



# **Procurement Policy Office**

**(Established under section 4 of the Public Procurement Act 2006)**

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## **Evaluation Guide (Works and Goods)**

**Procurement Policy Office  
Ministry of Finance and Economic Development  
Port Louis  
22 May 2014**

**AMENDMENTS TO DOCUMENT DATED 22 May 2014**

Section II: **Bid Evaluation Process (Goods and Works)**

Clause 2.5 (b)-K (Amended)

# Foreword

This Guide has been prepared pursuant to section 7(b) of the Public Procurement Act 2006. It is meant to assist in the evaluation of bids for procurement of goods and works, and prequalification of contractors.

Those wishing to submit comments or suggestions on the Guide or to obtain additional information on procurement in Mauritius are encouraged to contact:

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A digital version of this document is available at PPO's web site: <http://ppo.gov.mu>.

# How to use this Guide

1. This evaluation Guide provides step-by-step procedures for the evaluation of bids solicited through International Competition Bidding, Restricted Bidding as well as for National Competition Bidding. This Guide refers to procurement of works and goods, and prequalification of contractors. In all instances, the bidding and evaluation procedures described in the Instructions to Bidders (ITB) and other sections of the actual bidding document should be followed. In case of ambiguities or discrepancies between this Guide and the Bidding document, the provisions contained in the latter will prevail.

2. Bidding is conducted using the Standard Bidding Documents (SBDs) issued by the Procurement Policy Office (PPO) or other Bidding Documents customized with the approval of the PPO where the available SBDs are not appropriate for certain type of procurement. The SBDs currently available cover the procurement of:

- a) Goods(SBDG);
- b) Works contract for amounts up to Rs 400M (SBDW) without prequalification;
- c) Works contract for amounts up to Rs 100M(SBDMW) ;
- d) Large or Complex Works (SBDLW) with or without prequalification;
- e) Design-Build and Turnkey (Single and Two Stage);
- f) Non-consultancy services;
- g) Supply and Installation of Information Systems;
- h) Security services; and
- i) Cleaning services;

New SBDs are issued when needed subject to an initial trial period.

3. Although each of the SBD is different, the ITBs are very similar, particularly for the SBDG, SBDLW, SBDW and SBDMW, the most widely used documents for goods and works. The standard forms and the guidance described in this document are based on those ITBs, as well as on the respective Bid Data Sheets (BDSs), that also provides contract specific information.

4. For the purpose of this Guide, Procuring Entity refers to Public Body as defined in the Public Procurement Act.

5. Readers should note that evaluation and the resulting report need not necessarily be lengthy. Procurement of off-the-shelf goods can usually be quickly and easily evaluated. In general, the complexity of evaluation lies with larger works, specialized goods items and with Design-Build and Turnkey projects. The forms should invariably accompany the evaluation report, but they may be adapted to suit specific requirements of the bidding documents. The report should include a number of attachments to explain details of 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.

6. The Bid Evaluation Reports contained in the annexes to Section II and III are samples for procurement of works and goods and prequalification of contractors that may be adapted to suit specific situations. Readers will appreciate that they are structured in such a manner so as not to miss any step of the evaluation process as defined in the Guide and to provide all relevant information that are essential for decision making in the award of contract.
7. 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 bidder, or as sub-packages of one or more lots to several bidders. In such instances the bid evaluation is to be done separately, including any allowances for domestic preference, for each lot, subject to any cross-discounting.
8. Public Officers should study the evaluation forms and the Guide during project preparation, as a supporting document in order to assess the managerial and administrative conditions needed for prequalification and bid evaluation.
9. The Appendices attached to this guide are samples of additional forms that may be useful for preparing records during Bid Opening, Tables for Price Comparison, Salient Features in Technical and Commercial substantive compliances, Eligibility criteria etc..

## Table of Contents

|  | <b>Page</b> |
|--|-------------|
| <b>Section I Evaluation of Applicants for Prequalification</b> | <b>8</b>    |
| <b>Section II Bid Evaluation</b>                               | <b>44</b>   |
| <b>Appendices</b>  | <b>96</b>   |

## Contents

|   |           |
|---|-----------|
| <b>Section I –Evaluation of Applicants for Prequalification .....</b> | <b>9</b>  |
| <b>1. Prequalification Evaluation Principles .....</b>                | <b>9</b>  |
| 1.1 Purpose.....  | 9         |
| 1.2 Evaluation Organization .....                                     | 9         |
| 1.3 Role of Consultants.....  | 9         |
| 1.4 Evaluation Schedule.....  | 10        |
| <b>2. Prequalification Evaluation Process .....</b>                   | <b>11</b> |
| 2.1 Objectives of Prequalification.....                               | 11        |
| 2.2 Evaluation Criteria for Prequalification.....                     | 11        |
| 2.3 Evaluation Procedures .....                                       | 11        |
| 2.4 Evaluation of Joint Venture .....                                 | 17        |
| 2.5 Evaluation of Subcontractors.....                                 | 18        |
| 2.6 Changes in Qualification of Applicants.....                       | 18        |
| 2.7 “Slice and Package” Contracts Evaluation .....                    | 19        |
| 2.8 Relaxation of prequalification criteria .....                     | 23        |
| 2.9 Conditional Prequalification .....                                | 24        |
| 2.10 Prequalification Evaluation Summary .....                        | 24        |
| 2.11 Notification to Applicants (ITA 29.1) .....                      | 25        |
| Prequalification Evaluation Report Sample Forms.....                  | 27        |
| <b>Section II – Bid Evaluation .....</b>                              | <b>45</b> |
| <b>1. General Procedures in Bid Evaluation (Goods and Works).....</b> | <b>45</b> |
| 1.1 Purpose.....  | 45        |
| 1.2 Principles in bid evaluation.....                                 | 45        |
| 1.3 PPO's procedures under competitive bidding .....                  | 48        |
| <b>2. BID EVALUATION PROCESS (Goods and Works) .....</b>              | <b>50</b> |
| STAGE 1: COLLECTION OF INFORMATION .....                              | 50        |
| 2.1 Basic Data .....  | 50        |
| 2.2 Record of Bid Opening .....                                       | 50        |
| 2.3 Preparation of Table of Bidders and bid Prices .....              | 50        |
| STAGE 2: PRELIMINARY EXAMINATION.....                                 | 50        |
| 2.4 Completeness .....  | 50        |
| 2.5 Determination of Substantial Responsiveness .....                 | 51        |
| 2.6 Preparation of Table of Substantive Responsiveness of Bids.....   | 54        |
| STAGE 3: DETAILED EVALUATION OF BIDS.....                             | 55        |
| 2.7 Corrections and Unconditional Discounts .....                     | 55        |
| 2.8 Determination of Number of Bids for Detailed Evaluation.....      | 56        |
| 2.9 Detailed Evaluation Process .....                                 | 56        |

|      |   |           |
|------|---|-----------|
| 2.10 | Financial Adjustments of Bid Price for Priced deviation (Commercial Aspects)..... | 57        |
| 2.11 | Financial Adjustment of Bid Prices (Technical Aspects).....                       | 58        |
| 2.12 | Detailed Evaluation of Bids for Civil Works Contract.....                         | 60        |
|      | <b>STAGE 4: DETERMINATION OF THE LOWEST EVALUATED</b>                             |           |
|      | <b>SUBSTANTIALLY RESPONSIVE BID.....</b>  | <b>62</b> |
| 2.13 | Determination of award of Contract .....  | 62        |
| 2.14 | Determination of contract amount .....  | 63        |
|      | <b>Appendices.....</b>  | <b>97</b> |



# **Section I –Evaluation of Applicants for Prequalification**

## **1. Prequalification Evaluation Principles**

### **1.1 Purpose**

The successful execution of contracts for complex works, large buildings, civil engineering, supply and installation, turnkey, design and build projects requires that contracts be awarded only to firms, or combinations of firms:

- (a) that are suitably experienced in the type of work and construction technology involved;
- (b) that are financially and managerially sound; and
- (c) that can provide all the equipment required in a timely manner.

The purpose of the evaluation is to select firms that are suitable to carry out a particular contract **prior** to being invited to submit their bid.

### **1.2 Evaluation Organization**

Public Bodies also referred to as Employer for works contract shall conduct prequalification of bidders as applicable. To that effect, the Employer shall appoint qualified resource persons to form part of the Evaluation Team. Any shortcoming at evaluation stage may be subject to Challenge and Review from Applicants, resulting into re-evaluation, delays and additional cost.

The Procuring Entity, in observance of best practices, shall:

- maintain the prequalification evaluation process confidential;
- reject any attempt or pressure to bias the evaluation, including through fraud and corruption;
- strictly apply the qualification criteria specified in the Prequalification Document (PQD) Section III, Qualification Criteria and Requirements; and
- conduct the evaluation process on the basis of fairness and impartiality.

The personal details of the members of the Evaluation Team should be provided in the evaluation report, i.e., each member's name, position in the Team, the name of company/institution they are associated to, and so forth.

### **1.3 Role of Consultants**

When a Consultant is employed for the purpose of assisting the Procuring Entity in evaluating applicants for prequalification and/or for evaluating bids, the Procuring Entity is required to maintain sufficient communication with the Consultant during evaluation process. The Evaluation Report prepared by the Consultant must be fully understood by members of the Evaluation Team, and clarifications can be made by the Consultant to the Evaluation Team members, if so requested. For this purpose, it is strongly recommended that the Consultant be available to the Evaluation Team.

In the case of difference of opinion between the Evaluation Team and the Consultant on any important matters concerning the evaluation results, the final evaluation report must clearly state those differences.

#### **1.4 Evaluation Schedule**

The scheduled bid invitation date should be indicated in the Prequalification Documents. The prequalification result must be communicated to the applicants within the number of days from the date of submission, as indicated in the “Instructions to Applicants” but in no case later than sixty (60) days after the date of submission of applications.

The scheduled award date should also be indicated in the Bidding Documents, and any extension of bid validity should be avoided. The Procuring Entity should complete the evaluation of bids within the bid validity period stipulated in the Bidding Documents. The recommended validity period should normally not be longer than one hundred and twenty (180) days in case of major procurement contracts.

## **2. Prequalification Evaluation Process**

### **2.1 Objectives of Prequalification**

Prequalification of firms is required for large or complex works contracts. This is followed by a closed competitive bidding procedure in which only those firms meeting specified prequalification criteria are invited to submit a bid. In line with the provisions of the Public Procurement Act of the Republic of Mauritius, all applicants meeting the specified criteria shall be allowed to bid. Therefore, prequalification should not be used to limit competition to a predetermined number of potential bidders.

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

The procedures described hereunder make references to the sections and forms contained in the Standard Prequalification Document presently in use.

### **2.2 Evaluation Criteria for Prequalification**

The evaluation criteria shall be as specified in the prequalification document and they should not be changed during the Prequalification Evaluation process.

### **2.3 Evaluation Procedures**

**Stage-1, “Preliminary Examination”**, is to assess the document formality required in the Prequalification Documents for each applicant. It is necessary to confirm one by one, whether the submitted documents and their format are in conformity with the requirement.

Applicants who are otherwise substantially responsive in their applications may be allowed to promptly rectify minor omissions related to submission of data, information of a factual or historical nature, to confirm their status. The information required shall be related to the following:

(a) Place of incorporation and place of registration (for firms).

(b) Completeness of documentation: Are the applications offering all of the items and essential information requested? 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 financial situation criteria may be a basis for a “fail” mark.

(c) 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 JV Agreement or Letter of Intent been signed by all JV partners and submitted with the application?

(d) Eligibility: Is the applicant from an eligible source country stipulated in the Prequalification Document? (See ITA 5.5). Is the applicant free from conflict of interest? (See ITA 5.6). Has the applicant not been determined to be ineligible by the Procurement

Policy Office (PPO) or otherwise defined in the Prequalification Document? (See ITA 5.7 and 5.8)

(e) JV requirements: Is the lead partner of the JV clearly identified and properly authorized? Are all partners in the JV legally liable, jointly and severally, during bidding and execution of the contract?

If the application fails in preliminary acceptance the reasons shall be clearly explained.

**Stage-2, “Qualifications Assessment”** is to examine whether submitted documents comply with the qualifications criteria by using pass-or-fail assessment. In principle, an applicant is to be disqualified if it does not satisfy anyone of the qualification criteria.

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

(1) *Eligibility*

➤ Nationality

The Applicant shall be from an eligible source country as stipulated in the Prequalification document.

➤ Conflict of Interest

The Applicant should not be undertaking assignments that would conflict with its participation as bidder in the procurement process.

➤ Ineligibility

(a) The applicant, that has been determined to be ineligible by PPO or as per other criteria contained in the prequalification document shall not be awarded a contract.

(b) Applicants appearing in the debarred and cross-debarment lists issued by African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank Group and the World Bank Group shall be ineligible for prequalification.

(2) *Historical Contract Non-Performance*

➤ History of Non-Performing Contracts

Non-performance of a contract did not occur within the last number of years specified in the Prequalification Documents, prior to the deadline for application submission based on all information on fully settled disputes or litigation.

➤ Suspension based on the execution of Bid Securing Declaration

Applicants suspended based on the execution of Bid Securing Declaration or any other ground as provided for in the Disqualification and Debarment Regulations

may be considered conditionally prequalified subject to the findings of the Procurement Policy Office within a reasonable delay.

➤ Pending Litigation

An analysis of pending litigation for the period specified in the prequalification document may highlight any risk in its financial situation assuming that all pending litigation will be resolved against the Applicant.

➤ Litigation History

An analysis of litigation history of the Applicant, for the number of years specified in the prequalification document, may indicate the Applicant's unacceptable behavior in execution of contracts.

**The Analysis of Litigation History (Section III-2)**

1. The execution of any construction contract will normally result in the payment by the Procuring Entity of a number of reasonable claims from the Contractor, e.g., for defaults of the Project Manager, delays, unforeseeable ground and climatic conditions, etc. However, some Contractors have an established business practice of bidding low to obtain award of contract; and then flooding the Procuring Entity with excessive or frivolous claims to increase their income. Procuring entities should be on guard against any Contractor who habitually resorts to excessive claims, arbitration, and litigation in the execution of contracts.

2. Applicants with a consistent and significant history of excessive contract arbitrations and litigation resulting in awards or decisions against them should not be qualified to bid. For the litigation history to be evaluated, applicants should be required to list all contracts over a stated period of time (normally five years) that resulted in litigation or arbitration proceedings, with an indication of the matters and amounts in dispute, the parties involved, and the resolution of the dispute.

3. The criterion for rejection should be that of numerous arbitral awards or court decisions **against** the Applicant in relation to awards **for** the Applicant, taking the number and amount of contracts executed. As an indicative example, the occurrence of one or two adverse cases over five years for a Contractor handling, on average, ten construction jobs simultaneously, should not be a cause for rejection. If dispute resolution is found to be relatively frequent in the business of the Applicant, it may indicate an attitude of the management of the firm that could be dangerous for the Procuring Entity if the Applicant were awarded the contract, and further investigation with previous Public Bodies may be warranted.

**(3) *Financial Situation***

➤ Financial Performance

The Applicant shall submit audited balance sheets<sup>1</sup> or if not required by law in Applicant's country, other financial statements as defined in the Prequalification

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<sup>1</sup> In case of an applicant that is a parent company/corporation having capital ties with its sister companies, the submission of its consolidated balance sheets should be required.

Documents, for the last number of years specified in the Prequalification Documents, to demonstrate the current soundness of the applicant's financial position and its prospective long term profitability.

As a minimum requirement, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.

### **The Assessment of Financial Situation and Performance (Section III-3.1)**

#### General Information

1 The purpose of assessing the financial soundness of the Applicants is to reassure the Employer that the individual Applicant's financial standing as a whole does not have structural weaknesses that may result in the Applicant's financial inability to perform, and to give an indication of the scope and value of the work the Applicant would be able to undertake. To place a detailed analysis in context, it is necessary to look at trends in key figures over a number of years and to make comparisons of the firm's annual activities to the same firm's results from previous years.

2 Because of differing international accounting practices and tax laws, published information on the financial position of companies and financial ratios derived therefrom do not provide a uniform and satisfactory basis to compare the financial standing of an Applicant with other Applicants for prequalification purposes. Nevertheless, audited financial statements or balance sheets should be sought as a general guide to the financial situation of the Applicant. Firms owned by individuals and partnerships may not be required to maintain audited accounts by the laws of their countries of origin. In such cases, balance sheets should be certified by a registered accountant or as required by law and supported by tax returns.

3 In any case, the Employer should require Applicants to provide the following background information to support the presentation in the Information Forms:

- audited or certified financial statements for the last five years or for the period stated in the Section III-3.2, supported respectively by audit statements or tax returns; and
- names and addresses of the Applicant's banker(s), as well as the names and addresses of clients or organizations familiar with its financial standing.

#### 4. Development of Indicators and Ratios

The financial information provided by an Applicant should be reviewed in its entirety to allow a truly informed judgment, and the **pass-fail decision** on the financial position of the Applicant should be given on this basis. To assist in this review, the indicators used most frequently are **working capital** and **net worth**. The following table summarizes the financial information of an example firm as would be reported by an Applicant in FIN-3.1, as well as an evaluation by the Employer of the Applicant's **working capital** and **net worth**.

## EXAMPLE

**Financial Information** (US \$ million equivalent)

|  | Actual:<br>previous five years |      |      |      |      |
|--|--------------------------------|------|------|------|------|
|  | 5                              | 4    | 3    | 2    | 1 0  |
| 1. Total assets                                | 18.5                           | 19.0 | 20.0 | 23.0 | 25.0 |
| 2. Current assets                              | 12.0                           | 13.0 | 14.5 | 14.0 | 15.0 |
| 3. Total liabilities                           | 9.0                            | 10.5 | 10.0 | 11.0 | 11.5 |
| 4. Current liabilities                         | 7.0                            | 6.5  | 7.0  | 7.5  | 7.8  |
| 5. Profits before taxes                        | 1.4                            | 1.3  | 1.3  | 1.4  | 1.8  |
| 6. Profits after taxes                         | 1.0                            | 0.9  | 0.9  | 1.0  | 1.3  |
| 7. Net worth (1) - (3)                         | 9.5                            | 8.5  | 10.0 | 12.0 | 13.5 |
| 8. Current ratio (2)/(4)                       | 1.7                            | 2.0  | 2.1  | 1.9  | 1.9  |
| 9. Return on equity %<br>(5)/(7 of prior year) |                                | 13.7 | 15.3 | 14.0 | 15.0 |

5 **Working capital** is the difference between current assets and current liabilities, and measures the firm's ability to generate cash in the short term. Current assets are cash and other assets suitable for conversion into cash within one year. Current liabilities are monetary obligations that must be paid out within the current year. To help in the interpretation of the adequacy of **working capital**, the **current ratio**, which compares the current assets with the current liabilities, is more helpful than a figure for working capital. In the example, the current ratio of the firm varies from 1.7 to 2.1 over the previous five years and the projected ratios for the next two years are also within this range. This indicates that the firm has had a consistent record of its working capital with at least \$1.7 in current assets to back each dollar of its current liabilities. Construction firms normally have small inventories and accounts receivable are easy to collect; they can therefore operate safely with a low current ratio. The example firm appears healthy from its **working capital** point of view.

6 **Net worth** or **net equity** is the difference between total assets and total liabilities. The **net worth** measures a firm's ability to produce profits over the long run as well as its ability to sustain losses. Although the yearly figures for the **net worth** indicate the growth of the firm, the **return on equity** gives a better indication of the efficiency with which equity is employed within the firm. This is obtained by dividing the annual profit before taxes by the net worth of the previous year and expressed as a percentage. In the example, for every dollar of equity, the firm made 13.7 to 15.3 cents during the five-year period. The example firm shows a rather consistent net worth record.

7 Any discontinuities or abnormal features in the above indicators or ratios should alert the Procuring Entity to potential financial problems and the need to seek expert professional advice for further review and interpretation.

➤ Average Annual Construction Turnover

Minimum average annual construction turnover of the amount in Mauritian Rupees (or its equivalent in USD) specified in the Prequalification Documents, calculated as total certified payments received for contracts in progress or completed, within the last number of years specified in the Prequalification Documents.

The minimum percentage requirement given to this criterion for Joint Ventures is detailed in section 2.4 below.

*Average Annual Construction Turnover (sub-criterion 3.2)*

The Applicant's general capabilities in managing construction contracts should be related to its record of the Applicant's recent experience and the value of work undertaken. Experience requirements should be stipulated as a minimum annual value of general construction work carried out over a stated period (normally five years), calculated by applying an appropriate multiplier to the projected annual construction rate on the subject contract. The recommended multiplier is 1.0 for a one off contract.

**Example: Estimating required minimum "Average Annual Turnover"**

|   |                |
|---|----------------|
| Subject Contract                          |                |
| Description :                             | Port Facility  |
| Estimated Cost (Including contingencies): | US \$ 120m     |
| Duration:                                 | 4 years        |
| Contract:                                 | SBDW Unit Rate |

(i) Average expected annual construction billings (turnover), assuming a straight-line projection: US \$ 120 ÷ 4 = US \$ 30m per year.

