

**Evaluation Report Format for the Selection of the most Convenient Bid**

**Goods and Non-consulting Services**

**Public Competition**

**One Stage – One Envelope**

**(Without Prequalification)**

**Preface**

This document has been prepared based on the update of the Norms for the Application of the Procedures for Procurement of Goods, Works, Non-Consulting Services and Consulting Services with the Central American Bank for Economic Integration Resources (PRE-40-2021) and contains the standard guidelines for the preparation of the bid evaluation report of the Bidding process; it has been elaborated from the procedure of One Stage - One Envelope established in the Standard Bidding Document for the Contracting of Works.

This document is intended to guide the Executing Agencies in the process of evaluating the bids received through an International Public Bidding (IPB) for the procurement of goods and non-consulting services, subject to prior or post review by the Bank. In addition, it must be useful to the Executing Agencies, with the appropriate modifications, for the evaluation of bids in accordance with the Procedures of National Public Bidding (NPB).

**General Instructions**

1. The evaluation forms included in this document show step by step the procedure for evaluating bids received through an IPC. In all cases, the bidding and evaluation procedures described in the Instructions to Bidders (ITBs) of the bidding documents used must be followed.
2. The evaluation forms included in this document are based on the ITBs, as well as the Bid Data, which conform to such Instructions and provide specific information about the contracts.
3. The evaluation and the respective report do not necessarily have to be extensive. Bids for Works procurement can be evaluated quickly and practically. The forms must accompany, without exception, the evaluation report, but may be modified to adjust it to the specific requirements of the bidding documents. The report should include several annexes explaining the details of the assessment or specifically indicating the controversial expressions or figures that may be in the bid. Extensive use of cross-references as well as references to relevant clauses in the bidding documents should be made.
4. Special mention should be made of contracts grouping together several smaller contracts ("lots") which can be awarded jointly to a single bidder or as subsets of one or more lots to several bidders. In such cases, the evaluation of bids must be made separately for each lot.
5. The contracting party must study these forms during the preparation of the project, in order to properly estimate the managerial and administrative conditions necessary for the examination of the bids. Bank staff are available to explain the procedures, including any modifications necessary to evaluate bids submitted in bidding documents other than those that currently exist.
6. Texts marked in red and italics have the sole purpose of guiding the Contracting Party on the text that should appear in its place.

**Logo of the Contracting Party**



**Bid Evaluation Report Format for the Selection of the most Convenient Bid**

**Goods and Non-consulting Services**

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**One Stage – One Envelope.**

|  |  |
| --- | --- |
| Contracting Party: |  |
| No. and Project Name: |  |
| Name of the bidding process: |  |
| Process Number: |  |
| Date of submission: | ***(write the date of submission of the report)*** |

Forma, Rectángulo

Descripción generada automáticamente

**July 2021**

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*(Texts marked in red and italics have the sole purpose of guiding the Contracting Party on the text that should appear in its place)*

# Bids Evaluation Report

## Evaluation Report Presentation

The present report contains the results of the evaluation of the bids of bidders who submitted bids to the process (*indicate name and No. process reference).*

This evaluation is strictly based on the provisions of the Standard Bidding Document, the bid(s) submitted and when the verification of the information of the same applies, in witness of which this report is presented.

The people responsible of the evaluation are:

Member 1: *(Indicate the name, position and instance represented)*

Member 2: *(Indicate the name, position and instance represented)*

Member n: *(Indicate the name, position and instance represented)*

Coordinator: *(Indicate the name, position and instance represented)*

The previous members have signed the respective confidentiality agreements that are included in Annex No. 1

## Background

The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary partner countries, has granted financing *(indicate whether it is total or partial)* for the procurement of (*Indicate the name of the bidding process),* within the framework of *(name of the operation for which CABEI has approved the resources)*.

The contracting Party is responsible for this process, the evaluation of the bids will be in accordance with the criteria established in the bidding rules and the application of the procedures established in the Policy for Procurement of Goods, Works, Services and Consultancies with CABEI Resources and its Application rules.

