

STANDARD EVALUATION CRITERIA HANDBOOK FOR PREQUALIFICATION AND BIDDING

Procurement of Goods Works and Services
(except Consulting Services)

Cooperative Republic of Guyana

May 2009

Preface

This Evaluation Criteria Handbook has been prepared by the National Procurement and Tender Administration (NPTA), hereinafter and throughout these documents referred to as NPTA, for use by all Procuring Entities in the evaluation of prequalifications and bids, in accordance with the provisions of Procurement Act (sec. 17) .

The principles and procedures outlined are applicable to the procurement of goods ("Goods"), services ("Services") and works ("Works"). The Procurement Act (sec 39) requires the Evaluation Committee to submit a "Bid Evaluation Report" to the Procuring Entity within a reasonable period of time, but not longer than fourteen days.

This document is intended specifically for assisting the Evaluation Committees members in the evaluation of prequalifications and tender documents procured through an Open Tendering process for both National Competitive Bidding (NCB) and International Competitive Bidding (ICB). It should also prove useful, also in Restricted Tendering, Request for Quotations and with appropriate modifications for usage Community Participation (CP). Its use is encouraged as the procedures it incorporates have been developed through broad international experience and practice, and it complies with Procurement Act 2003.

All users are invited to submit comments on their experience with this Evaluation Guide to:

National Procurement and Tender Administration (NPTA)
Urquhart Street, Georgetown, Guyana

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How to Use This Handbook

1. The evaluation guide and forms contained in this document provide typical organizational structures and step-by-step procedures for the evaluation of prequalification and bids solicited through all Open Tendering (Section 25 of Act), as well as bids through Restricted tendering for contracts less than G\$ 1 M for Goods and less than G\$ 5 M for works. In all instances, the procedures of prequalification and bidding, including evaluation, shall follow the Instructions to Applicants (ITA) for prequalification and the Instructions to Bidders (ITB) for bidding of the actual prequalification / bidding documents used.

2. NPTA issued Prequalification Documents (PQD) and Sample Bidding Documents (SBD) which are to be used by all Procuring Entity conducting Prequalification and any procurement procedure under the Procurement Act 2003. The following PQD and SBD are currently available¹

Works

- Works PreQualification IDB 2006 (PQD)
- Works PQ Evaluation Report 2006
- Procurement Works SBD ICB 2006
- Works Bid Evaluation Report Format 2006
- Works SBD NCB 2006

Goods

- Goods Bid Evaluation Report Format 2006
- Goods SBD NCB 2006
- Procurement Goods SBD ICB 2006
- Procurement of Goods Shopping 2006

3. The guide and sample forms in this document are based on ITA in the SPD and ITB in the SBD.

4. Readers are expected to note that evaluation and the resulting report need not necessarily be lengthy. Procurement of ordinary goods can usually be quickly and easily evaluated. In general, the complexity of the evaluation lies with larger civil works and with the supply and installation of industrial plants and equipment. The Evaluation Report should accompany the forms, attached in Annex I and Annex II, but they may be modified to suit specific requirements of the prequalification / bidding documents. The report should include a number of attachments to explain details of the evaluation of prequalification and bid or to show specific controversial wording or numbers in an application and a bid. Cross-referencing should be used extensively, as well as references to relevant clauses in the prequalification / bidding documents.
5. If a large project is sliced into smaller similar contracts, applications and bids are offered on individual contracts (slices or lots) or on a group of similar contracts (packages). Award is made to the combination of bids offering the lowest cost to the Employer.
6. The Procuring Entities are expected to study this handbook and evaluation forms during project preparation, in order to properly assess the managerial and administrative capacity needed for evaluation of prequalification and bid.

Section I. Evaluation Principles

1) Basic Principles

The evaluation work must be strictly conducted on a basis of impartiality and fairness, with due attention to considerations of economy, efficiency, transparency and non-discrimination among eligible bidders, which are general principles laid down by *Procurement Act and Regulations 2003*.

2) Evaluation Organizations

The evaluation organizations are expected to be setup as described in the Procurement Act (sec 22). The respective tender boards shall open tenders for procurement, whose estimated value is less than the limits published in schedule 1 of the Regulations. All other tenders shall be opened by the NPTA.

PEs /NPTA should take due consideration of the type of procurement being carried out. For example, where procurement is for textbooks, the Committee should consist of a representative of the Ministry of Education and a representative of teachers who are familiar with the curriculum for which the textbooks are being procured. For health sector projects such as pharmaceuticals, there should be a pharmacist and a doctor present, in order to ensure that the drugs have the required chemical composition and that they are suitable for the purpose for which they are being procured. In the case of large works such as construction of a major road, the Committee could consist of an independent consulting engineer, a second engineer and a technically capable representative of the PE. Where the contract involves the construction of buildings an architect should be part of the committee. In the case of goods, the members will vary depending on whether procurement is for simple goods such as pencils or whether it is for complex goods such as heavy machinery. The committee should include persons who are qualified and familiar with the technical capacity and capability of the required machinery

3) Record of Meeting

The Evaluation Committee will maintain records of the proceedings and include these in final evaluation report to the Procuring Entity.

4) Confidentiality of Procedures

After the public opening of bids, no information relating to the examination, clarification and evaluation of bids, and recommendations concerning awards, shall be communicated to any person not officially concerned with these procedures until the announcement of the award of the contract to the successful bidder has been made.

5) Clarifications and Alterations of Bids

No bidder will be permitted to alter its bid after the bids have been opened. Only clarifications, which do not change the substance or price of the bid may be requested or accepted by the Procuring Entity. The request for clarifications and the response by the bidder shall be in writing. Any response to an inquiry of the Procuring Entity which leads to a change in the bid price shall be considered as an alteration and shall not be considered in the bid evaluation. The records of all clarifications sought and received must be kept by the Procuring Entity.

6) Rejection All Bids

The rejection of all bids is justified when the bids submitted are not substantially responsive or where none of the bids received meet the specifications or where there is evidence of lack of competition.

7) Extension of Bid Validity Period

The Procuring Entity shall make every effort to complete bid evaluation and contract award before the expiration of bid validity. If an extension of bid validity is considered necessary, all those who submitted bids shall be asked to extend the validity of their bids. Bidders who are willing to extend the validity of their bids shall not be permitted to modify the substance or price of their bids. They must, however, be required to extend the validity of their bid securities. The bid securities of bidders who do not extend the validity of their bids shall be returned to them promptly.

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Section II. Prequalification Evaluation

1) Objectives of Prequalification

A prequalification procedure is, in principle, required for selecting potential contractors and suppliers for large scale contracts or contracts with complex and highly specialized services. The objectives of prequalification are:

- To ensure that invitations to bid are extended only to technically and financially qualified bidders, and to prevent unqualified bidders from winning the bid as a result of superficial evaluation;
- To enable prospective bidders, who may be insufficiently qualified on their own, to avoid the expense of bidding; to give an incentive for these potential bidders to form a joint venture that may give them a better chance of success; and
- To limit the number of bidders, in advance, to a manageable size for the Procuring Entity in conducting bidding procedure and evaluation, when a large number of bidders are expected to participate.

The prequalification procedure must be conducted strictly in order to secure quality in the procurement.

