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**Evaluation Report Format:**

**Bidder's Background and Technical Offers**

**Selection of Consulting Firms**

(Includes Short List Conformation)

**Foreword**

*Based on the update of the Norms for the Application of the Policy for the Procurement of Goods, Works, Services and Consultancies with Resources of the Central American Bank for Economic Integration, this document contains the standard guidelines for the preparation of the bidder's background evaluation report and technical offers of the bidding process for the selection of consulting firms; it has been prepared based on the procedure indicated in the standard documents for International Public Competition (IPC) for which a short list has not been previously prepared.*

*The purpose of this document is to guide the Contracting Parties in the process of evaluating the bidders' background and the technical offers received through an IPC, which are subject to the Bank’s prior or subsequent review. It is also intended to be useful to Contractors, with appropriate modifications, for the evaluation of proposals under the National Public Competition (NCB) procedures.*

***General Instructions***

1. *The evaluation tables included in this document show the step-by-step procedure for evaluating the bidders' backgrounds and bids received through an IOC in which a short list of consulting firms has not been previously developed. In all cases, the bidding and evaluation procedures described in the Instructions to Consultants (ITC) of the bidding documents being used should be followed.*
2. *The evaluation tables included in this document are based on the ITCs, as well as on the Competition Data (CD), which are in accordance with these Instructions and provide specific information on the contracts*
3. *The evaluation and the respective report do not necessarily have to be extensive; a quick and practical evaluation can be carried out. The tables and annexes should, without exception, accompany the evaluation report, but may be modified to adapt them to the specific requirements of the Bidding Documents. The report should include several annexes explaining the details of the evaluation or specifically pointing out any controversial expressions or figures in the bids. Extensive use should be made of cross-references, as well as references to the relevant clauses of the bidding documents.*
4. *The Employer should study these tables in order to adequately estimate the managerial and administrative conditions necessary for the examination of the proposals, in addition to which the Bank's staff is available to explain the evaluation procedures.*
5. *Texts marked in red, and italics are for the sole purpose of guiding the Contracting Party as to the text that should appear in their place.*

**Contractor’s Logo**

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**Evaluation Report:**

**Consultant’s Background and Technical Offers**

**Consulting Firms Selection**

|  |  |
| --- | --- |
| Contractor: |  |
| Project name and number: |  |
| Competition process number: |  |
| Process Number: |  |
| Selection method | *Select one of the following options:*  *Quality and Cost Based Selection (QCBS)*  *Quality-Based Selection (QBS)*  *Fixed Budget Selection (FBS)*  *Least Cost Based Selection (LCBS)* |
| Presentation date: | *(enter the report’s submission date)* |

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*(The sole purpose of the text marked in red, and italics is to guide the Employer as to the text that should appear in its place. The instructions in red found in the different parts of the document should be removed when submitting the report.)*

# Consultant’s background evaluation and technical proposals

## Evaluation report presentation

This report contains the results of the consultant’s background evaluation and their technical offers submitted in the process *(indicate the name and process’ reference number).*

This evaluation is based strictly on the stipulations of the Competition Documents, the proposals submitted and, when applicable, the verification of the information contained therein, as a result of which this report is submitted.

Those responsible for the evaluation are:

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

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

Member n: *Indicate the name, position, and 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 the Annexes.

## 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 execution of the consultancy *"(Indicate the name of the consultancy process)"*, 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 bidders' background and technical offers will be in accordance with the criteria established in the Competition Documents and the application of the procedures established in the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI Resources and its Application Norms.

## Competition Process

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

1. **Competition Documents and its Approvals**

* No Objection Number: *(write the No Objection’s reference number).*
* No Objection Date: *(Indicate No Objection’s date).*

1. **Publications and communications**

* Date from which the standard document was available: *(indicate date).*
* Publication on the web page of the Public Procurement Policy Office *(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** | **Communication Number** | **Communication Date** | **Observations** |
| --- | --- | --- | --- |
| Guatemala |  |  |  |
| El Salvador |  |  |  |
| Honduras |  |  |  |
| Nicaragua |  |  |  |
| Costa Rica |  |  |  |
| Panamá |  |  |  |
| Dominican Republic |  |  |  |
| Belize |  |  |  |
| Mexico |  |  |  |
| China (Taiwan) |  |  |  |
| Argentina |  |  |  |
| Colombia |  |  |  |
| Spain |  |  |  |
| Cuba |  |  |  |
| Corea |  |  |  |

*(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. **Those Interested in the competition process**

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

* Number of interested: *(enter the number of consultants)*
* Interested List:

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

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

*Those interested in the process who requested clarifications to the standard document are:*

| **No.** | **Interested** | **Address/ email address** |
| --- | --- | --- |
| 1 | *Name* | *Write the email address of the interested party and/or physical address* |
| 2 |  |  |
| n |  |  |