The goods to be procured consist of (*add a brief description of the goods and the scope of the service).*

## Procurement Process

*(Below are several sections within which the Contracting Party must write a chronological description of the bidding process, dates of approval of the documents, dates of publication, clarifications and amendments to the bidding documents, withdrawal of the documents, among others).*

1. **Bidding Document and its approvals**

* No Objection Number: *(enter the No Objection reference number)*
* No Objection Date: *(indicate date)*

1. **Publications and communications**

* Date from which the bidding documents were available: *(indicate date).*
* Publication on the Website of the Public Procurement Regulatory Office (*Indicate website 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 No. of reference of the publication, if it is a national process indicate: "does not apply").*
* Communications to embassies:

| **Country** | **Communication Number** | **Date of the communication** | **Comments** |
| --- | --- | --- | --- |
| Guatemala |  |  |  |
| El Salvador |  |  |  |
| Honduras |  |  |  |
| Nicaragua |  |  |  |
| Costa Rica |  |  |  |
| Panamá |  |  |  |
| Dominican Republic |  |  |  |
| Belize |  |  |  |
| México |  |  |  |
| China (Taiwan) |  |  |  |
| Argentina |  |  |  |
| Colombia |  |  |  |
| Spain |  |  |  |
| Cuba |  |  |  |
| Korea |  |  |  |

*(Note: If you do not have an Embassy of one of these countries in the Contracting Country, indicate it in the table. In the case of national public bidding, indicate "Not Applicable".)*

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

1. **Bidders interested in the Bidding Process**

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

* Number of bidders*: (Type the number of bidders)*
* List of interested bidders:

| **No.** | **Bidder** | **Email/physical address:** |
| --- | --- | --- |
| 1 | *Name of the bidder* | *Enter the bidder’s email address and/or physical address* |
| 2 |  |  |
| 3 |  |  |
| n |  |  |

1. **Clarifications and Amendments to the Documents**
   1. **Requests for clarifications received**

During the bidding period, the following inquiries were received from bidders:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **Date** | **Inquiry Received** |
| 1 | *Name of the bidder* | *Date* | *Briefly describe the inquiry* |
| 2 |  |  |  |
| n |  |  |  |

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

* 1. **Clarifications to the Bidding documents issued.**

During the period of preparation of bids, the following clarifications were made to the standard bidding document, which were communicated and advertised to the bidders in accordance with the provisions of BD 9.4:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clarification No.** | **Date of issue** | **Clarification Issued** | **Communication and publication** | |
| **Bidder** | **Date of Communication and publication** |
| 1 | *Date* | *Describe the content of the clarification issued* |  | *(Mention the date of publication and official communication of the clarification)* |
|  |  |
| 2 |  |  |  |  |
|  |  |
| n |  |  |  |  |

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

* 1. **Amendments to the Bidding Documents including respective No Objections**

During the bid preparation stage, the following amendments to the bidding document were generated in accordance with BD 9.4:

| **No. Of Amendment** | **Issue Date** | **Content of Amendment** | **No Objection number** | **Acknowledgement of receipt from bidders or Proof of delivery and Publication** | |
| --- | --- | --- | --- | --- | --- |
| **Bidder** | **Date of receipt acknowledgement** |
| 1 | *Date* | *Describe the content of the amendment issued* | *No Objection when applicable* |  |  |
|  |  |
| 2 |  |  |  |  |  |
|  |  |
| n |  |  |  |  |  |

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

Tables 1, 2 and 3 of the report, record the basic information of the bidding process in compliance with the financing agreement and the Norms of Application of the Procurement Policy, articles 20 and 22 on publicity, clarifications, and amendments. Copies of clarifications and amendments can be found in Annex No. 3.

1. **Reception and bids opening**

*(Write in this section a description of the date and time of receipt of the bids, the number of bids received and a description of the opening ceremony indicating any relevant observations of the event and the prices read aloud. Complete the box with the corresponding data in the same order as the opening. If the process consists of multiple lots, the box must be repeated per lot or the columns added for each lot. The comments or observations mentioned at the opening ceremony should be indicated in the comments or observations, for example: absence of guarantee, period of validity of the bid less than required, etc.).*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder Identification** | **Bid price \*** | **Observations** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **n** |  |  |  |

*(If the process is only for one lot)*

**\***As it was read aloud at the opening ceremony

*(If the process has several lots)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Bidder Identification** | **Bid price \*** | | | | **Observations** |
|  |  | **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| n |  |  |  |  |  |  |

\* As read aloud at the opening ceremony.

Table No. 4 of the report records information on the bid prices, and Annex No. 4 contains a copy of the minutes of the bids opening.

