A picture containing text, gambling house, room

Description automatically generated

**Bid Evaluation Report and Recommendation for Award of Contract (BER – W12)**

**One Stage – Two Envelopes (1+2)**

**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-2) *in italics throughout this template are also not included in the report.*
2. *With CDB's agreement, a one-stage two envelopes (1+2) approach may be used when rated and monetary*[[2]](#footnote-3) *criteria are used to select Bidder(s) offering the Most Advantageous Bid(s) (****MAB/s)*****[[3]](#footnote-4)***for the Works. The relative weight to be assigned to the rated criteria should generally not exceed thirty* ***(30) percent of the total****, with the price**representing the* ***balance of seventy (70) percent.***

*This**approach****[[4]](#footnote-5)*** *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 for National Competitive Bidding* ***(NCB****) and Limited Bidding* ***(LB)*** *at an international/regional or national level, for the following:*

* *Small or large***[[5]](#footnote-6)** *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-7)*
* *Pre- or post-qualification of Bidders***[[7]](#footnote-8)**

1. *Recipients are expected to use this Bid Evaluation Report (termed here* ***BER-W12****) for situations described in point 2 above and detailed as follows:*

* ***BER-W12-T (Technical)****: Both* ***Technical Bids (TBs)*** *and* ***Financial Bids (FBs)*** *are simultaneously submitted, a one-stage process, but Bids opened and evaluated sequentially.* ***TBs*** *are opened first, and the Recipient conducts, against criteria stated in the bidding documents:*
  + *Preliminary Examination* ***(PE)******-*** *identifies those* ***TBs*** *that are substantively responsive.*
  + *Detailed Evaluation* ***(DE)******-*** *of all responsive* ***TBs*** *covering any pass/fail criteria and scores against ratable criteria.*
  + ***TBs*** *- that meet/exceed a minimum score, where applicable, proceed to open* ***FBs.***
* ***BER-W12-FT (Financial and combined Financial and Technical):*** *award of Contract(s) recommendations(s). The* ***FBs*** *of responsive Bidders, per* ***BER-W12-TB****, are opened, and the Recipient conducts, against criteria stated in the bidding documents:*
  + ***PE -*** *identifies those* ***FBs*** *that are substantively responsive.*
  + ***DE*** *- of all responsive* ***FBs*** *including* ***TB*** *scores and inverse scoring of price.*
  + *Identifies - Bidder(s) offering* ***MAB(s)*** *and finalise assessment of Qualifications.*
  + *Recommends - the award of Contract(s).*

***Where CDB’s No Objection (NO) is required, each of the two BER-W12s will be submitted to CDB. The Recipient will not proceed to the next activity until NO is received.***

1. *The following CDB's Standard Procurement Documents* ***(SPDs),*** *policies, procedures, guidance notes and other documents shall govern the bidding and evaluation process, including:*
2. *When using* ***ICB*** *or* ***RCB******SMs****, unless otherwise agreed with CDB, Recipients shall use CDB's prevailing* ***SPDs*** *for Works - one stage-two envelopes. 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-W12.***
3. *For Works subject to only national-level advertising, national SPDs, acceptable to CDB, can also be used.*
4. *"Procurement Policy for Projects Financed by CDB," (****Policy****), dated November 2019.*
5. *Procedures for Projects Financed by CDB"* ***(Procedures),*** *dated January 2021.*
6. *"Guidance Note on Bid Evaluation for Goods, Works and Non-Consulting Services," June 2021* ***(GN)****.*
7. *"Guidance Note on Evaluation Criteria for the Procurement of Goods, Works and Non-Consulting Services****"*** *December 2021****(GN.1).***
8. *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.*
9. ***BER-W12*** *and* ***Annexes I and II.***
10. ***GN*** *and* ***GN.1*** *contain essential advice for evaluating Bids for Works and are to be used in conjunction with the* ***BER-W12*** *report. 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-W12,*** *the* ***BER-W12*** *will govern.*
11. *Two* ***BER-W12s*** *are required to be completed****. BER-W12-T*** *for the Technical and* ***BER-W12 FT*** *for the Financial and combined\Technical and Financial. Each* ***BER-W12*** *need not necessarily be lengthy. Well-defined and low-value Contracts for Works without regional preferences can usually be quickly and easily evaluated. The* ***BER-W12s*** *may be adapted to suit the specific requirements of the* ***SPD.*** *The* ***BER-W12s*** *should consist of any attachments to explain Bid evaluation details, borderline variances in a Bid ruled responsive or non-responsive by the Recipient or an unusual pricing structure. Cross-referencing should be used extensively, as well as references to pertinent* ***SPD*** *clauses.*
12. *Recipients should study the* ***BER-W12****, 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 for in the Financing Agreement.*
13. *The defined terms and acronyms in the* ***Policy and Procedures*** *are, where applicable, the same as those in this* ***BER-W12.*** *Also, cross-referencing to the* ***Policy and Procedures*** *and the* ***SPD*** *is used in this* ***BER-W12*** *to assist users.*
14. *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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**Bid Evaluation Report and**

