**A picture containing text, gambling house, room

Description automatically generated**

**Bid Evaluation Report and Recommendation for Award of Contract**

**(BER-W11)**

**One Stage - One Envelope (1+1)**

**Procurement of Works**

**July 2023**

# *Preface*

1. *This guide is not part of the report. It should not appear in the report submitted to the Caribbean Development Bank (CDB). Similarly, notes to the Recipient***[[1]](#footnote-1)** *in italics throughout this template are also not included in the report.*
2. *With CDB's agreement, a one-stage one envelope (1+1) approach may be used when the lowest evaluated price,* *including non-price criteria, where applicable, being evaluated in monetary terms**[[2]](#footnote-2), results in the award to the Bidder(s) offering the Most Advantageous Bid(s)* ***(MAB/s)[[3]](#footnote-3).***

*This**approach****[[4]](#footnote-4)*** *can be used with the Selection Methods* ***(SMs)*** *of International Competitive Bidding* ***(ICB)*** *and Regional Competitive Bidding* ***(RCB).*** *With appropriate modifications it can be used with National Competitive Bidding* ***(NCB)*** *and Limited Bidding* ***(LB)*** *at an international/regional or national level, for the following:*

* + *Small or large****[[5]](#footnote-5)*** *Works*
  + *Admeasurement or lump sum priced Contracts*
  + *Discrete Contracts and/or for Lots where an associated number of Contracts (Packages) may be awarded[[6]](#footnote-6)*
  + *Pre- or post-qualification of Bidders****[[7]](#footnote-7)***

1. *Recipients are expected to use this Bid Evaluation Report (termed here* ***BER-W11****) for the* *situations described in point 2 above, where both technical and financial Bids are submitted together in one envelope and opened simultaneously.*
2. *The following CDB’s Standard Procurement Documents* ***(SPDs),*** *policies, procedures and guidance notes shall govern the evaluation process:*
3. *When using* ***ICB*** *or* ***RCB******SMs****, unless otherwise agreed with CDB, Recipients shall use CDB’s prevailing* ***SPDs*** *for Works - one stage-one envelope. The* ***SPD*** *includes Instructions to Bidders* ***(ITB)*** *and the contract-specific information in the Bid Data Sheet* ***(BDS)****. The* ***ITB*** *and* ***BDS*** *requirements must be followed and reflected in the* ***BER-W11.***
4. *For Works subject to only national-level advertising, national* ***SPDs****, acceptable to CDB, can also be used.*
5. *“Procurement Policy for Projects Financed by CDB,” (****Policy****), dated November 2019.*
6. *“Procedures for Projects Financed by CDB”* ***(Procedures),*** *dated January 2021.*
7. *“Guidance Note on Bid Evaluation for Goods, Works and Non-Consulting Services,” June 2021* ***(GN)****.*
8. *"Guidance Note on Evaluation Criteria for the Procurement of Goods, Works and Non-Consulting* ***Services"*** *December 2021* ***(GN.1).***
9. *Where applicable, the results of the Bidders’ Applications to Prequalify are summarised in the Applicants’ Evaluation Report for Works* ***(AER-W****) and shall be considered – see item 6 below.*
10. ***BER-W11*** *and* ***Annexes I and II.***

1. ***GN*** *and* ***GN.1*** *contain essential advice for evaluating Bids for Works and are to be used in conjunction with the* ***BER-W11****. Rather than duplicate aspects of* ***GN*** *and* ***GN.1*** *here, relevant* ***GN/GN.1*** *sections are cross-referenced. The forms referenced as examples in the* ***GN*** *are included here for use by the Recipient. In the event of a conflict between* ***GN or GN.1*** *and the* ***BER-W11,*** *the* ***BER-W11*** *will govern.*
2. *The evaluation and the resulting* ***BER-W11*** *need not necessarily be lengthy. Well-defined and low-value Works Contracts without regional preferences can usually be quickly and easily evaluated. The* ***BER-W11*** *should contain any attachments to explain Bid evaluation details, borderline variances in a Bid ruled non-responsive by the Recipient or an unusual pricing structure. Cross-referencing should be used extensively, as well as references to pertinent* ***SPD*** *clauses.*
3. *Recipients should study the* ***BER-W11****, including* ***GN*** *and* ***GN.1,*** *during project preparation to properly assess the managerial and administrative conditions needed for Bid evaluation. CDB staff are available to explain the procedures, including any modifications necessary for evaluation using Bidding documents other than the* ***SPD.*** *CDB encourages the employment of experienced consultants to help in evaluations for complex Contracts. Consultant fees can be paid from CDB financing if allowed in the Financing Agreement.*
4. *The defined terms and acronyms in the* ***Policy*** *and* ***Procedures*** *are, where applicable, the same as those in this* ***BER-W11****. Also, cross-referencing to the Policy and Procedures and the* ***SPD*** *is used in this* ***BER-W11*** *to assist users.*
5. *To obtain further information on procurement under CDB-financed projects, contact:*

*Procurement Policy Unit*

*Caribbean Development Bank*

*P.O. Box 408*

*Wildey, St. Michael*

*Barbados*

*Email:*  [*procurement@caribank.org*](mailto:procurement@caribank.org)

*Website:* [*www.caribank.org*](http://www.caribank.org)

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# 

# Standard Cover*[[8]](#footnote-8)*

**Bid Evaluation Report and**

**Recommendation for Award of Contract**

**(BER-W11)**

**One Stage - One Envelope (1+1)**

Name of Project:

Project No.:

Contract Name:

Identification Number:

Date of Submission:

# 

# Letter of Transmittal

*Where CDB’s no objection (NO) is required for the evaluation results****[[9]](#footnote-9),*** *the BER-W11 (consisting of the following documents) should be attached with a Letter of Transmittal from the Recipient ministry, department, or agency responsible for communications with CDB. The letter should highlight conclusions and offer any additional information that would help to expedite review by CDB. In addition, it should highlight any unresolved or potentially contentious issues. The letter should be sent to the CDB Operations Officer responsible for the project.*

|  |  |
| --- | --- |
| Section I | Summary Evaluation - Text |
| Table 1 | Identification |
| Table 2 | Bidding Process |
| Table 3 | Bid Submission and Opening |
| Table 4A | Bid Prices (as Read Out) and a Record of the Public Opening of Bids |
| Table 4B | Attendance Sheet for Public Opening of Bid |
| Table 5 | Summary of Preliminary Examination of Bids |
| Table 5A. | Preliminary Examination – Evaluators' Results |
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| Table 6 | Summary Results of Detailed Evaluation |
| Table 6A | Results of DE by each Evaluator |
| Table 7. | Corrections and Unconditional Discounts |
| Table 8 | Exchange Rates |
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| Table 10 | Additions, Adjustments, Priced Deviations and Conditional Discounts |
| Table 11 | Regional Preference for Works |
| Table 12 | Pre and Post Qualification of Bidder(s) offering MAB(s) |
| Table 13 | Proposed Contract Award |
| Table 14 | Evaluation Certification |

*Where no Bids are responsive, the Recipient shall describe the proposed approaches to address this challenge.*

*Where the results are subject to post review, the* ***BER-W11*** *and all supporting documentation shall be retained in the Recipient’s project files for future review by CDB.*

