

# **ANNEX VIII b**

## **STANDARD FORMATS AND TEMPLATES**

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**STANDARD BID EVALUATION FORMAT**

**FOR**

**THE PROCUREMENT OF CIVIL WORKS**

## Preface

1. This standard tender evaluation format for the procurement of Civil Works has been prepared for use by Procuring Entities in the application of the evaluation criteria in the open tendering procedure. The procedures and practices they convey have been developed through international best practice. The document sets out the format of a sample evaluation report. It is mandatory for Procuring Entities to use in order to facilitate the evaluation of contractors' Bids and the subsequent review of these Bids by the Tender Evaluation Committee.
2. The evaluation forms and guidelines contained in this document provide step-by-step procedures for the evaluation of Civil Works procurement (large and small contracts) under the Open Tendering procedure. In all instances, the bidding and evaluation procedures described in the Instructions to Bidders (ITB) of the actual Bidding documents used should be followed, as well as in the Bid Data Sheet, which follows the ITB and provides contract-specific information.
3. Procuring Entities should note that the evaluation and resulting report need not necessarily be lengthy. In general, the complexity of evaluation lies with larger works and the supply and installation of industrial equipment. The standard forms should invariably accompany the evaluation report, but they may be adapted to suit specific requirements of the Bidding documents. The evaluation report should include a number of attachments to explain details of the Bid evaluation or to show specific controversial wording or numbers in a Bid. Cross-referencing should be used extensively, as well as references to pertinent clauses in the Bidding Documents.
4. Special mention should be made of contracts that group together ("package") smaller contracts ("lots"- also called "slices" or "items"), which may be awarded as a package to one or as sub-packages of one or more lots to several suppliers. In such instances, the Bid evaluation is to be done separately, including any allowances, for each lot, subject to any cross-discounting.

**BID EVALUATION REPORT**  
**AND**  
**RECOMMENDATION FOR AWARD OF CONTRACT**

Procuring Entity Name: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

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## 1. Identification, Bidding Process, and Bid Submission Identification

The relevant procurement package details are provided in Table 1 below.

**TABLE 1: IDENTIFICATION**

Name of Employer	
Name of Contract	
Contract Ending Date a) original b) revised	
Contract Number (identification)	
Contract Description	
Cost Estimate	
Method of Procurement	
Date of Approval of the Bidding Documents by the Tenders Committee	

- 1.1. **The Bidding Documents** were prepared using the Standard Bidding Documents for the Procurement of Civil Works as mandated under the Government of Belize Public Procurement Procedures Handbook. The Tenders Committee provided approval on.....*[insert date]*.
- 1.2. The Invitation for Bids was advertised in \_\_\_\_\_newspaper on \_\_\_\_\_ *[insert date]* and the Government of Belize website on \_\_\_\_\_*[insert date]* A copy of the Invitation for Bids, as advertised, is provided in Appendix 1.
- 1.3. \_\_\_\_\_ *[insert number]* Bidders purchased the Bidding documents before the deadline for submission of bids. A list of the bidders that purchased the Bidding documents is provided in Appendix 2.
- 1.4. No amendment to the Bidding document was issued *[if any amendments were issued, state the numbers and dates of issue and attached these as a separate Appendix 3 a]*.

## 2. Bid Submission

- 2.1. The deadline for the submission of bids was set at \_\_\_\_\_ *[insert time and date]*. There was no extension of the deadline for bid submission/The deadline for bid submission was extended to..... *[Delete which is not applicable]*.

2.2. \_\_\_\_\_ *[insert number]* bidders out of the .....*[insert number]* bidders who purchased the Bidding Document submitted the bids before the submission deadline. The Bids were submitted on or before the deadline at \_\_\_\_\_ *[insert time]* on \_\_\_\_\_ *[insert day and date]*.

The Record of Submission of Bids is attached as Appendix 3: Record of Submission of Bids.

2.3. The data of bid submission and opening are summarized in Table 2 below:

**TABLE 2: BID SUBMISSION AND OPENING**

1	Bid Submission Deadline (a) Original Time and Date (b) Extensions, if any	
2	Bid Opening Time and Date	
3.	Numbers of Bids submitted [by Lots if more than one] a) Lot 1 b) Lot 2	
4.	Bid Validity Period (Calendar Days) a) Original b) Extensions, if any	
5.	Submission of Minutes of Opening to Tenders Committee and to Bidders	

### 3. Bid Opening

3.1. The bids were opened in accordance with ITB Clause 21 in the presence of the bidders' representatives and others who chose to attend at \_\_\_\_\_ *[state Venue and time]*.