2) Eligibility

In accordance with the Procurement Act (sec 5) the following describes the mandatory principles in establishing the qualifications of suppliers and contractors .Those that are considered appropriate include:

- a) technical competence, financial resources, facilities, reliability, experience and reputation of product and personnel to perform the contract
- b) legal capacity
- c) solvency
- d) fulfillment of tax and social security obligations
- e) absence of criminal record
- f) satisfactory past performance

3) Evaluation Criteria of Prequalification

The Prequalification Criteria for judging the qualifications of the applicant should be established as the minimum requirements in respect of experience, technical qualifications, financial resources, proven performance of any equipment etc in a manner which would result in a yes or no answer to whether an applicant meets the criteria. It is desirable that the Prequalification Criteria are prepared at the same time as the Prequalification Documents are prepared. The Criteria not be changed during the Prequalification Evaluation process.

Prequalification documents should enlarge on the information provided in the notification advertisement and contain a description of:

- g) the scope and description of the proposed procurement;
- h) the estimated value of the contract and major quantities of work;
- i) location of the work;
- j) eligibility requirements including, eligibility requirements for domestic preference (if applicable);
- k) procurement scheduling of goods or works to be procured;
- l) abbreviated specifications and conditions of contract;
- m) main quantities to be procured;
- n) delivery or implementation schedules;
- o) requirements for bid and performance securities;
- p) the source of financing of the procurement; the contract conditions and at least the following if full contract conditions are not yet developed
- q) payment terms;
- r) price adjustment provisions;
- s) the language and governing law of the contract;
- t) other information in sufficient detail to enable bidders, suppliers or contractors to assess their interest and respond appropriately; and
- u) the name and address of the PE and of the PE's official in charge of the
- v) procurement with a statement of their roles.

4) Evaluation Procedure

Stage-1, “Preliminary Examination”, is to assess the document formality required in the Prequalification Documents, for each bidder with pass-or-fail criteria. It is necessary to confirm one by one, whether the submitted documents and its format are in conformity with the requirement. In case of no submission or missing of any of required documents deemed as important, such Applicant is to be disqualified at this stage

Stage-2, “Qualification Evaluation” is to examine whether submitted documents comply with the qualification requirement by using pass-or-fail criteria. If the level of qualification requirement is too high, it tends to limit the number of bidders, and in the reverse case it tends to allow unqualified bidders to be passed through for the bidding. Thus the qualification requirement must be set up carefully for each project. In principle, an Applicant is to be disqualified if it does not satisfy any of the qualification requirements.

The evaluation work must be done by following the criteria set up beforehand, and the method must be based on absolute evaluation, not by comparative evaluation. The following items are to be noted in setting up criteria and conducting evaluation.

(1) General Experience

The Prequalification Documents usually indicate the minimum qualification requirements for

- Annual turnover
- Successful project experience of similar nature and complexity (Annual production rate for the key construction activity; Project experience in the country concerned and in similar countries, if applicable)

(2) Personnel Capabilities

- Experience of prime candidate and alternative for key management and specialist positions

(3) Equipment Capabilities

- Type, characteristics, minimum number and availability of key equipment

(4) Financial Positions

- Cash flow capacity

- Soundness of financial position

(5) Litigation History

Accurate information on any litigation or arbitration resulting from contracts completed or under execution

**5) Evaluation of
Joint-Venture,
Consortium and
Subcontractors**

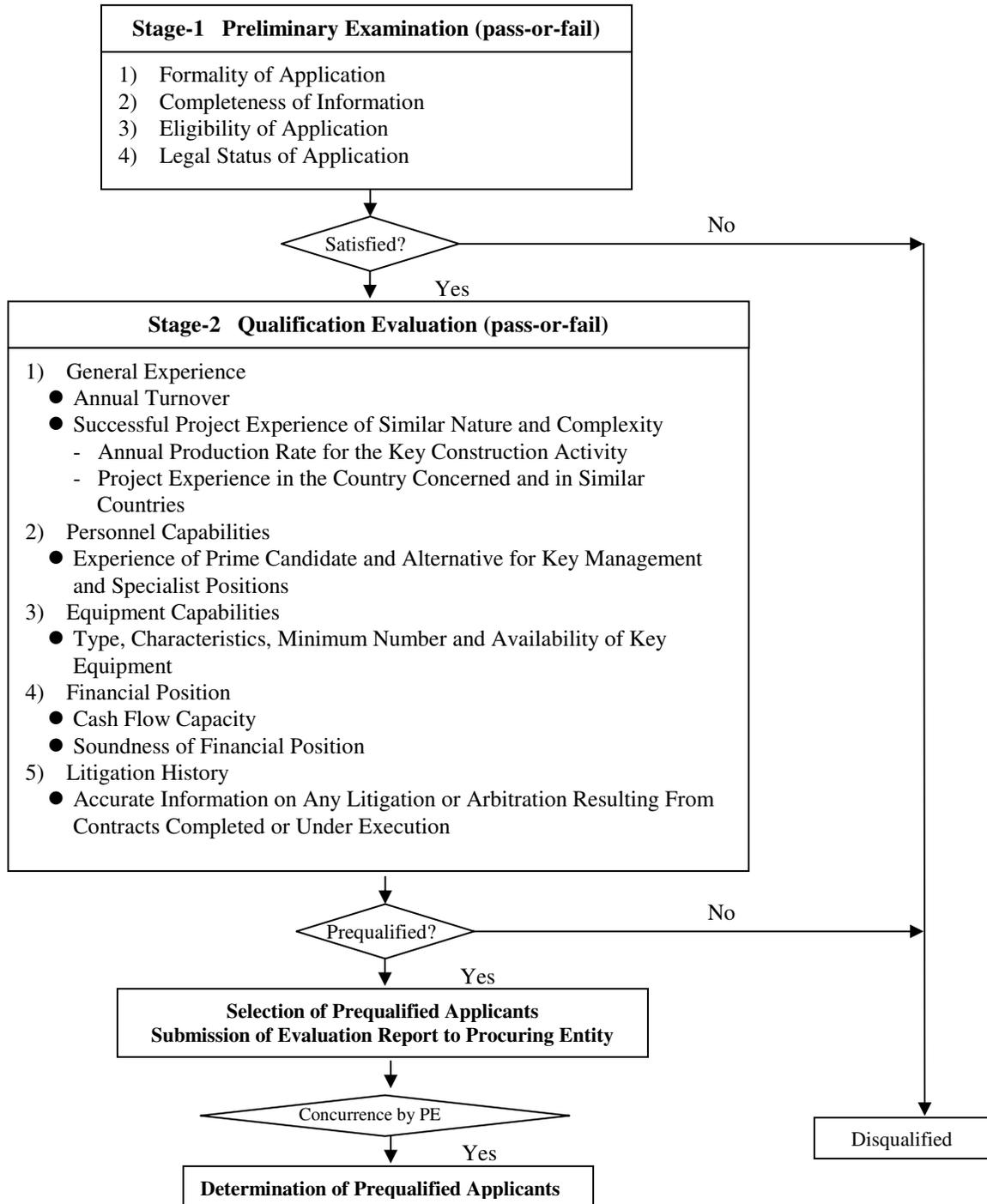
Special conditions apply when the applicant for prequalification is a joint venture formed by two or more firms. It is essential that the prequalification documents state clearly the conditions applying to joint ventures, and to any change in its membership after prequalification and to subsequent bidding by the joint venture. No firm or individual partner of the joint venture is allowed to submit or to participate in more than one bid and the PE should reject any bid submitted in violation of this rule.

