Technical Evaluation**

**Compliance evaluation: *Yes (or Y) for each compliant line item or No (or N) for each non-compliant line item. A final ‘No’ indicates a non-acceptance for price evaluation.***

**See sample below**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | |  | | | Compliance | | | | | |
| **#** | **Description of specification** | | **Detailed specifications** | | **Supplier 1** | | | **Supplier 2** | | **Supplier 3** | **Supplier 4** | **Supplier 5** |
|  | **System** | | CPU: Intel core i5 | | Yes | | | Yes | | Yes | Yes | Yes |
| RAM: between 8GB and 16GB | | Yes | | | Yes | | Yes | Yes | Yes |
| SSD with 256GB | | Yes | | | Yes | | Yes | Yes | Yes |
|  |  | | Nos. of additional hard drive slots/bay: 4 bay | | Yes | | | Yes | | Yes | Yes | Yes |
|  |  | | Total capacity of hard drives: 16TB | | Yes | | | Yes | | Yes | Yes | Yes |
|  |  | | Nos. of hard drives: 4 units of 4TB each (7200 rpm – must include) | | Yes | | | Yes | | Yes | Yes | No[[3]](#footnote-3) |
|  | **Interface: LAN** | | Connector type: RJ45 | | Yes | | | Yes | | Yes | Yes | Yes |
| Nos. of ports: 2 | | Yes | | | Yes | | Yes | Yes | Yes |
| Data transfer: 10/100/1000 mbps | | Yes | | | Yes | | Yes | Yes | Yes |
|  | **Interface: USB** | | Standard Compliance: USB 2.0 & 3.0 | | Yes | | | Yes | | No[[4]](#footnote-4) | Yes | No[[5]](#footnote-5) |
| Connector Type: USB Type A | | Yes | | | Yes | | Yes | Yes | Yes |
| Number of ports: 2 x USB 2.0 and 2 x USB 3.0 | | Yes | | | Yes | | No[[6]](#footnote-6) | Yes | No[[7]](#footnote-7) |
|  | **Supported OS** | | Windows 10 | | Yes | | | Yes | | Yes | Yes | Yes |
|  | **Protocol support** | | Networking: TCP/IP | | Yes | | | Yes | | Yes | Yes | Yes |
| File Sharing: CIFS/SMB, AFP, HTTP/HTTPS, FRP/SFTP, NFS | | Yes | | | Yes | | Yes | Yes | Yes |
| Transfer data from cloud server via FTP. Active Directory Support, Energy save, Apple Time Machine, iTunes Server, Web Access, DLNA Media Server | | Yes | | | Yes | | Yes | Yes | Yes |
| Should support flexible RAID configuration, RAID 0/1/5 | | Yes | | | Yes | | Yes | Yes | Yes |
|  | **Software requirement** | | Should run/be compatible with the proposed hardware | | Yes | | | Yes | | Yes | Yes | Yes |
| Should support data transfer from/to cloud environment | | Yes | | | Yes | | Yes | Yes | Yes |
| Can transfer via FTP | | Yes | | | Yes | | Yes | Yes | Yes |
|  | **Warranty as required** | |  | | Yes | | | Yes | | Yes | Yes | Yes |
|  | **Acceptance for price evaluation** | | | | | **Yes** | | | **Yes** | **No** | **Yes** | **No** |

**Table 7**

**Price Evaluation Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Bidder | Corrected price (in submission currency) | Price (VAT Exclusive) | Conversion into single currency | Rank |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 8**

**Post-Qualification**

*[The purchaser shall determine to its satisfaction whether the bidder that is selected as having submitted the bid that proves to be to be the lowest evaluated bid and is considered substantially responsive to this bidding document is qualified to perform the contract satisfactorily.]*

|  |  |  |  |
| --- | --- | --- | --- |
| # | Requirements | Compliance  (Yes/No) | Remarks |
|  | Financial capability |  |  |
|  | Experience references |  |  |
|  | Non-performing contracts/ litigation |  |  |
|  | Goods usage requirements |  |  |
|  | Financial capacity |  |  |
|  | Other criteria |  |  |

**Table 9**

**Award Recommendation**

**The evaluation committee recommends the following:**

1. Rejection of the following bids at the level of preliminary examination:

-

-

-

1. Rejection of the following bids as technically not responsive:

-

-

-

1. Accept the following bids as technically responsive:

-

-

-

1. Award the resulting contract to *[insert name of winning bidder]* at a total value of*[insert value and currency of contract in words and numbers]* *[in case of more than one awardee please indicate the same for all of them]*

**Annexes**

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

1. Advertisement in newspaper and websites
2. Signed evaluation sheets
3. Signed declaration of independence and confidentiality for each committee member
4. Bids/quotations submitted
5. Exchange rate publication
6. Clarification requests sent to bidders and answers received

1. Verification refers to presence of the bid submission form, bid security, the power of attorney and other key documents required in the bidding document. [↑](#footnote-ref-1)
2. Bidders who are debarred by IFAD or ineligible under the laws of the purchaser’s country are not eligible. Bidders further need to declare any sanctions they are or have been subject to as stated in the self-certification form that must be signed and submitted by the bidder. [↑](#footnote-ref-2)
3. Supplier offered 4 units of 1TB, less than the 16TB of total storage required [↑](#footnote-ref-3)
4. Supported only USB 2.0, not USB 2.0 and 3.0 as required [↑](#footnote-ref-4)
5. Supported only USB 2.0, not USB 2.0 and 3.0 as required [↑](#footnote-ref-5)
6. Supported only USB 2.0, not USB 2.0 and 3.0 as required [↑](#footnote-ref-6)
7. Supported only USB 2.0, not USB 2.0 and 3.0 as required [↑](#footnote-ref-7)