## Evaluation of Bids

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

1. **Evaluation of the background and qualification of the bidder**

In accordance with the provisions of the Bidding document, section I, Instructions to bidders, clause 32 "evaluation of bids", the evaluation of the bids was carried out, verifying that they were complete and that they included all the documents requested in clause ITB 13 of the Bidding documents.

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

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

The result of the evaluation at this stage is summarized below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **Observations** | **Acceptance for technical evaluation**  **(Yes/No)** |
| 1 |  | *(Write the reasons, omission, or lack thereof that causes the rejection of the bid according to Clause 32 of the ITB and if no omission is found write: "none")* | *(indicate yes or no)* |
| 2 |  |  |  |
| 3 |  |  |  |
| n |  |  |  |

Details of the assessment can be found in **Tables 5 and 6** of this report.

1. **Conformity assessment of the technical bid**

The evaluation of the terms, conditions of the technical bid of the bidders who met the criteria of background and qualification was carried out, the Committee verified that the bids conformed to the requirements without deviations, reservations or significant omissions.

The evaluation was carried out on the dates of *(indicate month, day, and year),* and concluding the day *(indicate month, day, and year).*

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

The result of the evaluation of the terms, conditions and technical evaluation of the bids is summarized below: (*if the process consists of several lots, the table must be repeated for each lot):*

*(If the process consists of a single lot):*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **Observations** | **Acceptance for the financial bid evaluation**  **(Yes/No)** |
| 1 |  | *(Write the reasons, omission or lack thereof that causes the rejection of the bid according to Clause 32 of the ITB and if no omission is found write: "none")* | *(indicate yes or no)* |
| 2 |  |  |  |
| n |  |  |  |

*(If the process consists of multiple lots)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder**  **Identification** | **Observations** | **Acceptance for the financial bid evaluation**  **(Yes/No)** |
| **LOT 1** | | | |
| 1 |  | *(Write the reasons, omission or lack thereof that causes the rejection of the bid according to Clause 32 of the ITB and if no omission is found write: "none")* | *(indicate yes or no)* |
| 2 |  |  |  |
| **LOT 2** | | | |
| 1 |  |  |  |
| 2 |  |  |  |

Details of the assessment of the terms, conditions and technical review can be found in Table No. 7 of this report.

1. **Evaluation of the financial bid and selection of the most convenient bid**
2. **Verification of the prices offered**
   1. **Lack of conformity, errors, or omissions**

In accordance with the stipulations of the Bidding document, section I, Instructions to bidders, clause 36, an arithmetic review of the bid prices of those companies that substantially conformed to the Bidding documents and that complied with the background and qualification, as well as compliance with the terms, conditions and technical specifications, was carried out.

As a result of the verification, errors were found in the bids of the companies shown in the following table, which were corrected and communicated to the bidder, and these were accepted by the bidder: (If the process consists of several lots, list by lots).

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Bidder** | **No. of communication to the bidder** | **Acceptance by the bidder** |
| 1 |  | *(insert note number and date of communication)* | *(insert note number and date of communication)* |
| 2 |  |  |  |
| n |  |  |  |

The details of the arithmetic verification can be found in Table No. 8 of this report.

* 1. **Discounts offered**

In accordance with the provisions of the Tender document, section I, Instructions to bidders, clause 16, the bids were reviewed, and discounts offered by the bidder were applied, which were read aloud during the act of public opening of bids. Details of the discounts applied can be found in Table No. 8 of this report.

*(If there are no discounts offered, indicate that "no discounts were offered).*

Annex No. 5 contains the clarifications, corrections to bidders and responses received and made at each stage of the evaluation process.

* 1. **Bids Comparison**

In compliance with the provisions of clause 33 of the ITB, the comparison of all the bids that met the background, qualification, and technical bid proceeded, to determine the bid evaluated as the lowest.

The following were the results:

*(If the process consists of a single lot. Write the names of the companies, country of incorporation and their corrected prices and with the application of the discounts offered by the bidder. Mark in bold, or with color the bid of the lowest price)*

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  *(Sort in order of priority)* | **Bidder** | ***Bidder’s country where is legally registered*** | ***Offered Price or discounted*** |
| 1 |  |  |  |
| 2 |  |  |  |
| n |  |  |  |

(*If the process consists of several lots, the bid of the lowest price per lot must be marked in bold, or with color).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Bidder** | ***Bidder’s country where is legally registered*** | ***Offered Price or reduced*** | | | |
| *Lot 1* | *Lot 2* | *Lot 3* | *Lot 4* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |

As a result of the above analysis and price comparison, the bid evaluated with the lowest price is the bid of the company: ***(insert the name of the bidder's company. If it is in lots list the company for each lot)***.