Section I – Summary Evaluation—Text[[10]](#footnote-10)

|  |  |
| --- | --- |
| **1. Background** | *Include a brief description, context, scope, and objectives of the Works.* |
| **2. The Selection Process** | *Briefly describe the Bidder selection process, beginning with the advertising (if required) or establishing a limited list or a list of prequalified Bidders.*  *Describe significant events that may have affected the timing (delays, key correspondence with CDB, the extension of Bid submission date, addenda with significant changes to the bidding documents, etc.).* |
| **3. Evaluation*[[11]](#footnote-11)*** | *Briefly describe meetings and actions taken by the Bid Evaluation Committee* ***(BEC).*** *Note* ***(i)*** *any outside evaluation assistance,* ***(ii)*** *relevant correspondence with CDB,* ***(iii)*** *compliance of evaluation with* ***ITB.***  *Summarise key evaluation results for the Bids from* ***Tables 1-13*** *including:*   * *Number of Bids received on time.* * *Recap technical criteria used for DE.* * *Provide specific reasons for Bids deemed non-responsive at Preliminary Examination -* ***Table 5*** *and those deemed non-responsive at Detailed Evaluation –* ***Table 6.*** * *Evaluation –* ***Table 6.*** * *Provide comments on the impact of Alternative Bids[[12]](#footnote-12), Conditional Discounts*[[13]](#footnote-13) *and/or Regional Preference, if any.* * *List items (if any) requiring further technical or financial negotiations with recommended Bidder(s)Highlight any noted strengths and weaknesses of* ***MAB(s)*** *Bidder(s) and Qualifications[[14]](#footnote-14) compliance.* * *Summarise evaluated prices for all Bidders in the following Table and identify the scope of lots represented by Contract price.*  |  |  |  | | --- | --- | --- | | ***Names of Bidders*** | ***Evaluated Price*** | ***Contract Price*** | |  |  |  | |  |  |  | |
| **4. Contract Award** | *Detail the timing and actions to be taken to award the Contract(s), including, if applicable, accommodating the standstill period.*  *The Recipient shall select Bidder(s) for award of contract(s) that offer the Most Advantageous Bid(s) (MAB). Summarise results from Table 13 (where applicable).* |

# Table 1: Identification

|  |
| --- |
| **Name of Project:** |
| **Project No.:** |
| **Contract Name:** |
| **Contract No:** |

|  |
| --- |
| **Date of Submission:** |

|  |  |
| --- | --- |
| * 1. Name of Recipient |  |
| * 1. Financing Agreement Reference |  |
| * 1. Date of Effectiveness | Click or tap to enter a date. |
| * 1. Terminal Disbursement Date |  |
| 1. original | Click or tap to enter a date. |
| 1. revised | Click or tap to enter a date. |
| * 1. Employer |  |
| * + 1. name |  |
| * + 1. address |  |
| * 1. Cost Estimate/Budget *(1)* |  |
| * 1. Selection Method | Choose an item. |
| * 1. CDB Prior Review Required/NO (2) | Choose an item. |
| * 1. Regional Preference Allowed | Choose an item. |
| * 1. Contract type: |  |
| * + 1. Lump Sum | Choose an item. |
| * + 1. Ad Measurement | Choose an item. |
| * + 1. Price Subject to adjustment | Choose an item. |
| 1.11 Co-financing, if any: |  |
| 1. agency name |  |
| 1. Percent financed by agency. |  |

***[1]*** *Use amount stated in the Procurement Plan.*

***[2]*** *If the response is “no,” items below referring to dates for CDB’s NO shall state “Not Applicable.”*

# Table 2: Bidding Process

|  |  |  |
| --- | --- | --- |
| 2.1 General Procurement Notice |  | |
| 1. first issue date | Click or tap to enter a date. | |
| 1. latest update | Click or tap to enter a date. | |
| 2.2 (a) Prequalification | Choose an item. | |
| 1. Number of firms prequalified |  | |
| 1. CDB NO of AER-W, if required | Choose an item.  Click or tap to enter a date. | |
| * 1. Specific Procurement Notice – Names of publication media and duration | **Name** | **Duration** |
| * + 1. National |  |  |
| * + 1. International/regional |  |  |
| * + 1. Gazette |  |  |
| * + 1. Website(s) |  |  |
| * 1. Standard Procurement Document |  | |
| * + 1. title, publication date | Click or tap to enter a date. | |
| * + 1. date of CDB’s NO | Choose an item.  Click or tap to enter a date. | |
| * + 1. date of issue to Bidders | Click or tap to enter a date. | |
| * 1. Number of Bidders issued documents |  | |
| * 1. Addenda *[1]* to Bid documents if any |  | |
| * + 1. list all issue dates | Click or tap to enter a date. | |
| * + 1. date(s) of CDB’s no objection | Click or tap to enter a date. | |
| * 1. Responses to Bidders’ requests for clarification on Bid documents, if any. |  | |
| * + 1. list all issue dates | Click or tap to enter a date. | |
| * + 1. date(s) of CDB’s no objection | Click or tap to enter a date. | |
| * 1. Date of pre-Bid conference, if any | Click or tap to enter a date. | |
| * 1. Date minutes of conference sent to Bidders and CDB | Click or tap to enter a date. | |

# 

*[1] Addenda and requests for clarification and responses should be attached to evaluation report.*

# Table 3: Bid Submission and Opening

|  |  |
| --- | --- |
| 3.1 Bid submission deadline |  |
| (a) original date and time | Click or tap to enter a date. Time: |
| (b) extensions, if any | Click or tap to enter a date. Time: |
| 3.2 Bid opening date and time | Click or tap to enter a date. Time: |
| 3.3 Record of Bid opening - date sent to CDB *(1)* | Click or tap to enter a date. |
| 3.4 Number of bids submitted |  |
| 3.5 Bid validity period |  |
| * + 1. originally specified | No, of days: Click or tap to enter a date. |
| * + 1. extension(s) if any | No, of days: Click or tap to enter a date. |
| * + 1. date of CDB’s NO of extension, if required | Click or tap to enter a date. |
| *[1]* *Tables* ***4A*** *and* ***4B*** *are to be used for this purpose.* | |

Table 4A. Bid Prices (as Readout) and a Record of the Public Opening of Bids

The following Bids were submitted by the Bid submission deadline of *(tim*e) on *(date).* They were opened and read out at a public Bid opening starting at *(time)* and closing at *(time)* on *(date)* at *(full address, including room number, of the location of public opening* ***[1])*.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name and Country of Registration of Bidder *[2]***  **(a)** | **Read-Out Bid Price and Currency(ies) *[3]***  **(b)** | **Read-Out Discount**  **[Unconditional] *[4]***  **(c)** | | **Total Bid Price**  **and**  **Currency(ies)**  **(d)** | **Bid Security Amount and**  **Currency**  **(e)** | | **Bid Securing Declaration**  **(Y/N)**  **(f)** | **Signature**  **of**  **Bidder’s**  **Representative *[5]***  **(g)** |
|  |  | **Amount** | **%** |  |  |  | Choose an item. |  | |
|  |  |  | |  |  |  |  |  | |

The following Bids were modified, or substitutes offered: *(Name and country of Bidder)* ***[6].***

The following Bids were withdrawn: *(Name and country of Bidder)* ***[7].***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name, Designation and Signature Name, Designation and Signature Name, Designation and Signature*.*

***All members of the Bid Opening Committee to sign the Record.***

***[1]*** *This information should be the same as specified in the ITB. Where electronic bidding is used, the system must be approved by CDB.*

