

**Prequalification Evaluation Report Form for Works Contracts**

**Foreword**

Based on the update of the Norms for the Application of the Procedures for the Procurement of Goods, Works, Non-Consulting and Consulting Services of the Central American Bank for Economic Integration, this document contains the standard guidelines for the preparation of the evaluation report of the prequalification request for the contracting of construction works, which has been prepared based on the procedure established in the Standard Prequalification Document for the Contracting of Works.

The purpose of this document is to guide the Contracting Parties in the process of evaluating prequalification applications subject to prior or subsequent review by the Bank.

**General Instructions**

* + 1. The evaluation tables included in this document show the step-by-step procedure for evaluating the prequalification applications received. In all cases, the procedures described in the Instructions to Applicants (ITA) of the prequalification documents should be followed.
		2. The evaluation tables included in this document are based on the ITA, as well as on the Data from the Applicant (DFA), which are in accordance with such Instructions.
		3. The evaluation and the respective report do not necessarily have to be extensive; prequalification applications can be evaluated in a quick and practical manner. The tables and annexes should, without exception, accompany the evaluation report, but may be modified to adapt them to the specific requirements of the Prequalification Standard Document (PSD). The report should include several annexes explaining the details of the evaluation or specifically pointing out any disputed statements or figures in the prequalification application. Extensive use of cross-references should be made, as well as references to relevant clauses in the prequalification documents.
		4. The Employer should study these tables, in order to adequately estimate the managerial and administrative conditions necessary for the review of prequalification applications, in a complementary manner the Bank's staff is available to explain the evaluation procedures.
		5. The texts marked in red and italics have the sole purpose of guiding the Contracting Party as to the text that should appear in its place.



**Contractor Logo**

**Evaluation Report**

**Prequalification for Works Contracting**

|  |  |
| --- | --- |
|  Contractor: |  |
| No. and Name of the Operation: |  |
| Name of the bidding process: |  |
| Process Number: |  |
| Date of presentation: | *(enter the date of submission of the report)* |



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*(Text marked in red and italics is intended solely to guide the Contracting Party as to the text that should appear in its place).*

#  Applicant Qualifications and Background Evaluation Report

## Presentation of the evaluation report

This report contains the results of the evaluation of the background and qualifications of the applicants who applied for prequalification *(indicate the name and reference number of the process).*

This evaluation is based strictly on the stipulations of the Prequalification Standard Document (PSD), the documentation submitted and, when applicable, the verification of the information contained in the information, as evidence of which this report is presented.

Those responsible for the evaluation are:

Member 1: *Indicate the name, position, and the entity he/she represents.*

Member 2: *Indicate the name, position, and the entity he/she represents.*

Member n: *Indicate the name, position, and the entity he/she represents.*

Coordinator: *Indicate the name, position, and entity he/she represents.*

The above members have been designated by the contractor and have signed the respective confidentiality agreements included in Annex 1.

## Process Background

The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary member countries, has granted financing *(indicate if total or partial)* for the contracting of a construction company that will execute *(Indicate the name of the work, if invited for more than one contract, describe each contract and indicate if applications can be made for one or more contracts), within* the framework of the *(name of the operation for which CABEI has approved the resources).*

The Employer is responsible for this process, the evaluation of the technical offers will be in accordance with the criteria established in the PSD and the application of the procedures established in the Policy for obtaining goods, works, services and consultancies with CABEI Resources and its Application Norms.

##  Prequalification Process

*(Below are several sections in which the Employer should write a chronological description of the prequalification process, dates of approval of the documents, dates of publication, clarifications and amendments to the prequalification documents, withdrawal of the documents, among others).*

