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Standard Procurement Documents

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**Works**

**Evaluation Report**

1st Edition

December 2020

insert

project logo

(if existing)

*[insert procuring entity/employer]*

**Works 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 works 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 employer |  |
| 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 general procurement notice (if possible) |  |
| 2.4 Amendments to documents, if any  (a) Date(s) of IFAD no objection(s)  (b) Date of issue to potential bidders  (list all IFAD no objections and issue dates) |  |
| 2.5 Date of pre-bid conference, if any |  |
| 2.6 Date of site visit, if any |  |
| 2.7 Date minutes of conference sent to potential bidders |  |
| 2.8 Clarification requests   1. Number received 2. Number responded to 3. Date(s) of response(s) by the procurement 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 line item. A final “No” indicates a non-acceptance for Technical Evaluation.***

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

**Table 6**

**Technical Evaluation: EXPERIENCE**

**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.***

***[Use table if applicable and replace ‘specific construction experience’ with the corresponding requirement of the bidding document. If not applicable, type ‘not applicable’ and leave table blank].***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder** | **General construction experience** | **Specific construction experience 1[[3]](#footnote-3)** | **Specific construction experience 2** | **Specific construction experience 3** | **Substantial responsiveness and acceptance** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Table 7**

**Technical Evaluation: EQUIPMENT**

**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. [Use table if applicable. The equipment, material and workmanship should be of the standards (or equivalent to those) specified in the bidding document.]***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Equipment type and characteristics** | **Minimum number required** | **Bidder 1** | **Bidder 2** | **Bidder 3** | **Bidder 4** | **Bidder 5** |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| *[insert equipment and characteristics]* | *[insert number]* |  |  |  |  |  |
| **Acceptance** | |  |  |  |  |  |

**Table 8**

**Responsiveness Determination Summary**

**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.***

***[Use table if applicable. If not applicable, type ‘Not Applicable’ and leave table blank].***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Experience** | **Equipment** | **Methodology** | **Staffing** | **Environmental/Social requirements** | **Acceptance for price evaluation** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Table 9**

**Price Evaluation and Ranking**

Specify evaluation currency:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Currency(ies) of bid** | **Submitted/ Read-out bid price(s)** | **Corrected/ Discounted bid price(s)** | **Applicable exchange rate(s)1** | **Additions & adjustments[[4]](#footnote-4)** | **Evaluated bid price** | **Rank** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Table 10**

**Post Qualification**

*[Post-qualification refers to verification of qualification/evaluation criteria items. This is performed for the bidder that is recommended for award. For the IFAD standard procurement document on ICB Works, Section III of the bidding document provides information on post-qualification and eligibility.]*

|  |  |  |
| --- | --- | --- |
| Description | Compliance (Yes/No) | Details of due diligence actions and results |
| **References** |  |  |
| **Financial capacity verification** |  |  |
| **Equipment verification** |  |  |
| **(Others, as appropriate)** |  |  |

**Table 11**

**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. Insert relevant annexes.]*

1. Advertisement in newspaper and websites
2. Signed evaluation sheets
3. Bids/quotations 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

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 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. Relevant construction experience as defined in the bidding document [↑](#footnote-ref-3)
4. State and explain any modifications to the read-out bid price such as the application of domestic preference. For more information, please see the module on the evaluation of works in the IFAD Procurement Handbook, available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) [↑](#footnote-ref-4)