***[2]*** *Bidders that are a JV, the names, and countries of all the parties to the JV should be read out and recorded.*

***[3]*** *Additional columns to be added to record the readout information in the event Bidders is allowed to offer:* ***(i)*** *Alternative Bids* ***(ii)*** *Prices for Lots – record each Lot separately* ***(iii)*** *Bid prices composed of several currencies - each currency and amount shall be entered on a separate line for the Bidder involved.*

***[4]*** *Conditional Discounts [refer* ***Annex I item 3(i)]*** *herein) should be read out and recorded in an additional column but not included in* ***column (d).*** *These discounts shall be considered at* ***Table 10*** *stage.*

***[5]*** *In the case of a Bidder that is a JV, the duly empowered representative of the JV, if present, should sign.*

***[6]*** *Record the nature of the modification or substitution in the applicable part of the Table or add a text paragraph to this Record.*

***[7]*** *A withdrawn Bid should not be opened but recorded here. The attendees only advised of the withdrawal, with no other information.*

***For additional guidance, refer to GN Annex III Table 4***

# Table 4B: Attendance Sheet for the Public Opening of Bids

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Country of**  **Registration of Bidder** | **Name of Representative**  **(Printed)** | **Designation** | **Signature of Representative of**  **Bidder** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 5. Summary of Preliminary Examination of Bids

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder**  ***(a)*** | **Verification**  ***(b)*** | **Eligibility**  ***(c)*** | **Bid Security/**  **Declaration**  ***(d)*** | **Completeness of Bid**  ***(e)*** | **Substantial Responsiveness**  ***(f)*** | | **Acceptance for Detailed Evaluation**  ***(g)*** | |
|  | Pass/Fail | Pass/Fail | Pass/Fail | Pass/Fail | | Pass/Fail | | Pass/Fail |
|  |  |  |  |  | |  | |  |
|  |  |  |  |  | |  | |  |

1. *For the Preliminary Examination* ***[PE]*** *each Evaluator should complete a copy of* ***Table 5A*** *for each Bidder with notes regarding the* ***pass/fail*** *results. These Tables are to be attached to* ***Table 5*** *supporting the above consensus summary* ***[column (g)]****. Attach here a full explanation of the non-responsive ruling of any Bidder.*
2. *For explanations of above headings and checklist for Financial and Technical compliance examination – refer to:*
3. *Bidding documents defining conditions for responsiveness of Bids including those detailed in Table 6.*
4. *GN Section* ***– Preliminary Examination pages 8-13 and Annex III,******Table 5.***
5. ***Tables 5A, 5B, 5C and Annex I paragraph 2, herein.***
6. *Bids that fail the* ***PE*** *are non-responsive and do not proceed further in the evaluation process.*

# Table 5A. Preliminary Examination – Evaluators' Results

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Verification** | **Eligibility** | **Bid Security/**  **Declaration** | **Completeness of Bid** | **Substantial Responsiveness** | **Acceptance for Detailed Evaluation** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e)*** | ***(f)*** | ***(g)*** |
|  | Pass/Fail | Pass/Fail | Pass/Fail | Pass/Fail | Pass/Fail | Pass/Fail |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. *Each Evaluator (of the Bid Evaluation Committee) completes this* ***Table*** *for all Bidders. The consensus* ***PE*** *results are to be entered in* ***Table 5.*** *The notes of each Evaluator are attached to their* ***Table 5As,*** *and in turn, these are attached to* ***Table 5.***

# Table 5B: Checklist for Preliminary Examination (PE) and Detailed Evaluation (DE)

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |
| --- | --- | --- |
| **Example Category of Documentation** | **Bidder's Name** | **Bidder's Name** |
| Site Organisation | Documents adequate Y/N | Documents adequate Y/N |
| Method Statement | Documents adequate Y/N | Documents adequate Y/N |
| Mobilisation Programme | Documents adequate Y/N | Documents adequate Y/N |
| Construction Programme | Documents adequate Y/N | Documents adequate Y/N |
| ESHS Management Strategies and Implementation Plans | Documents adequate Y/N | Documents adequate Y/N |
| Code of Conduct for Contractor's Personnel (ESHS) | Documents adequate Y/N | Documents adequate Y/N |
| Contractor's Equipment | Documents adequate Y/N | Documents adequate Y/N |
| Specialised Subcontractors and Subcontractors | Documents adequate Y/N | Documents adequate Y/N |
| Plant and Materials | Documents adequate Y/N | Documents adequate Y/N |
| Quality Assurance System | Documents adequate Y/N | Documents adequate Y/N |
| Contractor’s Representative and Key Personnel Schedule | Documents adequate Y/N | Documents adequate Y/N |
| Technical Alternatives | Documents adequate Y/N | Documents adequate Y/N |
| Current Contract Commitments/ Works in Progress | Documents adequate Y/N | Documents adequate Y/N |
| Other criteria (e.g., Sustainable Procurement) | Documents adequate Y/N | Documents adequate Y/N |
| Overall results of Preliminary Examination | Responsive/Non-responsive | Responsive/Non-responsive |

1. *This is an example Checklist but criteria for such in* ***Sections III and IV*** *of the bidding documents, are the basis to conduct the* ***PE*** *of the* ***Completeness and Substantial Responsiveness*** *of the technical and commercial documentation of the Bids – this generally is a pass-fail assessment. The results are to be combined with the* ***PE r****esults in* ***Table 5.***
2. *Responsive Bids from the* ***PE*** *proceed to the Detailed Evaluation* ***[DE],*** *where the quality and compliance of Bids are evaluated against the criteria in the bidding documents. The* ***DE*** *results are summarised in* ***Table 6.***
3. *Bids that are not responsive, either from the* ***PE*** *or* ***DE,*** *are set aside and proceed no further.*

**Table 5C: Alternatives*[[15]](#footnote-15)***

*Normally the selection of MAB(s) Bidder(s) will be on the base case requirements. However, Alternative cases can be requested of Bidders by the Recipient and detailed in the bidding documents/BDS, using one of the following options:*

***Option ITB 13.3******Bidders must quote base case.*** *Alternative case Bids are only considered if from Bidder(s) whose Bid(s) for the base case was evaluated to offer* ***MAB(s).*** *Therefore, upon completion of the evaluation of the base case bids* ***[Tables 13]*** *the Bidder offering* ***MAB is*** *identified. If Bidder also Bid Alternative case(s) and the Recipient wishes to consider, the Alternative Bid(s) is/are to be evaluated through the process of* ***Tables 5*** *through* ***12*** *and results summarized in* ***Section I Text.*** *This summary will include the Recipient’s rationale to support (or not support) the Alternative Bid(s). Where award of Contract is planned for the Alternative,* ***Table 13*** *will reflect this.*

*.*

***Option ITB 13.4*** *Bidders are permitted to submit alternative technical solutions* ***(ATSs)*** *for parts of the Requirements identified in the BDS. All Bids received, including those with ATSs, shall be evaluated simultaneously on their own merits and the results reflected in* ***Tables 5 through 12.*** *The Recipient’s support or rejection of the ATSs, is to be summarized* ***in Section I Text*** *and, where applicable included* ***in Table 13.*** *This optional is not the norm and would need to be discussed and agreed with CDB.*

