ANNEX GEN 15-4: Evaluation Report for Open Tenders

# Project: <name and reference>

**Contract: <contract title>**

**Tender reference no.: < >**

**Closing Date for submission of tenders: < >**

**Number of tenders received: < >**

**Date of evaluation: < >**

**Procurement Committee:**

Member – <insert title and name>

Member – <insert title and name>

Member – <insert title and name>

**Contents of this report:**

1. Time table
2. Tender opening form and list of participants
3. Prepatory session
4. Administrative compliance
5. Technical compliance
6. Financial evaluation
7. Conclusion
8. Signature of the Procurement Committee

Annexes attached to this report: a) List of participants at the tender opening,

b) Tender Opening Form,

c) Declaration(s) of Impartiality and Confidentiality,

d) Evaluation Grid from each member of the Procurement Committee.

**1. Time table :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Time** | **Venue** |
| **Preparatory session** |  |  |  |
| **Deadline for the submission of tenders** |  |  |  |
| **Tender opening session** |  |  |  |
| **Evaluation session 1** |  |  |  |
| **Evaluation session 2** |  |  |  |
| **Etc.** |  |  |  |

**2. Tender opening session**

Prior to the opening the procurement advisor checked that all tender envelopes should be numbered and verified that all tender envelopes which had been received were available at the tender opening session.

**(Option: If any tenderers withdrew their tenders)**

The following tenderers withdrew their tenders before the opening:

|  |  |  |
| --- | --- | --- |
| **Tender envelope No.** | **Tenderer name** | **Reason (if known)** |
|  |  |  |
|  |  |  |

**(Note: delete option if not required)**

**3. Preparatory session**

Procurement advisor described to the Procurement committee (and observers, if any) the scope of the proposed contract and summarises the essential features of the tender procedure to date, including the Evaluation Grid.

**4. Administrative compliance**

After the tender opening the Procurement Committee used Part A of the Evaluation Grid to identify, which tenderers were found to be suitable for further evaluation.

The Procurement Committee decided that the following tenders were administratively non-compliant and should not be considered further:

| **Tender envelope No.** | **Tenderer name** | **(option: Lot number[[1]](#footnote-1)\*)** | **Reason** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**5. Technical evaluation – substantial responsive to the tender dossier**

Each evaluator on the Procurement Committee used the attached Evaluation Grid to assess the compliance of each of the tenders with the technical requirements (technical data form) of the tender dossier and substantial compliance of the other terms of the tender.

**(Option: If clarifications were requested from any tenderers:)**

With the agreement of the Procurement Committee members, the procurement responsible person wrote to the following tenderers whose tenders required clarification, offering them the possibility to respond by <within a reasonable time limit fixed by the Procurement Committee> (all correspondence is attached in Annex <insert>):

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender envelope No.** | **Tenderer name** | **(Option: Lot number\*)** | **Summary of exchange of correspondence** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(Note: delete option if not required)**

After discussing the individual conclusions of the Evaluators, the Procurement Committee concluded that the following tenders were technically non-compliant and should not be considered further:

| **Tender envelope No.** | **Tenderer name** | **(Option: Lot number\*)** | **Reason** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(Note: delete option if not required)**

**6. Financial evaluation**

**(Note: Adjust the below tables in respect to lots, if lots are applicable or not for the specific evaluation)**

The Procurement Committee checked the technically compliant tenders for arithmetic errors.

(Option: If any arithmetic errors were found:)

As stated in the instructions to tenderers, arithmetic errors were corrected on the following basis:

* Where there was a discrepancy between amounts in figures and in words, the amount in words prevailed
* Except for lump-sum contracts, where there was a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted prevailed, except where the Procurement Committee agreed that there was an obvious error in the unit price, in which case the total amount as quoted prevailed
* Where unconditional discounts applied to financial offers for individual lots, the discount was applied to the financial offer

**(Note: delete option if not required)**

The following arithmetic corrections were made:

| **Tender envelope No.** | **Tenderer name** | **Lot number\*** | **Stated financial offer <currency>** | **Arithmetically corrected financial offer <currency>** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The arithmetically corrected financial offers were compared <for each lot> to identify the technically compliant tender with the lowest price <for that lot>.

For each lot, the ranking of the tenders which were not excluded during the evaluation was as follows, in order of the arithmetically corrected financial offers:

| **Tender envelope No.** | **Tenderer name** | **Lot number\*** | **Financial offer** (after arithmetical correction) **<currency>** | **Ranking** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**7. Conclusion**

Consequently, the Procurement Committee recommends that the contract(s) is (are) awarded as follows:

| **Lot number\*** | **Tender envelope No** | **Tenderer name** | **Financial offer** (after arithmetical correction) **<currency>** | **Discount applicable <currency>** | **Contract value <currency>** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

(**\*Note:** Delete column if there are no lots)

**8. Signatures by the members of the Procurement Committee**

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Signature** |
|  |  |  |
|  |  |  |
|  |  |  |

1. \* Delete column if there are no lots. [↑](#footnote-ref-1)