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

During the proposal preparation period, queries were received from the bidders, which were responded to through clarifications and amendments, all of which were communicated and published to the consultants in accordance with the provisions of the CD art.15 and are detailed below:

|  |  |  |
| --- | --- | --- |
| **Consultation made by:** *(Indicate name of the company that made the consultation)* | | |
| **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 clarification number, date and means of communication.*  *E.g.*  *Clarification No. 1*  *Communicated on January 03, 2024, via (indicate means of communication)* |
| 2 |  |  |
| n |  |  |

*A table should be prepared for each consultant, which will include all the requests for clarification.*

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

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

The following amendments to the CD were generated during the deadline for the submission of proposals:

| **Amendment No.** | **Amendment Contents** | **Communication details** |
| --- | --- | --- |
| 1 | *Describe the content of the issued amendment* | Date of No Objection: *(Indicate date/ not applicable)* |
| Means of publication and date of publication: *(Indicate means of publication of the amendment)* |
| 2 |  |  |
|  |
| n |  |  |
|  |

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

1. **Receipt and opening of proposals**

*(Write in this section a description of the date and time of receipt of proposals, the number of proposals received, and the number of proposals rejected due to late submission. Also describe the relevant acts of the opening of the proposals, among others, the period of validity of the proposal less than required, whether the price proposals were sealed and duly identified, etc., and the process of securing the sealed envelopes containing the price proposals.*

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

|  |  |  |
| --- | --- | --- |
| **No.** | **Consultant Identification** | **Observations\*** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

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

The opening minutes are included in the Annexes.

## Consultant’s Background 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 were clarifications or corrections).*

In accordance with the provisions of the DBC, section I, Instructions to Consultants, clause 25 "Evaluation of Information and Documents in Envelope No. 1", the evaluation of the technical proposals received was carried out, verifying that they were complete and that they included all the documents requested in clause ITC 11 of the Competition Documents.

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

The following relevant facts were recorded during the evaluation: *(Indicate any relevant observation of 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 bidders are included).*

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

| **No.** | **Consultant** | **Observations** | **Continued with the Evaluation** |
| --- | --- | --- | --- |
| 1 | *(indicate the consultant’s legal name)* | *(Write the reasons that cause the technical offer not to comply with the requirements as stated in section III of the competition documents and comply with the requirements: "none")* | *(indicate yes or no)* |
| 2 |  |  |  |
| 3 |  |  |  |
| n |  |  |  |

The details of the evaluation are shown in **Table 4 and 5** of this report.

The evaluation was carried out on *(insert day, month, and year)*, and concluded on *(insert day, month, and year).*

## Technical proposal evaluation

The evaluation of the technical proposal of the consultants that met the background criteria was carried out on *(insert day, month, and year)*, and concluded on *(insert day, month, and year)*.

The following relevant facts were recorded during the evaluation: *(Indicate any relevant observations from this stage, as well as requests for clarifications and their responses).*

The results of the proposal’s technical evaluation are summarized below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Consultant** | **Specific experience**  (\*) | **Methodology and Work Plan** | **Proposed Key Personnel** | **Transfer Program** (\*) | **Total** |
|  |  | *Score assigned according to the competition documents (section III.B.)* | *Score assigned according to the competition documents (section III.B.)* | *Score assigned according to the competition documents (section III.B.)* | *Score assigned according to the competition documents (section III.B.)* | *100* |
| 1 | *Indicate the legal name of the consultant* | *Indicate the score obtained* | *Indicate the score obtained* | *Indicate the score obtained* | *Indicate the score obtained* | *Sum of scores obtained* |
| 2 |  |  |  |  |  |  |
| n |  |  |  |  |  |  |

(\*) Eliminate in case of requesting simplified technical offers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Consultant** | **score obtained** | **weighted score (according to CD 30.1.c)** | **Continues with the evaluation of the financial offer** | **Nationality** |
| 1 | *Indicate the legal name of the consultant* | *Indicate the score obtained* | *Indicate the weighted score* | *(indicate yes or no)* | *Indicate the country where the bidder is incorporated (in case of JV, indicate the country where each member is incorporated and indicate the leader).* |
| 2 |  |  |  |  |  |
| n |  |  |  |  |  |

The detailed evaluation for each consultant is included in Table No. 6, which highlights the strengths and weaknesses of each proposal.

## Recommendation

The firms that obtained a score higher than indicated in ITC 25.3 will be invited to the opening of the financial bids, once the approvals / No Objections corresponding to this report have been obtained.