# Table 6: Summary Results of Detailed Evaluation

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Example Criteria** | **Bidder’s Name** | **Bidder’s Name** | **Bidder’s Name** | **Bidder’s Name** |
| Site Organisation | Acceptable Y/N |  |  |  |
| Method Statement | Acceptable Y/N |  |  |  |
| Mobilisation Programme | Acceptable Y/N |  |  |  |
| Construction Programme | Acceptable Y/N |  |  |  |
| ESHS Management Strategies and Implementation Plans | Acceptable Y/N |  |  |  |
| Code of Conduct for Contractor’s Personnel (ESHS) | Acceptable Y/N |  |  |  |
| Contractor’s Equipment | Acceptable Y/N |  |  |  |
| Specialised Subcontractors and Subcontractors | Acceptable Y/N |  |  |  |
| Plant and Materials | Acceptable Y/N |  |  |  |
| Quality Assurance System | Acceptable Y/N |  |  |  |
| Contractor’s Representative and Key Personnel Schedule | Acceptable Y/N |  |  |  |
| Technical Alternatives | Acceptable Y/N |  |  |  |
| Current Contract Commitments/ Works in Progress | Acceptable Y/N |  |  |  |
| Other criteria (e.g., Sustainable Procurement) | Acceptable Y/N |  |  |  |
| Overall evaluation results | *Text* |  |  |  |

1. *Only Bids accepted for* ***DE (Table 5, column g)*** *should be included in this* ***Table.***
2. *The above criteria are examples; those stated in the bidding documents are to be used.*
3. *The* ***DE r****esults of any* ***pass/fail*** *criteria should be summarised in this* ***Table.***
4. *The results here are those based on the consensus from the* ***Table 6As*** *by each Evaluator.*

# Table 6A: Results of DE by each Evaluator

***Adjust Table to reflect Bids on a Lot basis, where applicable***

**Name of the Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Example Criteria** | **Bidder’s Name** | **Bidder’s Name** | **Bidder’s Name** | **Bidder’s Name** |
| Site Organisation | Acceptable Y/N |  |  |  |
| Method Statement | Acceptable Y/N |  |  |  |
| Mobilisation Programme | Acceptable Y/N |  |  |  |
| Construction Programme | Acceptable Y/N |  |  |  |
| ESHS Management Strategies and Implementation Plans | Acceptable Y/N |  |  |  |
| Code of Conduct for Contractor’s Personnel (ESHS) | Acceptable Y/N |  |  |  |
| Contractor’s Equipment | Acceptable Y/N |  |  |  |
| Specialised Subcontractors and Subcontractors | Acceptable Y/N |  |  |  |
| Plant and Materials | Acceptable Y/N |  |  |  |
| Quality Assurance System | Acceptable Y/N |  |  |  |
| Contractor’s Representative and Key Personnel Schedule | Acceptable Y/N |  |  |  |
| Technical Alternatives | Acceptable Y/N |  |  |  |
| Current Contract Commitments/ Works in Progress | Acceptable Y/N |  |  |  |
| Other criteria (e.g., Sustainable Procurement) | Acceptable Y/N |  |  |  |
| Overall evaluation results | *Text* |  |  |  |

1. *Each Evaluator (of the Bid Evaluation Committee) completes this* ***Table*** *for all Bidders. The consensus* ***DE*** *results are to be entered in* ***Table 6.*** *The notes of each Evaluator are attached to their* ***Table 6As,*** *and in turn, these are attached to* ***Table 6.***

# 

# Table 7: Corrections and Unconditional Discounts

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder *(1)*** | **Read-out Bid Price(s) *(2)*** | | **Corrections *(3)*** | | **Corrected Bid Price(s)** | **Unconditional Discounts *(4)*** | | **Corrected/Discounted Bid Price(s)** |
|  | **Currency(ies)** | **Amount(s)** | **Computational Errors** | **Provisional Sums** |  | **Percent** | **Amount(s)** |  |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e)*** | ***(f) = (c) + (d) - (e)*** | ***(g)*** | ***(h)*** | ***(i) = (f) – (h)*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***(1)*** *Columns (****a), (b), (c)*** *and (****h)*** *are from* ***Table 4A (columns a, b, and c, respectively).***

***(2)******(i)*** *Corrections in* ***column (d)*** *may be positive or negative.* ***(ii)******Column (e****) Prices readout [from* ***Table 4A******column (c)****] are to include the ITB defined Provisional Sum [same amount for all Bidders] and, where applicable, the total cost of Daywork, competitively bid by each Bidder. The latter competitively bid Daywork costs, are a financial evaluation factor. Consequently, they should not be deducted but remain part of the* ***column (i)*** *Price. The remaining Provisional Sum is to be deducted here.*

***(3)******(i)*** *If the discount is offered as a percent,* ***column (h)*** *is usually the product of the amounts in* ***columns (f) and (g)****. If the discount is provided as an amount, it is entered directly in* ***column (h)****. A price increase is a negative discount.* ***(ii)*** *Where Conditional Discounts are recorded in* ***Table 4A*** *[refer* ***Annex I paragraph 3(i) herein****], and where applicable****,*** *they are to be addressed in* ***Table 10****.*

*For additional guidance, refer to GN Annex III Table 6*

Table 8: Exchange Rates

|  |  |
| --- | --- |
| 1. Currency Used for Bid Evaluation: |  |
|  |  |
| 1. Effective Date of Exchange Rate (day/month/year): |  |
|  |  |
| 1. Authority or Publication Specified for Exchange Rate category to be used: |  |
|  |  |

***Note:*** *Attach a copy of exchange rates provided by a specified authority or publication*.

# Table 9: Currency Conversion (Single or Multiple Currencies)

**Specify Evaluation Currency:**

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder** | **Currency(ies) of Bid** | **Corrected/Discounted** | **Applicable** | **Evaluation Currency** | |
|  |  | **Bid Price(s)** | **Exchange Rate(s)** | **Bid Price(s)** | **Total Bid Price** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e) = (c) x (d)*** | ***(f)*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Notes****:*

1. ***Columns (a), (b) and (c)*** *are from* ***Table 7 - columns (a), (b) and (i) respectively.***
2. ***Column (d) is from Table 8.***
3. ***Column (f) is the sum of Bid prices in column (e) for each Bidder.***
4. *At this stage it is likely any* ***Abnormally Low Bid(s)******(ALB/s)*** *can be detected by the Recipient. Where such occurs, the Recipient should investigate the* ***ALB/s*** *in accordance with* ***Annex I paragraph 3(b)*** *herein and* ***Procedures, Paragraphs 6.54 through 6.56 and CDB’s associated Guidance Note on Abnormally Low Bids****, found on the CDB website. Alternatively, the Recipient can wait until all aspects of the Financial evaluation are complete, e.g****., Table 13*** *before investigating the* ***ALB/s****.*

***For additional guidance, refer to GN Page 14 - Conversion of Bid Prices to a Single Currency***

Table 10: Additions, Adjustments, Priced Deviations and Conditional Discounts[[16]](#footnote-16)