3.2. All Bids were opened, prices read out and details recorded one by one and relevant pages initialed by the Bid Opening Committee, chaired by \_\_\_\_\_ *[give name and designation of chairperson]*. There were no clarifications or query sought by any attendee/The clarifications and queries sought by the attendees are provided in the Minutes of the Bid Opening *[Delete which is not applicable]*. The Minutes of Bid Opening were signed by all members of the Bid Opening Committee. Copies of the Minutes were distributed to the attendees on..... *[same day or give date when this was sent to them]*. A copy of the Minutes is shown in Appendix 4 which includes the record of Read Out Bid Prices signed by bidders' representatives who attended the bid opening.

Table 3 below provides the bid prices and other relevant details as read out during the Bid Opening.

**TABLE 3: SUMMARY OF BID PRICES (AS READ OUT)**

No	Name of Bidder		Read Out Bid Price (by Lot if more than one Lot)			Bid Securing Declaration	Modifications Discounts Comments
			Lot 1	Lot 2	Lot 3		
	Name		Lot 1	Lot 2	Lot 3		
1						Yes/No	
2						Yes/No	
3						Yes/No	
4						Yes/No	

**4. Tender Evaluation Committee**

4.1. The submitted bids were evaluated by the Tender Evaluation Committee comprising of:

*Give Name and Designation, Chair [insert]*

*Give Name and Designation, Member [insert]*

*Give Name and Designation, Member [insert]*

4.2. The Tender Evaluation Committee was assisted by Departmental Officers in carrying out the evaluation of bids and their comments have been considered, as appropriate, by the Committee in preparing this report. *[Delete if there were no Departmental Officers called upon for expert advice]*

4.3. All the members signed the Statement of Ethical Conduct and Fraud and Corruption which is attached to this report in Appendix 5.

**5. Preliminary Examination of Bids**

At the first step, a preliminary examination of bids was undertaken to verify if they included:

- (a) Signed (in original) Contractor’s Bid Form;
- (b) Bid Security or Bid Securing Declaration;
- (c) The Priced Bill of Quantities;
- (d) Written confirmation of Authorisation to commit the Bidder;

- (e) Joint Venture Agreement (JV)/Intent to enter into JV;
- (f) Signed Statement of Ethical Conduct and Fraud and Corruption
- (g) Completed Qualification Information Form

## **5.1. Completeness of Bid**

### **(a) Contractor's Bid Form**

*[State here whether the bidders signed the form properly. In case of non-compliant bids, give details of the deviation.]*

### **(b) Bid Security or Bid Securing Declaration**

*[State here whether the bidders submitted bid security or bid securing declaration. This is reviewed separately in paragraph 5.3 below.]*

### **(c) Priced Bill of Quantities**

*[State here whether the bidders have submitted signed priced bill of quantities. In case of non-compliant bids, give details of the deviation.]*

### **(d) Written Confirmation of Authorization**

*[State whether the bidders have submitted written authorisation to commit the bidders. Explain the form of authorisation like Power of Attorney, etc. In case of non-compliant bid, give details of the deviation.]*

### **(e) Joint Venture**

*[State if any of the bidders are JVs. In case any of the bidders is a JV, state whether the bidder has submitted a JV Agreement or Letter of Intent (MOU) to enter into a JV arrangement and signed by all parties of the JV. In case of non-compliant bid, give details of the deviation.]*

### **(f) Statement of Ethical Conduct and Fraud and Corruption**

*[State here whether the bidders signed and submitted the statement. In case of non-compliant bids, give details of the deviation.]*

## **5.2. Eligibility**

*State here if the bidders meet the eligibility:*

- (a) Conflict of Interest
- (b) Barred or Sanctioned by the Government of Belize, in accordance with ITB Clause 4.

