

**Borrower/Beneficiary’s**

**Logo**

**Pre-Qualification Evaluation Report**

**Process of *Private/Public – National/International Bid/Contest***

**With Resources of the Central American Bank for Economic Integration (CABEI)**

**(Modality: *Co-Qualification*)**

***(Indicate name of bid/contest process)***

***Nº ------ (process number)***

***(Indicate the name of the project or program in the framework on which this***

***bid/contest is carried out)***

**May 2018**

**INTRODUCTION FOR BORROWER/BENEFICIARY IN CHARGE OF THE BID/CONTEST PROCESS**

***(This instructions page should not be part of the evaluation report for the prequalification of bidders of a bid/contest process, the same as for texts marked in red and cursive font, which only purpose is to guide the Borrower/Beneficiary about the text that must be inserted in its place).***

Based on the Policy for the Procurement of Goods, Works, Services and Consulting Services with Resources of the Central American Bank for Economic Integration and Norms for its Application, this document is prepared with the standard guidelines for preparing an evaluation report of the prequalification process of a bid/contest; it has been prepared following the procedure stipulated in the Standard Document of a Bid/Contest for Works, Goods, Services and Consulting services.

When the Borrower/Beneficiary agrees a different procedure with the Bank, the pertinent adjustments must be made to this Standard Document, taking into consideration that such document must include the necessary information that verifies the application of the Policy and Norms of Application of the Bank within the evaluation process of the offers.

This report will be prepared by the Executive Bid/Contest Committee, which must include the detail on the revision, analysis, evaluation and comparison of offers, presenting when it corresponds, the precise reasons in which the prequalification of the bidders is based on.

In addition, it must contain the pertinent information about publications made, communications during the period of preparation and evaluation of offers, amendments, consultations taken care of, clarifications and/or corrections requested and received, etc., and when it corresponds, it must be submitted to the consideration of the Chief Country Officer responsible of the operation so as to obtain a Non-Objection before notifying the results to the bidders.

The document is divided in seven sections:

1. Presentation of the report
2. Executive Bid/Contest Committee
3. Background
4. General objectives of the procurement
5. Bid/Contest Process
6. Evaluation of the prequalification of the process’ bidders
7. Annexes to the Evaluation Report

For all cases, section VI Annexes, must contain documentation related to the content of the report, including Non-Objections, requests for clarification/correction requested, communications received, acknowledgments, minutes, etc. properly organized.

The use of this standard document is mandatory for all bids and contests for the contracting of works, goods, consulting jobs or services fully or partially financed with CABEI resources, promoted by the Borrowers / Beneficiaries.

This document is made publicly known through CABEI’s website and it is recommended that before using it, the user becomes familiar with the Base Document of the process and the Bank’s Procurement Policy and Norms that are in force.

It is important to take into account that, if the Chief Country Officer that is responsible for the operation determines that the evaluation report does not comply with the provisions of this acquisition process, it will refrain from granting the Non-Objection and will immediately notify the Borrower/Beneficiary of the reasons that lead for not to grant the Non-Objection.

In the event that the Borrower/Beneficiary does not amend the aforementioned aspects, the Chief Country Officer responsible for the operation will determine that the acquisition is not eligible for financing.

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**Evaluation Report of Bidders’ Prequalification**

**Process: *Detail name of the process and identification number***

# Presentation of the Evaluation Report

This report has been prepared by the Executive Bid/Contest Committe, which includes the results of the prequalification of the bidders that submitted offers to the process.