* 1. **Price Reasonableness Analysis**

*(If the Executive Evaluation Committee observes a disparity in relation to the amounts offered and that the bid price of the selected bidder is well below the other bids, it should conduct the abnormally low bid exercise, solely to determine whether the price of the selected bid is reasonable in accordance with market conditions. Reasonableness can be demonstrated by comparing the prices of the bids obtained with the price of the selected bid, also comparing it with the average of the prices offered. If the estimated bid budget is correct, it can also be used to compare it with the selected bid. The Contracting Party is recommended to use the Abnormally Low Bids (ALB) guide to perform such analysis available in* <https://adquisiciones.bcie.org/documentos-estandar>).

The Executive Evaluation Committee proceeded to carry out price reasonableness analysis. The results of such an analysis are detailed below: *(insert the detail of the analysis performed applying the abnormally low bid identification approaches, if it is identified that the bid is abnormally low, detail the due diligence performed.)*

* 1. **Application of the provisions to the bidders**

*If the process is International Bidding, the analysis and application of what is established in the ITB 6.1 provisions to bidders must be carried out.*

## Recommendation of the most convenient bid

*(Select one of the two options)*

1. The Executive Committee, after carrying out a detailed analysis of the documentation related to the bids submitted by the bidders, recommends applying Article 6.1 of section II of the Bidding Document and recommends initiating negotiations with the bidders of member countries to give the possibility to the best qualified of these, so that it equals its conditions to those of the bid selected as the most convenient *(Applies only in International processes, where the bid whose order of priority is No. 1 comes from a bidder originating from a non-CABEI member country and it will be verified if there is any bid, within a range of up to 15% of the score under it, presented by one or more bidders originating from CABEI's partner countries.)*
2. After carrying out a detailed analysis of the documentation related to the bids submitted by the bidders, it recommends that in the process *(indicate the name and number of the process)* the respective contract be awarded to the bidder: *(indicate the legal name of the bidder)*

Because it:

1. Meets all background and qualification requirements.
2. The technical bid substantially complies with the provisions of the bidding document.
3. It has the lowest evaluated price;
4. It is not included in CABEI's list of Prohibited Counterparties or other CABEI's list of ineligibility.
5. It is not disqualified or declared as ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by CABEI.

The detail of the award is summarized below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Bidder’s Name** | **Description** | **Unit Price** | **Total Price** | **Delivery period** |
|  |  |  |  |  |  |

*(in the case of several lots, indicate the recommendation per lot)*

Table No. 11 details the information on the most convenient bid.

This report is signed to the *(indicate month/day/year).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Evaluator’s name*  *Position* |  |  | *Evaluator’s name*  *Position* |  | *Evaluator’s name*  *Position* |
| *Evaluator’s name*  *Position* |  |  | *Evaluator’s name*  *Position* |  | *Evaluator’s name*  *Position* |

*(The evaluators must sign the report)*

# Tables of the Evaluation Report

## Table No. 1: Identification

|  |  |  |
| --- | --- | --- |
| 1. **IDENTIFICATION** | | |
| 1.1 | Name of the Contracting Party |  |
| 1.2 | Project Number |  |
| 1.3 | Contractor |  |
|  | 1. Name |  |
|  | 1. Address |  |
| 1.4 | Contract Identification Number |  |
| 1.5 | Contract Description |  |
| 1.6 | Cost Estimation (According to the GPP) |  |
| 1.7 | Procurement Method (select one) | ICB \_\_\_\_\_\_\_\_\_\_ LIB \_\_\_\_\_\_\_\_\_ OTHER *(indicate the method) \_\_\_\_\_\_* |
| 1.8 | Does it require CABEI’s prior review? | Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ |
| 1.9 | Is the contract fixed price? | Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ |
| 1.10 | Co-financing, if any | Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ |
|  | 1. Name of financier |  |
|  | 1. Amount and percentage of funding |  |