The summary of compliance is shown in **Table 4: Preliminary Examination Results**

## **5.3. Bid Validity and Bid Securing Declaration**

- (a) The bid validity period specified in ITB 15.1 is *[insert number of calendar days]* after the bid submission deadline *[date from Table 2 above]*. The examination revealed that *[chose one of the following]*:

The bid validity of all \_\_\_\_\_ bidders is compliant with the requirement as



specified in the Bidding document./

The bid validity of \_\_\_\_\_ *[give name]* bidders is not compliant with the requirement as specified in the Bidding document. The deviation was as follows: *[state details of the deviations of each bidder separately]*

(b) The submission of a **Bid Securing Declaration** using the form included in Section VII. Bidding Forms as specified in ITB Clause 16 was a mandatory requirement. All bidders submitted the Bid Securing Declaration in the form and substance as specified. *[if any bidder has not complied with this requirement, then list the bidder and give details of the deviation from the requirement]*

(c) Qualification Information Form and Supporting Documents

*State here whether the bidders have submitted all the required information and documentation:*

- Legal status
- Audited or Certified Financial Statements
- Copies of completed/executed contracts
- Amount of Line of Credit/other Liquid Assets
- Ownership or leasing agreement for construction equipment

### **5.5. Substantial Responsiveness**

Based on the preliminary evaluation carried out and as explained in Para 5.1, 5.2 and 5.3 above, the list of non-responsive and substantially responsive bidders is as follows:

#### **a) Non-Responsive Bidders**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

#### **b) Substantially Responsive Bidders**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Table 4: Preliminary Examination Results**

No.	Name of Bidder	Signed in original Bid Form	Priced Bill of Quantities	Bid Validity and Bid Securing Declaration	Completeness of Bid	Eligibility	Written confirmation of authorisation to commit bidder	Statement of Ethical Conduct & Fraud & Corruption	Substantial Responsiveness
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Bidder 1	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
2	Bidder 2	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
3	Bidder 3	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
4	Bidder 4	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

**6. Detailed Examination of Bids**

**6.1. Bids for Detailed Evaluation**

Only the bids that passed the preliminary examination were subjected to detailed evaluation.

**6.2. Price Evaluation: Corrections and Discounts**

(a) These bids were examined for corrections (arithmetic) and corrected in accordance with ITB Clause 25. Each price items in the Bill of Quantity of these bids was checked for arithmetic errors and omissions.

*[State here, for each Bid, the arithmetic corrections as well as corrections for omissions. Give the calculations of the corrections.*

*If no corrections were needed for any bid, then state this.]*

(b) *[State if any discounts were offered giving the amount and methodology for its application and if these were unconditional and read out at the Bid Opening. Conditional discounts cannot be considered for evaluation.]*

The summary of corrections and unconditional discounts, if any are given in Table 5 below:

**TABLE 5: CORRECTIONS (ARITHMETIC) AND UNCONDITIONAL DISCOUNTS**

No.	Bidder	Read-Out Bid Price	Correction of Computational errors	Corrected Bid Price	Unconditional Discounts		Corrected/ Discounted Bid Price
					Percent	Amount	
		(1)	(2)	(3)=(1)+ (2)	(4)	(5)	(6)= (3)-(5)

### 6.3 Additional Adjustments, and Price Deviations

*[State here if any adjustments were made for omission, minor deviations, etc*

*List each adjustment made for the bidder and provide calculations.*

*(a) Omission*

*(b) Priced Deviations]*

The summary of the adjustments, if any and ranking of the bidders are provided in Table 6 below.

**TABLE 6: ADDITIONS, ADJUSTMENTS, AND PRICE DEVIATIONS**

<b>No.</b>	<b>Bidder</b>	<b>Corrected/ Discounted Bid Price</b>	<b>Addition For Omission</b>	<b>Priced cost of minor deviation</b>	<b>Final Evaluated Bid Price</b>	<b>Ranking</b>
		<i>(6) From Table 5</i>	<i>(7)</i>	<i>(8)</i>	<i>(6) + (7)+ (8)</i>	

### 6.4. Examination of Possible Collusion

*[Examine all submitted bids for similarities that may point to possible collusion among the bidders.*

*Do a price analysis to determine if there are any indications of collusive behavior. A spread sheet showing the quoted unit rates in the BOQ of all the bidders can be prepared and examined if there are any patterns that show the prices being manipulated.*

*If there are none, state this.*

*In case the Report determines there may be some indicators of collusion, these must be pointed out with a recommendation that the Tenders Committee consider the evidence and decide on any action, as necessary.]*

**6.5. Clarifications**

*[State the clarifications, if any, that were sought from bidders, which must be in line with ITB Clause 23].*

Copies of the correspondences seeking clarifications with bidders and their responses are shown in Appendix 6.