Said evaluation is strictly based on the provisions of the Base Document of the *Bid/Contest* that corresponds, in faith of which they submit this report:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Members of the Executive Bid/Contest Committee** | **Position** | **Signature** | **Date** |
| *1* | *Name* | *Position* | *Signature* | *Date* |
| *2* |  |  |  |  |
| *n* |  |  |  |  |

*All pages of the report must be signed by the Executive Committee*

# Executive Bid/Contest Committee

*Write under this section a chronological description of the process and conformation of the Executive Bid/Contest Committee, which must incorporate:*

### Appointment of the Executive Bid/Contest Committee

* Members of the Committee: *Member No.1 Position*

*Member No.2 Position*

*Member No.3 Position*

*Member No.4 Position*

*Member No. n Position*

###

### Declaration of Confidentiality of the members of the Executive Bid/Contest Committee.

*(Minutes presented in the format provided by the Bank, which must be signed for each process and attached to the corresponding report/minutes).*

Date of remittance to the Bank: *Date*

# Background

The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary member countries, has approved financing *(indicate if it is total or partial)* the procurement of *(Indicate the name of the bid/contest process),* in the framework of the *(name of the operation for which CABEI has approved the resources).*

*The* *(Indicate the name of the executing organization),* is the one responsible of this process, and the evaluation of the offers will be made in agreement to the established criteria of the base document of the bid/contest and to the application of the procedures of the Central American Bank for Economic Integration stipulated in the Policy for the Procurement of Goods, Works, Services and Consulting services with CABEI’s resources and its Norms for Application.

# General Objectives of the Procurement

*Briefly describe the objective of the procurement of Works, goods or services.*

# Bid/Contest Process

## Notice/Invitation to a Bid/Contest

*Write under this section a chronological description of the process of notice/invitation, which must incorporate:*

### Non-Objection of the Base Document of the Bid/Contest and Notice.

* Number of Non-Objection: *Number*
* Date of Non-Objection: *Date*

### Contents of the Notice

* Date on which the base document of the bid/contest were made available: *Date*
* Date of reception of offers: *Date*

### Publications

* **Publication in national media sources**

Media No. 1: *Name of Newspaper Dates of Publication:*

Media No. 2: *Name of Newspaper Dates of Publication:*

* **Publication in the UNDB**

*Date of Publication*

*In case of national public bids, please indicate that this publication Does Not Apply*

* **Communications to Embassies**

| **Country** | **Communication No.** | **Communication Date** | **Observations** |
| --- | --- | --- | --- |
| Guatemala |  |  |  |
| Honduras |  |  |  |
| El Salvador |  |  |  |
| Nicaragua |  |  |  |
| Costa Rica |  |  |  |
| Panama |  |  |  |
| Dominican Republic |  |  |  |
| Mexico |  |  |  |
| Colombia |  |  |  |
| Argentina |  |  |  |
| Spain |  |  |  |
| Rep. Of China/Taiwan |  |  |  |
| Belize |  |  |  |

*In case of national public bids/contests, please indicate “Does Not Apply”*

* Publication on CABEI’s webpage
* Date of publication:  *Date*
* Electronic Publications
* Name of electronic media source: *Name*
* Date of publication:  *Date*
* Electronic Address: *Electronic Address*

*In case there are no electronic communications, please indicate “No electronic publications were made”.*

* Other communications

*In case there are other communications, please indicate so under this section, otherwise indicate “Does Not Apply”*

*Each one of the numerals and sections must contain, under the annex section, the supporting documentation of the detailed information provided under the previous sections.*

## Preparation of Proposals

*Detail under this section a chronological list of the process for preparing offers, which must include:*

### List of bidders that withdrew the bidding/contest documentation

* Number of minimum bidders for this process: *Number*
* Number of bidders that withdrew the base documentation of the bid/contest:

*Number (In case this is available)*

* List of bidders of the process:

| **No.** | **Name** | **Address for receiving notifications** |
| --- | --- | --- |
| 1 | *Name of bidder* |  |
| 2 | *Name of bidder* |  |
| n |  |  |

### Inquiries received

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **Date** | **Inquiry received** |
| 1 | *Name of bidder* | *Date* | *Describe content of the inquiry* |
| 2 |  |  |  |
| n |  |  |  |

*In case there are no inquiries, please indicate under this section “No inquiries in this process were received”*