1. **Prequalification Document and its No Objections**
* No Objection Number:  *(write the reference number of the No Objection).*
* No Objection Date: *(indicate date).*
1. **Publications and communications**
* Date from which the standard prequalification document was available: *(indicate date).*
* Publication on the Public Procurement Policy Office site *(Indicate web page and date of publication).*
* Publication in national media *(If applicable indicate the name of the national print media and dates of publication)*
* Publication in the UNDB *(For international processes indicate date of publication and reference number of the publication, if it is a national process indicate: "not applicable").*
* Communications to embassies:

| **Country** | **No. of Communication** | **Date of Communication** | **Remarks** |
| --- | --- | --- | --- |
| Guatemala |  |  |  |
| El Salvador |  |  |  |
| Honduras |  |  |  |
| Nicaragua |  |  |  |
| Costa Rica |  |  |  |
| Panama |  |  |  |
| Dominican Republic |  |  |  |
| Belize |  |  |  |
| Mexico |  |  |  |
| China (Taiwan) |  |  |  |
| Argentina |  |  |  |
| Colombia |  |  |  |
| Spain |  |  |  |
| Cuba |  |  |  |
| Korea |  |  |  |

*(Note: If there is no Embassy of one of these countries in the Contracting Party's country, indicate this in the table. In case of national public bids, indicate "Not Applicable").*

Copies of the announcements/publications/communications can be found in Annex No. 2.

1. **Interested in the Prequalification Process**

As a result of the publications and communications of the standard document, the following showed interest in the process:

* Number of interested parties*: (write number of interested parties)*
* List of interested parties:

*List those who downloaded the standard document and if this is not possible, list those who made consultations indicating:*

*Those interested in the process who downloaded the standard document are:*

*The interested parties in the process that requested clarifications to the standard document are:*

| **No.** | **Interested** | **E-mail/physical address** |
| --- | --- | --- |
| 1 | *Name of interested party* | *Enter the e-mail address of the interested party and/or physical address* |
| 2 |  |  |
| n |  |  |

1. **Clarifications and Amendments to Documents**
2. **Inquiries received and clarifications issued**

During the period of preparation of the prequalification applications, consultations were received from the interested parties, which were answered through clarifications and amendments, all of which were communicated and published to the Applicants in accordance with the provisions of PSD 7, which are detailed below:

|  |
| --- |
| **Inquiry made by: (Indicate the name of the company that made the inquiry)** |
| **Consultation** | **Response issued** |
| 1 | *Describe the inquiry, indicate date of receipt and the means by which the inquiry was received.*  | *Describe the content of the clarification, indicating the number of the clarification and the date and means of communication.**Example.* *Clarification No. 1**Communicated on January 03, 2022, via (indicate media)* |
| 2 |  |  |
| n |  |  |

*A table should be prepared for each interested party, which will include all its requests for clarification.*

*If there were no queries, indicate in this section "No queries were made in the process".*

1. **Amendments to the PSD, including the respective No Objections.**

During the bid preparation period, the following amendments to the base document were generated in accordance with the provisions of the BD 9:

| **Amendment No.** | **Issue Date**  | **Amendment Contents** | **No Objection No.** | **Acknowledgment of receipt from bidders or Proof of Referral and publication**  |
| --- | --- | --- | --- | --- |
| **Applicant** | **Date of acknowledgement of receipt** |
| 1 | *Date* | *Describe the content of the amendment issued* | *No Objection (if applicable)*  |  |  |
|  |  |
| 2 |  |  |  |  |  |
|  |  |
| n |  |  |  |  |  |

*If there are no amendments, indicate "Not Applicable" in this section.*

1. **Meetings and visits organized by the Executing Agency *(If applicable)***
* Homologation meeting was established: Yes/No
* *If applicable, fill in the following table*

|  |  |  |
| --- | --- | --- |
| **No.** | **Participants of the homologation meeting** | **Interested parties** |
| 1 | *Name* |  |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

* Site visit established: *Yes/No*
* *If applicable, fill in the following table*

|  |  |  |
| --- | --- | --- |
| **No.** | **Participants of the visit** | **Interested parties** |
| 1 | *Name* |  |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

Tables 1, 2 and 3 of the report contain the basic information on the prequalification process in compliance with the financing agreement and the Procurement Policy Implementation Rules, Articles 20 and 22 on publicity and Clarifications and Amendments. Copies of clarifications and amendments are included in Annex No. 3.