(ii) Applying the normal multiplier of 1  
Required minimum turnover: US \$ 30m × 1 = US \$ 30m per year.

**The principle of a multiplier shall apply for the award of a one-off contract but not for the cumulative value of contracts based on rates or under Framework Agreement where works are allocated on as and when required basis at agreed fixed rates or following mini competitions.**

(4) *Experience*

➤ General Construction Experience

Experience under construction contracts in the role of contractor, subcontractor, or management contractor <sup>2</sup>for at least the last number of years specified in the Prequalification Documents, prior to the application submission deadline, and with activity in at least nine (9) months in each year.

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<sup>2</sup> A management contractor is a firm which takes on the role of contract management as a "general" contractor of sort could do. It does not normally perform directly the construction work(s) associated with the contract. Rather, it manages the work of other (sub) contractors while bearing full responsibility and risk for price, quality, and timely performance of the work contract.



➤ Specific Construction Experience

(a) Experience exclusively in the role of prime contractor, in at least the number of contracts specified in the Prequalification Documents, within the last number of years specified in the Prequalification Documents, that have been successfully and substantially completed and that are similar to the proposed works.

(b) For the above or other contracts executed during the period stipulated in (4) above, a minimum construction experience, as prime contractor, management contractor, or subcontractor, in the key activities specified in the Prequalification Documents.

*Similar Construction Experience (Sub-criterion 4.2)*

Applicants should demonstrate that they have successfully carried out works, substantially of a nature, size, value, and complexity similar to that of the contract in question. There are two principal criteria for prequalification.

(a) The Applicant should have carried out similar works of a size comparable to that of the package of Works for which prequalification is sought. Depending on the nature of the Works to be bid, the requirement should be for the Applicant to have completed or substantially completed one or more contracts each of an amount (not less than about 80 per cent) close to that of the proposed contract, over the last five to ten years.

(b) The Applicant (or a subcontractor designated in Forms ELI-1.2 and EXP4.2b) should have performed operations of a volume, quality, and rate of execution similar to those required for the timely completion of the subject contract. For example, where large-volume earthmoving, tunnelling, or concrete placing is involved, the Applicant should demonstrate experience in those operations, having performed them at the rates necessary to meet a percentage (e.g., 80 per cent) of the estimated monthly peak and/or annual rates required for the subject contract.

Applicants should not be required to have had direct experience in Mauritius or the region, but only under similar climatic, geological, and other general conditions.

The Employer shall decide if the experience of the Applicant shall be accepted under only one contract or under different contracts. The prequalification criteria shall be set accordingly. For example, for highway construction, which includes structures such as bridges, the Applicant may be required to have experience in construction of highways and bridges. It is possible that the experience for these be required under a single contract (highways and bridge construction together in a same contract) or under different contracts (a separate contract for highway construction and separate for bridge construction). In certain other cases, it may be necessary to have separate contracts awarded for highways and bridges in which case the prequalification shall be carried out separately.

## **2.4 Evaluation of Joint Venture**

The evaluation for joint ventures is to be conducted based on the following method, as described in *Annex I, Table 4*.

## (a) JV Compliance Requirements

## (i) All Partners Combined

“All Partners Combined” represents the status in which all JV members shall be deemed to be combined as “one applicant” and the JV shall be considered responsive to the qualification requirements stipulated in the Prequalification Documents on the condition that any members of the JV meet the qualification criteria, even though one or more of the members in the JV fail to meet them. This JV compliance requirement is applied in the situation where the prequalification requirements are relatively rigid and each member of the JV is not necessarily expected to meet the criteria as long as all members of the JV meet them as a whole.

## (ii) Each Partner

Each member of the JV shall individually meet the qualification criteria stipulated in the Prequalification Documents. This JV compliance requirement aims at ensuring a particular level of the technical or financial capacities of all members of the JV, while avoiding the situation where any individual member of the JV does not meet the prequalification requirements.

## (iii) At Least One Partner

This JV compliance requirement is applied when at least one member of the JV, who can be a leading member of the JV in terms of its technical or financial capacities in executing the contract, shall meet the qualification criteria stipulated in the Prequalification Documents.

## (b) JV Minimum Percentage Requirements

Only for “Average Annual Construction Turnover” of Financial Situation stipulated *in 3.2 of Annex I, Table 4*, the following minimum percentage requirements of the JV members shall be applied;

(i) Each member of the JV is required to meet individually a particular percentage (usually not less than 25%) of the qualification requirements.

(ii) At least one member of the JV is required to meet a particular percentage (usually not less than 40%) of the qualification requirements.

**2.5 Evaluation of Subcontractors**

Only the qualifications of subcontractors in charge of key activities of the works, that have been clearly identified in the application, may be considered in the application of an applicant if so specified in the PQD for “Specific Construction Experience” criterion, as stipulated in *4.2 (b) of Annex I, Table 4*.

**2.6 Changes in Qualification of Applicants**

Any change in the structure or formation of an applicant after being prequalified and invited to bid shall be subject to a written approval of the Procuring Entity prior to the deadline for submission of bids. Any such changes shall be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation for Bids. Such approval shall be denied if as a consequence of the change;

- (a) the prequalified applicant, after the change, no longer substantially meets the qualification criteria set forth in *Annex I, Table 4*, or
- (b) in the opinion of the Procuring Entity, a substantial reduction in competition may result.

## 2.7 “Slice and Package” Contracts Evaluation

In case of prequalification for “slice and package” contracts, the Procuring Entity will prequalify each applicant for a maximum contract value (bidding capacity). An applicant shall be allowed to bid for any contract within its bidding capacity. However, it may only be awarded a maximum number of contracts for which it meets the aggregated requirements of such contract combination (award capacity).

### *Single and Multiple Contract Evaluation (Slice and Package)*

#### 1.1 Single Contract Evaluation (Slice)

- (a) The average annual amount of the Applicant’s past turnover on general construction stated by the Applicants in FIN-3.2 should be equal to or greater than that stated in Section III-3.2. If there has been a downward trend in turnover in more recent years over the specified period, a clarification should be sought by the evaluator with a view to a possible weighting of the more recent years in determining the annual average (see example below).

Example:

| Year   | Turnover                            | US\$ equivalent<br>(\$m) |
|--|-------------------------------------|--------------------------|
| 1. 2003 (to end of June)                               | (completed in different currencies) | 20                       |
| 2. 2002  | “                                   | 40                       |
| 3. 2001  | “                                   | 80                       |
| 4. 2000  | “                                   | 120                      |
| 5. 1999  | “                                   | 100                      |
| Totals: 4.5 years                                      |                                     | \$360m                   |
| Average T/O p.a : $360 \div 4.5 =$                     |                                     | \$80m p.a.               |
| Minimum Average Requirement stated in Section III-3.2: |                                     | \$60m p.a.               |

**Note:** Although appearing to pass the qualifying criterion, the Applicant has only averaged \$56m/p.a. ( $140 \div 2.5$ ) in the last two and one-half years, with decreasing turnover. In such cases, the Procuring Entity should make a thorough investigation of the financial soundness of the Applicant (from data submitted with FIN-3.1) and, failing a satisfactory resolution, the Applicant could be disqualified.

The particular experience on similar contracts, and minimum key production rates (number of contracts) as stated in Section III-4.2, should be compared with information provided in EXP-4.2a and 4.2b. The contribution of named specialist subcontractors may be a factor in satisfying these criteria.

## 1.2 Multiple Contract Evaluation (Package)

### Alternative I

If Applicants have applied for prequalification on more than one particular contract, the procedure in “(1.1) Single Contract Evaluation (slice)” above may be used for evaluation by aggregating the specific requirements for each contract, and comparing the totals of different combinations with the information provided in relevant forms.

### Alternative II<sup>3</sup>

The procedure uses the basic information supplied by Applicants to assess the threshold limits (ceilings) for the aggregated total of contract value (or bidding capacity) for which Applicants are considered pre-qualified by the Employer.

The information provided by the Applicant in FIN-3.2 gives the average annual turnover; this amount is then divided by the multiplier of 1 (the multiplier may from time to time be defined by PPO) as used by the Procuring Entity in Section III-3.2, and gives the limit of annual capacity of the Applicant for construction on the subject contracts.

The information provided in EXP-4.2a and 4.2b regarding similar contracts and the annual/monthly key production rates (number of contracts) may lead to a reduction of the ceiling or condition the prequalification.

After refining the initial maximum annual contract amount in the manner stated above, it should be extended over the duration of individual contracts, or over the average durations for multiple contract construction, to provide an indicator of the Applicant's maximum bidding capacity on individual or a group of contracts.

## 1.3 Determining appropriate aggregate requirements of the Applicant (ITA 26.3)

### (a) Prequalification for one contract

N is the minimum number of contracts

V is the minimum value of a single contract in this lot and is about 80% of the estimated value of respective Contract (Lot).

Option 1: (i) N contracts, each of minimum value V;

Or

Option 2: (i) N contracts, each of minimum value V, Or

(ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than  $N \times V$ ;

---

<sup>3</sup> A similar, simpler, procedure can be used that consists of compiling registers of contractors for different categories of works under National Competitive Bidding procedures

*Example 1:* if the requirement is minimum 3 contracts of minimum value of \$70 million each, the Applicants may be deemed qualified if any one of the following conditions have been met:

- 3 contracts of equal or more than \$70 million each, Or
- 2 contracts including 1 contract of equal or more than \$70 million and 1 contract of equal or more than \$140 million, Or
- 1 contract of equal or more than \$210 million

The following are not acceptable:

- 3 contracts of \$70 million, \$70 million and \$45 million
- 2 contracts of \$70 million and \$110 million
- 1 contract of value \$180 million

(b) Prequalification for multiple contracts

Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the Applicant has applied for as follows, and N1,N2,N3, etc. shall be different contracts:

Option 1: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1,N2,N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

----etc.

Or

Option 2: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1, N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;

Lot 2: N2 contracts, each of minimum value V2;

Lot 3: N3 contracts, each of minimum value V3;

---- etc., Or

(ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than  $N1 \times V1$

Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than  $N2 \times V2$

Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than  $N3 \times V3$

----etc.

Or

Option 3: (i) Minimum requirements for combined contract(s) shall be the aggregate requirements for each contract for which the applicant has applied for as follows, and N1, N2, N3, etc. shall be different contracts:

Lot 1: N1 contracts, each of minimum value V1;  
 Lot 2: N2 contracts, each of minimum value V2;  
 Lot 3: N3 contracts, each of minimum value V3;  
 ----etc, Or

- (ii) Lot 1: N1 contracts, each of minimum value V1; or number of contracts less than or equal to N1, each of minimum value V1, but with total value of all contracts equal or more than  $N1 \times V1$   
 Lot 2: N2 contracts, each of minimum value V2; or number of contracts less than or equal to N2, each of minimum value V2, but with total value of all contracts equal or more than  $N2 \times V2$   
 Lot 3: N3 contracts, each of minimum value V3; or number of contracts less than or equal to N3, each of minimum value V3, but with total value of all contracts equal or more than  $N3 \times V3$   
 ----etc, Or
- (iii) Subject to compliance as per (ii) above with respect to minimum value of single contract for each lot, total number of contracts is equal or less than  $N1 + N2 + N3$  --but the total value of all such contracts is equal or more than  $N1 \times V1 + N2 \times V2 + N3 \times V3$  +---

*Example 2:*

Lot 1: 1 contract (N1) of minimum value of \$120 million (V1) each;  
 Lot 2: 2 contracts (N2) of minimum value of \$70 million (V2) each;  
 Lot 3: 3 contracts (N3) of minimum value of \$30 million (V3) each;

The Applicants may be deemed qualified if any one of the following conditions have been met:

Lot 1: 1 contract of equal or more than \$120 million  
 Lot 2: 2 contracts of equal or more than \$70 million each  
 Lot 3: 3 contracts of equal or more than \$30 million each

Or

Lot 1: 1 contract of equal or more than \$120 million  
 Lot 2: 2 contracts of equal or more than \$70 million, **or** 1 contract of equal or more than \$140 million  
 Lot 3: 3 contracts of equal or more than \$30 million, **or** 2 contracts of equal or more than \$30 million each and total value equal or more than \$90 million, **or** 1 contract of equal or more than \$90 million

Or

Lot 1, 2 and 3:

6 contracts of which 1 contract equal or more than \$120 million, 2 contracts equal or more than \$70 million each, and 3 contracts equal or more than \$30 million each, **or**

5 or less contracts of which 1 contract equal or more than \$120 million, 2 contracts equal or more than \$70 million each, and total of all contracts is equal or more than \$350 million, **or**

4 contracts of which 1 contract equal or more than \$120 million, 2 contracts equal or more than \$70 million each, and total of all contracts is equal or more than \$350 million, **or**

3 contracts of which 1 contract equal or more than \$120 million, 2 contracts equal or more than \$70 million each, and total of all contracts is equal or more than \$350 million, **or**

2 contracts of which 1 contract equal or more than \$120 million, and total of all contracts is equal or more than \$350 million,

**or**

1 contract equal or more than \$350 million

*Example 3:*

Applicants to meet the following conditions:

Contract 1: 2 contracts each of minimum value \$20 million

Contract 2: 2 contracts each of minimum value of \$50 million

Contract 3: 2 contracts each of minimum value of \$42 million

(for combination of contracts applicant shall be required to meet aggregate of the respective requirement for each contract as above)

Alternately, Applicants may be deemed qualified if any of the following conditions have been met:

Contract 1: 1 contract of a minimum of \$40 million.

Contract 2: 1 contract of a minimum of \$ 100 million.

Contract 3: 1 contract of a minimum of \$84 million.(for combination of contracts applicant shall be required to meet aggregate of the respective requirement for each contract as above) Or

Subject to completion of :

2 contracts each of minimum for \$20 million or 1 contract of minimum \$40 million for Contract 1

2 contracts each of minimum \$50 million or 1 contract of minimum \$100 million for Contract 2; and

2 contracts each of minimum \$42 million or 1 contract of minimum \$84 million for Contract 3, the total number of contracts completed is 6 or less for combined qualification of all 3 contracts and total number of contracts completed is 4 or less for combined qualification of any 2 contracts such that the total value of all such contracts is equal or more than \$ 140 million (20x2+50x2) for Contracts 1+2, \$124 million (20x2+42x2) for Contracts 1+3, \$184 million (50x2+42x2) for Contracts 2+3, and \$224 million (20x2+50x2+42x2) for Contracts 1+2+3.

In all the examples above, each substantially completed contract shall be different from the other.

## **2.8 Relaxation of prequalification criteria**

The prequalification criteria should be applied rigidly when prequalification evaluation is carried out. Relaxation of prequalification criteria to favor local firms (e.g., an extremely broad definition of a “similar experience”) or the relaxation of criteria during prequalification

evaluation with justification of ensuring competition is not allowed, in light of “emphasis on quality.”

## **2.9 Conditional Prequalification**

Applicants may not fully meet all the prequalification criteria with their initial applications. Provided the deficiencies do not materially affect the ability of the Applicant to perform the proposed contract, applicants should be conditionally prequalified. In this case, applicants should be notified of the deficiencies that they must correct to the satisfaction of the Employer before submitting their bids.

Typical circumstances for which conditional prequalification of applicants may be appropriate are, inter alia:

- the provision of additional critical information such as cash flow which, in any case, needs to be updated at the time the bids are submitted;
- the revision of a preliminary JV Agreement;
- proposals for subcontracting specialized elements of the Works (unless subcontractors’ qualification are to be considered for the purpose of evaluation and determination of qualification of the Applicant); and
- questionable ability to undertake the subject contract, together with other pending contract awards.

The prequalification process should not restrict competition at the time of bidding. Therefore, it is in the interest of the Employer to qualify larger number of applicants. The Employer shall not reject any Applicant, without giving an opportunity to clarify or furnish a document, when information is lacking in the Application unless the Application has major deficiencies or most of the critical information is lacking.

## **2.10 Prequalification Evaluation Summary**

The Evaluation Team shall prepare a summary report on the evaluation.

- (1) The summary report shall address each of the pass-fail criteria set forth in the prequalification documents and shall include attachments and additional tables to explain details of the individual evaluation of applicants.
- (2) The summary report shall address joint venture applicants in regard to the completeness of their documentation, domestic bidder price preference, sharing provisions and liability of the joint venture partners.
- (3) In case the prequalification evaluation includes “slice and package” requirements, the summary shall mention the procedure used in the evaluation and show the aggregate total of contract value for which applicants are considered pre-qualified by the Procuring Entity.
- (4) Details of conditional pre-qualified applicants should also be submitted.



### **2.11 Notification to Applicants (ITA 29.1)**

If the project is being financed by a donor, the Procuring Entity should await the donor's "no objection" to the proposals in the evaluation summary before notifying Applicants of its decisions. After receiving the donor's no objection (if needed) the implementing agency should notify each disqualified applicant, giving an indication of the reasons for disqualification, and invite all qualified applicants to bid.

The Procuring Entity should:

- notify each Applicant not qualified, giving an indication of the reasons for not being qualified;
- remind a firm prequalified both individually and as member of joint ventures or as sub-contractor that it will not be permitted to bid for the same contract both as an individual firm and as a part of the joint venture or as a sub-contractor. However, a firm may participate as a sub-contractor in more than one bid, but only in that capacity. Bids submitted in violation of this procedure will be rejected;
- remind a firm and its affiliates (that directly or indirectly control, are or controlled by or are under common control with those firms) prequalified that only one pre-qualified applicant will be allowed to bid for the same contract. Bids submitted in violation of this procedure will be rejected; and
- invite all qualified and conditionally qualified Applicants to bid.

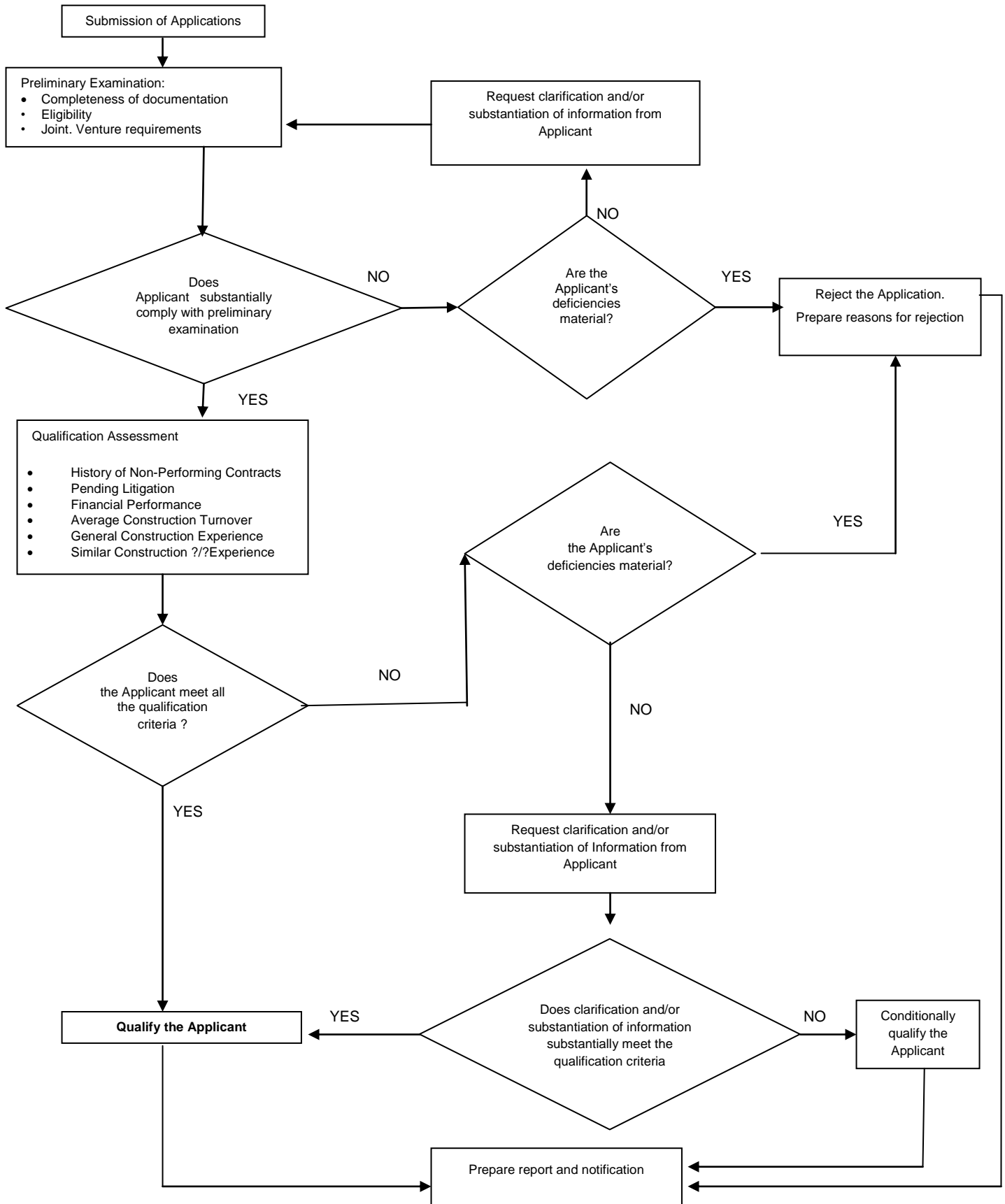
All Applicants, whatever their classification, should be provided with a list of names and addresses of Applicants in the qualified category and those of conditionally qualified one (without disclosing details of the conditions). Generally, conditionally qualified Applicants should be invited to submit a bid upon satisfactory compliance with the related conditions. However, in certain circumstances, they may be invited to bid and provide required information or documents as per the details of conditions along with the bid.