**Recommendation for Award of Contract**

**(BER – W12)**

**One Stage – Two Envelopes (1+2)**

**Procurement of Works**

Name of Project:

Project No.:

Contract Name:

Identification Number:

Date of Submission:

# 

# **Section I - Technical Evaluation Report**

Letter of Transmittal - Technical

*Where CDB's no objection (NO) is required for the evaluation results****[[9]](#footnote-10),*** *the* ***BER-W12-T*** *(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. | Technical Evaluation Report—Text |
| Table 1. | Identification |
| Table 2. | Bidding Process |
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| Table 7 | Evaluation Certification |

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

*Where the results are subject to post review, the* ***BER-W12–T*** *and all supporting documentation shall be retained in the Recipient's project files for future review by CDB.*

## 

## Technical Evaluation Report—Text[[10]](#footnote-11)

|  |  |
| --- | --- |
| 1. **Background** | *Include a brief description, context, scope, and objectives of the Works.* |
| 1. **The Selection Process** | *Briefly describe the selection process, beginning with the advertising (if required) or establishing a limited list or undertaking prequalification.*  *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.).* |
| 1. **Technical Evaluation** | *Briefly describe the meetings and actions taken by the Bid Evaluation Committee* ***(BEC)*** *and note* ***(i)*** *any outside evaluation assistance,* ***(ii)*** *relevant correspondence with CDB and* ***(iii)*** *compliance of Evaluation with ITB.*  *Summarise key results for Technical Bids* ***(TBs)*** *from* ***Tables 1-6A*** *including:*   * *Number of* ***TBs*** *and* ***FBs*** *received on time.* * *Provide specific reasons for* ***TBs*** *deemed non-responsive at Preliminary Examination -* ***Table 5*** *and those that are subsequently deemed non-responsive e.g., contains material deviation(s) or failing to meet scoring threshold, where applicable at Detailed Evaluation –* ***Table 6.*** * *Brief justification of technical criteria and sub-criteria and associated scoring as indicated in the* ***SPD.*** * *Observations to support scores including any key strengths and weaknesses of responsive Bidders.* * *Address impact, if any, of* ***TBs*** *with alternatives -* ***Option (b) – Refer Table 5B.*** * *List items (if any) requiring further clarification or consideration in* ***FBs****' Evaluation.* * ***TB*** *evaluation results - complete the following table with* ***Table 6*** *scores. Include scores of Bidder(s) below the score threshold, if there is one, and whose* ***FBs*** *will not be opened.*   ***Adjust Table to reflect Bids on a Lot basis, where applicable***   |  |  | | --- | --- | | **Names of Bidders** | **Technical Score** | |  |  | |  |  | |
| 1. **Next Steps[[11]](#footnote-12)** | *Develop a schedule for the next stages in the evaluation process, i.e., CDB NO (where required), estimated date to open* ***FBs****, date for completion of financial Evaluation, award of Contract(s), etc.* |

## 

## Table 1: Identification

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

|  |  |
| --- | --- |
| **Date of Submission:** | |
| 1.1 Name of Recipient |  | |
| 1.2 Financing Agreement reference |  | |
| 1.3 Date of effectiveness | Click or tap to enter a date. | |
| 1.4 Terminal Disbursement Date |  | |
| 1. original | Click or tap to enter a date. | |
| 1. revised | Choose an item.  Click or tap to enter a date. | |
| 1.5 Employer |  | |
| (a) name |  | |
| (b) address |  | |
| 1.6 Cost Estimate/Budget *(1)* |  | |
| 1.7 Selection Method | Choose an item. | |
| 1.8 CDB Prior Review Required/NO (2) |  | |
| 1.9 Regional Preference Allowed | Choose an item. | |
| 1.10 Contract Type: |  | |
| (a) Lump Sum | Choose an item. | |
| (b) Ad Measurement | Choose an item. | |
| (c) Price Subject to adjustment | Choose an item. | |
| 1.11 Co-financing, if any: |  | |
| (a) agency name |  | |
| (b) 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 | Click or tap to enter a date. | |
| (a) first issue date |  | |
| (b) latest update | Click or tap to enter a date. | |
| 2.2 (a) Prequalification | Choose an item. | |
| (b) Number of firms prequalified |  | |
| (c) 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** |
| (a) National |  |  |
| (b) International/regional |  |  |
| (c) Gazette |  |  |
| (d) 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. | |
| 2.5 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. | |
| (b) 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. | |
| (b) date(s) of CDB’s no objection | Click or tap to enter a date. | |
| 2.8 Date of pre-Bid conference, if any | Click or tap to enter a date. | |
| 2.9 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 Technical Bid Opening