1. **Receipt and opening of bids**

*(Write in this section a description of the date and time of receipt of prequalification applications, the number of applications received, and the number of applications rejected because they were submitted after the stipulated date and time. Also describe the relevant events of the opening of the applications.*

*Complete the table with the corresponding data in the same order as the opening).*

|  |  |  |
| --- | --- | --- |
| **No.** | **Name of Applicant \*** | **Observations \*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

*( \* ) As read aloud at the opening ceremony.*

The opening minutes are included in Annex 4.

## Applicants’ Background and Qualifications Evaluation

*(A description of the evaluation process should be written in this section, indicating date, starting place and relevant aspects at each stage of the process, e.g., if there are clarifications or corrections).*

In accordance with the provisions of the PSD, section I, Instructions to Applicants, clause 22 "Applications Evaluation", the evaluation of the received applications was carried out, verifying that the applications were complete and that they included all the documents requested in clause ITB 10 of the PSD.

1. **Applicant's Background and Qualification Evaluation**

The evaluation was carried out at the *(indicate place where the evaluation was carried out)* offices, located at *(indicate physical address of the offices)* on *(indicate day, month and year),* at *(indicate time)* official time of the Republic of *(indicate country)*.

The following relevant facts were recorded during the evaluation: *(Indicate any relevant observation from this stage, as well as the requests for clarifications and their responses, indicating the references to the annexes where the communications issued and received from the Applicants are included).*

The results of the evaluation at this stage are summarized below:

| **No.** | **Applicant** | **Remarks** | **Prequalify** |
| --- | --- | --- | --- |
| **1** | *(Indicate the name of the applicant)* | *(Write the reasons that cause the Application not to comply with the requirements as established in section III of the SPD and comply with the requirements, or otherwise indicate "none").* | *(Indicate yes or no)* |
| **2** |  |  |  |
| **3** |  |  |  |
| **n** |  |  |  |

Details of the evaluation can be found in **Tables 4 and 5** of this report**.**

The evaluation started *(insert day, month, and year),* and concluded on *(insert day, month, and year).*

1. **Recommendation**

*The Bidding Executive Committee*, after conducting a detailed analysis of the documentation related to the applications received, as well as the corrections and clarifications received that were duly requested, recommends the prequalification of the following companies:

| **No.** | **Applicant** | **Prequalify** |
| --- | --- | --- |
| 1 | *(Indicate the name of the applicant)* | *(Indicate yes or no)* |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

This report is signed on *(insert day/month/year).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name of Evaluator**Position* |  | *Name of Evaluator**Position* |  | *Name of Evaluator**Position* |
| *Name of Evaluator**Position* |  | *Name of Evaluator**Position* |  | *Name of Evaluator**Position* |

*(All evaluators must sign the report)*

# Evaluation Report Tables

## Table 1: Identification

|  |
| --- |
| 1. **IDENTIFICATION**
 |
| 1.1 | Employer Name  |  |
| 1.2 | Project Number |  |
| 1.3 | Contractor |  |
|  | 1. Name
 |  |
|  | 1. Address
 |  |
| 1.4 | Contract identification number |  |
| 1.5 | Description of the contract |  |
| 1.6 | Cost estimation (in accordance with PGA) |  |
| 1.7 | Acquisition Method (check one) | LPI \_\_\_\_\_ LIL\_\_\_\_ OTHER *(indicate method) \_\_\_\_* |
| 1.8 | Is prior review by the Bank required? |  YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_ |
| 1.9 | Co-financing if any |  YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_ |
|  | 1. Name of source
 |  |
|  | 1. Amount and percentage of financing
 |  |

## Table 2: Submission and opening of applications

| 1. **PREQUALIFICATION PROCESS**
 |
| --- |
| 3.1 | Deadline for submission of applications |  |
|  | 1. Original date and time
 |  |
|  | 1. Number of extensions if any
 |  |
|  | 1. Date and time after extensions
 |  |
| 3.2 | Opening of applications |  *Indicate time, day, month, year* |
| 3.3 | Number of applications submitted |  |