- a) each partner in the joint venture must submit the complete documentation required of a firm applying for individual prequalification;
- b) the prequalification application must confirm that if after prequalification the applicant should submit a bid, then: that bid as well as (in case of an award) the resulting contract would be signed so as to be legally binding on all partners jointly and severally, and, a joint venture agreement providing that joint and several liability of all partners in respect to the contract would be submitted together with the bid (alternatively a Letter of Intent to execute a Joint Venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement);
- c) the application must include a description of the proposed participation and responsibilities of each partner of the joint venture for execution of the contract;
- d) the application must include a statement of proposed financial contribution of each partner, • the percentage participation in the joint venture of each of its members (in terms of the corresponding value of the contract) must not exceed each member's capacity in terms of each of the qualifying criteria; and
- e) the application must designate one of the partners, as the lead firm or partner in charge through whom any correspondence between the applicant and the PE will be

channeled.

- 6) “Slice and Package” Contracts Evaluation** In case of prequalification for “slice and package” contracts, each Applicant shall be prequalified for the maximum number and types of contracts for which the Applicant meets the appropriate aggregate requirements of such contracts. The applicant should be asked in the prequalification documents to indicate the specific contracts for which it wishes to be considered.
- 7) Prequalification with Conditionality** In principle, no bidder should be prequalified with conditionality.
- 8) Limiting the Number of Bidders** It is not permissible to set a limit on the number of successful Applicants prior to the evaluation of prequalification. All Applicants meeting the prequalification criteria specified shall be allowed to bid. However, it is also important to set the criteria so that a reasonable number of Applicants, normally no more than ten, shall be qualified. Excessive number of Applicants taking part in the bid is not preferable, because it will increase the burden of the Procuring Entity when evaluating the bid proposals.
- 9) Prequalification Evaluation Report** After evaluating the Applications received, the Evaluation Committee evaluators should prepare a report in the format specified Annex 1. The report should address each of the pass-fail criteria set in the documents. Disqualification of Applicants who fail to meet the criteria should be explained.
- 10) Notification to Applicants** According to the Procurement Act sec 6 (6) the PE shall promptly notify each supplier or contractor who participated ,whether or not it has been prequalified and shall make available to any member of general public, upon request, the names of all who have been prequalified. Promptly after the notification of the results of the prequalification the PE shall invite bids from all the Applicants that have been prequalified.

Prequalification Procedure for Contracts



Section III. Bid Evaluation

GENERAL

1. Purpose of Bid Evaluation

The main purpose of bid evaluation is to determine the lowest evaluated substantially responsive bid among the bids submitted before the bid closing time on the date specified in the bidding documents. The lowest evaluated substantially responsive bid may or may not necessarily be the lowest priced bid. In order to determine accurately the lowest evaluated substantially responsive bid in accordance with the terms and conditions of the bidding documents, a systematic evaluation procedure designed to cover all aspects of the evaluation process should be followed.

2. Bidding Procedures under Open Tendering

In accordance with the Procurement Act (sec 25) the Open Tendering procedure is always the preferred method and there should be no restriction on nationality. The Procuring Entity may choose either: (1) Single-Stage: One-Envelope, (2) Two-Stage procedure.

1) **Single-Stage: One-Envelope Bidding Procedure**

In the Single-Stage: One-Envelope bidding procedure, the bidders submit bids in one envelope containing both the price and the technical proposal, which are opened in public at the date and time advised in the bidding documents. The bids are evaluated and, following review and the contract is awarded to the lowest evaluated bidder.

3) **Two-Stage Bidding Procedure**

According to the Procurement Act (sec 31) a PE may choose to adopt 'two stage' tendering for complex equipment etc in which it would be difficult to outright prepare detailed specifications. Prequalification may also be used as per Act (sec 6) maybe used in such cases

In a two-stage process, the PE prepares a first stage-bidding document with functional performance specifications, rather than detailed technical specifications. In response, bidders offer unpriced technical proposals (i.e., no financial proposal is submitted at this time). The borrower's agency then:

- a) assesses the suppliers' qualifications if prequalification has not been done;
- b) evaluates the technical proposals;

- c) indicates to the suppliers precisely what must be done to make their bid technically responsive.

Following the first stage evaluation, the agency prepares the memoranda of changes for each bidder and may prepare addenda to the bidding documents, including revisions to the technical requirements made in the light of the first stage technical evaluation, and initiates the second stage bidding process. During the second stage bidding process, bidders offer amended bids containing their final technical and a financial proposal. The PE then evaluates the proposals (both technical and financial) according to the criteria & method specified in the bidding documents.

The advantages of the two-stage process include the ability of the PE, during the first stage, to interact extensively on technical matters with bidders than is permissible in a one-stage process. In this way, an agency can learn from the market and adapt its requirements. In addition, a two-stage process allows an agency to, in the first stage, state its requirements in more general functional or conceptual terms than the detailed functional and technical requirements necessary to carry out a one-stage process. By knowing the bidders and their technologies prior to the second stage, this reduces the burden of preparing detailed functional and technical requirements, which are so comprehensive that they can accommodate the entire universe of potential technical proposals.

BID EVALUATION PROCEDURE

The evaluation procedure described below is generally adequate for an efficient evaluation of bids to determine the lowest evaluated substantially responsive bid in accordance with the terms, conditions and specifications stipulated in the bidding documents. Furthermore, the evaluation procedure, if strictly followed, will provide fairness to all bidders, as it will produce a transparent, fair and accurate outcome of the bidding. These procedures are described based on Single-Stage: One-Envelope bidding, but they are also applicable for Two-Stage bidding. See the previous part of Section III for difference in the procedures.

The Evaluation Committee shall, using only the evaluation criteria outlined in the tender documents, evaluate all tenders, determine which tenderer has submitted the lowest evaluated tender, and convey its recommendation to the procuring entity within a reasonable period of time, but not longer than fourteen days to the Procuring Entity. Such report should include information and documentation to establish to the satisfaction of Procuring Entity that principles pursuant to the Procurement Act are satisfied in the bidding and bid evaluation process, and the proposed award of contract. Annex II is a set of tables recommended to be included in the bid evaluation report, which are in accordance with the following evaluation procedures.

1. Basic Information and Bidding Process

1) Identification, Bidding Process, and Bid Submission

The basic information such as name of the Procuring Entity, Project Name and other information to identify the bid must be filed. The Record of bidding process starting from General Procurement Notice, Prequalification and contents of Bidding Documents are to be summarized, and then information of Bid submission and Opening is to be recorded on the format. This information is necessary to monitor compliance with the Procurement Act (sec 38)

2) Bid Opening

In accordance with Procurement Act (sec 38) of the tenders are to be publicly opened by the appropriate tender board depending upon the value of the procurement. The respective tender boards shall open tenders for procurement, whose estimated value is less than the limits published in schedule 1 of the Regulations. All other tenders shall be opened by the NPTA.

The names, addresses, bid number, tender price, discounts, if any, availability of bid security, if one was requested, and any other condition or exception taken and spelled out in the covering letter shall be read aloud and recorded. If a black board is used the readout prices etc shall be displayed.

