

## Tender / Bid Evaluation Report

(for Selection of Contractor)

<b>Project Name:</b>		
Town/ Country:		Project Number:
Beneficiary Name:		
Beneficiary Fax: Tel:		Beneficiary E-mail:
Number of Contractors purchased BID document:		Number of BIDs received:
Date of Tender Notice:		Date of opening tenders:
Project Estimated Cost:		Implementation period:
<b>Type of Works:</b>	<u>Total Area (Sq.m)</u>	<u>No. of Floors</u>
- New Construction	.....	.....
- Extension of Existing Building	.....	.....
- Rehabilitation of Building	.....	.....
<b>Evaluation Committee members from the Beneficiary:</b>		
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-		
-		
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<b>ASSESSMENT / ANALYSIS</b>		
<b>RECOMMENDATION:</b>		
<p>From the foregoing the most competitive bidder is [ bidder name ].</p> <p>We therefore recommend that the [ project name ]</p> <p>be awarded to Messrs. [ bidder name &amp; address ] at their bid price of [ ]</p> <p>and completion period of [ # of month ] months.</p>		
<u>Consultant</u>		<u>Committee Members</u>
Name:		
Signature:		
<u>Attachments:</u> Best 3 Quotations according to the evaluation - Analysis of bids		

ITEM	Max. Points	Bidder-1	Bidder-2	Bidder-3	Bidder-4	Bidder-5	Bidder-6
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### Technical Evaluation

Presentation of BID Document (s)							
Consistency of Pricing of Tender Items	3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Completeness & Quality of document	2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Personnel and staff Holding (s)							
Availability of Specialized Sta	2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Experience of Key Sta	3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Company Experience							
Years of Relevant Experience	4	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Volume of Previous Projects	10	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Volume of Projects in Hand	5	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Performance on Similar projects	6	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Equipment & Mobilization Resources							
Plant & Equipment	10	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Financial Standing	5	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
<b>Total Technical Score:</b>	<b>50</b>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Note: A company getting less than 35 `points in the technical evaluation should be excluded.

### Financial Evaluation

Original Tender Figure		[amount]	[amount]	[amount]	[amount]	[amount]	[amount]
Corrected Tender Figure*		[amount]	[amount]	[amount]	[amount]	[amount]	[amount]
<b>Financial Score**</b>	<b>50</b>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

\* After thorough arithmetic check by the consultant

\*\* The lowest figure(x) should take 50 points and a higher figure (y) should take: "50 \* x / y " points

<b>Total Score</b>	<b>100</b>	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
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