## Table 3: Background Evaluation

| **Applicant: *(Indicate applicant's legal name)*** |
| --- |
| **Evaluation criteria** | **Analysis of the information received** | **Subsidies** | **Evaluation** |
| *Evaluation criteria* | *Indicate documentation submitted, folio, evaluation of the information* | *Indicate documentation requested, documentation submitted and evaluation / analysis of what has been received.* | *Compliant / Not Compliant / Not Applicable* |
| **Criterion 1: Legal information**  |
| 1. Letter of application, duly signed by the applicant's legal representative.
2. The attachment to this letter is remediable
 |  |  |  |
| 1. Articles of Incorporation and its amendments (if any) duly registered in the competent Public Registry.

In the case of bids submitted by a JVCA, the articles of incorporation duly registered with the competent Public Registry of each of the members of the JVCA. |  |  |  |
| 1. Simple copy of the power of attorney of the person signing the application. In case of bids submitted by an JVCA, the simple copy of the power of attorney of the person signing the Intention of Joint Venture, Consortium or Association (JVCA) form.
 |  |  |  |
| 1. A simple copy of the identity card or similar identification document, in force, of the person who subscribes the bid.
 |  |  |  |
| 1. Form CC-2: Intention of Joint Venture, Consortium or Association (JVCA) (Not Eligible) (*In case of applications submitted by a JVCA)*
 |  |  |  |
| **Criterion 2: Eligibility to contract with CABEI’s financing** |
| 1. The Applicant:
2. Its agents, personnel, contractors, consultants, directors, officers or shareholders have no relationship with, and have not been involved in, activities related to money laundering and terrorist financing;
3. It is not in bankruptcy or liquidation;
4. He is not under judicial interdiction;
5. No conflict of interest as described in the Instructions to Applicants and Prequalification Data;
6. Its agents, personnel, contractors, consultants, directors, officers or shareholders are not included in CABEI's Prohibited Counterparties List or other CABEI ineligibility list;
7. Its agents, personnel, contractors, consultants, directors, officers or shareholders have not been disqualified or declared by an entity or authority as ineligible for obtaining resources or awarding contracts financed by any other entity, while the sanction is in force;
8. Its agents, personnel, contractors, consultants, directors, officers, or shareholders have not been found guilty of offenses or sanctions related to Prohibited Practices by the competent authority.
9. They have no history of breach of contract in the last 10 years.
 |  |  |  |
| 2. The applicant is not disqualified or declared ineligible or sanctioned for obtaining resources or awarding contracts in:1. United Nations (UN) Security Council Consolidated List of Sanctions
2. Consolidated list of persons, groups, and entities subject to European Union (EU) financial sanctions
3. Consolidated list of individuals, groups, and entities subject to World Bank (WB) sanctions
4. Consolidated List of the Office of Foreign Assets Control (OFAC)
5. List of Prohibited Counterparties of CABEI
6. UK Office for the Financial Sanctions Enforcement (OFSI)
 |  |  |  |
| 3. Applicant has no current sanctions for non-compliance with a bid maintenance statement, and no history of non-compliance with contracts attributable to the contractor within the last 10 years |  |  |  |
| 1. In the case of a state-owned company or institution, they certify that:
	1. They are legally and financially autonomous;
	2. They operate in the borrower/beneficiary's country in accordance with commercial laws and regulations;
	3. Are not subject to the supervision of the entity acting as executing agency or contractor
 |  |  |  |

*(\*) Evaluation criteria in accordance with section III of the SPD.*

The information related to criterion 2, numeral 2 must be verified by each Applicant if they are on the following lists: (for further details, please refer to the Guidelines for the verification of lists available on the website: [https:](https://adquisiciones.bcie.org/documentos-estandar)//adquisiciones.bcie.org/documentos-estandar).