These firms are: *(list)*

|  |  |  |
| --- | --- | --- |
| **No.** | **Consultant** | **Score Obtained** |
| 1 | *Indicate the legal name of the consultant* | *Indicate the score obtained* |
| 2 |  |  |
| 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 on the final page and initial the rest of the pages)*

# Evaluation Report Tables

|  |  |  |
| --- | --- | --- |
| Table 1: Identification | | |
| 1.1 | Contracting Party Data |  |
|  | Name |  |
|  | Direction |  |
| 1.2 | Name and identification of financing |  |
| 1.3 | Process identification number |  |
| 1.4 | Description of the scope of the consultancy |  |
| 1.5 | Cost estimation (in accordance with GPP) |  |
| 1.6 | Acquisition Method (check one) | QCBS: \_\_ QBS: \_\_\_ LCBS: \_\_\_ FBS: \_\_ |
| 1.7 | Is prior review by the Bank required? | YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_ |
| 1.8 | Type of contract (check one) | Lump Sum: \_\_\_\_ Time worked: \_\_\_\_ |
| 1.9 | Co-financing if any | YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_ |
|  | 1. Source name |  |
|  | 1. Amount and percentage of financing |  |

| Table 2: Competition Process | | | |
| --- | --- | --- | --- |
| 2.1 | General Procurement Plan |  | |
|  | 1. General Procurement Plan |  | |
|  | 1. Date of last update |  | |
| 2.2 | 1. Short list consulting firms | Consulting firm name | Country of incorporation |
|  |  |
|  |  |
|  |  |
|  |  |

| Table 3: Presentation and proposal’s opening | | |
| --- | --- | --- |
| 3.1 | Deadline for proposals submission |  |
|  | 1. Original date and time |  |
|  | 1. Number of extensions, if any. |  |
|  | 1. Date and time after extension(s). |  |
| 3.2 | Proposals opening | *Indicate time, day, month, year* |
| 3.3 | Number of submitted proposals |  |
| 3.4 | Proposals Validity Period | For *(indicate number of days)* days, until *(indicate day, month, year)* |
|  | 1. Period originally specified |  |
|  | 1. Extensions, if any | For *(indicate number of days)* days, until *(indicate day, month, year)* |

## Table 4: Background Evaluation -Part 1-A

| **Consultant: *(Indicate legal name of bidder)*** | | | |
| --- | --- | --- | --- |
| **Evaluation criteria \*** | **Analysis of the information received** | **Corrections** | **Evaluation** |
| *Evaluation criteria* | *Indicate documentation submitted, folio, information evaluation* | *Indicate documentation requested, documentation submitted and evaluation / analysis of what has been received.* | *Compliant / Not Compliant / Not Applicable* |
| **Criteria 1: Authorization to submit a proposal and capacity to bind and contract** | | | |
| 1. Letter of confirmation of participation and submission of the bid, duly signed by the consultant’s legal representative. (CC-1) |  |  |  |
| 1. Form CC-2: Intention of Joint Venture, Consortium or Association (JV) In case of bids submitted by a JV |  |  |  |
| 1. Articles of Incorporation and its amendments (if any) duly registered in the competent Public Registry.   In case of bids submitted by a JV, the articles of incorporation duly registered in the competent Public Registry of each of the members of the JV. |  |  |  |
| 1. A simple copy of the power of attorney of the person signing the bid.   In the case of bids submitted by a JV, a simple copy of the power of attorney of the person signing the Intention of Joint Venture, Consortium or Association (JV) form. |  |  |  |
| 1. Form CC-3: Intention of Joint Venture, Consortium or Association (JV) (Applicable in case of JV) |  |  |  |
| 1. Form CC-4: Identification of the Consultant. |  |  |  |
| 1. Audited financial statements for at least the last *(insert years)* years. |  |  |  |
| 1. Consultant’s statement indicating that he/she has no current sanctions for non-compliance with a bid maintenance statement and has no history of non-compliance with contracts attributable to the consultant in the last 10 years. |  |  |  |
| **Criteria 2: Eligibility to contract with CABEI’s financing** |  |  |  |
| 1. The Consultant: Its agents, personnel, contractors, consultants, directors, officers or shareholders have no relationship whatsoever, nor have they been involved in activities related to money laundering and financing of terrorism; 2. The Bidder is not in bankruptcy, bankruptcy or liquidation; 3. It is not under judicial interdiction; 4. Has no conflict of interest as described in the Instructions to Bidders and Bid Data; 5. Its agents, personnel, contractors, consultants, directors, officers or shareholders are not included in CABEI’s List of Prohibited Counterparties or other CABEI’s ineligibility list; 6. 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; 7. Its agents, personnel, contractors, consultants, directors, officers, or shareholders have not been found guilty of crimes or sanctions related to Prohibited Practices by a competent authority. 8. They have no history of breach of contract in the last 10 years. D |  |  |  |
| 2. The consultant 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 individuals, 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. United Kingdom Office of Financial Sanctions Enforcement (OFSI). |  |  |  |
| 3. The consultant has no current sanctions for non-compliance with a bid maintenance statement, and no history of non-compliance with contracts attributable to the contractor in the last 10 years. |  |  |  |
| 4. In the case of a state-owned company or institution, they certify that:   * 1. They are legally and financially autonomous;   2. 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 of the operation or as contractor |  |  |  |

