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Standard  
Procurement Documents

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**Evaluation Report Goods and Works**

**(VfM Criteria)**

1st Edition

December 2020

|  |
| --- |
| *Insert*  *Procuring Entity logo*  *(if existing)* |

*[insert purchaser/procuring entity]*

**Bid Evaluation Report (Goods and Works)**

**(VFM Criteria)**

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 evaluation reports using value for money evaluation criteria for goods and 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.

Please observe the following points when preparing the evaluation report:

1. The evaluation forms contained in this document provide step-by-step procedures for the evaluation of bids solicited through the international and national competitive bidding as well as limited bidding. The conduct of the bid evaluation process shall be in compliance with the evaluation and qualification criteria and administrative / legal provisions of the Instructions to Bidders (ITB) of the actual bidding documents.
2. The bid evaluation report shall invariably contain the forms enclosed in this document and shall be adapted to suit specific requirements of the bidding documents. The report may include a number of attachments to explain details of bid evaluation or to show specific controversial wording or numbers in a bid. Cross-referencing to the attachments and corresponding bidding document shall be used extensively in order to facilitate comprehension of the contents of the bid evaluation report and its subsequent approval.
3. In conducting the bid evaluation process, procuring entities are advised to constantly refer to modules K3 and K4 of the IFAD Procurement Handbook where various variants of VFM bid evaluation methods are explained.

**Table 1**

**Identification**

|  |  |
| --- | --- |
| 1. Country |  |
| 1. Project |  |
| 1. Loan/Grant numbers |  |
| 1. Name of employer/purchaser |  |
| 1. Procurement reference |  |
| 1. Procurement title and brief description |  |
| 1. Procurement plan cost estimates |  |
| 1. Method of procurement |  |
| 1. Prior/Post-review |  |
| 1. Domestic preference allowed |  |
| 1. Type of contract (fixed price framework) |  |

**Table 2**

**Procurement Process Details**

|  |  |
| --- | --- |
| 1. Prequalification notice, if applicable: 2. first issue date 3. latest update 4. web site of procuring authority and e-portal 5. web site of UNDB |  |
| 1. Number of firms prequalified if applicable |  |
| 1. Bidding document 2. title, publication date 3. date of IFAD no objection 4. date of issue to potential bidders |  |
| 1. Number of potential bidders that purchased the bidding documents |  |
| 1. Amendments to documents, if any 2. date(s) of IFAD no objection(s) 3. date of issuance to potential bidders   (list all IFAD No objections and issue dates) |  |
| 1. Date of pre-bid conference, if any |  |
| 1. Date of dispatch of the minutes of conference to potential bidders |  |
| 1. Clarification requests 2. number received 3. number responded to 4. date(s) of response(s) by the employer/purchaser |  |

**Table 3**

**Bid Submission and Bid Opening**

|  |  |
| --- | --- |
| 1. Bid submission deadline 2. original date and time 3. extensions of submission deadline, if any |  |
| 1. Bid opening date and time |  |
| 1. Date when record of bid opening was sent to bidders |  |
| 1. Number of bids submitted |  |
| 1. Bid validity period (days or weeks) 2. originally specified 3. extensions, if any |  |
| 1. In the case of 2-envelope bid submission system (with separate technical and financial envelopes): names of bidders whose technical envelopes were opened | *[list the names of bidders whose technical envelopes were opened in the bid opening session]* |

**Table 4**

**Applicable Bid Evaluation Method**

*[The bid evaluation committee will select the applicable bid evaluation method as was stipulated in the bidding document and fill the corresponding evaluation criteria in the spaces in-between the square brackets]*