1. *United Nations (UN) Security Council Consolidated Sanctions List:* [https:](https://scsanctions.un.org/search/)*//scsanctions.un.org/search/*
2. *Consolidated list of persons, groups, and entities subject to European Union (EU) financial sanctions - To gain access you will need to create a free account on the EU platform:* <https://webgate.ec.europa.eu/fsd/fsf#!/files>
3. *Consolidated list of individuals, groups, and entities subject to World Bank (WB) sanctions:* [https:](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms)*//www.worldbank.org/en/projects-operations/procurement/debarred-firms*
4. *Office of Foreign Assets Control (OFAC) Consolidated List:* <https://sanctionssearch.ofac.treas.gov/>
5. *HM Treasury Consolidated List of Targets:* [*https://sanctionssearch.ofsi.hmtreasury.gov.uk/*](https://sanctionssearch.ofsi.hmtreasury.gov.uk/)

## Table 5: Qualification of Applicant

| **Applicant: *(Indicate legal name of applicant)*** |
| --- |
| **Evaluation criteria** | **Analysis of the information received** | **Subsidies** | **Evaluation** |
| *Evaluation criteria* | *Indicate documentation submitted, folio, evaluation of the information* | *Indicate documentation requested, documentation submitted and evaluation / analysis of what has been received.* | *Compliant / Not Compliant / Not Applicable* |
| **Criterion 1: History of breaches of contracts and litigation** |
| * 1. The applicant has not been in breach of contract for the execution of works attributable to the contractor in the last 5 years prior to the date of receipt of the bid.
 |  |  |  |
| * 1. The applicant has no history of court rulings or arbitration awards against the contractor, related to the execution of works contracts, in the last 5 years prior to the date of receipt of the bid.
 |  |  |  |
| * 1. The Applicant, including specialized subcontractors, has not had any civil works contracts suspended or terminated, or performance bonds charged, for reasons related to non-compliance with any environmental and social requirements or safeguards (including sexual exploitation and abuse) in the last *(indicate number of years as indicated in the PSD)*.
 |  |  |  |
| **Criterion 2: Soundness of current financial position** |
| Presentation of audited financial statements  |  |  |  |
| Average Liquidity Ratio *Equal to or greater than \_\_\_\_\_\_ as indicated in the PSD*: |  |  |  |
| Average Debt Ratio *Equal to or less than \_\_\_\_\_\_ as indicated in the PSD*:  |  |  |  |
| Working capital for the last year evaluated discounting contractual advances and discounting the values resulting from the assumption that all pending litigation will be resolved against the applicant.*Greater than or equal to (\*): \_\_\_\_\_\_\_\_\_\_\_ in accordance with what is indicated in the PSD*:  |  |  |  |
| **Criterion 3: Contracting background** |
| Average annual turnover *(\*\*) equal to or greater than \_\_\_\_\_\_\_\_\_\_\_\_**(Indicate currency and amount in letters and numbers, as indicated in the PSD)*Average annual certified payments received for work performance contracts, according to the years indicated in the ITB. 10.2 (b) |  |  |  |
| **Criterion 4: Experience** |
| Minimum general experience in: *(Detail the quantity and characteristics of the works executed that will be considered as general experience, as indicated in the PSD)* according to the years indicated in the ITB. 10.2 (c) |  |  |  |
| Minimum specific experience in: *(Detail the quantity and characteristics of the works executed that will be considered as specific experience, as indicated in the PSD)* in accordance with the years indicated in the ITB. 10.2 (d) |  |  |  |

# Annexes to the report

Annex No. 1. Appointment of evaluators and confidentiality agreements.

Annex No. 2. Copy of the Announcements /Publications/communications of the disclosure of the Prequalification document.

Annex No. 3. Evidence of consultations, clarifications, and amendments during bid preparation.

Annex No. 4. Minutes of Public Opening.

Annex No. 5. Requests for clarification, correction to the Applicants and responses received during the evaluation of the bids in the different evaluation stages.

Annex No. 6. Evidence of searches in the list of prohibited counterparties.

Annex No. 7. Support of the detail of the background evaluation of the Applicants.

Annex No. 8. Supporting documents of the Applicant's Qualification evaluation.