**Specify Evaluation Currency:**

***Adjust Table to reflect Bids on a Lot basis, where applicable***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Total Bid Price** | **Additions** | **Adjustments** | **Priced Deviations** | **Total Evaluated Price (TEP)** | **Conditional Discounts** | **Revised**  **TEP** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e)*** | ***(f) = (b) + (c) + (d) + (e)*** | **(g)** | ***(h) = (f)-(g)*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. ***Columns (a) and (b)*** *are from* ***Table 9, columns (a) and (f)*** *respectively.*
2. *Each insertion in* ***columns (c), (d), or (e)*** *should be footnoted and explained in adequate detail, accompanied by calculations, including the conversion of monetary items to the evaluation currency. For definitions/examples of the three considerations in* ***columns (c) through (e)*** *– refer* ***Annex I paragraphs 3(f), (g) and (h) herein.***
3. *Where the bidding documents permit* ***Conditional Discounts*** *(****CDs****), and some or all Bidders have offered complying* ***CD****s, the impact on the Total Evaluated Prices (TEP)* ***column (f))*** *is to be calculated. The results are to be recorded in* ***column (h).***
4. *Where the CDs involve the Contract/Lots under Contracts separately evaluated under other* ***BER-W11s,*** *this* ***Table 10*** *and the other applicable* ***Tables 10*** *are to be consolidated.*

*For additional guidance, refer to GN Annex III Table 6*

Table 11: Regional Preference for Works

**For Works Performed by Bidders located in Borrowing Member Countries of CDB**

**Specify Evaluation Currency:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Regional Preference Group** | **Revised Total Evaluated Price** | **Exclusions for Preference** | **Revised Total Price** | **Regional Preference (7.5%)** | **Preference Amount** | **Total Comparison Price** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e) = (c) – (d)*** | ***(f)*** | ***(g)*** | ***(h) = (c) + (g)*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Adjust Table to reflect Bids on a Lot basis, where applicable***

***(1)*** *Full details of the procedures can be found in* ***Section III and ITB 33*** *of the bidding documents****.***

***(2) Column (b)*** *Bidders are categorised in one of two* ***Groups A or B –*** *preference only applies to* ***Group A Bidders.***

***(3) Column (c)*** *is the sum of costs in* ***column (h) Table 10.***

***(4) Column (d) - "****Exclusions" - Daywork total costs of Bidder(s), where such are* ***competitively bid,*** *are excluded just for the Regional Preference calculation. Footnotes should be provided to explain any other Exclusions.*

***(5) Column (f)*** *is the applicable preference percentage not to exceed* ***7.5%,*** *per the bidding documents, to be applied to* ***Revised Total column (e)*** *for* ***Group B*** *Bidders;* ***Group A*** *Bidders addition is zero.*

***(6)******Column (g)*** *will be the Preference Amount that is the product of* ***column (f) to column (e)*** *for* ***Group B Bidders.***

***(7) Column (h) determines the Bidder(s) with MAB(s).*** *Such Bidder(s****)*** *move(s) forward to pre-qualification reassessment or post-qualification – refer* ***Table 12*** *[as described in* ***Annex 1 paragraph 3(l)*** *herein] and where Bidder(s) is/are qualified become the subject of* ***Table 13.***

*For additional guidance, refer to* ***(i)******Annex I paragraph 3(j)*** *herein. (****ii)******Procedures. Paragraphs 6.52 and 6.53 and Annex 4;*** *and* ***(iii)******GN Page 17 -*** *Regional Preference for Goods Manufactured in the Borrowing Member Countries of CDB and Regional Preference for Works for Contractors from the Borrowing Member Countries of CDB.*

# Table 12: Pre and Post Qualification of Bidder(s) offering MAB(s)

|  |  |  |
| --- | --- | --- |
| Example Criteria | Name of Bidder | Name of Bidder |
| * 1. Nationality | Pass/Fail/Comments | Pass/Fail/Comments |
| * 1. Conflict of Interest | Pass/Fail/Comments | Pass/Fail/Comments |
| * 1. Bank Ineligibility | Pass/Fail/Comments | Pass/Fail/Comments |
| * 1. State-Owned Entity | Pass/Fail/Comments | Pass/Fail/Comments |
| * 1. UN resolution or Recipient’s country law | Pass/Fail/Comments | Pass/Fail/Comments |
| **2.1** History of Non-Performing Contracts | Pass/Fail/Comments | Pass/Fail/Comments |
| **2.2** Suspension Based on Execution of Bid Securing Declaration by the Employer. | Pass/Fail/Comments | Pass/Fail/Comments |
| **2.3** Pending Litigation | Pass/Fail/Comments | Pass/Fail/Comments |
| **2.4** Litigation History | Pass/Fail/Comments | Pass/Fail/Comments |
| **2.5** Declaration: ESHS Past Performance | Pass/Fail/Comments | Pass/Fail/Comments |
| **3.1** Financial Performance | Pass/Fail/Comments | Pass/Fail/Comments |
| **3.2** Average Annual Construction Turnover | Pass/Fail/Comments | Pass/Fail/Comments |
| **4.1** General Construction Experience | Pass/Fail/Comments | Pass/Fail/Comments |
| **4.2 (a)** Specific Construction and Contract Management Experience | Pass/Fail/Comments | Pass/Fail/Comments |
| **4.2 (b)** as above | Pass/Fail/Comments | Pass/Fail/Comments |
| **4.2 (c)** as above | Pass/Fail/Comments | Pass/Fail/Comments |
| **5.0 Details of current workload** | Pass/Fail/Comments | Pass/Fail/Comments |

1. *The precise criteria of Qualifications to be used for Bidder(s) offering MAB(s) will be those detailed in the bidding documents – refer* ***Annex I,*** *paragraph* ***3(l) herein.***
2. *Where Bidders were prequalified, the continued compliance with the results recorded in the* ***AER-W*** *is to be re-assessed. However, items* ***4.1 and 4.2(a-c)*** *accepted at the pre-qual stage do not have to be re-assessed.*
3. *Where post-evaluation is the ITB condition, then all items above, including items* ***41 and 42(a-c)*** *must be assessed.*

*All Evaluators will independently conduct the reassessment and document the individual results. These results will be attached to this Table that will reflect the consensus results. Where applicable the key results from* ***AER-W*** *will also be attached to this* ***Table****.*

# Table 13: Proposed Contract Award

*Where required, a separate Table is to be developed for each Lot*

|  |  |  |
| --- | --- | --- |
| 1. Name of Bidder offering MAB. |  | |
| 1. If Bid submitted by an agent, list actual Contractor. |  | |
| 1. If Bid from a JV, list all partners, nationalities, and estimated share of the Contract. |  | |
| 1. Principal countries of origin of plant, materials, and services. |  | |
| 1. Estimated date (month/year) of Contract signing. |  | |
| 1. Estimated completion period. |  | |
|  | **Currency** | **Amount** |
| 1. Bid Price (Read-out) – ***Table 4A.*** |  |  |
| 1. Add Correction of Errors - ***Table 7 column (d).*** |  |  |
| 1. Deduct Unconditional Discounts - ***Table 7, column (h).*** |  |  |
| 1. Deduct Provisional Sum – ***Table 7, column (e).*** |  |  |
| |  |  | | --- | --- | | **Corrected Bid Prices** ***– Table 7, column (i)*** |  | |  |  |
| 1. Add Additions - ***Table 10 column (c).*** |  |  |
| 1. Add Adjustments ***Table 10 column (d).*** |  |  |
| 1. Add Priced Deviations ***Table 10 column (e).*** |  |  |
| 1. Conditional Discounts ***Table 10 column (g).*** |  |  |
| **Revised Total Evaluated Price(s) *-Table 10 column (h*)** |  |  |
| 1. Deduct *-* ***items E[[17]](#footnote-17), F, G above.*** |  |  |
| 1. Add back any Provisional Sum(s**)- *item D above*** |  |  |
| **Proposed Contract(s) Award Amount(s)[[18]](#footnote-18)** |  |  |
| 1. Budget. |  |  |