### Issued clarifications to the bid/contest documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Clarification** | **Issue Date** | **Issued Clarification** | **Communication to Bidders** |
| **Bidder** | **Date of Communication** |
| 1 | *Date* | *Describe content of the issued clarification* |  |  |
|  |  |
| 2 | *Date* | *Describe content of the issued clarification* |  |  |
|  |  |
| n |  |  |  |  |

*In case there are no clarifications, please indicate under this section “Does Not Apply”*

### Amendments to the bid/contest documentation, including the corresponding Non-Objections

| **No. Amendment** | **Issue Date** | **Content of the Amendment** | **No. of Non-Objection** | **Acknowledgment of receipt of bidders o remittance proof** |
| --- | --- | --- | --- | --- |
| **Bidder** | **Date Acknowledging receipt**  |
| 1 | *Date* | *Describe content of the issued amendment* | *Non-Objection*  |  |  |
|  |  |
| 2 | *Date* | *Describe content of the issued amendment* | *Non-Objection*  |  |  |
|  |  |
| n |  |  |  |  |  |

*In case of having amendments, please indicate under this section “Does Not Apply”*

### Homologation Meeting

* A homologation meeting was established: *Yes/No*
* Is it mandatory? *Yes/No/Does Not Apply*
* *In case this applies, please complete the following table:*

|  |  |  |
| --- | --- | --- |
| **No.** | **Participants of the homologation meeting** | **Bidder** |
| 1 | *Name* |  |
| 2 |  |  |
| n |  |  |

### Visit to the site

* A visit to the site was established: *Yes/No*
* Is it mandatory? *Yes/No/Does Not Apply*
* *In case this applies, please complete the following table:*

|  |  |  |
| --- | --- | --- |
| **No.** | **Participants during the visit** | **Bidder** |
| 1 | *Name* |  |
| 2 |  |  |
| n |  |  |

## Reception and opening of offers

*Write under this section a chronological description of the reception of offers, which must include:*

1. Date and time for the reception of offers: *Date and time*
2. Number of offers received: *Number of offers received*
3. List and data of bidders:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **Lots Offered \*** | **Observations** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| n |  |  |  |

*\* When it applies*

*Annex for this section is the Minutes of the Reception of Offers*

# Prequalification of bidders that submitted Offers

*Write under this section a detailed description of the evaluation of the prequalification documentation of each one of the bidders, considering that only the evaluation criteria included under the section of prequalification of the Base Document of the Bid/Contest will be utilized.*

*This section must include:*

## Beginning of the evaluation of the prequalification information

*Date*

##  Evaluation of the bidder’s eligibility

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Bidder** | **Sworn Declaration Submitted** | **It is found on the List of Prohibited Counterparts of:** | **Evaluation** |
| **IADB** | **WB** | **UN** | **OFAC** |  |
| *Name of the Bidder* | *Yes/No* | *Yes/No* | *Yes/No* | *Yes/No* | *Yes/No* | Complies / Does Not Comply |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

The list of prohibited counterparts where searches were made are:

* **OFAC:**

<https://sanctionssearch.ofac.treas.gov/>

* **IADB:**

<https://www.iadb.org/es/temas/transparencia/integridad-en-el-grupo-bid/empresas-y-personas-sancionadas%2C1293.html>

* **World Bank:**

<https://projects-beta.worldbank.org/en/projects-operations/procurement/debarred-firms>

* **UN:**

https://scsanctions.un.org/search/

##  Validity of Offers

* Validity of the offer required in accordance with the Base Document: *Date*
* Validity of the Bid Security required in accordance with the Base Document: *Date*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Bidder** | **Date to which the offer is valid** | **Date to which the bid security is valid** | **Evaluation** |
| *Name of the Bidder* |  |  | Complies / Does Not Comply |
|  |  |  |  |
|  |  |  |  |

##  Detailed evaluation of bidders

A detailed analysis of bidders was performed, from the prequalification information that was submitted (For each one of the bidders, the following must be indicated:

* Results of the initial revision of the prequalification envelope
* Requested corrections and/or clarifications
* Results of the revision after correction and/or clarification

This information will be presented in the following manner:

**Details of the Evaluation of the Bidders Prequalification**

|  |
| --- |
| **Bidder 1: *Name of the Bidder*** |
| **Evaluation** **Criteria** | **Observations of the Initial Revision**  | **Requested corrections and/or clarifications** | **Received corrections and/or clarifications** | **Evaluation after correction and/or clarification** |
| *Criteria 1* | *Indicate if documentation was adjusted to the request or corrections and/or clarifications were requested*  | *List of corrections and/or clarifications requested* | *Contents of corrections and/or clarifications received* | *Complies / Does Not Comply* |
| *Criteria 2* |  |  |  |  |
| *Criteria n* |  |  |  |  |

|  |
| --- |
| **Bidder 2: *Name of the Bidder*** |
| **Criteria of Evaluation** | **Observations of Initial Revision** | **Requested corrections and/or clarifications** | **Received corrections and/or clarifications** | **Evaluation after correction and/or clarification** |
| *Criteria 1* | *Indicate if documentation was adjusted to the request or corrections and/or clarifications were requested*  | *List of corrections and/or clarifications requested* | *Contents of corrections and/or clarifications received* | *Complies / Does Not Comply* |
| *Criteria 2* |  |  |  |  |
| *Criteria n* |  |  |  |  |

|  |
| --- |
| **Bidder n: *Name of the Bidder*** |
| **Criteria of Evaluation** | **Observations of Initial Revision** | **Requested corrections and/or clarifications** | **Received corrections and/or clarifications** | **Evaluation after correction and/or clarification** |
| *Criteria 1* | *Indicate if documentation was adjusted to the request or corrections and/or clarifications were requested*  | *List of corrections and/or clarifications requested* | *Contents of corrections and/or clarifications received* | *Complies / Does Not Comply* |
| *Criteria 2* |  |  |  |  |
| *Criteria n* |  |  |  |  |

## Recommendation of prequalified Bidders

*The Executive Bid/Contest Committee after performing a detailed analysis of the documentation related to the prequalification included in the offer submitted by bidders, as well as the corrections and clarifications received, which were duly requested, recommends that:* ***During the process “Name and number of process”* the prequalified bidders and therefore those that comply with the required conditions to continue to the evaluation phase of the technical offers are:**

|  |  |
| --- | --- |
| **No.** | **Bidder** |
| *1* |  |
| *2* |  |
| *n* |  |

# Annexes of the Report of the Process

*The Borrower/Beneficiary must include under this section all annexes of the evaluation report that apply.*

## Executive Bid/Contest Committee

1. Declaration of confidentiality of the Executive Bid/Contest Committee

## Annexes of the Notice/Invitation to bid

1. Non-Objection of the Base Document of the Bid/Contest and Notice
2. Copy of publications made
3. Copy of communications and/or invitations made

## Annexes of the Preparation of Offers

1. List of participants that withdrew the bid/contest documentation *(in case these are available)*
2. Copy of received inquiries
3. Copy of answers to inquiries and/or issued clarifications
4. Non-Objections to amendments made to the Base Document
5. Amendments issued to the Base Document.
6. Communication to participants of the process of answers to inquiries and/or clarifications
7. Communication to participants of the process of issued amendments
8. Minutes of homologation meeting (if these were established).
9. Minutes of field visit (if these have been established).

## Annexes of reception and opening of Offers

1. Minutes of the reception of offers

## Annexes of the Prequalification

1. PREC-2, Sworn Declaration of all bidders
2. PREC-6, Identification of all bidders
3. Evidence of the searches of all bidders on the prohibited counterpart lists
4. Requests of the Executive Committee to the suppliers of rectification and / or clarification of prequalification documentation.
5. Answers received, correction and/or clarification of prequalification documentation, sent by the bidders.