No decision whatsoever of the completeness, acceptability or otherwise of any tender shall be taken or announced in the bid opening session. The rationale for this is the following. Errors may be made based on an incomplete reading or wrong interpretation of a bid, and a mistaken decision taken hastily in the presence of the bidders is awkward to correct later without losing credibility. Besides, the opening committee has no access to expert legal opinion at the time

Minutes of the opening session shall be prepared and mailed to all tenderers, who had submitted the tenders irrespective of whether they attended the session.

To assist in carrying out the opening and preparing of the record, a checklist is provided in *Annex II-1*. The checklist should be filled out for each bid during the actual reading out at the meeting. The reading should be from the original version of each bid, and the actual amounts and other key details read out should be circled for later verification. If bids are expressed in multiple currencies, the amount expressed in each currency should be recorded.

Any envelopes containing 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 by cable, it should nonetheless be read out and should not be returned to the bidder until the authenticity of the withdrawal notice has been confirmed.

Bids received after the deadline for receipt of bids should be rejected. Such bids shall be returned unopened to the bidder. A summary of the read-out bid prices, bid security, name of representatives of bidders and their signature should be provided in *Annex II, Table 4*.

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. The Procuring Entity is advised to consult with NPTA before requesting such extension.

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 (*Procurement Act (sec 55)*). No bidder shall be requested or permitted to alter its bid after the bids have been

opened. Only clarifications not changing the substance of the bid are acceptable. The Procuring Entity may ask any bidder for a clarification of the bid, but shall not permit any bidder to change the substance or price of the bid (*Procurement Act (sec 39)*).

5) Rejection of Bids

In accordance with the Procurement Act (*sec 40*), subject to approval by the National Board and if so specified in the solicitation documents, all bids may be rejected when (a) no bid is substantially responsive to the bidding documents or (b) there is a lack of competition. If all bids are rejected, the Procuring Entity shall review and consider either revision of the specifications or modification of the project, before inviting new bids.

Notice of the rejection of all tenders shall be given promptly in writing to all suppliers or contractors that submitted tenders.

2. Preliminary Examination of Bids

The purpose of Preliminary Examination is to confirm whether the bids received were complete as required by the bidding documents before conducting further detailed evaluation. An examination must be made on whether the required securities have been provided, whether documents have been properly signed and whether the bids are otherwise generally in order. If a bid does not substantially conform to the specifications, or contains inadmissible reservations or is otherwise not substantially responsive to the bidding documents, it shall be rejected. A preliminary examination shall then be made to evaluate each responsive bid and to enable bids to be compared. The following items should be carefully examined.

1) Verification

Verification is required toward deficiencies that, if accepted, would provide unfair advantages to the bidder. The points to be covered by verification are (i) whether bid documents have been properly signed or not; (ii) whether power of attorney for the authorized person has been submitted or not; (iii) whether joint venture agreements, if required, are submitted or not; (iv) whether documents, required to assess the post qualification of a bidder with respect to its financial and technical capability to undertake the contract, have been provided or not. 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.

2) Eligibility

The Bid package should contain all required documents including supporting evidence of bidder eligibility and qualifications;

According to the Procurement Act (sec 7) provides that all bidders regardless of nationality shall be permitted to participate in procurement proceedings. Further Section 5(1) (v) states that in fixing qualification criteria it shall be ensured that the bidder and” its directors or officers have not , been convicted of any criminal offence related to its professional conduct or the making of false statements or mis representations as to its qualifications to enter into a procurement contract within a period of ten years preceding the commencement of procurement proceedings , or has not been otherwise disqualified pursuant to administrative suspension or debarment proceedings in this or other jurisdiction over the last three years”

If prequalification has taken place, only bids from prequalified bidders can be considered. A 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.

3) Bid Security

Under the Regulations, tender securities shall be required for procurements valued over G\$. 300,000 for goods and G\$ 15 million for works. The requirement shall apply to all bidders without exception. The form the issuer and the confirmer shall be acceptable to the PE. Tender securities shall be between 1 and 2 percent of the estimated/ actual value of the bid. A bidder may withdraw its bid prior to the closing date without forfeiting its bid security.

The bid security must conform to the requirements of the ITB, and it must be accompanied with 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 documents. 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 the joint venture.

4) Completeness of Bid

Unless the bidding documents have specifically allowed partial bids—permitting bidders to quote for only selected items or for only partial quantities of a particular item—bids not offering all of the required items should ordinarily be considered nonresponsive. However, under civil 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 analyzed in the next step for Substantial Responsiveness. Missing pages in the original copy of the bid may be a cause for rejection of the bid, as may contradictions in model numbers or other designations of critical supply items.

3. Determination of Substantial Responsiveness

The scrutiny of bids for substantial responsiveness to the provisions of the bidding documents is one of the most important aspects of the evaluation of bids. A bid is considered substantially responsive if it does not contain any “Major Deviations” from the bidding documents or conditions which cannot be determined reasonably in terms of monetary value for financial adjustment. The purpose of this exercise is to reject bids which are not substantially responsive to major commercial and technical requirements.

1) Substantial Responsiveness to Commercial Terms and Conditions

All bids must be checked for substantial responsiveness to the commercial terms and conditions of the bidding documents. Examples of nonconformity to commercial terms and conditions, which are justifiable grounds for rejection of a bid are discussed below:

- (a) failure to sign the Bid Form and Price Schedules by the authorized person or persons;
- (b) failure to satisfy eligibility requirements,
- (c) failure to submit a bid security as specified in the bidding

documents;

- (d) failure to satisfy the bid validity period (e.g., the bid validity period is shorter than specified in the bidding documents);
- (e) inability to meet the critical delivery schedule or work schedule clearly specified in the bidding documents, where such schedule is a crucial condition with which bidders must comply;
- (f) failure to comply with minimum experience criteria as specified in the bidding documents;
- (g) conditional bids, i.e., conditions in a bid which limit the bidder's responsibility to accept an award (e.g. availability of critical material available in the market, or a bid submitted with a price escalation condition when a fixed price bid is specified, or qualifications to the Conditions of Contract);
- (h) inability to accept the price adjustment formulae of the bidding documents;
- (i) failure to submit major supporting documents required by the bidding documents to determine substantial responsiveness of a bid.

**2) Substantial
Responsiveness
to Technical
Requirements**

All bids must be checked for substantial responsiveness to the technical requirements of the bidding documents. Example of nonconformity to technical requirements, which are justifiable grounds for rejection of a bid are as follows:

- (a) failure to bid for the required scope of work (e.g., for the entire civil works or a complete package or a complete schedule) as instructed in the bidding documents and where failure to do so has been indicated as unacceptable;
- (b) failure to quote for a major item in the package;
- (c) failure to meet major technical requirements (e.g., offering completely different types of equipment or materials from the types specified, plant capacity well below the minimum specified, equipment not able to perform the basic functions

for which it is intended, etc).

- (d) presentation of absolutely unrealistic and inadequate implementation plans and schedules regarding performance, technical or service factors Adjustment,
4. Detailed Examination of Bids for examples of performance, technical or services factors.).