## Table 5: Consultant’s Qualification

| **Consultant:** (*Indicate the consultant’s legal name)* | | | |
| --- | --- | --- | --- |
| **Evaluation Criteria \*** | **Analysis of the information received** | **Corrections** | **Evaluation** |
| *Evaluation Criteria* | *Indicate submitted documentation, folio, information evaluation* | *Indicate documentation requested, documentation submitted and evaluation / analysis of what has been received* | *Compliant / Not Compliant / Not Applicable / Score* |
| **Criteria 3: Contracting background** | | | |
| Average annual turnover equal to or greater than *\_\_\_\_\_\_\_\_\_\_\_\_*  Annual average of certified payments received for consulting contracts, in the period of *(indicate years)* |  |  |  |
| **Criteria 4: Experience** | | | |
| 4.1 Minimum general experience in: (*Detail the number and characteristics of the consultancies/years carried out that will be considered general experience)* corresponding to the period *(indicate years)*   * *Less than “x” consultancies/years: Assign score* * *From “x” to “x” consultancies/years: Assign score* * *More than “x” consultancies/years: Assign score* |  |  |  |
| 4.2 Minimum specific experience in: *(Detail the number and characteristics of the consultancies executed that will be considered as specific experience)* corresponding to the period *(indicate years)*   * *Less than "x" consultancies: Assign score* * *From "x" to "x" consultancies: Assign score* * *More than "x" consultancies: Allocate points* |  |  |  |

## 

## Table 6: Technical Offer Evaluation - Parte 1-B

| **Consultant: *Indicate consultant’s name (in case of JV, indicate members’ names).*** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **No** | **Evaluation Criteria** | **Assigned score** | **Information presented and analysis** | **Clarifications or corrections** | **Assigned score** |
| 1 | *Consultant’s Organization (TEC-1)* | *Indicate assigned score* | *Indicate:*   * *Description and analysis of the information submitted, indicating the reasoning for assigning a score and whether the information provided complied with the requirements.* * *Folio number and characteristics of the submitted information.* | *If no clarifications or corrections have been requested, indicate "Not Applicable".*  *If clarifications or corrections have been requested, please indicate:*   * *Description of the information or clarification requested.* * *Description of the clarifications and/or corrections received, including their analysis.* * *Indicate whether the information provided complied with what was requested.* | *Indicate assigned score* |
| 2 | *Quality of the proposed methodology and work plan and their conformity with the terms of reference.* |  |  |  |  |
| 3 | *Qualifications of proposed key personnel and their suitability for the job* |  |  |  |  |
| ***Key Personnel 1*** |  |  |  |  |
| *General Qualifications* |  |  |  |  |
| *Suitability for the job, relevant education, and training* |  |  |  |  |
| *Others in accordance with the competition documents* |  |  |  |  |
| ***Key Personnel n*** |  |  |  |  |
| *General Qualifications* |  |  |  |  |
| *Suitability for the job, relevant education, and training* |  |  |  |  |
| *Others in accordance with the competition documents* |  |  |  |  |
| 4 | Knowledge transfer program (\*) |  |  |  |  |
| ***Total*** | | **100** |  |  | *Score* |
| Strengths: *Strengths Example: Experience in very similar projects in the country; quality of the methodology; demonstration of a clear understanding of the scope of work; strengths of the local partner; and experience in similar work of the proposed staff.* | | | | | |
| Weaknesses: *Example of weaknesses: Of a particular component of the proposal; lack of in-country experience; low level of local partner involvement; lack of practical experience (study rather than implementation experience); of staff experience compared to the firm's experience; of a key staff member (e.g., team leader); failure of the proposal to conform to the requirements of the RFP; and disqualifications (conflict of interest).* | | | | | |
| Recommendations in case of award contract: *(indicate recommendations in case contract negotiation is required).* | | | | | |

(\*) Eliminate in case of requesting simplified technical bids.

# Annexes to the report

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

Annex No.2. Copy of the Announcements/Publications/Communications of the disclosure of the Competition document.

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

Annex No.4. Minutes of Public Opening of Proposals.

Annex No.5. Evidence of searches on the prohibited counterparty list.

Annex No.6 Requests for clarification, corrections to bidders and responses received during the evaluation of proposals at the different stages of evaluation.

Annex No.7. Supporting documents of the detail of the evaluation of the bidders’ backgrounds.

Annex No.8. Supporting documents for the detailed evaluation of the bidder's qualification.

Annex No.9. Supporting documents detailing the technical evaluation of the Offeror.