Bid documents should be issued only to pre-qualified Applicants.

Verification of the information provided in the submission for prequalification shall be confirmed at the time of award of contract, and award may be denied to a bidder that is judged to no longer have the capability or resources to successfully perform the contract.

After prequalification, all Applicants are deemed to have the necessary capabilities to carry out the subject contract or contracts. During the bidding period, however, the Employer may be approached for approval to changes in the formation or composition of Applicants prior to bid submission. The provisions of ITA 31.1 should be followed by the Procuring Entity in deciding whether to accept such changes.

### Prequalification Evaluation Flow Chart



**Prequalification Evaluation Report Sample Forms**

# **Prequalification Evaluation Report**

Name of Project:

Procurement Reference No:

**Introduction**

1. This Annex is intended specifically to assist in reporting the results of the evaluation of the applications for prequalification. The Evaluation Team should evaluate the applications received and prepare a detailed analysis of them. A summary report of this analysis should be submitted to the Departmental Tender Committee; the summary should address each of the pass-fail criteria set in the Prequalification Documents and other details referred to in section 2.12 of the Guidelines.
2. Tables 1-5 should invariably accompany the summary, but they may be adapted to suit specific requirements of the Prequalification Documents. The summary should include a number of attachments and additional tables to explain details of the individual evaluation of applicants who were not prequalified. References to pertinent clauses in the Prequalification Documents should be used as necessary.
3. The summary should make special mention of Joint Venture applicants with regard to the completeness of their documentation, eligibility requirements including sharing provision 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 prequalified by the Procuring Entity.
5. A checklist for the evaluation summary is contained hereunder.

## SAMPLE TABLE OF CONTENTS

### 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 Eligibility
    - 3.1.1 *Nationality*
    - 3.1.2 *Conflict of Interest*
    - 3.1.3 *Ineligibility*
  
  - 3.2 Historical Contract Non-Performance
    - 3.2.1 *History of Non-Performing Contracts*
    - 3.2.2 *Suspension based on execution of Bid Securing Declaration*
    - 3.2.3 *Pending Litigation*
    - 3.2.4 *Litigation History*
  
  - 3.3 Financial Situation
    - 3.3.1 *Financial Performance*
    - 3.3.2 *Average Annual Construction Turnover*
  - 3.4 Experience
    - 3.4.1 *General Construction Experience*
    - 3.4.2 *Specific Construction Experience*
  
4. PROPOSED PREQUALIFICATION DECISION
  
5. CONCLUSIONS

*APPENDICES*

*Table 1 Identification*

*Table 2 Prequalification Process*

*Table 3 Preliminary Pass-Fail Examination of Applicants*

*Table 4 Qualification Evaluation Summary (Pass-Fail Criteria)*

*Table 5 Proposed Prequalification decision*

## SAMPLE FORMS

**Table 1. Identification**

|  |   |
|--|---|
| 1.1 Name of Procuring Entity   |   |
| 1.2 Date of effectiveness of Invitation to Applicants  |   |
| 1.3 Closing date of Application Submission<br>(a) original<br>(b) revised                                      |   |
| 1.4 Name of project  |   |
| 1.5 Executing Agency (or other organization responsible for purchase or employment)<br>(a) name<br>(b) address |   |
| 1.6 Contract identification  |   |
| 1.7 Contract type (check one)  | Lump-sum      Unit-price      Other                                   |
| 1.8 Contract description   |   |
| 1.9 Method of procurement (check one)  | ICB                      LIB                      Other               |
| 1.10 Fixed price contract (check one)  | Yes                      No   |
| 1.11 Co-financing for the Contract, if any:<br>(a) agency name<br>(b) percent financed by agency               |   |
| 1.12 Bidding Procedures  | Single-Stage: One-Envelope<br>Single-Stage: Two-Envelope<br>Two-Stage |



**Table 2. Prequalification Process**

|  |   |
|--|---|
| <p>2.1 Invitation for prequalification</p> <p>(a) first issue date</p> <p>(b) latest update</p> <p>(c) name of newspaper</p> |   |
| <p>2.2 Prequalification Document</p> <p>(a) title, publication date</p> <p>(b) date of issue to Applicants</p>               |   |
| <p>2.3 Number of firms which purchased/downloaded documents</p>  |   |
| <p>2.4 Amendments to documents (if any)</p> <p>(a) list all issue dates</p>  | <p>1.                      2.                      3.</p> |
| <p>2.5 Applicants' submission deadline</p> <p>(a) original date, time</p> <p>(b) extensions, if any</p>                      |   |
| <p>2.6 Number of applications submitted</p>  |   |

**Table 3. Preliminary Pass-Fail Examination of Applicant**

| Name of Applicant | Country <sup>1</sup> | Date of Submission of Application | Completeness <sup>2</sup> , Verification <sup>3</sup> of Documentation | Eligibility <sup>4</sup> | JV Requirements <sup>5</sup> | Explanation <sup>6</sup> |
|-------------------|----------------------|-----------------------------------|--|--------------------------|------------------------------|--------------------------|
|                   |                      |                                   |  |                          |                              |                          |

1. Place of incorporation and place of registration (for 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 financial situation criteria 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 JV Agreement or Letter of Intent been signed by all JV partners and submitted with the application?
4. Eligibility: Is the applicant from an eligible source country stipulated in the Prequalification Document? (See ITA 5.5) Is the applicant free from conflict of interest? (See ITA 5.6) Has the applicant not been determined to be ineligible by PPO or otherwise defined in the Prequalification Document? (See ITA 5.7 and 5.8)
5. JV requirements: Is the lead partner of the JV clearly identified and properly authorized? Are all partners in the JV legally liable, jointly and severally, during bidding and execution of the contract?
6. If the application fails in preliminary acceptance in one of the column topics, the reasons shall be clearly explained in this Explanation column or in an attachment, as necessary.

Table 4. Qualification Evaluation Summary

**(Pass-Fail Criteria)**

| Eligibility, Historical Performance, Financial Capability, and Experience |   |  | Compliance Requirements |  |                       |                      | Pass-Fail Results of Applications |   |      | Comments/ Explanations |
|---|---|--|-------------------------|--|-----------------------|----------------------|-----------------------------------|---|------|------------------------|
| No.   | Subject   | Requirement  | Single Entity           | Joint Venture or Association                   |                       |                      | 1                                 | 2 | etc. |                        |
|   |   |  |                         | All Partners Combined                          | Each Partner          | At Least One Partner |                                   |   |      |                        |
| <b>1. Eligibility</b>   |   |  |                         |  |                       |                      |                                   |   |      |                        |
| 1.1   | <b>Nationality</b>                                | Nationality in accordance with ITA Sub-Clause 5.5  | Must meet requirement   | Existing or intended JVA must meet requirement | Must meet requirement | N/A                  |                                   |   |      |                        |
| 1.2   | <b>Conflict of Interest</b>                       | No conflicts of interest in ITA Sub-Clause 5.6   | Must meet requirement   | Existing or intended JVA must meet requirement | Must meet requirement | N/A                  |                                   |   |      |                        |
| 1.3   | <b>Country Ineligibility</b>                      | Not having been declared ineligible by the Republic of Mauritius, as described in ITA Sub-Clause 5.7   | Must meet requirement   | Existing JVA must meet requirement             | Must meet requirement | N/A                  |                                   |   |      |                        |
| 1.4   | <b>Government owned entities</b>                  | Applicant required to meet conditions of ITA Sub-Clause 5.8  | Must meet requirement   | Must meet requirement                          | Must meet requirement | N/A                  |                                   |   |      |                        |
| 1.5   | <b>United Nations resolution or Mauritian law</b> | Not having been excluded as a result of Mauritian laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITA 6.1 | Must meet requirement   | Must meet requirement                          | Must meet requirement | N/A                  |                                   |   |      |                        |

| Eligibility, Historical Performance, Financial Capability, and Experience |   |   |   | Compliance Requirements      |   |                      | Pass-Fail Results of Applications |   |      | Comments/ Explanations |
|---|---|---|---|------------------------------|---|----------------------|-----------------------------------|---|------|------------------------|
| No.   | Subject   | Requirement   | Single Entity   | Joint Venture or Association |   |                      | 1                                 | 2 | etc. |                        |
|   |   |   |   | All Partners Combined        | Each Partner  | At Least One Partner |                                   |   |      |                        |
| <b>2. Historical Contract Non-Performance</b>                             |   |   |   |                              |   |                      |                                   |   |      |                        |
| 2.1   | <b>History of Non-Performing Contracts</b>  | Non-performance of a contract <sup>4</sup> did not occur as a result of contractor's default since 1 <sup>st</sup> January <i>[insert year]</i> .   | Must meet requirement by itself or as partner to past or existing JVA   | Must meet requirement        | Must meet requirement by itself or as partner to past or existing JVA   | N/A                  |                                   |   |      |                        |
| 2.2   | <b>Suspension Based on Execution of Bid Securing Declaration by the Employer named in the IFP</b> | Not under suspension based on execution of a Bid Securing Declaration pursuant to ITA 5.10.   | Must meet requirement   | Must meet requirement        | Must meet requirement   | N/A                  |                                   |   |      |                        |
| 2.3   | <b>Pending Litigation</b>   | Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant | Must meet requirement by itself or as a partner to past or existing JVA | N/A                          | Must meet requirement by itself or as a partner to past or existing JVA | N/A                  |                                   |   |      |                        |

<sup>4</sup> Non-performance, as decided by the Employer, shall include all contracts where (a) non performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

| Eligibility, Historical Performance, Financial Capability, and Experience |                           |   | Compliance Requirements  |                              |   | Pass-Fail Results of Applications |   |   | Comments/ Explanations |  |
|---|---------------------------|---|--|------------------------------|---|-----------------------------------|---|---|------------------------|--|
| No.   | Subject                   | Requirement   | Single Entity  | Joint Venture or Association |   |                                   | 1 | 2 | etc.                   |  |
|   |                           |   |  | All Partners Combined        | Each Partner  | At Least One Partner              |   |   |                        |  |
| 2.4   | <b>Litigation history</b> | No consistent history of court/arbitral award decisions against the Applicant <sup>5</sup> since 1 <sup>st</sup> January [ <i>insert year</i> ] | Must meet requirement by itself or as a partner to past or existing JVA<br>Must meet requirement by itself or as a partner to past or existing JVA | N/A                          | Must meet requirement by itself or as a partner to past or existing JVA | N/A                               |   |   |                        |  |

<sup>5</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in failure of the application.

| Eligibility, Historical Performance, Financial Capability, and Experience |                              |  | Compliance Requirements  |  |  | Pass-Fail Results of Applications |   |   | Comments/ Explanations |  |
|---|------------------------------|--|--|--|--|-----------------------------------|---|---|------------------------|--|
| No.   | Subject                      | Requirement  | Single Entity  | Joint Venture or Association   |  |                                   | 1 | 2 | etc.                   |  |
|   |                              |  |  | All Partners Combined  | Each Partner                                       | At Least One Partner              |   |   |                        |  |
| <b>. Financial Situation</b>  |                              |  |  |  |  |                                   |   |   |                        |  |
| 3.1   | <b>Financial Performance</b> | <p>(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as MUR <i>[insert amount in US\$]</i> for the subject contract(s) net of the Applicants other commitments</p> <p>(ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Applicant's country, other financial statements acceptable to the Employer, for the last <i>[insert</i></p> | <p>Must meet requirement</p> <p>Must meet requirement</p> <p>Must meet requirement</p> | <p>Must meet requirement</p> <p>Must meet requirement</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> <p>Must meet requirement</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p>  |   |   |                        |  |

| Eligibility, Historical Performance, Financial Capability, and Experience |   |  | Compliance Requirements |                              |  |  | Pass-Fail Results of Applications |   |      | Comments/ Explanations |
|---|---|--|-------------------------|------------------------------|--|--|-----------------------------------|---|------|------------------------|
| No.   | Subject                                     | Requirement  | Single Entity           | Joint Venture or Association |  |  | 1                                 | 2 | etc. |                        |
|   |   |  |                         | All Partners Combined        | Each Partner   | At Least One Partner   |                                   |   |      |                        |
|   |   | <i>number</i> ] years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.  |                         |                              |  |  |                                   |   |      |                        |
| 3.2   | <b>Average Annual Construction Turnover</b> | Minimum average annual construction turnover of MUR <i>[insert amount in US\$ equivalent in words and figures]</i> , calculated as total certified payments received for contracts in progress or completed, within the last <i>[insert number]</i> years, <i>[insert number in words]</i> years | Must meet requirement   | Must meet requirement        | Must meet <i>[insert percentage figure]</i> % of the requirement | Must meet <i>[insert percentage figure]</i> % of the requirement |                                   |   |      |                        |

| Eligibility, Historical Performance, Financial Capability, and Experience |   |  |                       | Compliance Requirements      |                       |                      | Pass-Fail Results of Applications |   |      | Comments/ Explanations |
|---|---|--|-----------------------|------------------------------|-----------------------|----------------------|-----------------------------------|---|------|------------------------|
| No.   | Subject                                 | Requirement  | Single Entity         | Joint Venture or Association |                       |                      | 1                                 | 2 | etc. |                        |
|   |   |  |                       | All Partners Combined        | Each Partner          | At Least One Partner |                                   |   |      |                        |
| <b>4. Experience</b>  |   |  |                       |                              |                       |                      |                                   |   |      |                        |
| 4.1   | <b>General Construction Experience</b>  | Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number]</i> years, starting 1 <sup>st</sup> January _____ <i>[insert year]</i> .   | Must meet requirement | N/A                          | Must meet requirement | N/A                  |                                   |   |      |                        |
| 4.2 (a)   | <b>Specific Construction Experience</b> | (i) A minimum number of similar <sup>6</sup> contracts specified below that have been satisfactorily and substantially <sup>7</sup> completed as a prime contractor, joint venture member <sup>8</sup> , management contractor or sub-contractor <sup>8</sup> between 1st January <i>[insert year]</i> and application submission deadline:<br>(i) N contracts, each of minimum value V;<br>Or | Must meet requirement | Must meet requirement        | N/A                   | N/A                  |                                   |   |      |                        |

<sup>6</sup> The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in Section V, Scope of Works. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted.

<sup>7</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>8</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, shall be considered to meet this requirement.



| Eligibility, Historical Performance, Financial Capability, and Experience |         |   | Compliance Requirements   |                                |              |  | Pass-Fail Results of Applications |   |      | Comments/ Explanations |
|---|---------|---|---|--------------------------------|--------------|--|-----------------------------------|---|------|------------------------|
| No.   | Subject | Requirement   | Single Entity   | Joint Venture or Association   |              |  | 1                                 | 2 | etc. |                        |
|   |         |   |   | All Partners Combined          | Each Partner | At Least One Partner   |                                   |   |      |                        |
|   |         | (ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal or more than N x V; <i>[insert values of N &amp; V, delete (ii) above if not applicable]. [In case the Works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITA 26.3b]</i> |   |                                |              |  |                                   |   |      |                        |
|   |         | <i>[Add the following if specialized sub-contractor is permitted and describe nature and characteristics of specialized works:]<br/>“(ii) For the following specialized works, the Employer permits specialized sub-contractors as per ITA 25.2”</i>  | <i>“Must meet requirement for one contract (Requirement can be met through a Specialized Sub-contractor)”</i> | <i>“Must meet requirement”</i> | <i>“N/A”</i> | <i>“Must meet requirement (Requirement can be met through a Specialized Sub-contractor)”</i> |                                   |   |      |                        |

| Eligibility, Historical Performance, Financial Capability, and Experience |         |  | Compliance Requirements |                              |              | Pass-Fail Results of Applications   |   |   | Comments/ Explanations |  |
|---|---------|--|-------------------------|------------------------------|--------------|---|---|---|------------------------|--|
| No.   | Subject | Requirement  | Single Entity           | Joint Venture or Association |              |   | 1 | 2 | etc.                   |  |
|   |         |  |                         | All Partners Combined        | Each Partner | At Least One Partner  |   |   |                        |  |
| 4.2 (b)   |         | For the above and any other contracts completed and under implementation as prime contractor, joint venture member, management contractor or sub-contractor between 1st January <i>[insert year]</i> and application submission deadline, a minimum construction experience in the following key activities successfully completed <sup>9</sup> : <i>[list activities indicating volume, number or rate of production as applicable]</i> <sup>10</sup> | Must meet requirements  | Must meet requirements       | N/A          | Must meet the following requirements for the key activities listed below (can be a specialist subcontractor) <i>[list key activities for this partner and the corresponding minimum requirements]</i> |   |   |                        |  |

1. If the applicant fails a specific criterion or if “pass” has been given, accepting a minor deviation (ITA 24.1), the reasons shall be clearly explained in the Explanation column or in a separate attachment, as necessary.

<sup>9</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period. The rate of production shall be the annual production rate for the key construction activity (or activities). For the rate of production, either the average during the entire period or in any one or more years during the period should be specified.

<sup>10</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts.

**Table 5. Proposed Prequalification Decision**

|  |                       |
|--|-----------------------|
| <b>1. Prequalified Applicants</b><br><br>i)<br><br>ii)<br><br>iii)<br><br>etc.                     |                       |
| <b>2. Rejected Applicants</b><br><br>Applicant's name<br><br>i)<br><br>ii)<br><br>iii)<br><br>etc. | Reasons for rejection |

***Annex I-1. Prequalification Evaluation Summary Checklist***

1. Attach Identification and Prequalification Process data (Tables 1, 2).
2. Provide a list of applicants and place of incorporation and registration 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. Attach copies of letters to applicants, if any, requesting clarifications or substantiation of information. Provide copy of responses.
5. Provide explanations for giving a “fail” mark to an applicant in any of the specified criteria (Table 4). If necessary, include a separate attachment with explanations.
6. Provide detailed reasons for rejecting an applicant (Table 5).

## **Section II – Bid Evaluation**

### **1. General Procedures in Bid Evaluation (Goods and Works)**

#### **1.1 Purpose**

The purpose of bid evaluation is to determine, among the bids submitted on or before the bid closing date and time specified in the bidding documents, the lowest evaluated substantially responsive bid where the bidder satisfies the qualification criteria. 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 logical systematic evaluation procedure designed to cover all aspects of the evaluation process should be followed.

#### **1.2 Principles in bid evaluation**

The evaluation work must be strictly conducted on a basis of fairness and impartiality, with due attention to considerations of economy, efficiency, transparency and non-discrimination among eligible bidders. To achieve this, certain principles and practices in bid evaluation must be clearly understood and observed in the bid evaluation process.

For procurement that requires a Bid Evaluation Committee (BEC), it is mandatory to set up such a Committee consisting of a minimum of three qualified evaluators. The BEC should work in a secure office where all bidding documents can be kept. It may include the person who has prepared the bidding document if this is beneficial for the purpose of the evaluation depending on the complexity and specialization required for the procurement under reference.

##### ***(a) Confidentiality of Procedures***

After 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 publication of award for contract above the prescribed threshold or announcement of the award of the contract to the successful bidder for amount less than the prescribed threshold.

##### ***(b) Clarifications and Alterations of Bids***

Whenever required, the Procuring Entity may request clarifications from bidders concerning ambiguities or inconsistencies in the bid following a request from BEC. As required in the ITBs, such requests shall be in writing or by acceptable electronic means (such as facsimile or e-mail), 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 Procuring Entity (or its consultants) and bidders during the bid evaluation process.

Bidders some time attempt to contact the Procuring Entity during bid evaluation, directly or indirectly, to query progress of evaluation, to offer unsolicited clarifications, or to express criticisms on their competitors. Receipt of such information should be acknowledged as to receipt only. Public Bodies 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.

Notwithstanding the above, Bidders may, in specific type of procurement, be required to make presentation of their proposal in the presence of a panel. Bidders would be advised through the Bidding documents for such requirements, its purpose and the scope of the presentation in respect of matters that could be better assessed through a presentation than otherwise. In so doing, Bidders shall not make any change in any manner to their initial proposals. A soft copy of the presentation may in such cases be required to be submitted with their original bid.

Any effort by a bidder or its agents to influence the Procuring Entity's evaluation of bids or award decisions, including the offering or giving of bribes, gifts or other inducement will result in the invalidation of its bid and the bidder being subject to debarment from bidding for future public contract.

***(c) Rejection of Bids***

All bids received, by the closing date and time, shall be evaluated in accordance with the terms and conditions of the bidding documents, and only those bids which do not substantially meet the specifications on the bidding requirements may be rejected.