If alternative bids are acceptable, the bidding documents shall specify the conditions governing such bids. The methodology of bid evaluation and comparison for alternative bids should be specified clearly in the bidding documents and these alternative bids should be included in the bid evaluation and evaluated as specified in the bidding documents. Where bidding documents are silent in respect of the alternative bids, often, some bidders submit alternative bids in addition to their main bids. In such a case, bid evaluation should be among main bids only to determine the lowest evaluated bidder. If the alternative bid of the lowest evaluated bidder is considered more advantageous than its main bid, such an alternative bid may be accepted.

Bids that offer deviations may be considered substantially responsive if the deviations, which are classified as minor deviations, would be acceptable in the eventual contract. The nature of such deviations varies from contract to contract and depends on the specific requirements, materials or civil works.

Minor deviations that will affect the cost should be expressed in monetary terms and added to the evaluated bid price during detailed examination. Other minor deviations that will not have any effect on price or quality of the goods, civil works and other services offered may be accepted for evaluation purposes without price adjustments. For a bid failed in the preliminary examination including substantial responsiveness, the reasons must be clearly explained in footnotes or in an attachment, as necessary to the bid report.

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4. Detailed Examination of Bids

Only those bids surviving preliminary examination and determined to be substantially responsive need to be examined in this phase.

- 1) Correction of Arithmetic Errors**

Any arithmetic errors must be rectified, as being described in the ITB. The PE should correct all arithmetic errors accordingly and notify each bidder of the detailed changes and ask the bidder to confirm the corrections. If a bidder refuses to accept such a correction, his bid should be rejected and excluded from further consideration.
- 2) Corrections for Provisional Sums**

Bids may contain provisional sums set by the Evaluation Committee 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 to allow for a proper comparison of bids in subsequent steps.
- 3) 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. 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).
- 4) Currency Conversion**

The remaining bids as corrected for arithmetic errors and as adjusted for discounts shall be converted to a single currency selected by the Evaluation Committee and stated in ITB. The exchange rates to be used in the calculations must be specified in ITB.
- 5) Additions and Analysis of Prices**

(a) 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 the evaluation currency. However, under civil works contracts, missing prices for occasional work items are considered to be included in prices for closely related items elsewhere.

(b) Analysis of Prices

Analysis of unit rates and prices provided by bidders, which are generally components of the Bill of Quantities for civil work contracts, is carried out to verify that the rates and/or prices are not seriously unbalanced in relation to or substantially below the cost estimate. After evaluation of the price analyses, the Evaluation Committee may require that the amount of the performance security be increased at the expense of the successful bidder to a level sufficient to protect the Evaluation Committee against financial loss in the event of default of the contractor.

**6) Priced
Deviations**

As discussed under Determination of Substantial Responsiveness, bids with minor deviations may be considered substantially responsive if their further consideration assigns a monetary cost or penalty to the bid for the purpose of bid comparison, as described in the followings:

- (i) Requests for deviations that are expressed by the bidder in vague terms, such as "we would like an increase in the amount of mobilization advance" or "we wish to discuss changes in the completion schedule" should ordinarily be ignored in bid evaluation. However, a categorical statement by the bidders taking exception to a requirement in the bidding documents should be treated as a deviation;
- (ii) If a bid requires a faster payment stream than specified in the bidding documents, the penalty is based on the prospective benefit to the bidder. This situation assumes use of a discounted cash flow using the prevailing commercial interest rates for the currencies of the bid, unless the ITB foresees the eventuality and specifies a rate;

- (iii) If a bid provides for a delivery or completion that is beyond the date specified in the bidding documents but that is nonetheless technically acceptable to the Evaluation Committee, the time advantage given should be assessed a penalty specified in the ITB or, if one is not provided, based on the rate of liquidated damages specified in the bidding documents.

The deviations should be priced in the evaluation currency.

7) Adjustments

The bid evaluation may take into account of performance, technical or service factors. The Evaluation Committee shall examine plans and schedules of these factors to determine whether they are acceptable or not. These factors shall comprehensively be well arranged for smooth and prompt project implementation. For example:

For plant and equipment contract;

- Time schedule (program of performance)
- Operating and maintenance costs
- Functional Guarantee of the facilities
- Work, services, facilities, etc., to be provided by the Borrower

For goods contract;

- Delivery Schedule
- Operating Costs
- Functional Guarantee of Goods
- Local Handling and Transportation

In case some factors can be converted to monetary terms, 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 and 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 bidding documents, unless specifically provided for in the ITB. The value of adjustments will be expressed in terms of cost, for all works, plant and equipment and most goods contracts, a (*e*) and expressed in the evaluation currency.

8) Domestic Preference

The Procurement Act permits a preference of 10 % for locally manufactured goods over goods, which are imported over those from outside the country.(vide section 39.6 (b)) provided the preference and the method pf application is specified in the bidding documents. No

preference is specified in the Procurement Act for domestic contractors.

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5 . Determination of Award

In the comparison of bids for most contracts procuring goods and services, except for consulting services, the corrected and discounted bid prices, together with adjustments for omissions, deviations, and specified evaluation factors. 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
- Postqualification evaluation, or, if prequalification has occurred, confirmation of prequalification information.

1) 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. The sizes of 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 Evaluation Committee 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.

2) Post qualification

In the case of goods and equipment, if there has not been a pre qualification, the selected, lowest substantially responsive bid should be tested to see if it fulfills all the criteria for post qualification (Procurement Act (sec 9) both in respect of the bidder and the equipment or plant offered. If the bid fails to meet these criteria, it should be rejected and the same test applied on the second ranked bid and so on until the bid meets the criteria and then it should be selected for award. In the case of works, if there had been a pre qualification, the bid must be tested again if it continues to meet the qualification criteria in respect of experience, resources etc. If due to change of circumstances such as the firm taking on additional new work or change in corporate structure in the case of JV, the firm no more qualifies, the bid

should be rejected and the test applied on the next ranked and so on.

3) Alternative Bids

The ITB may request or allow the Evaluation Committee 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.

Calculations for the evaluation of alternatives should be provided in an attachment to the report.

4) 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 discounts), and acceptance by the Evaluation Committee 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. *Annex II, Table 10* should be filled out to establish the actual amount of the contract award.

The Evaluation Committee may consider rejection of all bids, with prior concurrence by NPTA, 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.

5) Report Submission

The Bid Evaluation Committee is responsible for the examination, evaluation and comparison of the bids received and for the preparation of the Bid Evaluation Report.

The Evaluation Committee uses only the evaluation criteria outlined in the tender documents, evaluate all tenders, determine which tenderer has submitted the lowest evaluated tender, and convey its recommendation to the procuring entity within a reasonable period of time, but not longer than fourteen days.

The procuring entity shall, if it agrees with the Report of the Evaluation Committee, publicly disclose the name of the tenderer identified by the Evaluation Committee as the lowest evaluated tenderer. If the Procuring entity does not agree with the Evaluation

Committee's determination, the procuring entity shall issue an advisory recommendation to the Evaluation Committee regarding which bidder should be the lowest evaluated bidder, which recommendation the Evaluation Committee shall observe.