|  |  |
| --- | --- |
| Bid evaluation method | *[Select the applicable method (then delete the rows of the unselected methods)]*:   1. Lowest bid price or lowest evaluated cost method (compliance method) 2. Highest ranking bid using the merit point system 3. Life cycle costing method |
| 1. Lowest price bid or lowest evaluated cost bid evaluation method (compliance method) | 1. Lowest price bid: (also called compliance method)   No evaluation criteria. The technically responsive bid with the lowest bid price shall be recommended for award subject to post-qualification.  Price for spare parts and installation and training can be taken into consideration in addition to the bid price offered by the bidders if so stipulated in the bidding documents.   1. Lowest evaluated cost method or compliance method but with possibility of dealing with minor deviations like: 2. payment terms: *[specify interest rate on early payments demanded by the bidder]*; and/or 3. delivery terms: *[specify the amounts to be charged per week for delivery later than the earliest delivery requested in the bidding document but earlier than the latest allowable delivery date]*; and/or 4. other terms specifically stipulated in the bidding documents or deemed acceptable to the bid evaluation committee *[specify such terms and how they will be evaluated]*;   *[indicate above the applicable terms and their respective method of evaluation as stipulated in the bidding document]*. |
| 1. Highest ranking bid (merit point system) | Technical: *[insert percentage of maximum 20 points in goods procurement or maximum of 10 points in works procurement]*  Financial: *[insert percentage with minimum of 80 points in goods procurement or minimum of 90 points in works procurement]*  Minimum technical points required to pass: *[insert either responsive technically or non responsive technically. Combined financial and technical evaluation will be conducted only for technically-responsive bids]* |
| 1. Life cycle evaluation method | Specify the bid evaluation criteria below; like:  *[useful life in number of years]*  *[NPV Discount rate]*  *[fuel costs for “x” years or “y” KM discounted to NPV]*  *[Spare parts costs for for “x” years or “y” KM discounted to NPV]*  *[Other operation/maintenance costs discounted to NPV]*  *[Resale value at end of useful life]*  *[Note: Net Present Value (NPV) refers to discounting future payments to their real value at the present time using the prevailing rate of interest declared in the bidding documents. Example: A payment of 1000 USD in Aug 2022 (i.e. after 2 years) is equivalent at present to 1000 USD divided by (1+i) squared where “i” is the interest or discount rate so if i=10% then 1000 USD in 2022 is equal to 826.44 USD today.]* |
| 1. Technical Evaluation Committee (TEC) members | *[insert names and title of committee’s chairperson]*  *[Insert names and title of committee members]* |
| 1. TEC auxiliary members | *[insert names and titles of sub-committee members or technical advisors ]* |
| 1. TEC briefing date: | *[insert date]* |
| 1. Evaluation process 2. start date 3. end date 4. duration | *[insert date]*  *[insert date]*  *[insert calendar days]* |

**Table 5**

**Bid Prices (as read out at bid opening session)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name of bidder**  **(a)** | **Country**  **(b)** | **Price and currency of bid as read out in the bid opening session**  **(c)**  ***[list amounts in all bid currencies]*** | **Discount offered or withdrawal or modification or any other remark**  **(d)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Table 6**

**Preliminary Examination**

Compliance evaluation: yes (or Y) for each compliant line item as per the column heading or no (or N) for each non-compliant item. A final ‘No’ indicates a non-acceptance for detailed evaluation.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Verification[[1]](#footnote-1)** | **Eligibility[[2]](#footnote-2)** | **Bid security** | **Administrative and legal responsiveness** | **Documents to be requested from the bidder** | **Acceptance for detailed evaluation** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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**Table 7**

**Technical Evaluation**

For the **compliance bid evaluation** method (lowest price bid or lowest evaluated cost bid) fill the Table 7 A below for technical evaluation:

**Table 7A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Serial number** | **Bidder’s name** | **Compliance with delivery/completion dates**  ***[insert yes or no]*** | **Compliance with specifications**  ***[insert yes or no]*** | **Compliance with environmental, social and health and safety standards and code of conduct**  ***[insert yes or no]*** | **Overall comments and determination of substantial responsiveness** |
|  |  |  |  |  | *[insert comments]* and  *[insert substantially responsive or not responsive]* |
|  |  |  |  |  | *[insert comments]* and  *insert substantially responsive or not responsive]* |
|  |  |  |  |  | *[insert comments]* and  *insert substantially responsive or not responsive]* |
|  |  |  |  |  | *[insert comments]* and  *insert substantially responsive or not responsive]* |

For the **merit point system evaluation** method fill the Table 7 B below for technical evaluation:

**Table 7 B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Serial number** | **Bidder’s Name** | **Merit points for preferred (above minimum) specification/performance criteria-goods**  ***[out of 15 -20 points in the case of goods contracts]*** | **Merit points for well-detailed technical proposal and enhanced compliance with environmental, social and health and safety standards and code of conduct-works**  ***[out of a maximum of 10 point in the case of works contracts]*** | **Comments**  ***[Detail here the scores of each bid against each sub-criterion stipulated in the bidding document and explain briefly the rationale underlining such score]*** |
|  |  | *[insert number of merit points for each sub-criterion to be rewarded to this bid for exceeding the minimum requirements]* | *[insert number of merit points for each sub-criterion to be rewarded to this bid for exceeding the minimum requirements]* |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Table 8**

**Evaluation (VFM methods)**

**Table 8 A - Corrections of Arithmetic Errors and adjustment of Bid Price for Unconditional Discounts**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial number** | **Bidder**  ***(a)*** | **Read out bid price(s)** | | **Corrections** | | **Corrected bid price(s)**  ***(f) = (c) + (d) – (e)*** | **Unconditional discounts[[3]](#footnote-3)** | | **Corrected/Discounted bid price(s)**  ***(i) = (f) – (h)*** |
| **Currency**  *(b)* | **Amount**  *(c)* | **Computational errors[[4]](#footnote-4)**  *(d)* | **Provisional sums**  *(e)* | **Percent**  *(g)* | **Amount(s)**  *(h)* |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