***(d) 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. The validity of bids may only be extended in exceptional circumstances. 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 accordingly. The bid securities of bidders who do not extend the validity of their bids shall be returned to them promptly.

***(e) Rejection of All Bids***

The rejection of all bids is justified when the bids submitted are not substantially responsive.

If all bids are rejected, the Procuring Entity shall review factors that made such rejection necessary and consider either revision of the specifications or modification of the project (or the amounts of work or items in the original invitation to bid), or both, before inviting new bids.

Where the lowest evaluated substantially responsive bid exceeds the updated estimated cost of the works by more than 15 % or when it is substantially above the estimated cost for any contract other than works, and a re-bid exercise is considered not practical the Procuring Entity may negotiate with the lowest evaluated bidder for a satisfactory reduction in the bid price (or, failing a satisfactory result of such negotiation, with the

next lowest evaluated bidder). It should not in any case be higher than 15 % of the updated estimate for works contract.

***(f) Currency of Bid Evaluation***

Whether a Bidder quotes in any foreign currency or in local currency, for bid evaluation and comparison purposes all bid prices shall be converted into a single currency, using the selling exchange rates prevailing on the date specified in the bidding document. The Procuring Entity shall make this conversion using the selling (exchange) rates for those currencies quoted by an official source, preferably the Bank of Mauritius.

There are two different currency options for bidding/payment, each requiring a different conversion methodology:

- (i) The Standard Bidding Documents for Goods (SBDG) and Option B of Standard Bidding Documents for Large Works (SBDLW) use the multiple currency option, in which the bid price is expressed in a number of currencies. For this procurement, use Table 5 of Annex I-2.
- (ii) The Standard Bidding Documents for works for amount up to Rs 400m (SBDW), and Option A of SBDLW use the single currency option, in which the bid price is expressed entirely in Mauritian Rupees, with other foreign currency requirements stated as percentages of the bid price, together with the exchange rates used by the bidder to determine the percentages. For Option A of SBDLW single currency bids, sections of the Works may require payment in different currencies and proportions. In such instances, the impact of any corrections found will require a lengthier analysis for each bid, based on the submitted Appendix to Bid. Annex I-2, Table 6 is to be used for these calculations.

***(g) Provisional Sums for Contingencies***

Provisional Sums for Contingencies are budgetary items only, and are not bid competitively. They may be:

- (a) a fixed amount, or
- (b) a percentage of the bid price as a whole, or
- (c) a percentage of the bid price of specific schedules of the bill of quantities as specified in the bidding documents.

As contingencies are not bid competitively, they must be excluded for evaluation purposes. These adjustments are shown in column (e) of Table 3–Annex I-2.

***(h) Provisional Sums for Daywork***

These are commonly found in contracts where the likely incidence of unforeseen works cannot be covered by definitive descriptions and estimated quantities in the bill of quantities. Daywork are works carried out as directed by the appropriate authority stipulated in the bidding documents. They are paid for on the basis of the time spent and the resources employed comprising of workers, materials and equipment at unit rates quoted by the contractor in the bid. Daywork shall be included for bid evaluation purposes only, if priced competitively. To enable the Daywork be priced competitively, the Procuring Entity must provide nominal quantities for each item in

the schedule and bidders shall quote both unit rates and the products of the nominal quantities and unit rates for each item. The total of the Daywork schedule is then included in the bid price for evaluation purposes. If nominal quantities are not specified by the Procuring Entity or the unit rates are not priced competitively, Daywork shall be excluded for evaluation purposes. They are accounted for in column (e), Table 3 of Annex 1-2.

***(i) Other Provisional Sums***

Other Provisional Sums are sometimes included by the Procuring Entity in schedules of the bill of quantities to cover services, to be provided by the bidder, that cannot be accurately described or quantified in the bill of quantities. Payment to the bidder is usually made by the Procuring Entity against receipts supplied by the bidder for the services supplied, normally with an additional specified percentage for use of the bidder's funds. As the provisional sums are stipulated in the bill of quantities by the Procuring Entity, they are not priced competitively and shall be excluded for evaluation purposes. They are accounted for in column (e) of Table 3 – Annex I-2.

**1.3 PPO's procedures under competitive bidding**

The PPO has adopted three competitive bidding procedures which may be selected by the Procuring Entity to suit the nature of the particular procurement: (i) Single-Stage, One-Envelope, (ii) Single-Stage, Two-Envelope, and (iii) Two-Stage. The use of the Two-Envelope (Single) or the Two-Stage bidding procedures is subject to a case-to-case basis depending on the complexity of the contract and the particular circumstances surrounding the procurement concerned.

***(a) 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 proposal and the technical proposal and which are opened in the presence of bidders and their representatives at the date and time advised in the bidding documents. The bids are evaluated and the contract is awarded to the lowest evaluated substantially responsive bidder.

***(b) Single-Stage, Two-Envelope Bidding Procedure***

In the Single-Stage, Two-Envelope bidding procedure, the bidders submit simultaneously two sealed envelopes, one containing the technical proposal and the other the price proposal. Initially, only the technical proposals are opened at the date and time advised in the bidding documents. The price proposals remain sealed and are held in custody by the Procuring Entity. The technical proposals are evaluated by the Procuring Entity. No amendments or changes to the technical proposals are permitted. The objective of the exercise is to allow the Procuring Entity to evaluate the technical proposals without reference to price. Bids of bidders who do not conform to the specified requirements may be rejected, as deficient bids. At a date and time advised by the Procuring Entity, the price proposals of bids retained are opened in the presence of the bidders and their representatives. The price proposals of the technically responsive bidders are evaluated and the award of contract is made to the lowest evaluated substantially responsive bidder or the bidder whose bid has scored the highest marks depending on the evaluation procedures as provided for in the bidding document.



***(c) Two-Stage Bidding Procedure***

In the Two-Stage bidding procedure, the bidders initially submit their technical proposals in accordance with the specifications, but without prices. The technical proposals are opened at the date and time mentioned in the bidding documents. The technical proposals are evaluated by the Procuring Entity and discussed with the bidders. Any deficiencies, extraneous provisions and unsatisfactory technical features are pointed out to the bidders whose comments are carefully evaluated. The bidders are allowed to revise or adjust their technical proposals to meet the requirements of the Procuring Entity. The objective of the exercise is to ensure that all technical proposals conform to the same acceptable technical standard and meet the technical requirements of the Procuring Entity. Bids of bidders who are unable or not prepared to amend their technical bids so as to conform to the technical standard required by the Procuring Entity may be rejected, as deficient bids. After the evaluation of technical proposals the second stage is to invite bidders to submit revised technical proposals and to submit price proposals based on the revised and agreed upon technical proposals. The price proposals and revised technical proposals are opened in the presence of the bidders and bidder's representatives at a date and time advised by the Procuring Entity. In setting this date, the Procuring Entity should allow sufficient time for bidders to prepare price proposals and incorporate the changes required in the technical proposals. The price proposals and revised technical proposals are evaluated and the award of contract is made to the lowest evaluated substantially responsive bidder.

The Single-Stage, One-Envelope bidding procedure is the default and most common bidding procedure. The Single-Stage, Two-Envelope bidding procedure allows bids at the first stage of evaluation, to be evaluated on purely technical and commercial grounds without reference to price.

The Two-Stage bidding procedure may be adopted in large and complex contracts where:

- (a) it is not feasible to fully define the technical or contractual aspects of the procurement to elicit competitive bids; or
- (b) because of the complex nature of the goods, other services or works to be procured, the Procuring Entity wishes to consider various technical or contractual solutions, and to discuss with bidders the relative merits of those variants before deciding on the final technical specifications and contractual conditions.

## **2. BID EVALUATION PROCESS (Goods and Works)**

### **STAGE 1: COLLECTION OF INFORMATION**

#### **2.1 Basic Data**

Before starting the actual evaluation it is necessary to collect all the key information pertaining to the bidding so that it is readily available and the evaluation process is kept in proper perspective. A sample of the Basic Data Sheet is shown in Appendices.

#### **2.2 Record of Bid Opening**

All bids received prior to the deadline fixed for submissions shall be opened at the time, date and place specified in the bidding documents. All bidders that have submitted bids and their representatives shall be invited to be present at the opening of bids, and all those present at the bid opening shall be required to sign the attendance sheet.

A Record of Bid Opening, identifying all the bids received, the bid prices including alternative bids and discount if any, and the presence or absence of the requisite bid security or bid securing declaration, if either one is required, read out at the public opening of bids, should be formally prepared. Copies of the record should be sent to all bidders upon request. To assist in carrying out the opening and preparing of the record, a checklist is provided in Appendices. All discounts offered, modifications, substitutions and withdrawals should also be recorded. The record of the bid opening should be signed by all members of the bid opening committee or persons responsible for bid opening. The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A sample format of the prices as read out at Bid Opening should be prepared for the Evaluation Report as shown in Annex I-2 Table 1.

#### **2.3 Preparation of Table of Bidders and bid Prices**

The information contained in the Record of Bid Opening needs to be supplemented with the actual bid evaluation and comparison of bid prices. Therefore, it will be necessary to prepare the Table of Bidders and Bid Prices setting out details such as different items, sections, schedules, and packages for detailed comparison. Annex I-2 of the sample Bid Evaluation Report contains a set of seven tables for various stages of the evaluation process

### **STAGE 2: PRELIMINARY EXAMINATION**

The purpose of Preliminary Examination is to confirm whether the bids received were complete and substantially responsive as required by the Bidding Documents before conducting further detailed evaluation.

#### **2.4 Completeness**

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.

Unless the bidding 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 nonresponsive. 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. They should be analyzed as per section 2.12 (a) below. Missing pages in the original copy of the bid may be cause for rejection of the bid, as may contain contradictions in model numbers or other designations of critical supply items.

The areas to be covered in the preliminary examination are;

- (i) whether **required** securities or subscription to bid securing declaration, if either one is required, have been furnished or not;
- (ii) whether bid documents have been properly signed or not;
- (iii) whether a power of attorney or any relevant document (i.e., Letter of Authorization, Board Resolution etc..) for the authorized person has been submitted or not;
- (iv) whether joint venture agreements, or Letters of Intent to enter into an Agreement, if required, are submitted or not;
- (v) whether documents establishing the eligibility of bidders and goods have been furnished or not;
- (vi) Whether documents establishing conformity of goods have been submitted;
- (vii) 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; and
- (viii) whether bids are generally in order for further evaluation.

## **2.5 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. If a bid contains inadmissible reservations or is not substantially responsive to the Bidding Documents, it shall be rejected.

A bid is considered substantially responsive if it does not contain material Deviation, Reservation or Omission from the Bidding Documents or conditions which cannot be determined reasonably in terms of monetary value for financial adjustment. A material deviation, reservation or omission is one which (a) has an effect on the validity of the bid; or (b) has been specified in the bidding documents as grounds for rejection of the bid; or (c) is a deviation from the commercial terms or the technical specifications in the bidding documents whose effect on the bid price is substantial but cannot be given a monetary value. The purpose of the exercise is to reject bids which are not valid or not substantially responsive to major commercial and technical requirements.

**(a) Eligibility**

The bidder must be a national or a juridical entity from an eligible source country. All partners to a joint venture shall be from an eligible source country, and the joint venture shall be registered in an eligible source country. All goods and services shall originate from eligible source countries. In the case of plant and equipment, this eligibility test is applied only to the finished product offered in the bid and to its major and clearly identifiable components. Bidders that have been declared ineligible by the Republic of Mauritius following UN resolution or disqualified/debarred by PPO shall not be eligible. Bidders appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be ineligible. If prequalification has taken place, only bids from prequalified 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 government owned company lacking legal and financial autonomy. (See the ITB for details.)

**(b) 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 nonconformance to commercial terms and conditions, which are justifiable grounds for rejection of a bid, are:

- (a) failure to submit substantially responsive Bid Forms and Price Schedules signed by the authorized person or persons;
- (b) failure of bidder to satisfy eligibility requirements, (i.e., bidder is not from an eligible source country or has been debarred or disqualified by the Procurement Policy Office for award of any public procurement contract);
- (c) failure to submit an original bid;
- (d) failure to submit an original bid security as specified in the bidding documents (i.e. the bid security is valid for a shorter period or lower amount) or to subscribe to a bid securing declaration as specified in the bidding documents;
- (e) failure to satisfy the bid validity period (i.e., the bid validity period is shorter than specified in the bidding documents);
- (f) 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;
- (g) failure by manufacturer or supplier, or both, to comply with minimum experience criteria as specified in the bidding documents;
- (h) conditional bids, i.e., conditions in a bid which limit the bidder's responsibility to accept an award (e.g., acceptance of the award is subject to government's approval for export, prior sale or availability of critical material 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);
- (i) Stipulating price adjustment when fixed price bids were called for;
- (j) refusing to bear important responsibilities and liabilities allocated in the bidding documents, such as performance guarantees and insurance coverage;

(k) failure to submit major supporting documents required by the bidding documents to determine substantial responsiveness of a bid (e.g: (i) written evidence of authorization for the signatory of bid to commit the bidder, unless the bidder may substantiate at clarification stage that the signatory of the bid was duly authorized to commit the bidder prior to the deadline for submission of bids. (ii) evidence of adequacy of cash-flow if so required in the bidding document (iii) proposals for sub-contracting more than a set percentage of the contract price etc..)

The following shall be considered as minor omissions: (i) non-submission of documents related to stated qualifications, experience and eligibility; (ii) accreditation certificates, licenses and permit to conduct business; (iii) list of equipment to be mobilized (iv) Financial Statements or Audited Accounts as applicable, (v) information regarding litigation, (vii) total monetary value of works performed in the past, and (vi) details of type of works performed, etc....

***(c) Substantial Responsiveness to Technical Requirements***

All bids must be checked for substantial responsiveness to the technical requirements of the bidding documents. Examples of nonconformance 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 works or a complete package or a complete schedule etc..) 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 specified, plant capacity well below the minimum specified, equipment not able to perform the basic functions for which it is intended);
- (d) subcontracting in a substantially different amount or manner than that permitted;
- (e) phasing of contract start-up, delivery, installation, or construction not conforming to required critical dates or progress markers; or
- (f) presentation of absolutely unrealistic and inadequate implementation plans and schedules regarding performance, technical or service factors;

In respect of type-test reports, the provisions below are to be followed:

- Equipment which has never been tested for critical performance by an independent and well known testing laboratory shall not be accepted. In such cases, a promise or agreement by a bidder to have the equipment tested after award of a contract is not acceptable.

However, major equipment suppliers normally conduct the type tests in their own laboratories. The purchaser may accept such test certificates (a) if the testing laboratory, has ISO 9000 (or its equivalent) series certification, or (b) the tests have been witnessed by technically qualified representatives of earlier clients or purchasers.

- Test reports to be acceptable must be related directly to the equipment offered. Test reports for a higher class of equipment are acceptable with a commitment to perform the type test on the particular equipment after the contract is awarded. Reports of critical tests conducted earlier than the date specified in the specifications should not be accepted.
- Failure to submit some type-test reports with a bid need not be considered as a major deviation rendering the bid nonresponsive. A valid test report could be accepted subsequent to the bid closing date unless the bidding document specified otherwise. For complex turnkey contracts, involving the supply of a large quantity of equipment, the critical type-test certificates, if any, should be specified in the bidding documents. For critical equipment, all required test reports must be submitted for assessing the technical acceptance of the bid. For “less than critical” equipment, some flexibility should be allowed, provided it is possible to assess the acceptability of the equipment based on available test reports.
- Type-test reports of the same or similar equipment manufactured by a licensor or associated companies are only acceptable if they are jointly and severally bound under the contract.

***(d) Nonmaterial nonconformities***

If a bid has been determined substantially responsive, the Procuring Entity may waive nonconformities that do not constitute a material deviation, reservation or omission. The nature of such nonconformities varies from contract to contract and depends on the specific requirements of the contract.

Nonconformities that will affect the cost should be expressed in monetary terms and added to the evaluated bid price during detailed examination. Other nonconformities 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 adjustment.

**2.6 Preparation of Table of Substantive Responsiveness of Bids**

In order to ensure that a thorough check of the substantive responsiveness of all bids is carried out, a Table of Substantive Responsiveness to Commercial Terms and Table of Substantive Responsiveness to Technical Requirements should be prepared as per format in Appendices. The tables should list all major conditions for Commercial Terms and all major conditions for Technical Requirements which the bidders must meet for their bids to be considered substantially responsive. The responsiveness of each bid received should be checked against this list and its conformance or partial conformance, or nonconformance to each item should be entered in the tables. Bids that fail to conform to any of the major conditions should be considered non-responsive and should be rejected. The sample formats for Completeness of bids and Table of Substantive Responsiveness to Commercial Terms and to Technical Requirements are attached as Table 2/1 and 2/2 in Annex I-2 to the sample Evaluation Report. The Appendices in this Guide contain further tables that may be used in working the details for substantive responsiveness.

In the process of evaluation, bidders may be requested to provide clarifications of their bids where such clarifications are deemed necessary. Bidders are not permitted, however, to change the substance or price of their bids. Such requests for clarifications and responses must be in writing. The records of all clarifications sought and received must be kept by the Procuring Entity responsible for bid evaluation.

### **STAGE 3: DETAILED EVALUATION OF BIDS**

#### **2.7 Corrections and Unconditional Discounts**

##### ***(a) Correction of errors***

All bids should be examined for arithmetical errors and the errors, if any, should be corrected as specified in the bidding documents. The bidders must accept the corrections of arithmetical errors in accordance with the bidding documents. If a bidder refuses to accept the corrections of errors calculated in accordance with the provisions of the bidding documents, its bid shall be rejected and its bid security shall be forfeited, or its bid securing declaration executed. Such computation errors when accepted are accounted for in Annex I-2 Table 3 column (d).

##### ***(b) 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 the start of 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 in columns (g) and (h) of Table 3 in Annex I-2. 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).

##### ***(c) Corrections for Provisional sums***

Bids may contain provisional sums set by the Procuring Entity 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 1 as attachment to the sample Evaluation Report, column *e* to allow for a proper comparison of bids in subsequent steps.

However, those provisional sums set aside for Daywork,<sup>1</sup> where priced competitively, should not be included in the deductions.

##### ***(d) Currency conversion***

The remaining bids as corrected for computational errors and as adjusted for discounts should be converted to a common evaluation currency, as described in the ITB. It is necessary to convert all bid prices to the evaluation currency for bid comparison (*refer to section 1.2 (f) of this Guidelines for conversion methodology*). The rates of exchange used should be in accordance with the provisions of the bidding documents. Preferably

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<sup>1</sup> Refers to unforeseen work. For details, see SBDLW or SBDW.

the bids should be arranged in the order of ascending price. A sample format for the Table of Bidders and Bid Prices is shown in Annex I–2, Table 5 and Table 6 as attachments to the sample Bid Evaluation Report.

## **2.8 Determination of Number of Bids for Detailed Evaluation**

After determination of the substantially responsive bids and the nonresponsive bids, a decision must be made as to how many of the remaining substantially responsive bids should be further evaluated in detail to determine the lowest evaluated bid. An examination of the number of bids remaining valid and the spread of bid prices may help determine the course of action. Where, for example, a fairly large number of substantially responsive bids remain and some of the bid prices are clustered around the lowest, the lower priced bids in the cluster, irrespective of the number, should be further evaluated. Where there is no cluster of lower priced bids, experience shows that detailed evaluation of the three lowest priced substantially responsive bids is generally adequate. The governing principle is that no bid should be excluded from further detailed evaluation if there is a possibility that, as a result of various financial adjustments, it could become the lowest evaluated bid. Therefore, detailed evaluation should include all substantially responsive bids which have a reasonable chance of becoming the lowest evaluated bid.

## **2.9 Detailed Evaluation Process**

Having determined the number of substantially responsive bids which should be further evaluated in detail, the next step is to scrutinize the selected bids systematically in order to compare and evaluate the bids on a common basis. The appropriate way to present the evaluation is in the form of tables, so as to record and compare the salient features of all bids to be evaluated in detail for commercial terms and for technical requirements, similar to that discussed for the determination of substantially responsive bids.

The Table for Commercial Terms should list all the important commercial conditions specified in the bidding documents such as the bid security amount and validity period, terms of payment, liquidated damages etc., and list any deviations from requirements of the bidding documents. Further, it should be stated whether a financial adjustment to the bid is considered necessary as a consequence of any minor deviation.

The Table of Technical Requirements should set out the scope of supply, delivery or work schedule, the important technical specifications of all major items of equipment and material (e.g., plant rating , capacity, speed, voltage and pressure, operating temperature, etc.), their performance characteristics (e.g., plant efficiency, fuel consumption, losses, etc.), and warranty period. Every bid being evaluated should then be scrutinized in detail and its salient features entered into the table against the listed items of the bidding documents. As in the detailed evaluation of commercial terms, any substantial deviations from the technical requirements of the bidding documents should be listed and it should be determined whether a financial adjustment to the bid is necessary or the bid should be rejected as nonresponsive.