The cabinet shall have the right to review and approve contracts in excess of G\$ 15 million on the basis of the evaluation report and recommendation provided by the NB. The cabinet may object to a proposed award if it concludes that the PE failed to comply with applicable procedures AND refer the case back to the PE, but not award the contract to any other bidder.. The cabinet may not object later than 21 days after an award

6) Award and Signing of the Contract

Once the evaluation committee has evaluated the bids and made a determination on the lowest evaluated responsive bid, and a decision has been made about the award, the PE should:

- a) request and obtain the competent authority's approval prior to awarding the contract;
- b) not negotiate the award with the successful bidder;
- c) not require the selected bidder to provide performance in excess of that specified in the Bidding Documents;
- d) after approval is received, send notification of the award, a contract form, and a performance security form (indicating the amount of security) to the successful Bidder within the validity of the bid
- e) request the supplier to return the signed contract together with the required performance
- f) security within the time specified in the bidding documents; and
- g) notify unsuccessful Bidders as soon as possible after receiving the signed contract and the performance security.
- h) Send a copy of the award in the prescribed format to the NPTA within 2 days for publication in the NPTA website.

If the successful Bidder fails to return the signed contract or provide the required

Performance security, the PE may require forfeiture of the Bidder's Bid Security; and proceed to offer the contract to the second lowest evaluated Bidder, provided that he is capable of performing

satisfactorily.

Annex I.

Prequalification Evaluation Report Sample Forms

Prequalification Evaluation Report

Name of Project:

Loan No.:

Contract Name:

Identification Number:

Date of Submission:

Format for Prequalification Evaluation Report

Introduction

1. This format is intended specifically to assist in reporting the results of the evaluation of the applications for prequalification. The Evaluation Committee should evaluate the applications received in accordance with the criteria specified in the Prequalification document and prepare a detailed analysis of them. A summary report of this analysis should be submitted for review to the approving authority/ financial institution funding the contract. The summary should address each of the pass-fail criteria set in the prequalification document. Disqualification of the Applicants who fail to meet the criteria should be clearly explained.
2. Tables 1–5 (enclosed) should be adapted to suit specific requirements of the prequalification document. Details of the individual evaluation of those Applicants who were not prequalified or were conditionally prequalified should be furnished clearly with necessary additional attachments. References to pertinent clauses in the prequalification documents should be given as necessary.
3. The summary should make special mention of Joint Venture Applicants in regard to the completeness of their documentation, eligibility requirements including domestic bidder price preference, sharing provisions, and liability of the JV partners.
4. In case the prequalification evaluation includes “slice and package” requirements, the summary should mention the procedure used in the evaluation and show the aggregate total of contract value for which Applicants are considered as prequalified.
5. A checklist for the evaluation summary is given at the end of this document.

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SUMMARY

1. INTRODUCTION

- 1.1 Prequalification Identification and Prequalification Evaluation Committee
- 1.2 Prequalification Process

2. PRELIMINARY EXAMINATION

- 2.1 Prequalification Documents
- 2.2 Verification
 - 2.2.1 *Authorized Sign*
 - 2.2.2 *Power of Attorney for Authorized Person*
 - 2.2.3 *Joint Venture Agreements*
- 2.3 Completeness of Application
- 2.4 Eligibility

3. QUALIFICATION EVALUATION

- 3.1 General Experience
 - 3.1.1 *Annual Turnover*
 - 3.1.2 *Successful Project Experience of Similar Nature and Complexity*
 - a) *Annual Production Rate for the Key Construction Activity*
 - b) *Project Experience in the Country Concerned and in Similar Countries*
- 3.2 Personnel Capabilities
 - 3.2.1 *Experience of Prime Candidate and Alternative for Key Management and Specialist Positions*
- 3.3 Equipment Capabilities
 - 3.3.1 *Type, Characteristics, Minimum Number and Availability of Key Equipment*
- 3.4 Financial Position
 - 3.4.1 *Cash Flow Capacity*
 - 3.4.2 *Soundness of Financial Position*
- 3.5 Litigation History
 - 3.5.1 *Accurate Information on Any Litigation or Arbitration Resulting From Contracts Completed or Under Execution*

4. PROPOSED PREQUALIFICATION DECISION

5. CONCLUSIONS

APPENDICES

<i>Table 1</i>	<i>Identification</i>
<i>Table 2</i>	<i>Prequalification Process</i>
<i>Table 3</i>	<i>Preliminary Pass-Fail Examination of Applicants</i>
<i>Table 4</i>	<i>Qualification Evaluation Summary (Pass-Fail Criteria)</i>
<i>Table 5</i>	<i>Proposed Prequalification Decision</i>

SAMPLE FORMS

Table 1. Identification

Name of project	
Source of Financing	
Loan/ Credit number/ Budget Reference	
Procuring Entity a) name b) address	
Contract number (identification)	
Description of the Works	
Cost estimate	
Method of procurement (check one)	ICB _____ NCB _____ Other _____
Domestic preference allowed	Yes _____ No _____
Proposed contract type	Ad-measurement with BOQ _____ Lump-sum price _____ Others (please specify) _____
Co-financing, if any: a) agency name b) percent financed by agency	_____ _____

Table 2. Prequalification Process

General Procurement Notice - Issue number and date	_____
Specific Procurement Notice (invitation for prequalification) a) name of national newspaper issue date b) name of international publication issue date c) NPTA website	_____ _____ _____
Number of firms notified directly	_____
Prequalification Document a) date of issue to applicants	_____ _____ _____
Number of firms issued documents	_____
Amendments to documents, if any a) list all issue dates	1. _____ 2. _____ 3. _____
Dates of response to requests for clarification	1. _____ 2. _____ 3. _____
Applications submission deadline a) original date b) extensions, if any c) late submissions	_____ _____ _____
Number of applications received	_____

Table 3. Preliminary Pass–Fail Examination of Applications

Name of Applicant	Country ¹	Date of Submission of Application	Completeness, ² Verification ³ of Documentation	Eligibility ⁴	JV Requirements ⁵	Eligibility for Domestic Preference ⁶	Explanation ⁷

1. Place of incorporation (for corporations) or place of registration (for partnerships or individually owned firms).
2. Completeness of documentation: Are the applications offering all of the items and essential information requested? Major deviations to the requirements such as no presentation of financial statements or balance sheets, or failure to present sufficient information on financial means to meet the specified cash requirements may be a basis for a “fail” mark.
3. Verification: Attention should be directed toward deficiencies related to the validity of the application itself. For example: Is the letter properly signed? Are the applications of Joint Ventures signed by each partner in the joint venture? Has a copy of the JVA or Letter of Intent been signed by all JV partners and submitted with the application?
4. Eligibility: Are the Applicants meeting the eligibility requirements stipulated in the Prequalification documents? Attach details if necessary.
5. JV requirements: Is the lead partner of the JV clearly identified and properly authorized? Are the JV’s sharing provisions in compliance with the minimum participation specified? Are all partners in the JV legally liable, jointly and severally, during bidding and execution of the contract?
6. Eligibility for domestic preference, where applicable: Eligibility of applicants to qualify for application of the preference should be assessed on the basis of criteria stated in the Prequalification document.
7. If the application fails preliminary acceptance in one of the column topics or if conditional acceptance has been given, the reasons shall be clearly explained in this Explanation column or in an attachment, as necessary.