**Table 8 B:**

**Additions, Adjustments, and Priced Deviations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial number** | **Bidder**  **(a)** | **Corrected/Discounted bid price**  **(b)** | **Conversion into a single currency**  **(c)** | **Additions for early payment terms expressed in the single currency**  **(d)** | **Additions for delayed delivery within the allowable period expressed in the single currency (e)** | **Adjustment for domestic preference**  **(f)**  ***[f=7.5% for works and 15% for goods of column (b)]*** | **Evaluated bid price**  **(g)**  **(g) = (c) + (d) + (e) +(f)**  ***[ “f” is only added to the foreign bidders]*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Table 8 C:**

**Evaluated Bid Price**

In the case of lowest price bid evaluation method; the bid with the lowest price in the rightmost column of Table 8 A shall be recommended for award. In case domestic preference is not applicable, then the value in column (f) in Table 8 B is zero.

In the case of lowest evaluated cost method; the bid with the lowest evaluated cost as shown in Table 8 B shall be recommended for award.

In the case of merit point system: The bid with the lowest price in the rightmost column of Table 8 B shall receive the full financial merit points and all other bids shall receive an inversely proportional financial score. Table 8 C below reports the total combined score by adding the technical and financial scores of each bid.

**Table 8 C**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid number** | **Technical score**  ***[Max 10 for works and 20 for goods]*** | **Financial score**  ***[Min. 90 for works and 80 for goods]*** | **Total combined score** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The bid that receives the highest combined score shall be recommended for award in the case of the merit point system.

*[Note: in the case of works, the bid evaluation committee shall verify that the lowest priced bid or the lowest evaluated cost bid or the bid with the highest ranking as per the merit point system is:*

*a) NOT front-loaded*

*b) NOT abnormally low in value]*

**Table 9**

**Post Qualification**

*[The employer/purchaser shall determine to its satisfaction whether the bidder that is selected as having submitted the bid which is the lowest evaluated bid or the bid which offers the best value for money (in case of merit-point evaluation method) and is considered substantially responsive to this bidding document is qualified to perform the contract satisfactorily. For this purpose the bid evaluation committee shall verify the qualifications of the bidder recommended for award. A negative determination will result in rejection of the bid and the repetition of verification of qualifications for the next ranked bid.]*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Requirements**  **(as per the bidding documents - section: qualification and evaluation criteria)** | **Compliance**  **(Yes/No)** | **Remarks** |
|  | Annual turnover |  |  |
|  | Past experience references |  |  |
|  | Non-perfoming contracts/ litigation |  |  |
|  | After sales service requirements for goods |  |  |
|  | Cash flow capacity |  |  |
|  | Other qualification criteria: like proven offenses in the environmental or social fields or Sexual Harassment and Sexual Exploitation and Abuse or non-payment of taxes/social security contributions. |  |  |

**Table 10**

**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 as follows:

|  |  |  |
| --- | --- | --- |
| 1. Bidder proposed for award 2. name 3. address |  | |
| 1. If bid from joint venture, list all partners, nationalities, and estimated shares of contract. |  | |
| 1. Estimated date (month, year) of contract signing. |  | |
| 1. Estimated delivery to project site/completion period. |  | |
|  | Currency | Amount(s) or % |
| 1. Bid price(s) (read-out) |  |  |
| 1. Correction of errors |  |  |
| 1. Discounts |  |  |
| 1. Other adjustments |  |  |
| 1. Proposed award (contract price) |  |  |

Head of evaluation committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Evaluation committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

2. Evaluation committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of borrower/recipient authorised representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annexes**

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

1. Copy of advertisement in newspaper and websites
2. Signed evaluation sheets by committee members
3. Bids submitted
4. Exchange rate publication
5. Signed declaration of impartiality and confidentiality for each committee member
6. Clarification requests sent to bidders and answers received (if requested by IFAD)

1. Verification refers to presence of the bid submission form (letter of bid), correct bid validity period, payment of taxes and social security contributions, presence of the power of attorney of the person signing the bid 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 employer’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. *[Note: only bids accepted following preliminary examination (table 6) should be included in this and subsequent tables. Columns a, b, and c are from table 5.]*

   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). If the discount is provided as an amount, it is entered directly in column (h). A price increase is a negative discount. [↑](#footnote-ref-3)
4. Corrections in column (d) may be positive or negative. [↑](#footnote-ref-4)