If deviations to both commercial terms and technical requirements of the bidding documents are numerous, or the necessary clarification of a deviation lengthy, it may be preferable to prepare a separate table or sheet for each bidder.



It is through this systematic scrutiny that differences in bids, under detailed evaluation, are demonstrated. In this way the ground is prepared for the next phase (i.e. the determination of price adjustments necessary to bring all bids to a common basis for price comparison and to determine subsequently the lowest evaluated bid).

### **2.10 Financial Adjustments of Bid Price for Priced deviation (Commercial Aspects)**

Bid price comparison is usually the final and most critical step in the bid evaluation process. To do this properly, a clear understanding of the basic principles for comparison is vital:

- (i) The bid prices should be adjusted for the purpose of bid comparison for those deviations which are permissible and which can be "translated" fairly into monetary values. The calculation of financial adjustment should be in the manner specified in the bidding documents.
- (ii) All the adjustment factors and the basis of price comparison specified in the bidding documents must be taken into account. Factors or other criteria not listed in the bidding documents shall not be introduced during the bid evaluation.

#### ***(a) Adjustment for Deviation from the Terms of Payment***

Deviation from the terms of payment is one of the very common deviations encountered in bids received. Unless specifically stipulated as a basis for rejection in the bidding documents, bids offering different terms of payment should not necessarily be rejected as the monetary value of such deviation can be determined fairly. Therefore, instead of rejecting the bid, the proposed terms of payment should be analyzed and an amount added to the bid price to compensate for the earlier or larger payment requested. The amount to be added should be calculated using the commercial rate of interest relevant to the situation.

#### ***(b) Adjustment for Deviation from the Delivery Schedule or Completion***

This issue has two possible cases: first, for delivery or completion later than the time specified in the bidding documents and, secondly, for delivery or completion earlier than specified in the bidding documents. In principle, unless specifically stipulated as a basis for rejection in the bidding documents, bids offering marginally different delivery or completion schedules should not be rejected. However, the bidding documents should specify the limits which are acceptable to the Procuring Entity and the rate at which the price adjustment will be applied.

The price adjustment for later delivery or completion is calculated using the liquidated damages provision in the Conditions of Contract. The maximum limit for the price adjustment should be normally ten percent of the bid price. Where bidders offer an earlier delivery or completion schedule that results in the Procuring Entity incurring additional costs for storage, double handling, interest for early payments, early take-over, etc., the price adjustment should be calculated on the basis of such costs. Any bid which requires a price adjustment in excess of ten percent for late or early delivery should be considered nonresponsive and the bid rejected.

In cases where the Procuring Entity has offered a bonus for early completion, credit price adjustments should not be given in bid evaluation. Such a bonus will be considered only during contract implementation if the contractor indeed manages to complete the works early.

***(c) Adjustment for Deviation from Provisions for Payment of duties (in Civil Works Contract)***

In supply contracts and in supply and installation contracts involving importation of goods, the duties shall be included in the comparison of bid prices unless otherwise stated in the bidding document.

However, for evaluation purposes the duties are systematically included in the bid price in civil works contracts as both local contractors and foreign contractors have the equal right to choose the locally produced goods and services or imported goods and services. Thus, both local and foreign contractors have fair and equal opportunities to quote their best prices. If the bidder fails to quote the cost of duties as specified in the bidding documents, the cost of such duties should be estimated and added to its bid price for bid comparison, rather than the bid rejected.

**2.11 Financial Adjustment of Bid Prices (Technical Aspects)**

Major deviations from the technical requirements which will result in the rejection of bids are discussed in Stage 2 of this Evaluation Procedure. Other deviations, classified as minor or non-substantive, may relate to a great number of requirements included in the technical specifications of the bidding documents. They vary from contract to contract and depend on the nature of the requirements, materials or works. Some deviation, which will not have any effect on price or quality of the goods and services offered, can be accepted for evaluation purposes without a price adjustment. Other deviations, which will affect the cost, should be expressed in monetary terms and added to the bid price for purposes of evaluation. All cost adjustments should be made by the Procuring Entity and its consultants without any consultations with the bidder regarding the justification for the amount of the adjustment.

***(a) Addition for Completeness in Scope of Supply***

The cost of minor omissions or missing items in the scope of supply, services, etc. should be added to the bid price to allow for bid comparison on an equal basis. The price adjustment should be based on a reasonable estimate of the cost by the Procuring Entity, consultant or bid evaluation committee, taking into consideration the corresponding quoted prices from other conforming bids. The price adjustment should be based on the fair price of the omitted item. In the event of uncertainty, the average quoted price by the other responsive bidders may be used.

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 and shown in Table 10, column *c* of attachments to the sample Bid Evaluation Report.

***(b) Adjustment for priced deviation in Technical Compliance***

Similarly, a minor deficiency in technical compliance should not be a cause for rejection of the bid. An example of a minor deficiency would be a bid to supply vehicles that offers cross-ply tires instead of the specified radial-ply tires. An item in a supply schedule or bill of materials that is ineligible because it is produced in a non-

eligible country, and which is considered a minor deviation, is similarly not cause for rejection of the bid. The cost of making good any deficiency, including replacing ineligible items with eligible ones, should be added to the bid price concerned. The price adjustment should be estimated as stated in Clause 2.12 (a) above. Rectification in the awarded contract of minor deficiencies, including replacement of noncompliant, missing, or ineligible items is accounted for in section 9 of the Bid Evaluation Report

**(c) Adjustment for Specified Technical Evaluation Factors**

For energy consuming equipment and facilities, adjustment for efficiency over and above the minimum functional guarantees specified (e.g., generators, pumps), losses (e.g., transformers) and future operating costs of the equipment may be taken into account in determining the evaluated bid price. The financial cost of these adjustments (added to or deducted from the bid price as the case may be) shall be made only when it is specified in the bidding documents that these functional guarantees and projected operating costs are factors in bid evaluation.

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 bidding 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 10, column *d* of the attachments to the sample bid Evaluation Report, and expressed in the evaluation currency.

The methods of calculation of these evaluation factors shall be clearly specified in the bidding documents. No deviation from the specified manner of cost calculation should be introduced.

**(d) Adjustment for Spare Parts**

Only those spare parts and tools which are specified on an item-wise basis in the scope of supply shall be taken into account in the bid evaluation. Suppliers' recommended spare parts for a specified operating requirement should not be considered in bid evaluation.

**(e) Adjustment for Cost of Inland Transportation to the Project Site**

If bidders are required to include the cost for local handling and inland transportation from the port- of-entry or EXW to the project site and fail to include such cost in their bids, the cost for local handling and inland transportation may be estimated, based on prevailing rates, and added to the bid price.

If the bid calls for the supply of goods on CIF or EXW basis only; but the cost of local handling and inland transportation is going to be considered for bid comparison purposes, then the cost of local handling and inland transportation should be calculated in the manner specified in the bidding documents and added to all the bid prices for comparison purposes only.

**(f) Maximum Amount of Adjustment for Deviations**

In some cases, bids contain so many deviations requiring adjustments to the bid price that the total value of all adjustments constitutes a large percentage of the bid price. In such cases, each deviation by itself may be considered minor but both the number of deviations and their total value make it necessary to consider the bid as a whole nonresponsive. In other instances, adjustments for only one or a few deviations have a

relatively high monetary value, as would be the case with deviations regarding retention money or liquidated damages. It is, therefore, useful to adopt a percentage of the bid price as the maximum amount of adjustments which can be made without considering the bid nonresponsive. Fifteen percent of the bid price is considered an appropriate limit for the total monetary value of all adjustments to the bid price; if the total exceeds about 15 percent of the bid price, the bid may be rejected as nonresponsive.

If such a limit on adjustments is adopted, an adjustment for more than one commercial deviation, such as the provisions for retention money and liquidated damages, may be large enough to require rejection of the bid. If the bid contains several deviations, it is useful to review what major adjustments will be necessary before calculating all adjustments. Such review may show that the total adjustments would exceed the limit in which event the bid can be rejected before carrying out a detailed evaluation.

## **2.12 Detailed Evaluation of Bids for Civil Works Contract**

Detailed evaluation of bids for a civil works contract is similar in substance and format to those for supply contracts. The major difference is that the detailed evaluation includes, in the case of civil works contracts, analysis of unit rates, plans and schedules, and proposed equipment and staffing, which are normally not needed in the evaluation of bids for supply contracts.

### **(a) Plans and Schedules**

The plans and schedules submitted by bidders to show how they propose to perform the contract requirements must be consistent with the requirements of the bidding documents. Included in the examination are construction and mobilization schedules, construction methods and approach, human resources and equipment schedules, plans for the contractor's site organization and contract management, etc. The results of the examination should be recorded in a tabular form.

### **(b) Analysis of Bill of Quantities and Unit Rates**

The analysis of prices for components of the bill of quantities and for unit rates of a bid is carried out for four purposes:

- (i) To examine whether the unit rates of the bid are balanced.  
A bid is considered unbalanced if the unit rates are substantially higher, in relation to the estimate and the rates quoted by other bidders, for items of work to be performed early in the contract or for underestimated quantities for certain items of work. Details of unbalanced bid are given in (c) below.
- (ii) To verify whether the bid price is reasonable.  
An unreasonably low bid price may reflect the bidder's misunderstanding of the specifications and, accordingly, this bidder may incur substantial financial losses and fail to complete the work satisfactorily if awarded the contract. To determine the reasonableness of a bid price, it is necessary to consider all circumstances affecting the bid. A bid should not be rejected, however, solely because the bid price exceeds or is lower by a certain percentage of the estimate.
- (iii) To verify whether the bill of quantities is complete.

The standard bidding documents for works contain a provision that the cost of items against which the bidder has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the bill of quantities. Accordingly, there should be no adjustments for missing items in the bill of quantities unless the bidding documents specify otherwise. If, however, a bidder does not quote a price for one complete bill, for bid evaluation purposes price adjustment should be made for the missing bill, unless the missing bill is for a major component of the works, in which case, the bid should be rejected.

- (iv) to examine the completeness of unit rates. Where bidding documents require the bidder to provide drawings and/or breakdown of the price of any bid item in support of its unit rate or price for that item, any components that are missing from the drawings and/or the breakdown of the price of a bid item shall be loaded during evaluation for the price of the missing component.

**(c) *Unbalanced Bids***

An unbalanced bid can be identified when a Table of Comparison of Major Items of Work compares unit prices quoted by bidders with the Procuring Entity's estimate. Unbalanced bids can usually be classified into two main categories.

**(i) Higher unit prices for earlier works**

Under this category, a bidder may purposely quote relatively high unit prices for those work elements to be performed early in the contract period so as to increase the up-front payments. The same situation can arise in some supply, delivery and installation contracts. This results in a higher cost for the Procuring Entity (i.e., interest on early payment) and more importantly, the incentives for the contractor to complete the works are considerably reduced since the payments the contractor will receive during later phases of the contract may consequently be smaller than the actual costs. Generally, the bid should not be rejected unless extremely unbalanced. Instead, a higher performance security for the contractor could be required to protect the Procuring Entity against financial loss in the event of default of the contract of the successful bidder.

**(ii) Higher unit rates for underestimated work items**

In this category, a bidder who has reason to believe that the quantities given in the Bill of Quantities for one or more work items are underestimated will quote unduly high prices for those items. In most civil work contracts, both the contractor and the Procuring Entity are protected from such technical errors by incorporating the provision that a new unit price will be negotiated if the amount of any item increases by more than 2 percent of the contract price or the actual quantity of work executed under the item exceeds or falls short of the quantity set out in the Bill of Quantities by more than 25 percent. If such provision is not included in the bidding documents, then at the time of contract negotiations, agreement should be reached to include the above provision as part of the Contract, rather than rejecting the bid.

***(d) Clarifications***

In many civil work contracts, the Procuring Entity may wish to correspond with the bidders for clarifications of their bids. Details of pricing, work methods, scheduling and sourcing of materials are usually the principal subjects of such bid clarifications.

**STAGE 4: DETERMINATION OF THE LOWEST EVALUATED  
SUBSTANTIALLY RESPONSIVE BID**

After going through the above three stages, the lowest evaluated substantially responsive bid shall be determined in accordance with the provisions of the bidding documents. As a final step prior to award, the Procuring Entity should always ensure that the bidder whose bid has been evaluated as the lowest evaluated substantially responsive bid has the financial and technical capability or qualifications to execute the contract satisfactorily. If this is determined as positive, the contract shall be awarded to the bidder which submitted the lowest evaluated substantially responsive bid. Such bidder must not be required, as a condition of contract award, to undertake responsibilities or works not stipulated in the bidding documents or to modify the bid.

**2.13 Determination of award of Contract**

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, would have been noted in Table 10. The bidder with the lowest total is the lowest evaluated cost bidder at this stage, subject to:

- Application of Margin of Preference, if any is allowed;
- Application of any discounts, contingent to the simultaneous award of multiple contracts or lots; and
- Post-qualification evaluation or if prequalification has occurred, confirmation of prequalification information.

If Margin of Preference is allowed in bid evaluation, the ITB will so state and provide detailed procedures to be used in determining the eligibility for preference and the amounts

***(a) Conditional Discount***

Conditional discounts may have been 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 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 Procuring Entity 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 of lowest evaluated bidder***

If prequalification 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 Procuring Entity should satisfy itself fully on both accounts. The Procuring Entity is recommended to request bidders to update these information as necessary.

Where prequalification 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 in post-qualification examination, 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, otherwise 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 as a substantial justification.

***(c) Alternative bids***

The ITB may request or allow the Borrower 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.

**2.14 Determination of contract amount**

The amount of the proposed award shall be the bid price as submitted by the winning bidder and adjusted for corrections (arithmetical errors), 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 allow for acceptable omissions and quantity variations may be made through negotiation with the lowest evaluated bidder.

**(Name of Procuring Entity)**

**Bid Evaluation Report**

Name of Project: \_\_\_\_\_

Procurement Reference Number: \_\_\_\_\_

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



# Bid Evaluation Report for Works (Sample)

## 1. Background

### 1.1 Scope of Procurement

*Include a brief description, context, scope, and objectives of the Procurement. Use about a quarter of a page.*

### 1.2 The Process (Prior to Bid Evaluation)

*Describe major events that may have affected the timing (delays, complaints from bidders, Preparation of Bid Document, extension of deadline for submission of bids, and so on).*

*Use about one-half to one page.*

### 1.3 Bid Evaluation

*Describe briefly the composition of the Bid Evaluation Committee, profile of the members, meetings and actions taken by the Committee; outside assistance, role of consultants where applicable, evaluation guidelines, justification of sub-criteria as indicated in the bid documents; and compliance of evaluation with the Bid document.*

## 2. Identification

*Project description, mention: Procuring Entity, financing source, budget allocated, contract number, contract description, updated cost estimate (indicate date and source if other than in-house personnel), method of procurement, Margin of Preference if applicable, type of contract, co-financing if any (name of financing agency and share of participation).*

## 3. Bidding Process

### (a) General Procurement Notice:

#### (i) *In case of Open Advertised Bidding*

*First date of issue and latest update if any, prequalification if required and list of firms prequalified, Advertisement method for IOAB and NOAB-media used, issue dates, number of firms targeted/notified.*

#### (ii) *In case of Restricted Bidding:*

*Reasons for choosing this procurement method, basis for identifying the list of bidders, communication method for inviting bids and date of issue.*

### (b) Bidding Document: *Standard Bidding Documents used or bidding documents specifically customized by PPO, date approval received from CPB, where applicable, number of companies to whom documents issued.*

### (c) Addendum: *List of addendum issued with details:*

*e.g. Addendum 1. Postponement of Closing date.  
Addendum 2. Additional Drawings  
Addendum 3. Item (4) quantity amended*

Date(s) CPB notified, where applicable:

e.g. *Addendum 1.* .. .....  
*Addendum 2.* .....  
*Addendum 3.* .....

(d) Site visit/Pre-bid Conference -*Date of site visit/pre-bid conference, if any; date minutes of site visit/pre-bid conference sent to bidders and CPB, where applicable.*

#### **4. Bid Submission and Opening**

- (a) *Bid submission deadline/date and extension if any, place bids submitted and opened, number of bids received.*
- (b) *Bid and Bid Security/Bid Securing Declaration validity date-extension if any, type and/or amount of Bid Security required*

*Note: Contracts under two-stage bidding will require the information requested for each stage to be filled out.*

#### **5. Examination for Completeness of bids** (refer to section 2.4 of Guide)

*All bids received have to be checked for completeness with respect to the document mentioned in the Bid Documents namely:*

- a) *Forms of Bids and Bill of Quantities*
- b) *Bid Security, where applicable*
- c) *Schedules of Qualifications Information*
- d) *Joint Venture*
- e) *Evidence for signatory of bids, Power of Attorney or other acceptable evidence etc..*

*(to report on shortcomings )*

#### **6. Determination of Substantive Responsiveness** (refer to section 2.5 and 2.6 of the Guide)

*To examine bids on such issues related to:*

- (a) *Eligibility*
- (b) *Responsiveness to Commercial terms and Conditions,*
- (c) *Responsiveness to Technical Requirements:*

*In examining bids evaluators have to look into factors:*

- (a) *that are material nonconformities such non-compliance with critical technical requirements, eligibility criteria, unacceptable delivery period, substantially non-compliant with performance guarantee, non-compliant with examination and testing prior to shipment, validity of bid and bid security etc.; and*
- (b) *Non-material nonconformities that may be rectified such as arithmetic error, minor omission in the scope of supply that can be priced, minor deviation in terms of payment and delivery when those defined in bidding document were not critical, non-submission of documents related to data and information that are of a factual nature or public knowledge etc....*

*The preliminary examination as defined under Preliminary Examination sections 2.4, 2.5 and 2.6 of the Guide deal with these issues.*

## **7. Detailed Evaluation of bids**

### **(a) Corrections and Unconditional discounts**

*All the substantially responsive bids are then adjusted in respect of arithmetical errors, any price modifications submitted by the bidder separately prior to the closing date for submission of bids, any unconditional discount that cut across part or the full bid price etc..*

*The corrected prices are then inserted in Table 3 hereunder.*

### **(b) Currency conversion**

*All the corrected prices are to be converted into the evaluation currency as provided for in the bidding document as per the format of Table 5 hereunder.*

### **(c) Selection of Bids for detailed evaluation (refer section .... of the Guide)**

*(In order to reduce the volume of work involved in the detailed evaluation, the Bid Evaluation Committee may, after establishing responsiveness of bids, proceed with the detailed evaluation of a shortlisted number of lowest priced bids from Table 3. Other bids would be evaluated only if adjustments, if any, to be made to the shortlisted bids would bring their adjusted price above the unadjusted price of any of the other bids.)*

The table hereunder shows the relative difference in the prices and the reasons for the detailed evaluation of the first ..... (insert number) bids.

| <b>Bidder's name</b> | <b>Corrected discounted price from Table 3 (MUR)</b> | <b>Ranking</b> | <b>Variation Percentage</b> |
|----------------------|--|----------------|-----------------------------|
| <b>Bidder 6</b>      |  | <b>1</b>       |                             |
| <b>Bidder 9</b>      |  | <b>2</b>       |                             |
| <b>Bidder 4</b>      |  | <b>3</b>       |                             |
| <b>Bidder 2</b>      |  | <b>4</b>       |                             |
| <b>Bidder 7</b>      |  | <b>5</b>       |                             |
| <b>Bidder 8</b>      |  | <b>6</b>       |                             |
| <b>Bidder 3</b>      |  | <b>7</b>       |                             |
| <b>Bidder 1</b>      |  | <b>8</b>       |                             |
| <b>Bidder 5</b>      |  | <b>9</b>       |                             |

### **(d) Priced deviation, additions and adjustments**

*Bids that have survived and been selected for detailed evaluations might contain minor omission and deviation which require to be adjusted as far as possible in monetary terms*

*except for those that are nonmaterial nonconformities that may not be given a monetary value and which may be waived.*

*The additions and priced variations may relate to the following as highlighted in the Guide:*

- (a) *For Commercial terms and conditions*
  - *adjustment for deviation in payment terms,*
  - *adjustment for deviation in delivery schedule,*
  - *etc....*
- (b) *For Technical aspects*
  - *addition for deficiencies in scope of supply,*
  - *additions due to technical deviations,*
  - *adjustment for specific evaluation criteria,*
  - *adjustment for spare parts,*
  - *adjustment for inland transport to warehouse or project site where bids have to be compared at a defined particular sites,*
  - *etc..*
- (c) *Alternatives*  
*Where the bidding document allow for alternatives to be considered irrespectively of whether or not a bidder has submitted a base bid these will be considered concurrently with the other bids for the sake of comparison but evaluated according to the criteria mentioned for the alternatives in the bidding document.*
- (d) *Percentage of acceptable priced deviation.*  
*Priced deviations may be limited up to about 15 % of the Bid Price beyond which the bid could be declared not responsive.*
- (e) **Analysis of Bill of Quantities and Rates**
  - to examine whether the unit rates are balanced
  - to verify whether the bid price is reasonable
  - to verify whether the bill of quantities is complete
  - to examine the completeness of unit rates
- (f) **Unbalanced bid**  
*To examine bids for;*
  - *Higher unit price for earlier works*
  - *Higher unit rates for underestimated work items*

## **8. Clarifications**

*The Bid Evaluation Committee shall finally confirm that all clarifications have been made in writing and that the original of all replies received have been inserted in the original of the bidder's submission. Furthermore, where there have been arithmetical corrections, the report should mention if such corrections have been accepted by the respective bidders.*

*After completing the detailed evaluation of bids the Evaluation committee may fill in Table 7 given hereunder as a summary of the evaluated prices for comparison with footnotes and*

*attachments to the table to provide details of all additions, priced deviation, evaluation factors having taken in the price etc...preferably in respect of each bid.*

## **9. Comparison of bids and determination of lowest evaluated bid**

*(a) The bids are compared to rank the bids in the order of the evaluated price. The lowest evaluated bid is then subject to the following:*

- *Margin of Preference, if applicable*
- *Application to conditional discount; and*
- *Post-qualification*

*to identify the bid for Award of Contract. Reasons for the bidder having submitted the lowest evaluated bid(s) not satisfying the qualification criteria should be fully documented in the report.*

*(b) Alternative*

*Where the bidding document allow for alternatives to be considered only if the base bid is determined to be the lowest substantially responsive bids in such cases such alternative will be retained if it is more competitive than the base bid.*

## **10. Reasonableness of the bid price**

*The Bid Evaluation Committee has to comment on the reasonableness of the LEB for execution of the works as per the estimate and rates obtained. In case the lowest evaluated bid is 15 % or more higher than the estimated price, the Evaluation Report should identify the items with rates and prices on the high side to facilitate the negotiation with bidder.*

## **11. Proposed award of contract**

11.1 Lowest evaluated substantially responsive bidder (proposed for contract award).

- (a) name:  
(b) address:

11.2 If bid submitted by agent, list actual Contractor.

- (a) name  
(b) address

11.3 If bid from joint venture, list all partners, nationalities, and estimated shares of contract.

11.4 Principal country(ies) of origin of goods/materials.

11.5 Estimated date (month, year) of contract signing.

11.6 Estimated delivery to project site/completion period:

Currencies                      Amount(s) or %

- 11.7 Bid Price(s) (Read-out).....  
11.8 Corrections for Errors.....  
11.9 Discounts.....  
11.10 Other Adjustments.....