**Table 4. Qualification Evaluation Summary
(Pass–Fail Criteria)**

Qualification Topic	Specified Criteria		Application			Explanations ¹
			1	2	etc.	
	(as stated in the Prequalification document)					
1.1 Nationality						
1.2 Conflict of Interest						
1.3 Financial Institution Ineligibility						
1.4 Government Owned Entity						
1.5 United Nation Resolution/ Borrower's (Guyana) country law						
2.1 History of Non-performing contracts						
2.2 Failure to sign contract						
2.3 Pending Litigation						
3.1 Financial Performance						
3.2 Average Annual Construction Turnover						

1. If the Applicant fails a specific criteria or if “pass” has been given, accepting a minor deviation, the reasons shall be clearly explained in the Explanation column or in a separate attachment, as necessary

**Table 4. Qualification Evaluation Summary
(Pass–Fail Criteria)
(cont’d)**

Qualification Topic	Specified Criteria (as stated in Prequalification document)	Application			Explanations ¹
		1	2	etc.	
4.1 General Construction Experience					
4.2 (a) Specific Construction Experience 4.2 (b) Experience in Key Activities					

1. If the Applicant fails a specific criteria or if “pass” has been given, accepting a minor deviation, the reasons shall be clearly explained in the Explanation column or in a separate attachment, as necessary

Table 5. Proposed Prequalification Decision

<p>1. Names of Fully prequalified Applicants</p> <p>i) _____</p> <p>ii) _____</p> <p>iii) _____</p> <p>etc.</p>	
<p>2. Names of Conditionally prequalified Applicants</p> <p>i) _____</p> <p>ii) _____</p> <p>iii) _____</p> <p>etc.</p>	<p>Deficiencies to be rectified to the Employer's satisfaction</p> <p>a)</p> <p>b)</p> <p>etc.</p> <p>a)</p> <p>b)</p> <p>etc.</p> <p>a)</p> <p>etc.</p>
<p>3. Names of Rejected Applicants</p> <p>i) _____</p> <p>ii) _____</p> <p>iii) _____</p> <p>etc.</p>	<p>Reasons for rejection</p> <p>_____</p> <p>_____</p> <p>_____</p>

Annex I-1. Prequalification Evaluation Summary Checklist

1. Attach Identification and Prequalification Process data (Tables 1 and 2)
2. Provide a list of applicants and their countries of origin and place of registration/ inspection as well as the date of submission of their applications (first three columns of Table 3).
3. Provide details on eliminating any applications during preliminary examination (Table 3). Particular attention should be given to issues related to eligibility and JV requirements.
4. Eligibility to qualify for application of the domestic bidder price preference, where applicable, should be assessed and details provided for those Applicants who were considered ineligible.
5. Attach copies of any letters to Applicants requesting clarifications or substantiation of information. Provide copy of responses.
6. Explain the reasons with details for giving a “fail” mark to an Applicant in any of the specified criteria (Table 4). If necessary, include a separate attachment with explanations.
7. Provide detailed reasons for refusing the prequalification of an Applicant.
8. Provide details of the conditional prequalification of applicants with nonmaterial deficiencies to the prequalification requirements.
9. Attach copies of any correspondence from Applicants that raise objections to the evaluation process, together with detailed responses.

Annex II.

Bid Evaluation Report Sample Forms

Bid Evaluation Report and Recommendation for Award of Contract

Name of Project:

Loan No.:

Contract Name:

Identification Number:

Date of Submission :

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- 2.2 Verification
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 - 2.2.2 *Power of Attorney for Authorized Person*
 - 2.2.3 *Joint Venture Agreements*
 - 2.2.4 *Qualification Information*
- 2.3 Eligibility
- 2.4 Bid Security
- 2.5 Completeness of Bid

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- 3.1 Substantial Responsiveness to Commercial Terms and Conditions
 - 3.1.1 *Authorized Sign to Bid Form and Price Schedules*
 - 3.1.2 *Eligibility*
 - 3.1.3 *Bid Security*
 - 3.1.4 *Bid Validity*
 - 3.1.5 *Time for Completion*
 - 3.1.6 *Conditionality*
 - 3.1.7 *Price Adjustment Formulae*
 - 3.1.8 *Others*
- 3.2 Substantial Responsiveness to Technical Requirements
 - 3.2.1 *Scope of Work*
 - 3.2.2 *Quotation for Items in Package*
 - 3.2.3 *Technical Requirements*
 - 3.2.4 *Plans and Schedules of Performance, Technical or Service Factors*
 - [Example for Civil works]*
 - a) *Construction Time Schedule and Sequence of Construction Activities*
 - b) *Construction Method (Site Organization, Key Field Personnel, Construction Facilities)*
 - c) *Quality Control System*
 - d) *Labour and Materials (Subcontracting, Cash Flow)*
 - e) *Safety Measures*

3.2.5 *Alternative Offers*

3.2.6 *Minor Deviations*

4. DETAILED EXAMINATION OF BIDS

- 4.1 Corrections for Errors
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- 4.3 Modifications and Discounts
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- 4.5 Additions and Analysis of Prices
 - 4.5.1 *Additions*
 - a) *Omissions*
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 - 4.5.2 *Analysis of Prices: Examination of Unbalanced Prices*
- 4.6 Priced Deviations
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 - 4.6.2 *Terms of Payment*
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- 4.7 Adjustments

5. DETERMINATION OF AWARD

- 5.1 Cross-Discounts
- 5.2 Qualification
- 5.3 Alternative Bids
- 5.4 Proposed Award

6. CONCLUSIONS

APPENDICES

<i>Table 1</i>	<i>Identification</i>
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<i>Table 6</i>	<i>Corrections and Unconditional Discounts</i>
<i>Table 7</i>	<i>Exchange Rates</i>
<i>Table 8</i>	<i>Currency Conversion</i>
<i>Table 9</i>	<i>Additions, Adjustments, and Priced Deviations</i>
<i>Table 10</i>	<i>Proposed Contract Award</i>

SAMPLE FORMS

Table 1. Identification

1.1 Name of Borrower	
1.2 Loan Agreement (L/A) number	
1.3 Date of effectiveness of L/A	
1.4 Closing date of Bid Submission (a) original (b) revised	
1.5 Name of project	
1.6 Procuring Entity(or other organization responsible for purchase or employment) (a) name (b) address	
1.7 Contract number (identification)	
1.8 Contract type	Lump-sum Unit-price Other
1.9 Contract description	
1.10 Method of procurement (check one)	ICB NCB Other
1.11 Fixed price contract	Yes No
1.12 Cofinancing for the Contract, if any: (a) agency name (b) percent financed by agency	
1.13 Bidding Procedures	Single-Stage: One-Envelope Two -Stage

Table 2. Bidding Process

2.1 Invitation for Bids (a) first issue date (b) latest update (c) name of newspaper	
2.2 Prequalification (if required) (a) number of firms prequalified	
2.3 Bidding Document (a) title, publication date (b) date of issue to bidders	
2.4 Number of firms issued documents	
2.5 Amendments to documents (if any) (a) list all issue date	1. 2. 3. 1. 2. 3.
2.6 Date of pre-bid conference (if any)	

Table 3. Bid Submission and Opening

3.1 Bid submission deadline (a) original date, time (b) extensions, if any	
3.2 Bid opening date, time	
3.3 Record of bid opening date	
3.4 Number of bids submitted	
3.5 Bid validity period (days or weeks) (a) originally specified (b) extensions, if any	

Table 4. Bid Prices (as Read Out)

Bidder Identification			Read-out Bid Price(s)		Bid Security Amount	Modifications or Comments ¹	Name of Representative	Signature
Name of Bidder (a)	City/State or Province (b)	Country (c)	Currency(ies) (d)	Amount(s) (e)				
etc.								