**7. Post Qualification and Determination of Award**

**7.1. Determination of Qualification**

The qualifications of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ranked bidders were further examined in accordance with the Qualifications specified in ITB Clause 6 and BDS. *[Carry out step-by-step assessment of each criterion listed in the Qualification Requirements on a work sheet which can be submitted as an additional Appendix.]*

Table 7 below provides the Summary of Qualifications of the first three ranked bidders.

**TABLE 7: SUMMARY OF QUALIFICATIONS**

<b>Qualification Information</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Specific Experience</b> Completion of 2 contracts of similar nature and complexity over last 5 years <i>(all works at least 70% complete and billed can be included)</i>	Score Pass/Fail		
<b>Financial Experience</b> Average Annual Volume of Construction Works over last 3 years shall be ..... <i>(put amount specified in BDS)</i>	Score Pass/Fail		
Minimum amount of liquid assets or credit facilities should be..... <i>(put amount specified in BDS)</i>	Score Pass/Fail		
<b>Key Personnel Contracts Manager</b> B.Sc. Civil Engineering , 5 years of work experience including no less than 3 years as Manager	Score Pass/Fail		

<b>Major Construction Equipment</b> • The list is: I. II. III.	Pass/Fail		
<b>Overall Qualification</b>	Qualified/ Unqualified		

## 7.2. Post Qualification Evaluation

The qualifications of the bidder *[insert name of bidder]* whose bid was determined to be 1<sup>st</sup> Ranked and the lowest evaluated and substantially responsive were further examined and verified in accordance with the Post Qualification Requirement specified in the ITB Clause 27.

### 7.2.1 General Experience

*[Verify the documentary evidence submitted by the bidder for meeting the General Experience requirement.]*

### 7.2.2 Specific Experience

*[Verify the documentary evidence (like the copies of completed contracts, copied of payments) submitted by the bidder for meeting the Specific Experience Requirements.]*

### 7.2.3 Average Annual Turnover

*[State if the average turnover is calculated from the Audited/Certified Financial Statements or from list of completed contracts and verify the authenticity of the submitted documents.]*

### 7.2.4 Cash Flow

*[Verify the authenticity of the submitted bank statements/letters/ other forms of liquid assets (like cash balances in the bank account)]*

### 7.2.5 Construction Equipment

*[Verify the documentary evidence (equipment identification numbers) to show that the major equipment is owned, or leased or proposed to be purchased by the bidder.]*

### 7.2.6 Key Personnel

*[Verify the documentary evidence submitted in respect of the qualifications of the proposed key personal.]*

### 7.2.7 History of Litigation

*[Verify if there has been a history of litigation and give details. There may be a need for seeking clarifications from the bidder on the documents submitted by*

*the bidder in support of its qualification for the award of the contract. In this process, only additional documentation submitted by the bidder that is historical in nature (i.e. the information provided is related to the position of the bidder prior to the deadline for submission of bids) can be accepted.]*

All the correspondence seeking clarifications from the bidder or others and responses received are shown in Appendix 6.

### **7.3. Methodology and Work Schedule**

#### **7.3.1 Method Statement, Specifications and Performance**

*[Review the construction method statement to determine if this is in accordance with the normal civil works construction for the same nature of works. Also review if the bid meets with the specifications and performance requirements as specified in Section V. of the Bidding Documents.*

*If there are any major deviations which are not acceptable, state these and the reasons for non-acceptance.]*

#### **7.3.2 Work Schedule**

*[Review the proposed Work Schedule to determine the reasonableness of the proposed schedule - right sequence of activities, sufficient time allowed for each activity, if it meets the completion date specified, etc.]*

### **7.4. Price Analysis and Comparison**

*[Reproduce the BOQ and the unit cost estimates in a spread sheet and insert the unit rates quoted by the 1st Ranked Bidder. Then carry out the comparison. In cases where there is a long period between the preparation of the estimates and the time of evaluation (6 months or more), the comparison should be carried out against revised estimates.*

*In the event that the bid price is excessively higher than the cost estimate, the reasons for this must be analysed and justification provided. For example, there may have been a sharp increase in global prices of oil, steel, cement, etc.*

*If analysis shows that the rates are reasonable and the prices were competitive, conclude with such a statement.*

*In the event that the 1<sup>st</sup> Ranked Bidder fails to meet the post qualification requirements, give the details of these.*

*Then proceed with the determination of the post qualification of the 2<sup>nd</sup> Ranked Bidder. The process should continue until the bidder that meets with the post qualification requirements is determined.]*

**8. Recommendation for Award**

The Tender Evaluation Committee (TEC) submits this report to the Tenders Committee for its review and consideration of our recommendation to award the contract to \_\_\_\_\_ *[name of bidder]* who has been determined to have submitted the lowest evaluated and substantially responsive bid for a contract amount of \_\_\_\_\_ *[bid price after corrections in figures and words]*.