11.11 Proposed Award.....

**12. Conclusion and Recommendation**

*The Evaluation Report shall conclude on the lowest evaluated bid for award of contract highlighting any such issues as minor deviations or other shortcomings which may be taken up at the time of signing the contract.*

*The Evaluation Committee shall also comment on weaknesses found in the bidding document that could be useful for future bidding exercise by the Procuring Entity.*



**Table 1. Bid Prices (as Read Out)**

| Bidder Identification |         |         | Read-out Bid Price(s) <sup>1</sup> |                | Modifications or      |
|-----------------------|---------|---------|------------------------------------|----------------|-----------------------|
| Name                  | Address | Country | Currency(ies)                      | Amount(s) or % | Comments <sup>2</sup> |
| (a)                   | (b)     | (c)     | (d)                                | (e)            | (f)                   |
|                       |         |         |                                    |                |                       |
|                       |         |         |                                    |                |                       |
|                       |         |         |                                    |                |                       |
|                       |         |         |                                    |                |                       |
|                       |         |         |                                    |                |                       |
| etc.                  |         |         |                                    |                |                       |

<sup>1</sup> Secondary currencies are expressed in column *e* as a percentage of the total bid price.

<sup>2</sup> 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 2.2 of the Guidelines above.



**Table 2 Preliminary Examination**

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

The column to be filled with Yes or No against each bidder with footnotes or attachments to explain the shortcomings found against each bidder.

<sup>1</sup> Column (b) shall contain missing documents and other inconsistencies in bidders submissions.

**Note:** For explanations of other headings, see Stage 2 Preliminary examination of bids in the Guidelines. Additional columns or attachments may be needed, such as for responsiveness to technical conditions.

**Annex I-2**  
**Table 2/1**

**Table 2/1 Examination for Completeness of bids**

*(The list of items in this table is indicative. It should be customized to suit the evaluation in process)*

| Sr. No. | Description   | Bidder |   |   |   |   |   |   |   |   |
|---------|---|--------|---|---|---|---|---|---|---|---|
|         |   | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1       | Bid Documents   |        |   |   |   |   |   |   |   |   |
| 1.1     | Original and two copies   |        |   |   |   |   |   |   |   |   |
| 1.2     | Bid submission form   |        |   |   |   |   |   |   |   |   |
| 1.3     | Appendix to bid   |        |   |   |   |   |   |   |   |   |
| 1.4     | Price Schedule/ Bill of Quantities                                |        |   |   |   |   |   |   |   |   |
| 2.0     | Bid Security  |        |   |   |   |   |   |   |   |   |
| 3.0     | <b>Schedule of Qualifications information</b>                     |        |   |   |   |   |   |   |   |   |
|         | Legal status,   |        |   |   |   |   |   |   |   |   |
|         | Power of Attorney or other acceptable document                    |        |   |   |   |   |   |   |   |   |
|         | Works value for last five years                                   |        |   |   |   |   |   |   |   |   |
|         | Evidence for experience of works of similar nature and complexity |        |   |   |   |   |   |   |   |   |
|         | List of Construction Equipment                                    |        |   |   |   |   |   |   |   |   |
|         | Qualifications and experience of key personnel                    |        |   |   |   |   |   |   |   |   |
|         | Report on Financial standing                                      |        |   |   |   |   |   |   |   |   |
|         | Evidence of adequacy of working capital                           |        |   |   |   |   |   |   |   |   |
|         | Authority to seek reference from Bank                             |        |   |   |   |   |   |   |   |   |
|         | Information regarding litigations                                 |        |   |   |   |   |   |   |   |   |
|         | Proposal for subcontracting                                       |        |   |   |   |   |   |   |   |   |
|         |   |        |   |   |   |   |   |   |   |   |
| 4.0     | Proposal for work method  |        |   |   |   |   |   |   |   |   |
| 5.0     | Construction Progress Chart                                       |        |   |   |   |   |   |   |   |   |
| 6.0     | Alternative proposal  |        |   |   |   |   |   |   |   |   |
| 7.0     | Drawings and Documents to be submitted with bid                   |        |   |   |   |   |   |   |   |   |
| 8.0     | Joint Venture Agreement (where applicable)                        |        |   |   |   |   |   |   |   |   |
|         |   |        |   |   |   |   |   |   |   |   |

*Legend: Y for yes, N for No, Pa for Partial and NA for not applicable in columns under each bidder*

**Annex I-2**  
**Table 2/2**

**Table 2/2. Technical and Commercial Responsiveness of Bids**

*(The Bid Evaluation Committee will require a sub-table, as proposed hereunder, to list all items that will determine the substantive responsiveness of the bids. These items include contractor's qualification criteria, sub-contracting, qualification of key personnel, submission of bid security, unacceptable qualification of commercial conditions etc.. In situations where the type of procurement may contain a marking system like in the case of design and install/build, the BEC would have to prepare a marking sheet separately and report the result herein.)*

| Sr.<br>No. | Requirements                                   | Bid<br>Document<br>Ref. | Bidder |   |   |   |   |   |   |   |   |  |
|------------|--|-------------------------|--------|---|---|---|---|---|---|---|---|--|
|            |  |                         | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  |
| (a)        | Compliance with scope of works                 |                         |        |   |   |   |   |   |   |   |   |  |
| (b)        | Conformity in Specifications                   |                         |        |   |   |   |   |   |   |   |   |  |
| (c)        | Scheduling of works                            |                         |        |   |   |   |   |   |   |   |   |  |
| (d)        | Working method                                 |                         |        |   |   |   |   |   |   |   |   |  |
| (e)        | Inacceptable percentage of front loading       |                         |        |   |   |   |   |   |   |   |   |  |
| (f)        | Qualifications and experience of key personnel |                         |        |   |   |   |   |   |   |   |   |  |
| (g)        | Validity period of bid                         |                         |        |   |   |   |   |   |   |   |   |  |
| (h)        | Bid security/Bid Securing Declaration          |                         |        |   |   |   |   |   |   |   |   |  |
|            | etc.....                                       |                         |        |   |   |   |   |   |   |   |   |  |
|            |  |                         |        |   |   |   |   |   |   |   |   |  |
|            |  |                         |        |   |   |   |   |   |   |   |   |  |
|            |  |                         |        |   |   |   |   |   |   |   |   |  |
|            | <b>Findings</b>                                |                         |        |   |   |   |   |   |   |   |   |  |

Legend: C = Complied NA = Not Applicable PC = Partially Complied

R = Substantially Responsive. NC = Not Complied

**Table 3. Corrections and Unconditional Discount**

| Bidder | Read-out Bid Price(s) |           | Corrections                       |                  | Corrected Bid Price(s)  | Unconditional Discounts <sup>2</sup> |           | Corrected/Discounted Bid Price(s) |
|--------|-----------------------|-----------|-----------------------------------|------------------|-------------------------|--------------------------------------|-----------|-----------------------------------|
|        | Currency(ies)         | Amount(s) | Computational Errors <sup>1</sup> | 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 2, column *g*) should be included in this and subsequent tables. Columns *a*, *b*, and *c* are from Table 1 (columns *a*, *d*, and *e*, respectively).

<sup>1</sup> Corrections in column *d* may be positive or negative.

<sup>2</sup> If the discount is offered as a percent, column *h* is normally the product of the amounts in columns *f* and *g*. If the discount is provided as an amount, it is entered directly in column *h*. A price increase is a negative discount.

**Annex I-2  
Table 4****Table 4. 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 5. Currency Conversion (Multiple Currencies)**

Specify Evaluation Currency: \_\_\_\_\_

| Bidder<br><i>(a)</i> | Currency(ies) of Bid<br><i>(b)</i> | Corrected/Discounted<br>Bid Price(s)<br><i>(c)</i> | Applicable<br>Exchange Rate(s) <sup>1</sup><br><i>(d)</i> | Evaluation Currency                    |  |
|----------------------|------------------------------------|--|---|--|--|
|                      |                                    |  |   | Bid Price(s)<br><i>(e) = (c) x (d)</i> | Total Bid Price <sup>2</sup><br><i>(f)</i> |
|                      |                                    |  |   |  |  |
|                      |                                    |  |   |  |  |
|                      |                                    |  |   |  |  |
|                      |                                    |  |   |  |  |
|                      |                                    |  |   |  |  |
| etc.                 |                                    |  |   |  |  |

**Note:** This table is to be used for SBDG and Option B of SBDLW. Columns *a*, *b* and *c* are from Table 3, columns *a*, *b* and *i*.

<sup>1</sup> Column *d* is from Table 4.

<sup>2</sup> Column *f* is the sum of bid prices in column *e* for each bidder.

**Table 6. Currency Conversion (single currency)**

Specify Evaluation Currency: \_\_\_\_\_

| Bidder     | Corrected/Discounted<br>Bid Price<br>(in specified currency) | Payment Composition <sup>1</sup> |                         |                                     | Exchange<br>Rate Used<br>by Bidder <sup>1</sup> | Amounts in<br>Currency of<br>Payment | Exchange<br>Rate for<br>Evaluation <sup>2</sup> | Evaluation Currency    |                    |
|------------|--|----------------------------------|-------------------------|-------------------------------------|---|--------------------------------------|---|------------------------|--------------------|
|            |  | Currency of<br>Payment           | Percent of<br>Total Bid | Amount in<br>Evaluation<br>Currency |   |                                      |   | Bid Prices             | Total <sup>3</sup> |
| <i>(a)</i> | <i>(b)</i>   | <i>(c)</i>                       | <i>(d)</i>              | <i>(e) = (b) x (d)</i>              | <i>(f)</i>                                      | <i>(g) = (e) x (f)</i>               | <i>(h)</i>                                      | <i>(i) = (g) x (h)</i> | <i>(j)</i>         |
|            |  |                                  |                         |                                     |   |                                      |   |                        |                    |
|            |  |                                  |                         |                                     |   |                                      |   |                        |                    |
|            |  |                                  |                         |                                     |   |                                      |   |                        |                    |
|            |  |                                  |                         |                                     |   |                                      |   |                        |                    |
| etc.       |  |                                  |                         |                                     |   |                                      |   |                        |                    |

**Note:** This table is used for SBDW and Option A of SBDLW. Columns *a* and *b* are from Table 3, columns *a* and *i*.

<sup>1</sup> Columns *c*, *d*, and *f* are provided in the SBDLW Appendix to Bid and in the (Form of) Contractor's Bid in the SBDW.

<sup>2</sup> Column *h* is from Table 4.

<sup>3</sup> Column *j* is the sum of bid prices in column *i* for each bidder.

**Table 7. Additions, adjustments, and Priced deviations**

Specify Evaluation Currency: \_\_\_\_\_

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

1 Column *b* is from either Table 5 column *f* or Table 6 column *j*,

2 Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to Stage 3 – Detailed evaluation of the Guidelines.



**(Name of Procuring Entity)**

**Bid Evaluation Report**

Name of Project: \_\_\_\_\_

Procurement reference number: \_\_\_\_\_

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

# Bid Evaluation Report for Goods (Sample)

## 1. Background

### 1.2 Scope of Procurement

*Include a brief description, context, scope, and objectives of the Procurement. Use about a quarter of a page.*

### 1.3 The Process (Prior to Bid Evaluation)

*Describe major events that may have affected the timing (delays, complaints from bidders, Preparation of Bid Document, extension of deadline for submission of bids, and so on).*

*Use about one-half to one page.*

### 1.4 Bid Evaluation

*Describe briefly the composition of the Bid Evaluation Committee, profile of the members, meetings and actions taken by the Committee; outside assistance, role of consultants where applicable, evaluation guidelines, justification of sub-criteria as indicated in the bid documents; and compliance of evaluation with the Bid document.*

## 2. Identification

*Project description, mention: Procuring Entity, financing source, budget allocated, contract number, contract description, updated cost estimate (indicate date and source if other than in-house personnel), method of procurement, Margin of Preference if applicable, type of contract, co-financing if any (name of financing agent and share of participation).*

## 3. Bidding Process

### (a) General Procurement Notice:

#### (i) *In case of Open Advertised Bidding*

*First date of issue and latest update if any, prequalification if required and list of firms prequalified, Advertisement method for IOAB and NOAB-media used, issue dates, number of firms targeted/notified.*

#### (ii) *In case of Restricted Bidding:*

*Reasons for choosing this procurement method, basis for identifying the list of bidders, communication method for inviting bids and date of issue.*

### (b) Bidding Document: *Standard Bidding Documents used or bidding documents specifically customized by PPO, date approval received from CPB, where applicable, number of companies to whom documents issued.*

### (c) Addendum: *List of addendum issued with details:*

*e.g. Addendum 1. Postponement of Closing date.  
Addendum 2. Additional Drawings  
Addendum 3. Item (4) quantity amended*

### Date(s) CPB notified, where applicable:

*e.g. Addendum 1. .. .. .*

|                    |       |
|--------------------|-------|
| <i>Addendum 2.</i> | ..... |
| <i>Addendum 3.</i> | ..... |

- (d) Site visit/Pre-bid Conference -*Date of site visit/pre-bid conference, if any; date minutes of site visit/pre-bid conference sent to bidders and CPB, where applicable.*

#### **4. Bid Submission and Opening**

- (a) *Bid submission deadline/date and extension if any, place bids submitted and opened, number of bids received.*
- (b) *Bid and Bid Security/Bid Securing Declaration validity date-extension if any, type and/or amount of Bid Security required*

*Note: Contracts under two-stage bidding will require the information requested for each stage to be filled out.*

#### **5. Examination for Completeness of bids** (refer to section 2.4 of Guide)

*All bids received have to be checked for completeness with respect to the document mentioned in the Bid Documents namely:*

- a) Form of Bid and Price schedules;*
- b) Bid Security, where applicable;*
- c) Joint Venture Agreement or Letter of Intent to Enter into an Agreement, if required;*
- d) Propriety of Signature and Power of Attorney;*
- e) Documents establishing the eligibility of bidders and goods;*
- f) Documents required to assess the qualification of bidders and their manufacturers;*
- g) Documents required to assess the goods' conformity with the bidding documents;*
- h) Manufacturer's Authorisation Certificate where applicable*
- i) Type test certificate*
- j) Accreditation certificate*
- etc..*

*( to report on shortcomings )*

#### **6. Determination of Substantive Responsiveness** (refer to section 2.5 and 2.6 of the Guide)

*To examine bids on such issues related to:*

- (a) Eligibility*
- (b) Responsiveness to Commercial terms and Conditions,*
- (c) Responsiveness to Technical Requirements:*

*In examining bids evaluators have to look into factors:*

- (a) that are material nonconformities such non-compliance with critical technical requirements, eligibility criteria, unacceptable delivery period, substantially non-compliant with performance guarantee, non-compliant with examination and testing prior to shipment, validity of bid and bid security etc.; and*
- (b) Non-material nonconformities that may be rectified such as arithmetic error, minor omission in the scope of supply that can be priced, minor deviation in terms of payment and delivery when those defined in bidding document were not critical, non-*

*submission of documents related to data and information that are of a factual nature or public knowledge etc....*

*The preliminary examination as defined under Preliminary Examination sections 2.4, 2.5 and 2.6 of the Guide deal with these issues.*

## **7. Detailed Evaluation of bids**

### **(a) Corrections and Unconditional discounts**

*All the substantially responsive bids are then adjusted in respect of arithmetical errors, any price modifications submitted by the bidder separately prior to the closing date for submission of bids, any unconditional discount that cut across part or the full bid price etc..*

*The corrected prices are then inserted in Table 3 hereunder.*

### **(b) Currency conversion**

*All the corrected prices are to be converted into the evaluation currency as provided for in the bidding document as per the format of Table 5 hereunder.*

### **(c) Selection of Bids for detailed evaluation (refer section .... of the Guide)**

*(In order to reduce the volume of work involved in the detailed evaluation, the Bid Evaluation Committee may, after establishing responsiveness of bids, proceed with the detailed evaluation of a shortlisted number of lowest priced bids from Table 3. Other bids would be evaluated only if adjustments, if any, to be made to the shortlisted bids would bring their adjusted price above the unadjusted price of any of the other bids.)*

The table hereunder shows the relative difference in the prices and the reasons for the detailed evaluation of the first ..... (insert number) bids.

| <b>Bidder's name</b> | <b>Corrected discounted price from Table 3 (MUR)</b> | <b>Ranking</b> | <b>Variation Percentage</b> |
|----------------------|--|----------------|-----------------------------|
| <b>Bidder 6</b>      |  | <b>1</b>       |                             |
| <b>Bidder 9</b>      |  | <b>2</b>       |                             |
| <b>Bidder 4</b>      |  | <b>3</b>       |                             |
| <b>Bidder 2</b>      |  | <b>4</b>       |                             |
| <b>Bidder 7</b>      |  | <b>5</b>       |                             |
| <b>Bidder 8</b>      |  | <b>6</b>       |                             |
| <b>Bidder 3</b>      |  | <b>7</b>       |                             |
| <b>Bidder 1</b>      |  | <b>8</b>       |                             |
| <b>Bidder 5</b>      |  | <b>9</b>       |                             |

(d) Priced deviation, additions and adjustments

*Bids that have survived and been selected for detailed evaluations might contain minor omission and deviation which require to be adjusted as far as possible in monetary terms except for those that are nonmaterial nonconformities that may not be given a monetary value and which may be waived.*

*The additions and priced variations may relate to the following as highlighted in the Guide:*

- (a) *For Commercial terms and conditions*
  - *adjustment for deviation in payment terms,*
  - *adjustment for deviation in delivery schedule,*
  - *etc....*
- (b) *For Technical aspects*
  - *addition for deficiencies in scope of supply,*
  - *additions due to technical deviations,*
  - *adjustment for specific evaluation criteria,*
  - *adjustment for spare parts,*
  - *adjustment for inland transport to warehouse or project site where bids have to be compared at a defined particular sites,*
  - *etc..*
- (c) *Alternatives*

*Where the bidding document allow for alternatives to be considered irrespectively of whether or not a bidder has submitted a base bid these will be considered concurrently with the other bids for the sake of comparison but evaluated according to the criteria mentioned for the alternatives in the bidding document.*
- (d) *Percentage of acceptable priced deviation.*

*Priced deviations may be limited up to about 15 % of the Bid Price beyond which the bid could be declared not responsive.*

## **8. Clarifications**

*The Bid Evaluation Committee shall finally confirm that all clarifications have been made in writing and that the original of all replies received have been inserted in the original of the bidder's submission. Furthermore, where there have been arithmetical corrections, the report should mention if such corrections have been accepted by the respective bidders.*

*After completing the detailed evaluation of bids the Evaluation committee may fill in Table 7 given hereunder as a summary of the evaluated prices for comparison with footnotes and attachments to the table to provide details of all additions, priced deviation, evaluation factors having taken in the price etc...preferably in respect of each bid.*

## **9. Comparison of bids and determination of lowest evaluated bid**

- (a) *The bids are compared to rank the bids in the order of the evaluated price. The lowest evaluated bid is then subject to the following:*
  - *Margin of Preference, if applicable*
  - *Application to conditional discount; and*
  - *Post-qualification*

*to identify the bid for Award of Contract. Reasons for the bidder having submitted the lowest evaluated bid(s) not satisfying the qualification criteria should be fully documented in the report.*

*(b) Alternative*

*Where the bidding document allow for alternatives to be considered only if the base bid is determined to be the lowest substantially responsive bids in such cases such alternative will be retained if it is more competitive than the base bid.*

**10. Reasonableness of the bid price**

*The Bid Evaluation Committee has to comment on the reasonableness of the LEB for execution of the works as per the estimate and rates obtained. In case the lowest evaluated bid is substantially higher than the estimated price, the Evaluation Report should identify the items with rates and prices on the high side to facilitate the negotiation with bidder, if the Procuring Entity so decides.*

**11. Proposed award of contract**

11.1 Lowest evaluated substantially responsive bidder (proposed for contract award).

- (a) name:
- (b) address:

11.2 If bid submitted by agent, list actual Contractor.

- (a) name
- (b) address

11.3 If bid from joint venture, list all partners, nationalities, and estimated shares of contract.

11.4 Principal country (ies) of origin of goods/materials.

11.5 Estimated date (month, year) of contract signing.

11.6 Estimated delivery to project site/completion period:

|                                   | Currencies | Amount(s) or % |
|-----------------------------------|------------|----------------|
| 11.7 Bid Price(s) (Read-out)..... |            |                |
| 11.8 Corrections for Errors.....  |            |                |
| 11.9 Discounts.....               |            |                |
| 11.10 Other Adjustments.....      |            |                |
| 11.11 Proposed Award.....         |            |                |

**12. Conclusion and Recommendation**

*The Evaluation Report shall conclude on the lowest evaluated bid for award of contract highlighting any such issues as minor deviations or other shortcomings which may be taken up at the time of signing the contract.*

*The Evaluation Committee shall also comment on weaknesses found in the bidding document that could be useful for future bidding exercise by the Procuring Entity.*



Table 1 Bid Prices (as Read Out)

| Bidder Identification |                       |                       | Read-out Bid Price(s) <sup>1</sup> |                              | Modifications or<br>Comments <sup>2</sup> |
|-----------------------|-----------------------|-----------------------|------------------------------------|------------------------------|---|
| Name<br><i>(a)</i>    | Address<br><i>(b)</i> | Country<br><i>(c)</i> | Currency(ies)<br><i>(d)</i>        | Amount(s) or %<br><i>(e)</i> |   |
|                       |                       |                       |                                    |                              |   |
|                       |                       |                       |                                    |                              |   |
|                       |                       |                       |                                    |                              |   |
|                       |                       |                       |                                    |                              |   |
|                       |                       |                       |                                    |                              |   |
| etc.                  |                       |                       |                                    |                              |   |

<sup>1</sup> Secondary currencies are expressed in column *e* as a percentage of the total bid price.