***For additional guidance, refer to GN Page 17 - Proposed Contract Award***

1. ***Alternatives (refer to Table 5C)****. If Bidder, now offering* ***MAB*** *against the base case, offers Alternative(s), then such is/are to be technically and financially evaluated at this time with results added to* ***Tables 5 through 12, and if now offering MAB, this Table****.*
2. *If (i) none of the Bids are found to be responsive, or (ii) Bids are unreasonably high in price compared with earlier estimates/budgets (****line K),*** *or (iii) none of the Bidders are qualified, the Recipient may consider the rejection of all Bids (CDB’s concurrence is required before rejecting where there is CDB prior review), and the Recipient should include in* ***Section I*** *herein,**the proposed subsequent actions to address the causes for the failed procurement.*

# Table 14: Evaluation Certification

**Respectfully Submitted by the Evaluation Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation/Position** | **Date** | **Signature** |
|  |  |  |  |
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|  |  |  |  |
| I confirm that the evaluation was conducted in full compliance with the CDB’s Procurement Policy and Procedures. All members of the Evaluation Committee have certified no conflict of interest in accordance with Procedures, Section 6.37.  Chairperson’s Name: Signature Date | | | |

# 

# Annex I: Evaluation Guide

|  |  |
| --- | --- |
| 1. ***Principles of Evaluation*** | *The Bid evaluation process seeks to determine the Bidder(s) offering the Recipient the MAB(s) based on the evaluation criteria in the SPDs. In addition, the evaluation process is guided by:*   * *“Procurement Policy for Projects Financed by CDB,”* ***(Policy)*** *dated November 2019, and “Procedures for Projects Financed by CDB”* ***(Procedures),*** *dated January 2021;* * *“Guidance Note on Bid Evaluation for Goods, Works and Non-Consulting Services,” June 2021* ***(GN);*** * *Guidance Note on Evaluation Criteria for the Procurement of Goods, Works and Non-Consulting Services****",*** *December 2021* ***(GN.1);*** *and* * ***Annex I*** *and* ***Annex II*** *attached here also provide evaluation guidance.*   *After the public opening of Bids, information relating to the clarification and evaluation of Bids shall not be disclosed to Bidders or other persons not officially concerned with this process until the successful Bidder is notified of the contract award[[19]](#footnote-19).*   * + 1. ***Bid Evaluation Committee:*** *In accordance with Procedures Paragraph 6.37, CDB requires the appointment by the Recipient of an evaluation committee consisting of a minimum of three qualified members.*   *There might be a considerable advantage if the same members participated in the preparation of the bidding documents.*  *All committee members shall make a written declaration prior to commencing their work to keep Bid-related information confidential and that they do not have any conflicts of interest.*  *Where Bids are hard copies, members conduct the evaluation in a secure office where all Bid documents can be kept. Electronic Bids must be adequately protected from unauthorised access and can be remotely worked on by members[[20]](#footnote-20).*   * + 1. ***Request of clarifications from Bidders:*** *On occasion, the Recipient may request clarifications of Bidders concerning ambiguities or inconsistencies in the Bid. As required in the* ***Procedures Paragraphs 6.05 and 6.45*** *and the bidding documents, such requests shall be in writing. No change in the price or scope of the originally offered Works shall be sought or accepted, except for correcting any arithmetic errors. The responses from Bidders shall also be in writing. Refer to* ***GN Annex II*** *that provides a sample of a Bid clarification request letter.*   ***No circumstances shall justify meetings or conversations between the Recipient (or its consultants) and Bidders during the Bid evaluation process.***  *Bidders frequently attempt to contact the Recipient during Bid evaluation, directly or indirectly, to query the progress of evaluation, offer unsolicited clarifications, or provide criticisms of their competition. Receipt of such information should be acknowledged as to receipt only. Recipients must evaluate Bids based on the information provided in the respective Bids. On occasion, Bidders approach CDB with information. CDB’s policy is to acknowledge the correspondence and pass it on to the Recipient for its consideration.* |
| 1. ***Preliminary Examination of Bids*** | *Preliminary Examination is the first step in the evaluation process determining the technical and financial compliance of a Bidder and its Bid by examining the following categories[[21]](#footnote-21) and results are summarised in* ***Table 5:***   * *Verification;* * *Eligibility;* * *Bid Security or Bid Securing Declaration;* * *Completeness of Bid;* * *Substantial Responsiveness; and* * *Acceptance for Detailed Evaluation.*   *Major technical or financial deficiencies such as a Bidder bidding for part of the Works, where such is not allowed or failing to provide a work program would result in the Bid being aside as non-responsive.*  *Major technical or financial deficiencies such as a Bidder bidding for part of the Works, where such is not allowed or failing to provide a work program would result in the Bid being aside as non-responsive.*  *The duration of the validity of each Bid should be the one specified in the ITB and should be confirmed by the Bidder in the signed Letter of Bid. If exceptional circumstances occur in which award cannot be made within the validity period, extensions in writing should be requested of Bidders, in accordance with the ITB and Procedures, Section 6.89. Extensions to the validity of Bid security should also be requested of Bidders, if necessary. Note any extensions in* ***Table 3.*** |
| 1. ***Detailed Evaluation of Bids*** | *Bids that pass the Examination then proceed to detailed technical and financial Evaluations. In addition, where technical issues have financial impacts such as some listed below there must be consistency in the applicable Technical and Financial Tables*  ***(a) Modifications****: In accordance with the* ***ITB,*** *Bidders can submit Modifications prior to the opening of the Bid. The modifications will be read out at the Bid opening. The modifications may include financial and technical changes, and the impact of such should be fully reflected in the examination and evaluation of the Bids.*  ***(b)******Technical and Financial Evaluation****: The evaluation is against the Employer’s Technical and Financial requirements stated in the bidding documents. The results of the Technical evaluation are to be summarised in* ***Table 6*** *and* ***Section I.*** *Financial results are reflected in* ***Tables 7 through 13.*** *Where Bid prices are considered abnormally low, the Recipient should investigate the Bids in accordance with* ***Procedures, Paragraphs 6.54 through 6.56*** *and CDB’s associated* ***Guidance Note on Abnormally Low Bids****, found on the CDB website****. Refer to Table 11.***  ***(c) Unconditional Discounts:*** *The original Bid or a subsequent Modification (reflecting changes to the original Bid before the Bid submission deadline) may offer unconditional discounts. These would be read out at the Bid opening and reflected in the Bid price in* ***Table 7 Column (h).*** *The effect of unconditional discounts (or increases) must be applied to the appropriate base specified in the Bid.*  ***(d) Corrections for computational Errors****: The methodology for correcting computational errors is described in the* ***ITB.*** *The readout Bid prices and their corrections should be noted in* ***Table 7, column (d)****. The corrections are considered binding on the Bidder.*  ***(e) Evaluation Currency****: The Bids, as corrected for computational errors and adjusted for discounts, should be converted to a common evaluation currency, as described in the* ***ITB.*** *The exchange rates to be used in the calculations are to be listed in* ***Table 8.*** *If multiple exchange rates exist for a particular currency (for commercial, government transactions, etc.), indicate which applies with reasons for the choice. The* ***ITB*** *may permit the use of the multiple currency options, where the Bid price can be expressed in several currencies, but usually not more than three plus the Recipient's currency.* ***Table 9*** *is to be adjusted in this case.*  ***(f) Additions****: Any resulting costs developed by the Recipient for Additions (e.g., non-material omissions* ***[ITB 30]*** *or omissions in a Bid for an admeasurement Contract [****ITB 14.2])*** *shall be expressed in the evaluation currency and included in* ***Table 10, column (c)*** *for Bid comparison purposes. Should Bidder(s) offer the MAB(s) including the estimated costs of Additions, then such costs will be the subject of pre-award negotiations - refer* ***Table 13****.