## Table No. 2: Procurement Process

| 1. **PROCUREMENT PROCESS** | | |
| --- | --- | --- |
| 2.1 | General Procurement Plan |  |
|  | 1. Date of first publication |  |
|  | 1. Date of the latest update |  |
| 2.2 | Prequalification if required: |  |
|  | 1. Number of prequalified firms |  |
|  | 1. Date of Bank’s communication of No Objection |  |

## Table No. 3: Bids submission and opening

| 1. **BIDDING PROCESS-INFORMATION OF BID OPENING** | | |
| --- | --- | --- |
| 3.1 | Deadline for bids submission |  |
|  | a) Original date and time |  |
|  | 1. Extensions, if any | By *(indicate the number of days) days*, until *(indicate month, day, year)* |
| 3.2 | Bids Opening | *Indicate time month, day, year* |
| 3.3 | Number of bids received |  |
| 3.4 | Bids validity period |  |
|  | 1. Period originally specified |  |
|  | 1. Extensions, if any | By *(indicate the number of days) days*, until *(indicate day, month, year)* |

## Table No. 4: Bids prices (as read aloud)

| 1. **BIDS PRICES (AS READ ALOUD)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Bidder’s Identification | | | Bid Prices as read aloud | | Modifications or comments[[1]](#footnote-2)  f) |
| Name  a) | City/State or province  b) | Country  c) | Currency  d) | Amount  e) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Table No. 5: Background Assessment

| 1. **BACKGROUND ASSESSMENT** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Bidder  a) | Authorization to submit the bid and ability to bind and contract  b) | Eligibility  c) | Bid maintenance and contract signing Guarantee / Declaration of Bid Maintenance  d) | Integrity of the bid  e) | Determination of compliance with bids  f) | Acceptance to make Qualification of the bidder  g) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

All significant comments should be noted at the bottom of the page.

Information related to column c) Eligibility should be verified by each bidder if they are on the following lists(for more detail see the Instruction Guide for the Verification in Lists available on the website: <https://adquisiciones.bcie.org/documentos-estandar>)

1. *United Nations (UN) Consolidated List of Sanctions:* [*https://scsanctions.un.org/search/*](https://scsanctions.un.org/search/)
2. *Consolidated list of persons, groups and entities subject to European Union (EU) financial sanctions – To gain access, a free account must be created within the EU platform:* [*https://webgate.ec.europa.eu/fsd/fsf#!/files*](https://webgate.ec.europa.eu/fsd/fsf#!/files)
3. *Consolidated list of individuals, groups and entities subject to World Bank (WB) sanctions:* [*https://www.worldbank.org/en/projects-operations/procurement/debarred-firms*](https://www.worldbank.org/en/projects-operations/procurement/debarred-firms)
4. *Office of Foreign Assets Control (OFAC) Consolidated List:* [*https://sanctionssearch.ofac.treas.gov/*](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 No. 6: Qualification of the Bidder

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **QUALIFICATION OF THE BIDDER** | | | | | |
| Bidder  a) | History of contract non-performance and litigation  b) | Soundness of the Financial Situation  c) | Contracting History  d) | Experience  e) | Acceptance to carry out conformity assessment of the Technical Bid  f) |
| *Indicate bidder’s legal name* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Note: Annex No. 7 must be completed as a support to indicate in detail the qualification evaluation of the bidders*

## Table No. 7: Conformity of the Technical Bid

| 1. **CONFORMITY OF THE TECHNICAL BID** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Bidder  a) | Technical Specifications and related services  b) | Delivery Plan and compliance schedule  c) | Cost of replacement of important components, mandatory spare parts, and service  d) | Availability in the Buyer's Country of spare parts and post-sale services  e) | Lifetime cost  f) | Performance and productivity of the equipment offered  h) | Acceptance to carry out evaluation of Financial Bid  i) |
| *Indicate bidder’s legal name* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

*Note: The supports must be included in Annexes to indicate in detail the Conformity of the Bidders’ Technical Bid.*

## Table No. 8: Evaluation of the Financial Bid- Corrections and discounts

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **CORRECTIONS AND UNCONDITIONED DISCOUNTS** | | | | | | | |
| Bidder  a) | Price(s) read aloud | | Corrections | Bid Price(s) corrected | Unconditioned discounts | | Price(s) corrected and/or reduced from the bid |
| Currency(s)  b) | Amount(s)  c) | Calculations Errors[[2]](#footnote-3)  d) | 1. = (c+/-d) | Percentage | Amount(s) | 1. = (e- g) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Etc… |  |  |  |  |  |  |  |

Note: At this stage, only financial bids that meet all the requirements established in Tables Nos. 5, 6 and 7.