<sup>2</sup> 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 2.2 of the Guidelines above.



**Table 2 Preliminary Examination**

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

The column to be filled with Yes or No against each bidder with footnotes or attachments to explain the shortcomings found against each bidder.

<sup>1</sup> Column (b) shall contain missing documents and other inconsistencies in bidders' submissions.

**Note:** For explanations of other headings, see Stage 2 Preliminary examination of bids in the Guidelines. Additional columns or attachments may be needed, such as for responsiveness to technical conditions.

**Annex II-2**  
**Table 2/1**

**Table 2/1 Examination for Completeness of bids**

*(The list of items in this table is indicative. It should be customized to suit the evaluation in process)*

| Sr. No. | Description   | Bidder |   |   |   |   |   |   |   |   |
|---------|---|--------|---|---|---|---|---|---|---|---|
|         |   | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1       | Bid Documents   |        |   |   |   |   |   |   |   |   |
| 1.1     | Original and two copies   |        |   |   |   |   |   |   |   |   |
| 1.2     | Bid submission form   |        |   |   |   |   |   |   |   |   |
| 1.3     | Price Schedules   |        |   |   |   |   |   |   |   |   |
| 1.4     | Form of guaranteed technical compliance   |        |   |   |   |   |   |   |   |   |
| 1.5     | Technical brochures and data establishing conformity of goods   |        |   |   |   |   |   |   |   |   |
| 1.6     | Manufacturer's Authorisation Form, if applicable  |        |   |   |   |   |   |   |   |   |
| 2.0     | Bid Security or subscription to Bid Securing declaration as applicable                                    |        |   |   |   |   |   |   |   |   |
| 3.0     | <b>Schedule of Qualifications information</b>   |        |   |   |   |   |   |   |   |   |
|         | Legal status,   |        |   |   |   |   |   |   |   |   |
|         | Power of Attorney or other acceptable document, where applicable  |        |   |   |   |   |   |   |   |   |
|         | Reference of production capacity, past sales and customers details  |        |   |   |   |   |   |   |   |   |
| 4.0     | Sample if requested   |        |   |   |   |   |   |   |   |   |
| 5.0     | Type Test, ISO certificates etc...  |        |   |   |   |   |   |   |   |   |
| 6.0     | Soft copy and other kit for demonstration of functionality of the items to be purchased, where applicable |        |   |   |   |   |   |   |   |   |
| 7.0     |   |        |   |   |   |   |   |   |   |   |
| 8.0     |   |        |   |   |   |   |   |   |   |   |
| 9.0     |   |        |   |   |   |   |   |   |   |   |
| 10.0    | Etc..   |        |   |   |   |   |   |   |   |   |
|         |   |        |   |   |   |   |   |   |   |   |

*Legend: Y for yes, N for No, Pa for Partial and NA for not applicable in columns under each bidder*

**Annex II-2**  
**Table 2/2**

**Table 2/2 Substantive Responsiveness of Bids**

*[The Bid Evaluation Committee will require a sub-table, as proposed hereunder, to list all items that will determine the substantive technical and commercial responsiveness of the bids. Where the evaluation is complex separate tables could be used for commercial and technical responsiveness]*

| Sr.<br>No. | Requirements <i>[the items listed may be amended to satisfy the specific requirements of a specific procurement]</i> | Bid Document Ref. | Bidder |   |   |   |   |   |   |   |   |  |
|------------|--|-------------------|--------|---|---|---|---|---|---|---|---|--|
|            |  |                   | 1      | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  |
|            | Failure to satisfy bid and security validity period  |                   |        |   |   |   |   |   |   |   |   |  |
|            | Failure to satisfy delivery/completion period when these are critical  |                   |        |   |   |   |   |   |   |   |   |  |
|            | Price adjustment proposed when fixed price was requested   |                   |        |   |   |   |   |   |   |   |   |  |
|            | Failure to submit evidence for signatory of bid to commit the bidder   |                   |        |   |   |   |   |   |   |   |   |  |
|            | Failure to provide evidence of liquid asset/credit facility  |                   |        |   |   |   |   |   |   |   |   |  |
|            | Failure to bid for the full scope of works   |                   |        |   |   |   |   |   |   |   |   |  |
|            | Major item missing   |                   |        |   |   |   |   |   |   |   |   |  |
|            | Non-compliance with critical technical and quality control standards,  |                   |        |   |   |   |   |   |   |   |   |  |
|            | Unrealistic and inadequate implementation plan   |                   |        |   |   |   |   |   |   |   |   |  |
|            |  |                   |        |   |   |   |   |   |   |   |   |  |
|            |  |                   |        |   |   |   |   |   |   |   |   |  |
|            | <b>Findings</b>  |                   |        |   |   |   |   |   |   |   |   |  |

Legend: C = Complied NA = Not Applicable PC = Partially Complied

R = Substantially Responsive. NC = Not Complied

Table 3 Corrections and Unconditional Discount

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

**Note:** Only bids accepted for preliminary examination (Table 2, column *g*) should be included in this and subsequent tables. Columns *a*, *b*, and *c* are from Table 1 (columns *a*, *d*, and *e*, respectively).

<sup>1</sup> Corrections in column *d* may be positive or negative.

<sup>2</sup> If the discount is offered as a percent, column *h* is normally the product of the amounts in columns *f* and *g*. If the discount is provided as an amount, it is entered directly in column *h*. A price increase is a negative discount.

**Table 4 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 5 Currency Conversion (Multiple Currencies)**

Specify Evaluation Currency: \_\_\_\_\_

| Bidder<br>(a) | Currency(ies) of Bid<br>(b) | Corrected/Discounted<br>Bid Price(s)<br>(c) | Applicable<br>Exchange Rate(s) <sup>1</sup><br>(d) | Evaluation Currency             |                                     |
|---------------|-----------------------------|---|--|---------------------------------|-------------------------------------|
|               |                             |   |  | Bid Price(s)<br>(e) = (c) x (d) | Total Bid Price <sup>2</sup><br>(f) |
|               |                             |   |  |                                 |                                     |
|               |                             |   |  |                                 |                                     |
|               |                             |   |  |                                 |                                     |
|               |                             |   |  |                                 |                                     |
|               |                             |   |  |                                 |                                     |
| etc.          |                             |   |  |                                 |                                     |

**Note:** This table is to be used for SBDG and Option B of SBDLW. Columns *a*, *b* and *c* are from Table 3, columns *a*, *b* and *i*.

<sup>1</sup> Column *d* is from Table 4.

<sup>2</sup> Column *f* is the sum of bid prices in column *e* for each bidder.

Table 6 Currency Conversion (single currency)

Specify Evaluation Currency: \_\_\_\_\_

| Bidder | Corrected/Discounted<br>Bid Price<br>(in specified currency) | Payment Composition <sup>1</sup> |                         |                                     | Exchange<br>Rate Used<br>by Bidder <sup>1</sup> | Amounts in<br>Currency of<br>Payment | Exchange<br>Rate for<br>Evaluation <sup>2</sup> | Evaluation Currency |                    |
|--------|--|----------------------------------|-------------------------|-------------------------------------|---|--------------------------------------|---|---------------------|--------------------|
|        |  | Currency of<br>Payment           | Percent of<br>Total Bid | Amount in<br>Evaluation<br>Currency |   |                                      |   | Bid Prices          | Total <sup>3</sup> |
| (a)    | (b)  | (c)                              | (d)                     | (e) = (b) x (d)                     | (f)   | (g) = (e) x (f)                      | (h)   | (i) = (g) x (h)     | (j)                |
|        |  |                                  |                         |                                     |   |                                      |   |                     |                    |
|        |  |                                  |                         |                                     |   |                                      |   |                     |                    |
|        |  |                                  |                         |                                     |   |                                      |   |                     |                    |
|        |  |                                  |                         |                                     |   |                                      |   |                     |                    |
| etc.   |  |                                  |                         |                                     |   |                                      |   |                     |                    |

**Note:** This table is used for SBDW and Option A of SBDLW. Columns *a* and *b* are from Table 3, columns *a* and *i*.

<sup>1</sup> Columns *c*, *d*, and *f* are provided in the SBDLW Appendix to Bid and in the (Form of) Contractor's Bid in the SBDW.

<sup>2</sup> Column *h* is from Table 4.

<sup>3</sup> Column *j* is the sum of bid prices in column *i* for each bidder.

**Table 7 Additions, adjustments, and Priced deviations**

Specify Evaluation Currency: \_\_\_\_\_

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

<sup>2</sup> Column *b* is from either Table 5 column *f* or Table 6 column *j*,

<sup>2</sup> Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to Stage 3 – Detailed evaluation of the Guidelines.



## **Appendices**

Appendices contained hereunder are samples of additional forms that may be useful for preparing records during Bid Opening, Tables for Price Comparison, Salient Features in Technical and Commercial substantive compliances, Eligibility criteria etc..

## List of Appendices

- Appendix 1: BASIC DATA SHEET
- Appendix 2: RECORD OF BID OPENING
- Appendix 3: TABLE OF BIDDERS AND BID PRICES
- Supply of Goods
  - Civil Works
  - Turn Key Project
- Appendix 4: TABLE OF SUBSTANTIAL RESPONSIVENESS OF BIDS (COMMERCIAL TERMS) & DETAILS OF ELIGIBILITY
- Supply of Goods
  - Civil Works
  - Plant – Design – Supply – Install (Single stage – one envelope)
- TABLE: EVALUATION OF BIDDERS' QUALIFICATIONS
- TABLE OF SUBSTANTIVE RESPONSIVENESS OF BIDS (TECHNICAL REQUIREMENTS)—SUPPLY CONTRACT
- Appendix 5: TABLE OF SALIENT FEATURES OF BIDS (COMMERCIAL TERMS AND CONDITIONS) -- SUPPLY OF GOODS
- TABLE OF SALIENT FEATURE OF BIDS (COMMERCIAL TERMS AND CONDITIONS) – CIVIL WORKS
- TABLE OF SALIENT FEATURE OF BIDS (COMMERCIAL TERMS AND CONDITIONS) – PLANT-DESIGN-SUPPLY-INSTALL
- Appendix 5A: TABLE OF SALIENT FEATURES OF BIDS (TECHNICAL REQUIREMENTS)
- Appendix 6: TABLE OF BID PRICE COMPARISON (SUPPLY CONTRACT)
- Appendix 6A: TABLE OF BID PRICE COMPARISON (CIVIL WORKS CONTRACT)
- Appendix 6B: TABLE OF BID PRICE COMPARISON (PLANT-DESIGN-SUPPLY-INSTALL)

## BASIC DATA SHEET

1. Project Title:
2. Source of Fund:
3. Bid or Contract Title:
4. Bid or Contract Number:
5. Estimated Value or Engineer's Estimate:
6. Date Invitation for Bids Issued:
7. Method of Procurement<sup>12</sup>:
8. Bid Closing Date and Time:
9. Bid Opening Date and Time:
10. Number of Bids Received:
11. Bid Validity Expires on:
12. Bid Security Validity Expires on:
13. Date for Determining Applicable Exchange Rates:
14. Exchange Rates for Evaluation:

### Notes

*(a) Regarding "item 11-Bid Validity Expiry Date": Provided bid extensions are permissible pursuant to the bidding documents, and if the original bid validity has expired but bidders have been asked to extend the bid validity period, show the date on which bidders were requested to do so and the date to which they were requested to extend the validity. The information of which bidders have extended their bid validity and which bidders refused to extend their bid validity shall also be provided in the Basic Data Sheet.*

*(b) Regarding Bid Security Validity Expiry Date: If the original bid validity period is extended, bidders should also be asked to extend the bid security validity period, hence information on the extended bid security validity period shall be provided in the Basic Data Sheet.*

*(c) For "item 13 - Date for Determining Applicable Exchange Rates": The date as specified in the bidding documents shall be used.*

*(d) For "item 14 - Exchange Rates for Evaluation", The official selling rates of all foreign currencies involved in the bid evaluation and information about the official source of such selling rates as provided in the bidding documents shall be noted.*

---

<sup>12</sup> International Competitive Bidding (ICB). National Competitive Bidding (NCB), Limited International Bidding (LIB) as appropriate

## Bid Opening Check List

(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 "Substitution," "Withdrawal," or "Modification" submitted
- (g) Describe any alternative bid made:
- (h) Describe any discounts or modifications offered:
- (i) Additional comments:<sup>13</sup>
- (j) Name of bidder or representative present:
- (k) Total bid price: \_\_\_\_\_ (list currencies and amounts or percentages)<sup>14</sup>

Signature of responsible official: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>13</sup> Read out and record model numbers of equipment.

<sup>14</sup> If bid is for a package of contracts, the price for each lot or item should be read out.

**RECORD OF BID OPENING**

Procurement Reference No: .....  
Project Title: .....

1. The following bids were received by the closing deadline fixed on .....(Date) .....  
at ..... (Time).....hrs and were publicly opened and read at (Time) ....hrs on the  
same date.

| No. | Name of Bidder & address | Bid Security Amount | Bid Amount <sup>15</sup> |              |                   |       | Remarks (if any e.g. bid security deficiency, no signature) | Signature of Bidders Representatives |
|-----|--------------------------|---------------------|--------------------------|--------------|-------------------|-------|---|--------------------------------------|
|     |                          |                     | Package No 1             | Package No 2 | Etc <sup>16</sup> | Total |   |                                      |
| 1   |                          |                     |                          |              |                   |       |   |                                      |
| 2   |                          |                     |                          |              |                   |       |   |                                      |
| 3   |                          |                     |                          |              |                   |       |   |                                      |
| 4   |                          |                     |                          |              |                   |       |   |                                      |
| 5   |                          |                     |                          |              |                   |       |   |                                      |
| 6   |                          |                     |                          |              |                   |       |   |                                      |
| 7   |                          |                     |                          |              |                   |       |   |                                      |
|     |                          |                     |                          |              |                   |       |   |                                      |
|     |                          |                     |                          |              |                   |       |   |                                      |
| Etc |                          |                     |                          |              |                   |       |   |                                      |

<sup>15</sup> Any discounts offered should be recorded. Any alternative bids submitted should be opened.

<sup>16</sup> Number of columns depends on the number of Sub-Packages in the Bidding Documents

2. The following bidders' representatives attended the public opening of bids and a copy of the attendance sheet is attached as an annexure of this record.

| No. | Name | Designation | Bidding Company represented |
|-----|------|-------------|-----------------------------|
| 1   |      |             |                             |
| 2   |      |             |                             |
| 3   |      |             |                             |
| 4   |      |             |                             |
| 5   |      |             |                             |
| 6   |      |             |                             |
| 7   |      |             |                             |
| 8   |      |             |                             |
| 9   |      |             |                             |
| 10  |      |             |                             |
| Etc |      |             |                             |

3. Matters transpiring during the opening of bids. (*Any modifications, bid withdrawals, complaints received, and clarifications mode or announced by the bid opening committee should be recorded*).

4. Reading and signing of bids ended at ..... hrs.

.....  
.....

(Name, Signature, and Designation)

(Name, Signature, and Designation)

.....

(Name, Signature, and Designation)

**ATTENDANCE SHEET FOR OPENING OF BIDS**

Procurement Reference No: .....

Project Title: .....

Place: ..... Date:..... Time:.....

The following bidders' representatives attended the public opening of bids.

| No. | Bidder, Firm, Company | Representative (Printed Name) | Designation | Signature |
|-----|-----------------------|-------------------------------|-------------|-----------|
| 1   |                       |                               |             |           |
| 2   |                       |                               |             |           |
| 3   |                       |                               |             |           |
| 4   |                       |                               |             |           |
| 5   |                       |                               |             |           |
| 6   |                       |                               |             |           |
| 7   |                       |                               |             |           |
| 8   |                       |                               |             |           |
| 9   |                       |                               |             |           |
| 10  |                       |                               |             |           |
| Etc |                       |                               |             |           |

**TABLE OF BIDDERS AND BID PRICES (SUPPLY CONTRACT)**

Procurement Reference No. .... For the Supply of ..... (Bid/Contract/Title) .....

| Package (or Schedule) | Items in Package (or Schedule)                | Bidder No. 1                       |                                    |  |   | Bidder No. 2                       |                                    |  |   | Bidder No. 3                       |                                    |  |   |
|-----------------------|---|------------------------------------|------------------------------------|--|---|------------------------------------|------------------------------------|--|---|------------------------------------|------------------------------------|--|---|
|                       |   | Quoted Bid Price CIP/CIF / EXW (1) | Discounts Offered CIP/CIF/ EXW (2) | Arithmetic Correction CIP/CIF/ EXW (3) | Corrected Bid Price (4) = (1) – (2) ± (3) | Quoted Bid Price CIP/CIF / EXW (1) | Discounts Offered CIP/CIF/ EXW (2) | Arithmetic Correction CIP/CIF/ EXW (3) | Corrected Bid Price (4) = (1) – (2) ± (3) | Quoted Bid Price CIP/CIF / EXW (1) | Discounts Offered CIP/CIF/ EXW (2) | Arithmetic Correction CIP/CIF/ EXW (3) | Corrected Bid Price (4) = (1) – (2) ± (3) |
| I                     | 1<br>2<br>3<br>Sub-Total for I <sup>1</sup>   |                                    |                                    |  |   |                                    |                                    |  |   |                                    |                                    |  |   |
| II                    | 1<br>2<br>3<br>Sub-Total for II <sup>1</sup>  |                                    |                                    |  |   |                                    |                                    |  |   |                                    |                                    |  |   |
| III                   | 1<br>2<br>3<br>Sub-Total for III <sup>1</sup> |                                    |                                    |  |   |                                    |                                    |  |   |                                    |                                    |  |   |
|                       | Total for All Packages                        |                                    |                                    |  |   |                                    |                                    |  |   |                                    |                                    |  |   |

1 If the contract is for supply, delivery, and installation, the bid price for local handling, transportation, and installation must be shown for each package and added to the sub-total for each package.