¹ Describe any modifications to the read-out bid, such as discounts offered, withdrawals, and alternative bids. Note also the absence of any required bid security or other critical items. Refer also to Section III, para. 1 herein.

Table 5. Preliminary Examination

Bidder <i>(a)</i>	Verification ¹ <i>(b)</i>	Eligibility <i>(c)</i>	Bid Security <i>(d)</i>	Completeness of Bid <i>(e)</i>	Substantial Responsiveness <i>(f)</i>	Acceptance for Detailed Examination <i>(g)</i>
etc.						

Note: For explanations of headings, see Section III, para. 2 herein. Additional columns may be needed, such as for responsiveness to technical conditions. See example in Annex II-2.

¹ Verification: The points to be covered by verification are (i) whether bid documents have been properly signed or not; (ii) whether power of attorney for the authorized person has been submitted or not; (iii) whether joint venture agreements, if required, are submitted or not; (iv) whether documents, required to assess the post qualification of a bidder with respect to its financial and technical capability to undertake the contract, have been provided or not.

Table 6. Corrections and Unconditional Discounts

Bidder	Read-out Bid Price(s)		Corrections		Corrected Bid Price(s)	Unconditional Discounts ²		Corrected/Discounted Bid Price(s)
	Currency(ies)	Amount(s)	Computational Errors ¹	Provisional Sums		Percent	Amount(s)	
(a)	(b)	(c)	(d)	(e)	(f) = (c) + (d) - (e)	(g)	(h)	(i) = (f) - (h)
etc.								

Note: Only bids accepted for preliminary examination (Table 5, column g) should be included in this and subsequent tables. Columns *a*, *b*, and *c* are from Table 4 (columns *a*, *d*, and *e*, respectively).

¹ Corrections in column *d* may be positive or negative.

² If the discount is offered as a percent, column *h* is normally the product of the amounts in columns *f* and *g*. Refer to Section III para. 4-3). If the discount is provided as an amount, it is entered directly in column *h*. A price increase is a negative discount.

Table 7. Exchange Rates

Currency Used for Bid Evaluation:

Effective Date of Exchange Rate:

Authority or Publication Specified for Exchange Rate:

Note: Attach copy of exchange rates provided by specified authority or publication.

Table 8. Currency Conversion

Specify Evaluation Currency:

Bidder <i>(a)</i>	Currency(ies) of Bid <i>(b)</i>	Corrected/Discounted Bid Price(s) <i>(c)</i>	Applicable Exchange Rate(s) <i>(d)</i>	Evaluation Currency	
				Bid Price(s) <i>(e) = (c) x (d)</i>	Total Bid Price <i>(f)</i>
etc.					

Table 9. Additions, Adjustments, and Priced Deviations

Specify Evaluation Currency:

Bidder <i>(a)</i>	Corrected/Discounted Bid Price ¹ <i>(b)</i>	Additions ² <i>(c)</i>	Priced Deviations ² <i>(d)</i>	Adjustments ² <i>(e)</i>	Total Price <i>(f) = (b) + (c) + (d) + (e)</i>
etc.					

¹ Column *b* is from either Table 8, column *f*.

² Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to paras. 4-5), 4-6), and 4-7) respectively of Section III.

Table 10. Proposed Contract Award

1. Lowest evaluated responsive bidder (proposed for contract award). (a) name (b) address		
2. If bid from joint venture, list all partners, nationalities, and estimated shares of contract.		
3. Principle country(ies) of origin of goods/materials.		
4. Estimated date (month, year) of contract signing.		
5. Estimated delivery to project site/completion period.		
	Currency(ies)	Amount(s)
6. Bid Price(s) (Read-out) ¹		
7. Corrections for Errors ²		
8. Discounts ³		
9. Other Adjustments ⁴		
10. Proposed Award ⁵		
11. Disbursement Category ⁶		

¹ From Table 6, columns *b* and *c*.

² From Table 6, column *d*.

³ From Table 6, column *h*. Include any cross-discounts. See Section III, para. 5-1).

⁴ All adjustments should be explained in detail.

⁵ Sum of the prices in Items 6–9.

⁶ From the Loan Agreement.

Annex II-1. Bid Opening Checklist

(To be filled out for each bid as it is read out)

Contract Reference:

Bid Opening Date:

Time:

Name of Bidder:

- (a) Is outer envelope of bid sealed?
- (b) Is bid form completed and signed?
- (c) Expiration date of bid:
- (d) Is documentary authority for signing enclosed?
- (e) Amount of bid security (if required): (state currency)
- (f) Describe any “Withdrawal” or “Modification” submitted
- (g) Describe any alternative bid made:
- (h) Describe any discounts or modifications offered:
- (i) Additional comments:²
- (j) Name of bidder or representative present:
- (k) Total bid price: (list currencies and amounts or percentages)³

Signature of responsible official:

Date:

² Read out and record model numbers of equipment.

³ If bid is for a package of contracts, the price for each lot or item should be read out.

Annex II-2. Preliminary Examination

Bidder	Verification	Eligibility	Bid Security	Completeness of Bid	Substantial Responsiveness	Acceptance for Detailed Examination
Bidder A	Yes	Yes	Yes	Yes	Yes	Yes
Bidder B	No ¹	Yes	Yes	Yes	Yes	No
Bidder C	Yes	Yes	Yes	Yes	Yes	Yes
Bidder D	Yes	Yes	No ²	No ³	Yes	No
Bidder E	Yes	No	No ⁴	Yes	Yes	No
Bidder F	Yes	Yes	Yes	Yes	Yes	Yes
Bidder G	Yes	Yes	Yes	Yes	Yes	Yes
Bidder H	Yes	Yes	Yes	Yes	Yes	Yes

¹ Joint venture agreement missing.

² Bid security not in freely convertible currency.

³ Does not include cost for required disposal of hazardous wastes found at the site.

⁴ Required validity period of security not met (8 weeks instead of 12 weeks).

Annex II-3. Bid Evaluation Summary Checklist

1. Attach bid opening record, if not previously submitted (Section III, para. 1, 2).
2. Explain any inconsistencies between prices and modifications to prices read out at bid opening (and written into the record) and presented in Table 4.
3. Provide details on eliminating any bids during preliminary examination (Table 5). Copy select pages from bids, as desirable, to show examples of objectionable features.
4. If provisional sums in Table 6 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 7 and used in Table 8.
6. The additions, adjustments, and priced deviations in Table 9 require detailed explanations where they may affect the ranking of bidders.
7. Explain any cross-discount (Section III, para. 5.1)) 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 (Section III, para. 5. 2)).
9. If an alternative bid is accepted, provide a detailed explanation of the reasons for its acceptance, addressing issues of timeliness, performance, and cost implications (Section III, para. 5. 3)).
10. An attachment to Table 10 should explain adjustments to the price provided on line 9, "the Adjustment". Explain any changes to scope of bid and contract conditions.
11. Attach copies of any letters to bidders requesting clarifications. Provide copies of responses.
12. Submit bid evaluation with separate evaluation report from the consultant, if one was commissioned.
13. Ensure that the bid evaluation report is double-checked, paginated, and complete..
14. Send by courier or by other swift means.