*[In case the TEC has found possible indicators of collusive behavior, this must also be stated here and submitted for review of evidence by the Tenders Committee and for its determination of any action, if required.]*

The details of the proposed Contract Award are shown in Table 8 below.

**Table 8: Proposed Contract Award**

			Remarks
1.	Lowest evaluated responsive bidder (proposed for contract award): a) Name b) Address		
2.	If bid from Joint Venture, list all partners and estimated share of contract.		
3.	Estimated date (month and year) of contract signing.		
4.	Estimated Date of Completion		
5.	Bid Price(s) (Read-out)		
6.	Discounts		
7.	Other Adjustments		
8.	Proposed Award Price		

Signature

\_\_\_\_\_

(Name and Designation)

Chair

Member

Member

Date



## 9. Bid Evaluation Summary Checklist

1. Attach Bid opening record, if not previously submitted.
2. Explain any inconsistencies between prices and modifications to prices read out at Bid opening (and written into the record) and presented in Table 3.
3. Provide details on eliminating any Bids during preliminary examination (Table 4). Copy select pages from Bids, as desirable, to show examples of objectionable features.
4. If provisional sums in Table 5 vary among Bidders, explain. Explain any substantial corrections for computational errors that may affect the ranking of Bidders.
5. Provide a copy of the rates requested for Table 6.
6. The additions, adjustments, and priced deviations in Table 6 require detailed explanations where they may affect the ranking of Bidders.
7. Explain any cross-discount (para. 7.2) not read out and recorded at Bid opening. In addition, attach copies of any evaluation reports for the other related contracts awarded to the same Bidder.
8. Provide detailed reasons for refusing to award a contract to a party other than the lowest evaluated Bidder (para. 8.).
9. Attach copies of any correspondence from Bidders that raise objections to the Bidding and evaluation process, together with detailed responses.
10. Attach copies of any letters to Bidders requesting clarifications. Provide copies of responses.
12. Ensure that the Bid evaluation report is double-checked, paginated, and complete, and includes a Letter of Transmittal to the Tenders Committee.

## Appendixes

### Appendix 1: Procurement Notice

*[Insert Advertisement of Invitation for Bid]*

*[Insert Advertisement of Invitation for Bid]*

**Appendix 2: List of Purchasers of Bid Documents**

<b>Name</b>	<b>Address</b>	<b>Date of Purchase</b>	<b>Receipt No.</b>

### Appendix 3: Record of Submission of Bids

Contract Name:

Procuring Entity:

Contract Name:

Contract Number:

Opening Date and Time:

Procurement Method:

*[Insert original Document]*

No.	Company Name	Delivery Mode	Date of Receipt	Time of Receipt
		Hand/Courier/Postage		

## **Appendix 3 A: Record of Amendments to Bid Documents**

*[Insert as needed]*

**Appendix 4: Minutes of Bid Opening**

**Minutes of Bid Opening**

**Contract Name:**

**Contract Number:**

**Submission Deadline and Bid Opening:**

**Venue of Bid Opening:**

[Insert original document below]

No.	Name of Bidder	Bid Sealed	Withdrawal/ Modification	Bid Form Completed and Signed	Bid Securing Declaration	Read Out Bid Price in Bid Form	Unconditional Discount	Additional Comment	Bidder	
									Name	Signature

**Agenda**

1. Opening Remarks by Chairman declaring the close of the bid submission and opening of the bids
2. Clarification/Questions Raised
3. Closing Remarks

**Signature: Members of Bid Opening Committee**

\_\_\_\_\_

Chair                      Member                      Member                      Member

Name \_\_\_\_\_

## Appendix 5: Statement on Ethical Conduct and Fraud and Corruption

We the undersigned confirm that:

1. During the procurement process and the evaluation of bids and proposals, that we have adhered to the ethical standards set out in the Government of Belize Public Procurement Procedures Handbook for Goods, Works and Services.
2. We have gained in the execution of our duties, no benefit either monetary or in kind from any outside agency, bidder or consultant other than the official remuneration that we have received as public servants.
3. To the best of our knowledge that no colleague, associate or relative has received any benefit monetary or in kind from any outside agency, bidder or consultant other than official remuneration.
4. We are unaware of any fraudulent, corrupt, collusive or coercive practices that have taken place during this procurement process and fully understand our moral and ethical obligation to report such should we be aware of it.
5. No conflict of interest exists either on our part or the part of the bidder or consultant recommended for an award of contract, or as far as we are aware the part of our immediate colleagues, associates and relatives.

Name	Position	Signature	Date

## **Appendix 6: Clarifications**

*[Insert Documents]*



## **Appendix 7: Evaluation Guide**

### **1. Identification Bidding Process, and Bid Submission**

Tables 1 and 2 provide for the filing of basic information on the procurement process.

### **2. Bid Opening**

All Bidders or their representatives are invited to attend the Bid opening, where Bids are read out and recorded, along with a list of attendees. Copies should be sent to all Bidders. Bid opening procedures are described in the ITB.

Any envelopes containing substitutions, modifications, or withdrawals must be subject to the same level of scrutiny, including the reading out of critical details, such as price changes. Failure to read out such information and include it in the written record may result in denial of its inclusion in Bid evaluation. If a Bid has been withdrawn (in written format), it should nonetheless be read out and should not be returned to the Bidder until the authenticity of the withdrawal notice has been confirmed.

As stated in the ITB, no Bids should be rejected at the Bid opening except those received after the deadline for receipt of Bids. Such Bids shall be returned unopened to the Bidder. A summary of the read-out Bid prices should be provided in Table 3.

### **3. Bid Validity**

The duration of the validity of each Bid should be the one specified in the ITB and should be confirmed in the signed (form of) Bid. If exceptional circumstances occur in which award cannot be made within the validity period, extensions in writing should be requested of Bidders, in accordance with the ITB. Extensions to the validity of Bid security should also be requested of Bidders, if necessary.

### **4. Principles of Evaluation**

After the public opening of Bids, information relating to the examination, clarification, and evaluation of Bids shall not be disclosed to Bidders or other persons not officially concerned with this process until the successful Bidder is notified of the award of contract. The Tender Evaluation Committee, consisting of a minimum of three qualified members should work in a secure office where all Bid documents can be kept. There may be a considerable advantage if the same members participated in the preparation of the Bid documents.

On occasion, the Employer may request clarifications of Bidders concerning ambiguities or inconsistencies in the Bid. As required in the ITB, such requests shall be in writing, and no change in the price or scope of the originally offered goods,

works, or services shall be sought or accepted, except for the correction of arithmetic error. The responses from Bidders shall also be in writing. No circumstances shall justify meetings or conversations between the Employer and Bidders during the Bid evaluation process.

Bidders frequently attempt to contact the Employer during Bid evaluation, directly or indirectly, to query progress of evaluation, to offer unsolicited clarifications, or to provide criticisms of their competition. Receipt of such information should be acknowledged as to receipt only. The Employer must evaluate Bids on the basis of the information provided in the respective Bids. However, additional information provided may be useful in improving the accuracy, speed, or fairness of the evaluation. Nonetheless, no changes in the Bid price or substance are allowed.

## **5. Preliminary Examination of Bids**

The evaluation process should begin immediately after Bid opening. The purpose of preliminary examination is to identify and reject Bids that are incomplete, invalid, or substantially non-responsive to the Bidding Documents and therefore are not to be considered further. The following checks should be applied:

- (a) Verification: Attention should be directed toward deficiencies that, if accepted, would provide unfair advantages to the Bidder. Sound judgment must be used: for example, simple omissions or mistakes arguably occasioned by human error should not be grounds for rejection of the Bid. Rarely is a Bid perfect in all respects. However, the validity of the Bid itself, for example, its signatures, must not be in question. If the Bidder is a joint venture, the joint venture agreement must be submitted; if the Bidder is an agent, an authorization from the supplier or manufacturer must be provided in addition to any documentation required of the supplier or manufacturer itself. All copies of the Bid should be compared with the original and corrected accordingly, if necessary. Thereafter, the original should be kept in a safe location, and only copies should be used in evaluation.
- (b) Eligibility: All partners to a joint venture shall be eligible according to the laws of Belize, and the joint venture shall be a registered company. All goods and services shall be eligible according to the laws of Belize. If prequalification has taken place, only Bids from pre-qualified Bidders can be considered. The Bidder (including all members of a joint venture and subcontractors) may be disqualified if affiliated with a firm that has provided related consulting services on the

project, or if the Bidder is a publicly owned enterprise from Belize, lacking legal and financial autonomy. (See the ITB for details.)