*  ***(g) Adjustments:*** *The* ***ITB*** *may define what performance or service Adjustments can be addressed in monetary terms. Also, the formula to develop the cost impact will be defined, for example, life cycle cost - [refer* ***GN.1 and Procedures, Annex 5, Paragraph 4].*** *This cost is to be considered in the Bid evaluation will be expressed in the evaluation currency and shown in* ***Table 10, column (d).***  ***(h) Priced Deviations:*** *The* ***ITB*** *may specify where acceptable deviations together with the formula to develop the cost impact to be considered in the Bid evaluation. Some examples include alternate (i) terms of payment, (ii) delivery dates or (iii) warranty. The value of the Deviations will be expressed in terms of cost in the evaluation currency and shown* ***in Table 10, column (e).***  ***(i) Conditional Discounts (CDs):*** *These are discounts offered by Bidders conditional upon being awarded certain Lots within the current Contract or combined with other Contracts (Packages). However, such* ***CDs*** *must comply with the conditions in the* ***ITB****. Bid evaluation in such cases can be somewhat complicated, particularly for Contracts where regional preference may apply. The amounts of* ***CDs*** *offered by each Bidder may vary with the potential number of Lots or Packages awarded. The* ***ITB*** *may also limit the number or total value of awards of Lots or Packages to a Bidder(s) based on the financial and technical capacity of Bidder(s)* ***(refer to item 3(l)*** *below). Thus, a Bidder offering the MAB on a particular Package, may be denied an award because of such a restriction.*  *The Recipient shall select the optimum combination of awards based on the MAB(s), consistent with the qualification criteria. Presentations of the calculations should be made in* ***Tables 10 through 12 and 13,*** *as applicable. Included with this* ***BER-W11****, will be the* ***BERs*** *for the other Contracts (if they have been evaluated separately) that are a part of the conditions for the* ***CD****.*  ***(j) Regional Preference****: If a regional preference is allowed, the* ***ITB*** *will so state and provide detailed procedures to be used in determining the eligibility for preference and the financial impact on Bids – refer to* ***Table 11*** *herein,* ***Procedures, Paragraphs 6.52 and 6.53, and Annex 4.***  ***(k) Alternative Bids****:**The bidding documents may request or allow the Recipient to accept Bids for Alternatives[[22]](#footnote-22). The conditions for the two options for Alternatives are stated in* ***Tables 6A and 13.*** *The results of the evaluation and acceptance or rejection of Alternatives will be reflected in* ***Tables 5 through 12, and 13 (if applicable) and Section I.***  ***(l) Qualification****: As noted in the* ***Preface,*** *the* ***BER-W11*** *can be used for pre-and post-qualification of Bidders.*   * ***Prequalified Bidders****: a shortlist of only prequalified Bidders being invited to submit Bids****.*** *This shortlist was achieved by Bidders providing Qualification data that was assessed by the Recipient and the results summarised in the "Applications Evaluation Report – Works"* ***(AER-W).***   *Bidders are required by the bidding documents to confirm continued compliance of Qualifications provided for the* ***AER-W***[[23]](#footnote-23)***.*** *Where changes have occurred, Bidders must provide the details, and such for Bidders that offer* ***MAB(s),*** *are assessed by the Recipient during the* ***DE*** *of the Bids****.*** *The assessment**will include current workload information provided by Bidder(s)****.*** *Where Qualification changes are not acceptable to the Recipient then the related Bid(s) are set aside as non-responsive. The Qualifications of the Bidder offering the next best* ***MAB*** *is to be assessed.*  ***(l) Qualification****: As noted in the* ***Preface,*** *the* ***BER-W11*** *can be used for pre-and post-qualification of Bidders.*   * ***Prequalified Bidders****: a shortlist of only prequalified Bidders being invited to submit Bids****.*** *This shortlist was achieved by Bidders providing Qualification data that was assessed by the Recipient and the results summarised in the "Applications Evaluation Report – Works"* ***(AER-W).***   *Bidders are required by the bidding documents to confirm continued compliance of Qualifications provided for the* ***AER-W***[[24]](#footnote-24)***.*** *Where changes have occurred, Bidders must provide the details, and such for Bidders that offer* ***MAB(s),*** *are assessed by the Recipient during the* ***DE*** *of the Bids****.*** *The assessment**will include current workload information provided by Bidder(s)****.*** *Where Qualification changes are not acceptable to the Recipient then the related Bid(s) are set aside as non-responsive. The Qualifications of the Bidder offering the next best* ***MAB*** *is to be assessed.*  *In some instances, Bidder(s) can be "conditionally prequalified" under the* ***AER-W.*** *In this case, the Bidder(s) are required to provide with Bids**details or data on how the conditions will be addressed. This information will be assessed by the Recipient.*  *Where applicable an updated version of the* ***AER-W*** *tables can be attached to* ***Table 12*** *along with each Evaluator's assessment.*  ***Post Qualification of Bidders:*** *Bidders are required by the bidding documents to provide data to support compliance with the prescribed criteria for Qualifications. The Recipient will assess the information provided by Bidder(s) offering* ***MAB(s)*** *in* ***BER-W11****. Where the Qualifications are not acceptable to the Recipient, the related Bid(s) are set aside as non-responsive. The Qualifications of the Bidder offering the next best* ***MAB*** *are to be assessed.*  *The details of each Evaluator's assessment and the consensus results are to be attached to* ***Table 12.*** |
| 1. ***Award of Contract*** | ***(a) Contract award:*** *For contracts subject to CDB's No Objection (NO), the* ***BER-W11*** *should be submitted to CDB preferably no later than* ***three (3) weeks*** *before the expiration of the validity of the Bid(s).*  ***(b)******Negotiations:*** *Once CDB’s NO is received, the Recipient can negotiate[[25]](#footnote-25) with the selected Bidder(s). Where negotiations take place, a draft Contract initialled by the Contractor(s) is then submitted by the Recipient to CDB for NO and, upon CDB’s NO, the Contract(s) can then be awarded.*   * *If there are not to be negotiations, then once NO received for the* ***BER-W11*** *the Contract(s) can be awarded.* * *Once the Contract(s) are awarded, and CDB is advised, if the Contract is subject to prior review, CDB will publish a* ***Contract Award Notice (CAN)*** *with a description of the Contract, the name and nationality of the Contractor, and the Contract price(s). Where NO is not required, then the Recipient will publish a similar* ***CAN*** *(refer -* ***Procedures Paragraph 6.96/7).***   ***(c) Standstill Period:*** *For some Contracts, there is a 10-working day "standstill period"* ***(Procedures, Paragraph 6.90).*** *In this case, the* ***BER-W11*** *receives NO from the CDB, where applicable, and the Recipient issues a* ***Notification of Intention to Award******(NOIA****) to the selected Bidder(s). Thus, the "standstill period" starts. Copies of the* ***NOIA*** *are also sent to all other unsuccessful Bidders with the evaluated conclusions for their Bids as well as that for the selected Bidder(s). This notification and standstill period allows time for the Recipient to provide debriefing to unsuccessful Bidders and time for challenges from unsuccessful Bidders about the Recipient's selection. A contract cannot be awarded before the end of the standstill period and the resolution of any complaints. Complaints should be dealt with in accordance with Annex III of CDB’s Procurement Procedures.*  ***(d) Document Retention:*** *In anticipation debriefing or challenges or any post reviews by CDB* ***[see (f) below****], the Recipient should ensure that bidding documents and evaluations are securely stored.*  ***(e) Bid Securities****: Bid securities of Bidders should be promptly returned after the award of Contract. However, if the effectiveness of Contract(s) is contingent on the receipt of a performance security or other conditions, the bid securities should not be returned until the performance security has been received. If necessary to complete this process, the Recipient may consider seeking an appropriate extension of the Bid validities and the accompanying Bid securities of the Bidders [[26]](#footnote-26).*  ***(f) Post Review:*** *For Contracts subject to post review, the Recipient may award the Contract upon completion of the evaluation. However, any doubts about the justification for the award should be raised by the Recipient with CDB before award signing. In addition, complete records shall be retained by the Recipient to be examined should CDB conduct a post review.* |