**TABLE OF SUBSTANTIAL RESPONSIVENESS OF BIDS (COMMERCIAL  
TERMS) –  
SUPPLY OF GOODS**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements  | Bidding Documents Reference                          | Bidder No. 1   | Bidder No. 2   | Bidder No 3  |
|-----|---|--|--|--|--|
|     | <i>(List here all conditions stipulated in the bidding documents with which bidders must comply for their bids to be considered responsive)</i> | <i>(Section and Clause No. of bidding documents)</i> |  |  |  |
| 1   | Signature on Bid Form by the Authorized Person  |  | C  | C  | C  |
| 2   | Power of Attorney   |  | C  | C  | C  |
| 3   | Eligibility:<br><br>Bidders<br><br>Goods  |  | C (see details in Attachment 1 to this Appendix)<br><br>C  | C (see details in Attachment 1 to this Appendix)<br><br>NC <sup>1</sup>                            | C (see details in Attachment 1 to this Appendix)<br><br>C  |
| 4   | Bid Validity – .... days  |  | C (valid until indicate here the date/month/year)  | C (valid until indicate here the date/month/yr.)   | C (valid until indicate here the date/month/yr)  |
| 5   | Bid Security<br><br>(i) Amount >2% of the Bid Price<br><br>(ii) Validity – 90 days  |  | C [indicate here the bid security amount]<br><br>C (valid until indicate here the date/month/year) | C [indicate here the bid security amount]<br><br>C (valid until indicate here the date/month/year) | C [indicate here the bid security amount]<br><br>C (valid until indicate here the date/month/year) |
| 6   | Remarks   |  | No major deviation   | <sup>1</sup> Goods are from non-eligible country   | No major deviation   |
| 7   | Findings  |  | Responsive   | Non-Responsive   | Responsive   |

C = Complied  
NC = Not Complied

### DETAILS ON ELIGIBILITY OF BIDDERS

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements   | Bidding Documents Reference | Bidder No. 1                      | Bidder No. 2   | Bidder No 3                       |
|-----|--|-----------------------------|-----------------------------------|--|-----------------------------------|
| 1   | Single Entity or Joint Venture<br><br>If Joint Venture, all partners must be jointly and severally liable.   |                             | Single Entity                     | Joint Venture<br><br>Partners are Jointly and severally liable | Single Entity                     |
| 2   | Bidder must be a national of an eligible country.<br><br>Proposed sub-contractors or suppliers must be nationals of an eligible country.                             |                             | X<br><br>XX<br>(member countries) | X and XX<br><br>XXX<br>(member countries)                      | X<br><br>X<br>(member countries)  |
| 3   | Conflict of Interest   |                             | None                              | Yes, (indicate why)  | None                              |
| 4   | Declared ineligible by PPO   |                             | No                                | No   | No                                |
| 5   | Government-owned enterprise in Purchaser's country to be legally and financially autonomous, operate under commercial law, and not dependent agency of the Purchaser |                             | Not a government owned enterprise | Not a government owned enterprise                              | Not a government owned enterprise |
| 6   | Not having been declared ineligible based on a United Nations resolution   |                             | Not declared ineligible           | Not declared ineligible  | Not declared ineligible           |

**TABLE OF SUBSTANTIAL RESPONSIVENESS OF BIDS (COMMERCIAL TERMS) – CIVIL WORKS**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements  | Bidding Documents Reference                          | Bidder No. 1  | Bidder No. 2   | Bidder No 3   |
|-----|---|--|---|--|---|
|     | <i>(List here all conditions stipulated in the bidding documents with which bidders must comply for their bids to be considered responsive)</i> | <i>(Section and Clause No. of bidding documents)</i> |   |  |   |
| 1   | Signature on Bid Form by the Authorized Person  |  | C   | C  | C   |
| 2   | Power of Attorney   |  | C   | C  | C   |
| 3   | Eligibility:<br><br>Bidders<br><br>Materials, Equipment and services  |  | C (see details in Attachment 1 to this Appendix)<br><br>C   | C (see details in Attachment 1 to this Appendix)<br><br>C  | C (see details in Attachment 1 to this Appendix)<br><br>C   |
| 4   | Bid Validity – .... days  |  | C (valid until <i>indicate here the date/month/year</i> )   | C (valid until <i>indicate here the date/month/yr.</i> )   | C (valid until <i>indicate here the date/month/yr</i> )   |
| 5   | Bid Security<br><br>(i) Amount: Rs .....<br><br>(ii) Validity – 118 days  |  | C [ <i>indicate here the bid security amount</i> ]<br><br>C (valid until <i>indicate here the date/month/year</i> ) | C [ <i>indicate here the bid security amount</i> ]<br><br>NC (Bid Security is valid for only 100 days) | C [ <i>indicate here the bid security amount</i> ]<br><br>C (valid until <i>indicate here the date/month/year</i> ) |
| 6   | Remarks   |  | No major deviation  | Major deviation on Bid Security  | No major deviation  |
| 7   | Findings  |  | Responsive  | Non-Responsive   | Responsive  |

C = Complied  
NC = Not Complied

### DETAILS ON ELIGIBILITY OF BIDDERS

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements   | Bidding Documents Reference | Bidder No. 1                      | Bidder No. 2   | Bidder No 3                       |
|-----|--|-----------------------------|-----------------------------------|--|-----------------------------------|
| 1   | Single Entity or Joint Venture<br><br>If Joint Venture, all partners must be jointly and severally liable.   |                             | Single Entity                     | Joint Venture<br><br>Partners are jointly and severally liable | Single Entity                     |
| 2   | Bidder must be a national of an eligible country.<br><br>Proposed sub-contractors or suppliers must be nationals of an eligible country.                             |                             | X<br><br>XX<br>(member countries) | X and XX<br><br>XXX<br>(member countries)                      | X<br><br>X<br>(member countries)  |
| 3   | Conflict of Interest   |                             | None                              | None   | None                              |
| 4   | Declared ineligible by PPO   |                             | No                                | No   | No                                |
| 5   | Government-owned enterprise in Purchaser's country to be legally and financially autonomous, operate under commercial law, and not dependent agency of the Purchaser |                             | Not a government owned enterprise | Not a government owned enterprise                              | Not a government owned enterprise |
| 6   | Not having been declared ineligible based on a United Nations resolution   |                             | Not declared ineligible           | Not declared ineligible  | Not declared ineligible           |

**TABLE OF SUBSTANTIAL RESPONSIVENESS OF BIDS (COMMERCIAL TERMS) –  
PLANT-DESIGN-SUPPLY-INSTALL (SINGLE STAGE: ONE ENVELOPE)**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements  | Bidding Documents Reference                          | Bidder No. 1   | Bidder No. 2   | Bidder No 3  |
|-----|---|--|--|--|--|
|     | <i>(List here all conditions stipulated in the bidding documents with which bidders must comply for their bids to be considered responsive)</i> | <i>(Section and Clause No. of bidding documents)</i> |  |  |  |
| 1   | Signature on Bid Form by the Authorized Person  |  | C  | C  | C  |
| 2   | Power of Attorney   |  | C  | C  | C  |
| 3   | Eligibility:<br><br>Bidders<br><br>Plant and services   |  | C (see details in Attachment 1 to this Appendix)<br><br>C  | C (see details in Attachment 1 to this Appendix)<br><br>C  | C (see details in Attachment 1 to this Appendix)<br><br>C  |
| 4   | Bid Validity – .... days  |  | C (valid until indicate here the date/month/year)  | C (valid until indicate here the date/month/yr.)   | C (valid until indicate here the date/month/yr)  |
| 5   | Bid Security<br><br>(i) Amount: Rs .....<br><br>(ii) Validity – 118 days  |  | C [indicate here the bid security amount]<br><br>C (valid until indicate here the date/month/year) | NC (Bid Security amount is Rs ....(less))<br><br>C (valid until indicate here the date/month/year) | C [indicate here the bid security amount]<br><br>C (valid until indicate here the date/month/year) |
| 6   | Remarks   |  | No major deviation   | Major deviation on Bid Security  | No major deviation   |
| 7   | Findings  |  | Responsive   | Non-Responsive   | Responsive   |

C = Complied  
NC = Not Complied

### DETAILS ON ELIGIBILITY OF BIDDERS

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements   | Bidding Documents Reference | Bidder No. 1                      | Bidder No. 2   | Bidder No 3                       |
|-----|--|-----------------------------|-----------------------------------|--|-----------------------------------|
| 1   | Single Entity or Joint Venture<br><br>If Joint Venture, all partners must be jointly and severally liable.   |                             | Single Entity                     | Joint Venture<br><br>Partners are jointly and severally liable | Single Entity                     |
| 2   | Bidder must be a national of an eligible country.<br><br>Proposed sub-contractors or suppliers must be nationals of an eligible country.                             |                             | X<br><br>XX<br>(member countries) | X and XX<br><br>XXX<br>(member countries)                      | X<br><br>X<br>(member countries)  |
| 3   | Conflict of Interest   |                             | None                              | None   | None                              |
| 4   | Declared ineligible by PPO   |                             | No                                | No   | No                                |
| 5   | Government-owned enterprise in Purchaser's country to be legally and financially autonomous, operate under commercial law, and not dependent agency of the Purchaser |                             | Not a government owned enterprise | Not a government owned enterprise                              | Not a government owned enterprise |
| 6   | Not having been declared ineligible based on a United Nations resolution   |                             | Not declared ineligible           | Not declared ineligible  | Not declared ineligible           |



**TABLE: EVALUATION OF BIDDERS' QUALIFICATIONS**Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| Bidder No. | Qualification Criteria                                 |                |   |                    |   |                 |  | Remarks |
|------------|--|----------------|---|--------------------|---|-----------------|--|---------|
|            | Pending Litigation:                                    | Turnover       | Net Worth                                 | Cash Flow Capacity | Experience  | Others (if any) |  |         |
|            | Must not represent more than 50% of Bidder's Net Worth | Rs 300 Million | Must be Positive for the Last Three Years | Rs 50 Million      | Experience In At Least One Similar Contract In the Last Three Years (Value of Rs 700 Million) |                 |  |         |
| 1          | No pending litigation                                  |                |   |                    |   |                 |  |         |
| 2          | No pending litigation                                  |                |   |                    |   |                 |  |         |
| 3          | Pending litigation is equivalent to 10% of Net Worth   |                |   |                    |   |                 |  |         |
| 4          | No pending litigation                                  |                |   |                    |   |                 |  |         |
| 5          | No pending litigation                                  |                |   |                    |   |                 |  |         |
| 6          | No pending litigation                                  |                |   |                    |   |                 |  |         |
| 7          | No pending litigation                                  |                |   |                    |   |                 |  |         |

**TABLE OF SUBSTANTIVE RESPONSIVENESS OF BIDS  
(TECHNICAL REQUIREMENTS)—SUPPLY CONTRACT**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No. | Requirements  | Bidding Documents Reference                  | Bidder 1            | Bidder 2                                       | Bidder 3 |
|-----|---|--|---------------------|--|----------|
|     | <i>(List here the scope of supply and all key technical and performance requirements of major equipment and materials: e.g. plant, capacity, horsepower, pressure, voltage, efficiency, operating temperature etc.)</i> | (Section and Clause No. of bidding document) |                     |  |          |
| 1   | Scope of Supply   |  | C                   | C  |          |
| 2   | Item 1. Grader 85 kW  |  | C                   | C  |          |
| 3   | Item 2. 8.5 m <sup>3</sup> capacity dump truck. right-hand drive  |  | C                   | NC*  |          |
| 4   | Item 3. Bulldozer. Min. 225 kW  |  | C<br>(210 kW)       | C<br>(225 kW)                                  |          |
| 5   | Etc   |  |                     |  |          |
| 6   | Remarks   |  | No major deviation. | *left-hand drive and 7 m <sup>3</sup> capacity |          |
| 7   | Findings  |  | Responsive          | Non-responsive                                 |          |

C = Complied  
NC = Not Complied

**TABLE OF SALIENT FEATURES OF BIDS  
(COMMERCIAL TERMS AND CONDITIONS) -- SUPPLY OF GOODS**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No | Specified Terms and Conditions  | Bidding Documents Reference | Bidder No. 1        | Bidder No. 2   | Bidder No. 3  |
|----|---|-----------------------------|---------------------|--|---|
|    | <i>(List here all major commercial terms and conditions specified in the bidding document; e.g., performance security, terms of payment, Delivery and Completion Period)</i>                    |                             |                     |  |   |
| 1  | Performance Security<br><br>(i) Amount: 10% of the Contract Price<br><br>(ii) Valid up to the date of completion of the Supplier's performance obligations, including any warranty obligations. |                             | C<br><br>C<br><br>C | C<br><br>C<br><br>NC <sup>1</sup>  | C<br><br>C<br><br>C   |
| 2  | Delivery/Contract Completion Period: 10 months  |                             | C                   | C  | NC <sup>2</sup>   |
| 3  | Terms of Payment  |                             |                     |  |   |
|    | Remarks   |                             |                     | <sup>1</sup> For purposes of bid evaluation, Bid Price shall be adjusted upwards pursuant to the Criteria of the Bidding Document. | <sup>2</sup> For purposes of bid evaluation, Bid Price shall be adjusted upwards pursuant to the provision in the Bidding Document. |

C = Complied  
NC = Not Complied

**TABLE OF SALIENT FEATURE OF BIDS  
(COMMERCIAL TERMS AND CONDITIONS) – CIVIL WORKS**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No | Specified Terms and Conditions   | Bidding Documents Reference | Bidder No. 1 | Bidder No. 2  | Bidder No. 3 |
|----|--|-----------------------------|--------------|---|--------------|
|    | <i>(List here all major commercial terms and conditions specified in the bidding document; e.g., performance security, terms of payment, Delivery and Completion Period)</i> |                             |              |   |              |
| 1  | Performance Security<br><br>(i) Amount: 10% of the Contract Price  |                             | C            | C   | C            |
| 2  | (ii) Valid up to the issue of the Performance Certificate Delivery/Contract Completion Period: 10 months<br><br>Contract Completion Time (24 months)                         |                             | C            | NC <sup>1</sup><br>(30 months)  | C            |
|    | Remarks  |                             |              | <sup>1</sup> Bid declared Non-responsive as the provision in the Bidding Document (ITB 13, Section 2) stipulates that alternative time for completion is not permitted. |              |

C = Complied  
NC = Not Complied

**TABLE OF SALIENT FEATURE OF BIDS  
(COMMERCIAL TERMS AND CONDITIONS) – PLANT-DESIGN-SUPPLY-  
INSTALL**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No | Specified Terms and Conditions   | Bidding Documents Reference | Bidder No. 1  | Bidder No. 2 | Bidder No. 3 |
|----|--|-----------------------------|---|--------------|--------------|
|    | <i>(List here all major commercial terms and conditions specified in the bidding document; e.g., performance security, terms of payment, Delivery and Completion Period)</i> |                             |   |              |              |
| 1  | Performance Security<br><br>(i) Amount: 10% of the Contract Price<br><br>(ii) Valid up to the date of Operational Acceptance of the Facilities                               |                             | C<br><br>C  | C<br><br>C   | C<br><br>C   |
| 2  | Contract Completion Time (36 months)   |                             | NC <sup>1</sup><br>(40 months)  | C            | C            |
|    | Remarks  |                             | <sup>1</sup> For purposes of bid evaluation, the Bid Price shall be adjusted upwards pursuant to the provision in the Bidding Document. |              |              |

C = Complied  
NC = Not Complied

**TABLE OF SALIENT FEATURES OF BIDS  
(TECHNICAL REQUIREMENTS)**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
.....

| No | Specified Terms and Conditions  | Bidding Documents Reference | Bidder No. 1   | Bidder No. 2   | Etc |
|----|---|-----------------------------|--|--|-----|
|    | <i>[List here the scope of supply and all technical and performance features of equipment and materials in the scope]</i>   |                             |  |  |     |
| 1  | Scope of Supply   |                             | C  | PC<br>Failure to quote item 5, inland transportation |     |
| 2  | Pumps and Motors<br>(a) Pumps (centrifugal)<br>(i) Capacity –lps<br>(ii) Rating-kW<br>(iii) Head-meter<br>(iv) Efficiency,<br>(v) Materials- Body<br>Shaft<br>Impeller<br>(vi) Rpm<br>etc.<br>(b) Prime mover<br>(i) Electric Motor<br>(ii) Rating-kW<br>(iii) Voltage<br>(iv) Efficiency<br>(v) Cooling system, etc.<br>[EA to indicate the detailed requirements indicated in the attached Bidding Document.] |                             | C<br><br>[EA to give details from the Bidder's Bid Proposal] | C  |     |
|    | Remarks   |                             | No financial adjustment is required.                         | Financial adjustment is required.                    |     |

C = Complied  
PC = Partially Complied  
NC = Not Complied

**TABLE OF BID PRICE COMPARISON (SUPPLY CONTRACT)**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
 .....

| Package No. | Particular   | Bidder No 1 | Bidder No 2 | Bidder No 3 | Etc |
|-------------|--|-------------|-------------|-------------|-----|
| 1           | Part A. (Supply and Installation of Pump Station No. 1)<br>1. Pumps<br>2. Motors<br>3. Pipes, Valves, and Fittings<br>4. Etc.<br>CIF/EXW<br>Inland Transportation<br>Installation          |             |             |             |     |
|             | SUB TOTAL PART A   |             |             |             |     |
|             | Part B. Adjustments.<br>(a) Scope of Supply<br>(b) Technical Compliance<br>(c) Specified technical Evaluation Factors<br>(d) Terms of Payment<br>(e) Delivery or Work Schedule<br>(f) Etc. |             |             |             |     |
|             | SUB TOTAL PART B   |             |             |             |     |
|             | TOTAL EVALUATED BID PRICE PACKAGE I  |             |             |             |     |
|             | Application of Margin of Preference<br>(As provided for in Bidding Documents)  |             |             |             |     |

<sup>1</sup> Use a table for each package if necessary.

**TABLE OF BID PRICE COMPARISON (CIVIL WORKS CONTRACT)**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
 .....

*(Currency of Bid Comparison)*

|     | Title of Sections                      | Procuring Entity's Estimate | Bidder No 1 | Bidder No 2 | Bidder No 3 | Etc |
|-----|--|-----------------------------|-------------|-------------|-------------|-----|
| 1   | Mobilization                           |                             |             |             |             |     |
| 2   | Securities and                         |                             |             |             |             |     |
| 3   | Insurance                              |                             |             |             |             |     |
| 4   | Earthworks                             |                             |             |             |             |     |
| 5   | Piling and Foundation                  |                             |             |             |             |     |
| 6   | Concrete Works                         |                             |             |             |             |     |
| 7   | Metal Work                             |                             |             |             |             |     |
| 8.  | Electro Mechanical Work                |                             |             |             |             |     |
| 9   | Drainage Structures                    |                             |             |             |             |     |
|     | Etc.                                   |                             |             |             |             |     |
|     | Sub-Total Part A                       |                             |             |             |             |     |
|     | Adjustments                            |                             |             |             |             |     |
| (a) | Payment Terms                          |                             |             |             |             |     |
| (b) | Construction Period                    |                             |             |             |             |     |
| (c) | Liquidated Damages                     |                             |             |             |             |     |
| (d) | Etc.                                   |                             |             |             |             |     |
|     | Sub Total Part B                       |                             |             |             |             |     |
|     | TOTAL EVALUATED<br>BID<br>PRICE        |                             |             |             |             |     |
|     | Application of<br>Margin of Preference |                             |             |             |             |     |



**TABLE OF BID PRICE COMPARISON (PLANT-DESIGN-SUPPLY-INSTALL)**

Procurement Reference No..... for ..... (Bid/Contract/Title)  
 .....

*(Currency of Bid Comparison)*

| Schedule No. | Title of Schedule   | Procuring Entity's Estimate | Bidder No 1 | Bidder No 2 | Bidder No 3 | Etc |
|--------------|---|-----------------------------|-------------|-------------|-------------|-----|
| 1            | Plant Supplied from Abroad<br><br>Spare Parts Supplied from Abroad  |                             |             |             |             |     |
| 2            | Plant Supplied from Within Mauritius<br><br>Spare Parts Supplied from within Mauritius  |                             |             |             |             |     |
| 3            | Design Services   |                             |             |             |             |     |
| 4            | Installation and Other Services<br>Sub-Total (1 – 4 )   |                             |             |             |             |     |
|              | Part B: Adjustments<br><br>(a) Contract Completion Time<br><br>(b) Quantifiable Deviations and Omissions<br><br>(c) Operating and Maintenance Costs<br><br>(d) Functional Guarantees of the Facilities<br><br>(e) Work, Services to be Provided by the Employer<br><br>Sub-Total (a to e) |                             |             |             |             |     |
|              | Total Evaluated Bid Price<br>(Part A + Part B)  |                             |             |             |             |     |
|              | Application of Margin of Preference   |                             |             |             |             |     |

*Sources:*

*World Bank Standard Prequalification Document*

*World Bank Evaluation Forms and Guide*

*World Bank Standard Bidding Documents for Works and Goods*

*Asian Development Bank Evaluation Guide (revised 2010)*

*Evaluation Guide for Prequalification and Bids of Japan International Cooperation Agency*

*Handbook for Procurement under Japanese ODA Loans JICA (March 2009)*