- (c) Bid Security: The Bidding document may require submission of a Bid security. If so, the Bid security must conform to the requirements of the ITB, and it must accompany the Bid. If the Bid security is issued as a bank guarantee, it must be consistent with the wording of the Bid security form provided in the Bidding document. Submission of a copy of the security or submission of a counter-guarantee naming the Employer's bank instead of the Employer is unacceptable. Furthermore, securities for an amount smaller or for a period shorter than the one specified in the ITB are not acceptable. The security for a Bid submitted by a joint venture should be in the name of all of the partners of the joint venture.
  
- (d) Completeness of Bid: Unless the Bid Documents have specifically allowed partial Bids - permitting Bidders to quote for only select items or for only partial quantities of a particular item - Bids not offering all of the required items should ordinarily be considered non-responsive. However, under works contracts, missing prices for occasional work items are considered to be included in prices for closely related items elsewhere. If any erasures, interlineations, additions, or other changes have been made, they should be initialed by the Bidder. They may be acceptable if they are corrective, editorial, or explanatory. If they are not, they should be treated as deviations and should be analysed as per para. 5(e) below. Missing pages in the original copy of the Bid may be cause for rejection of the Bid, as may contradictions in model numbers or other designations of critical supply items.
  
- (e) Substantial Responsiveness: Major deviations to the commercial requirements and technical specifications are a basis for the rejection of Bids. As a general rule, major deviations are those that, if accepted, would not fulfill the purposes for which the Bid is requested, or would prevent a fair comparison with Bids that are properly compliant with the Bid Documents. Examples of major deviations include:
  - (i) Stipulating price adjustment when fixed price Bids were called for;
  
  - (ii) Failing to respond to specifications by offering instead a different design or product that does not offer substantial equivalence in critical performance

parameters or in other requirements;

- (iii) Phasing of contract start-up, delivery, installation, or construction not conforming to required critical dates or progress markers;
- (iv) Subcontracting in a substantially different amount or manner than that permitted;
- (v) Refusing to bear important responsibilities and liabilities allocated in the Bid Documents, such as performance guarantees and insurance coverage;
- (vi) Taking exception to critical provisions such as applicable law, taxes and duties, and dispute resolution procedures;
- (vii) Those deviations that are specified in the ITB as requiring rejection of the Bid (such as, in the case of works, participating in the submission of another's Bid other than as a subcontractor).

The results of preliminary examination should be presented in Table 4. If the Bid fails preliminary acceptance, the reasons must be clearly explained in footnotes or in an attachment, as necessary. The Procuring Entity may find it useful to include additional tables for itemisation of responsiveness to a list of technical or commercial specifications. These should be attached to Table 4.

## **6. Detailed Examination of Bids**

Only those Bids surviving preliminary examination need to be examined in this phase.

- (a) Corrections for Errors: The methodology for correction of computational errors is described in the ITB. The read-out Bid prices and their corrections should be noted in Table 5. The corrections are considered binding on the Bidder. Unusual or large corrections that could affect the comparative ranking of Bids should be explained in footnotes.
- (b) Corrections for Provisional Sums: Bids may contain provisional sums set by the Employer for contingencies or for nominated subcontractors, etc. As these sums are the same for all Bids, they should be subtracted from the read-out prices in Table 5, to allow for a proper comparison of Bids in subsequent steps.
- (c) Modifications and Discounts: In accordance with the

ITB, Bidders are allowed to submit, prior to Bid opening, modifications to their original Bid. The impact of modifications should be fully reflected in the examination and evaluation of the Bids. These modifications may include either increases or discounts to the Bid amounts that reflect last-minute business decisions. Accordingly, the original Bid prices should be modified at this point in the evaluation. Discounts offered in accordance with the ITB that are conditional on the simultaneous award of other contracts or lots of the contract package (cross-discounts) shall not be incorporated until the completion of all other evaluation steps. The effect of unconditional discounts (or alternatively, increases) should be shown as in Table 6. Any discount expressed in percent must be applied to the appropriate base specified in the Bid (i.e., check to see if it applies to any provisional sums).