# Annex II: Bid Evaluation Summary Checklist

1. *Attach Bid opening record (refer to* ***Tables 4A and B*** *herein), if not previously submitted to CDB.*
2. *Provide details on eliminating any Bids during preliminary examination* ***(Table 5).*** *Copy selected pages from Bids, as required, as examples of objectionable features.*
3. *Explain any substantial corrections for computational errors (refer* ***to Table 7)*** *that may affect the selection of Bidder(s).*
4. *The additions, adjustments, and priced deviations in* ***Table 10*** *require detailed explanations that may affect the selection of Bidder(s).*
5. *Eligibility for a regional preference [refer* ***Annex I, paragraph 3(j)*** *herein], as indicated in* ***Table 11****, must be double-checked if the selection of Bidder(s) is affected. Provide details in an attachment. Exclusions to the calculations for preference should be explained, if similarly significant.*
6. *Explain any Conditional Discounts* ***(Annex I, paragraph 3(i) herein and Tables 10 and 13****) readout and recorded at the Bid opening. Also, attach copies of any* ***BERs*** *for the other related Contracts to be awarded to the same Bidder(s).*
7. *Provide detailed reasons for ruling any Bid(s) non-responsive in Detailed Evaluation.*
8. *If Bid(s) for an Alternative(s) is/are accepted, provide a detailed explanation of the reasons for acceptance, addressing issues of timeliness, performance, and cost implications (****Tables 5C and 13 and Annex I, paragraph 3(k)*** *herein).*
9. *Attach copies of any correspondence from Bidders that raise complaints to the Bidding and evaluation process, together with the Recipient’s detailed responses.*
10. *Attach copies of letters to Bidders requesting clarifications and copies of responses.*
11. *Ensure that the* ***BER-W11*** *is double-checked, paginated, and complete with a Letter of Transmittal. CDB will only review reports that are sent to it by the proper authorities.*

1. *“Recipient” refers here to the entity which signed the Financing Agreement with CDB who may be represented by an implementing or executing agency, and which may also be called the “Employer” or “Purchaser”* ***(Guidance Note (GN).*** [↑](#footnote-ref-1)
2. *Further details of the application of non-price criteria can be found in* ***Guidance Note 1 (GN.1).*** [↑](#footnote-ref-2)
3. ***MAB(s)*** *- Most Advantageous Bid(s) – Bid(s) substantially responsive to the Bidding Documents, and at the lowest evaluated cost.* [↑](#footnote-ref-3)
4. *Refer to* ***Procedures, Paragraphs 6.42*** *and "Guidance Note on Evaluation Criteria for the Procurement of Goods, Works and Non-Consulting Services****" December 2021(GN.1) and Annex I*** *herein.* [↑](#footnote-ref-4)
5. *Large Works have an estimated value of USD 10+ million.* [↑](#footnote-ref-5)
6. *Refer* ***Table 10 and Annex I herein, paragraph 3(i****).* [↑](#footnote-ref-6)
7. *Refer* ***Table 12*** *and* ***Procedures,*** *Paragraphs* ***7.12-7.14;*** ***Annex I paragraph 3(l)*** *herein.* [↑](#footnote-ref-7)
8. *Recipient to use its letterhead.* [↑](#footnote-ref-8)
9. *See* ***Procedures, Paragraphs 5.04 -5.07.*** [↑](#footnote-ref-9)
10. *In the drafting of this Section,* ***Annex II Bid Evaluation Summary Checklist herein*** *should be considered.* [↑](#footnote-ref-10)
11. *Refer to* ***Table 13*** *for guidance if no Bidders are responsive. Add plans above to address, where required.* [↑](#footnote-ref-11)
12. *Refer* ***Table 6A.*** [↑](#footnote-ref-12)
13. *Refer* ***Annex I paragraph 3(i)*** *herein and, where evaluated* ***Table 10.*** *Where applicable, include the Bid evaluation(s) for the other Contracts to be awarded to the same Contractor(s) if they have been evaluated separately.* [↑](#footnote-ref-13)
14. *Refer* ***Annex I paragraph 3(l),*** *herein.* [↑](#footnote-ref-14)
15. *For further Guidance, refer* ***Annex I paragraph 3(k).*** [↑](#footnote-ref-15)
16. *CDs are to be calculated in accordance with* ***ITB 14.5, ITB 35, and Section III “Multiple Contracts” of the bidding documents.*** [↑](#footnote-ref-16)
17. *Add estimate of costs to be negotiated with Bidder(s) and add to price of Contract(s), where applicable.* [↑](#footnote-ref-17)
18. *Where Amount consists of more than one currency, provide a footnote to define % in each currency.* [↑](#footnote-ref-18)
19. *Earlier disclosure of the evaluation outcomes will occur if the award is subject to a Standstill Period – Refer to* ***paragraph 4(c) Standstill Period, below*.** [↑](#footnote-ref-19)
20. *Electronic systems used by the Recipient for procurement require CDB NO before use.* [↑](#footnote-ref-20)
21. *Details of these categories and the examination process can be found in the* ***GN Pages 8 through 13 and Annex III and Procedures, Sections 4 and 5.*** [↑](#footnote-ref-21)
22. *For example, different materials or methods of work.* [↑](#footnote-ref-22)
23. *To prequalify Bidders are required to provided details of experience on any previous contracts that qualifies the Bidders for the current Contract. As the Bidders’ experience was accepted by the Recipient to prequalify, it does not have to be reassessed.* [↑](#footnote-ref-23)
24. *To prequalify Bidders are required to provided details of experience on any previous contracts that qualifies the Bidders for the current Contract. As the Bidders’ experience was accepted by the Recipient to prequalify, it does not have to be reassessed.* [↑](#footnote-ref-24)
25. *The scope of the negotiations must be clearly defined in* ***Section I of BER-W11 and Table 13***  [↑](#footnote-ref-25)
26. *Where applicable, this must be done before the* ***Notice of Intention to Award******(Procedures Section 6.91****) is published.* [↑](#footnote-ref-26)