Modifications and discounts: In accordance with the Instructions to bidders before the opening of bids, bidders may submit modifications to their original bid; the effect of such amendments should be fully reflected in the examination and evaluation of bids. Modifications may include increases or discounts in the bid amount that respond to last-minute business decisions. Accordingly, changes to the original prices should be made at this stage of the assessment. Discounts offered in accordance with the Instructions to Bidders and which are conditional on the simultaneous award of other contracts or lots of the contract ("cross-discounts") shall not be incorporated until the conclusion of the other stages of the evaluation. The effect of unconditioned discounts (or, of increments) should be shown in the manner indicated in Table 8 (columns (f) and (g)). Any discount expressed as a percentage must be applied to the appropriate base amount indicated in the bid.

## Table No. 9: Exchange rates

| 1. **EXCHANGE RATES** | | |
| --- | --- | --- |
| 9.1 | Currency used for bid evaluation: |  |
| 9.2 | Effective date of the exchange rate: |  |
| 9.3 | Specified agency or publication with respect to the exchange rate: |  |

*Note: Attach a copy of the exchange rates obtained from the specified agency or publication.*

## Table No. 10: Additions and Adjustments

| 1. **ADDITIONS AND ADJUSTMENTS** *(*indicate the currency of the evaluation*)* | | | | |
| --- | --- | --- | --- | --- |
| Bidder  a) | Price of the bid corrected and/or reduced  b) | Additions [[3]](#footnote-4)  c) | Adjustments[[4]](#footnote-5)  d) | Total price   1. (b+c+d) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Additions: Omissions made to the bid should be completed by adding costs deemed necessary to correct that deficiency. When the items omitted in some bids are found in others, an average of the quoted prices could be used to compare the bids. Another option is to use external sources, such as price lists, transportation rates, etc., published. The cost to be calculated must be expressed in the currency of the evaluation

Adjustments: The Instructions to Bidders specify the performance or service factors, if any, that will be considered in the evaluation of bids. The methodology used in the evaluation of these factors must be accurately described in the bid evaluation report and must be fully consistent with the provisions of the Bidder Instructions.

## Table No. 11: Most Convenient Bid

| 1. **MOST CONVENIENT BID** | | | |
| --- | --- | --- | --- |
| 11.1 | Bidder whose bid responds to the request and is evaluated as the lowest (bidder proposed for the award of the contract) |  | |
|  | 1. Name |  | |
|  | 1. Address |  | |
| 11.2 | If the bid has been submitted by an agent, indicate the actual supplier: |  | |
|  | 1. Name |  | |
|  | 1. Address |  | |
| 11.3 | If the bid is a Joint Venture, indicate all participants, their nationality, and the estimated proportions of the contract |  | |
| 11.4 | Main country(ies) of origin of the goods or materials |  | |
| 11.5 | Estimated date (month and year) of contract signing |  | |
| 11.6 | Estimated date for the end of the contract (months) |  | |
|  |  | Currency(s) | Amount or percentage |
| 11.7 | Price(s) of the bid (s) read aloud |  |  |
| 11.8 | Corrections of errors |  |  |
| 11.9 | Discounts |  |  |
| 11.10 | Other adjustments |  |  |
| 11.11 | Propose award |  |  |

# Annexes

Annex No. 1. Appointment of evaluators and confidentiality agreements

Annex No. 2. Copy of the Notices/Publications/Communications

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

Annex No. 4. Minutes of Public Bids Opening

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

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

Annex No. 7. Supporting documents of the detailed background evaluation of the bidders

Annex No. 8. Supporting documents of the detailed Qualifications Evaluation of the bidder

Annex No. 9. Supporting documents of the detailed Conformity evaluation of the technical bid of the Bidder

1. *Describe any modifications to the bidder read aloud as, withdrawals and alternative bids. Also indicate the absence of a required bid maintenance guarantee or other critical details* [↑](#footnote-ref-2)
2. Corrections in column (d) can be positive or negative. [↑](#footnote-ref-3)
3. *Column b) is equal to column e) of Table 8.* [↑](#footnote-ref-4)
4. *Each insertion made in columns (c), (d) should be explained in sufficient detail in a footnote, accompanied by the calculations.* [↑](#footnote-ref-5)