- (d) Evaluation Currency: The remaining Bids as corrected for computational errors and as adjusted for discounts, in Belize Dollars, as described in the ITB.
- (e) Additions: Omissions to the Bid should be compensated for by adding the estimated costs for remedying the deficiency. Where items missing in some Bids are present in others, an average of quoted prices could be used to compare competitors' Bids. Alternatively, external sources, such as published price lists, freight tariff schedules, etc., may be appropriate. The cost determined should be expressed in Belize Dollars.
- (f) Adjustments: The ITB specifies which, if any, performance or service factors will be taken into account in the Bid. The methodology used in evaluation of these factors should be precisely described in the Bid evaluation report and should be fully consistent with the ITB provisions. Bonuses or additional credits that reduce the evaluated Bid price will not be given in the Bid evaluation for features that exceed the requirements stated in the Bid Documents, unless specifically provided for in the ITB. The value of adjustments will be expressed in terms of cost, for all works and most goods contracts, and should be shown in Table 6.
- (g) Priced Deviations: As discussed under para. 5(e), Bids with minor deviations may be considered substantially responsive.

## **7. Determination of Award**

In the comparison of Bids for works and for most goods, the corrected and discounted Bid prices, together with adjustments for omissions, deviations, and specified evaluation factors, have been noted in Table 6. The Bidder

with the lowest total is the lowest evaluated cost Bidder at this stage, subject to:

- Application of any discounts, contingent on the simultaneous award of multiple contracts or lots; and
  - Post-qualification evaluation, or, if prequalification has occurred, confirmation of prequalification information.
- (a) Cross-Discounts: These are conditional discounts offered in the event that more than one contract or lot will be awarded to the same Bidder. Bid evaluation in such cases can be quite complicated, particularly for goods contracts where domestic preference may apply. The sizes of cross-discounts offered by each Bidder may vary with the potential number of contracts awarded. The ITB may also limit the number or total value of awards to a Bidder on the basis of its financial and technical capacity. Thus, a Bidder offering the lowest evaluated Bid on a particular contract may be denied award because of such a restriction. The Employer shall select the optimum combination of awards on the basis of least overall cost of the total contract package, consistent with the qualification criteria. Presentations of the calculations should be made on an attachment to the report, which should include the Bid evaluation(s) for the other contracts, if they have been evaluated separately.
- (b) Qualification: If pre-qualification was conducted, the Bidder whose Bid is the lowest evaluated should receive the award, unless the Bidder's qualifications have since materially deteriorated or the Bidder has since received additional work that overstresses its capacity. The Employer should satisfy itself fully on both accounts.

Where pre-qualification has not occurred, the prospective awardee should be subjected to post-qualification, the procedures for which are described in the ITB.

If the lowest evaluated Bidder fails post-qualification, its Bid should be rejected, and the next ranked Bidder should then be subject to post-qualification examination. If successful, this Bidder should receive the award. If not, the process continues.

The rejection of a Bid for reasons of qualification requires substantial justification, which should be clearly documented in attachments to the report. A history of poor performance may be considered a substantial justification.

- (c) Alternative Bids: The ITB may request or allow the Procuring Entity to accept alternative Bids under the stipulation that only the alternative submitted by the lowest evaluated Bidder and conforming to the Bidding Documents will be considered. The ITBs may allow alternative technical solutions and/or alternative times for completion. Calculations for the evaluation of alternatives should be provided in an attachment to the report.
  
- (d) Proposed Award: The amount of the proposed award shall be the Bid price as submitted by the winning Bidder and adjusted as described in the ITB for corrections, any discounts (including cross-discounts), and acceptance by the Procuring Entity of alternative offers from the lowest evaluated Bidder. Adjustments to the final price and scope of the contract to correct for acceptable omissions and quantity variations in the Bid may be negotiated with the lowest evaluated Bidder.

If (a) none of the Bids are found to be responsive, (b) Bids are unreasonably high in price compared with earlier estimates, or (c) none of the Bidders are qualified, the Procuring Entity may consider rejection of all Bids.