|  |  |
| --- | --- |
| * 1. Bid Submission Deadline |  |
| * + 1. original date, time | Click or tap to enter a date. Time: |
| * + 1. extensions, if any | Click or tap to enter a date. Time: |
| 3.2 Technical Bid opening time, date | 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 | Technical: Financial: |
| * 1. 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: Record of the Public Opening of Technical Bids and Readout

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

The following Technical and Financial Bids were submitted by the Bid submission deadline of *(tim*e) on *(date).* The Technical Bids 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][3][4]*** | **Bid Security Amount and Currency**  **(Y/N)** | **Bid Securing Declaration**  **(Y/N)** | **Financial Bid Received and suitably sealed/protected against early opening**  **(Y/N)** | **Signature of Bidder’s**  **Representative *[5]*** |
|  | Choose an item. | Choose an item. | Choose an item. |  |
|  |  |  |  |  |

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

The following Bids were withdrawn: *(Name and country of Bidder(s))* ***[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]*** *Where alternative Bids are permitted and Bids received, the relevant information should be read out and recorded in a new column -refer to comments in* ***Table 5B.***

***[4]*** *Add columns for Bids with multiple Lots. Where required, read out and record the information for each Lot separately.*

***[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 are only advised of the withdrawal, and no other information shall be readout.*

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

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

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

## Table 5: Summary of Preliminary Examination – Technical

***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)*** |
|  |  |  |  |  |  |  |

*Notes:*

1. *For explanations of the above headings and checklist for the technical and commercial Preliminary Examination* ***(PE)*** *of* ***TBs*** *– refer to:*
2. *Bidding documents defining conditions for responsiveness of Bids including those detailed in* ***Table 6.***
3. *GN Section* ***– Preliminary Examination pages 8-13 and Annex III,******Table 5.***
4. ***Tables 5A, 5B and 5C and Annex I paragraph 2, herein.***
5. *Pertinent details from each evaluators' PE in* ***Table 5A*** *are to be attached to this Table supporting the above consensus summary [****column (g)].*** *Attach here a full explanation of the ruling of any Bidder non-responsive.*

***(3) TBs*** *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***

**Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| *Details of* ***PE*** *and results, especially non-compliances, should be provided here or in additional sheets* | | | | | | |

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 Technical 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, is the basis to conduct the* ***PE*** *of the* ***Completeness and Substantial Responsiveness*** *of the technical and commercial documentation of the* ***TBs*** *– this generally is a pass-fail assessment. The results are to be combined with the* ***PE r****esults in* ***Table 5.***
2. *Responsive* ***TBs*** *from the* ***PE*** *proceed to the Detailed Evaluation* ***[DE]*** *where the quality and compliance of* ***TBs*** *are scored/evaluated against the criteria in the bidding documents. The evaluation results are summarised in* ***Table 6.***
3. ***TBs*** *that are not responsive, either from the* ***PE*** *or* ***DE,*** *are set aside and proceed no further.*

**Table 5C: Alternatives*[[12]](#footnote-13)***

*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, using one of the following options:*

***Option (a) Bidders must bid 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, only upon completion of the Evaluation of the base case Bids* ***[Section II, Table 11]*** *is/are the Bidder(s) offering MAB(s) identified. If such Bidder(s) also Bid for Alternative case(s), the* ***TB(s)*** *is/are to be evaluated in the same way as the base case* ***TB(s)*** *through the process of* ***Section I Tables 5 through 6.*** *If the Alternative case* ***TB(s)*** *is/are responsive, then**the* ***FBs*** *will be evaluated in* ***Section II, Tables 4 through 11.*** *If the Alternative case Bid(s) offer(s) MAB(s) or fail(s) to offer MAB(s), the result will be added to* ***Section II Text and Table 11, if applicable.***

***Option (b)*** *Bidders are permitted to submit alternative technical solutions* ***(ATSs)*** *for parts of the Requirements identified in the BDS. All* ***TBs*** *received, including those with* ***ATSs,*** *shall be evaluated simultaneously on their own merits and the results reflected in* ***Section I (Tables 5 through 7).*** *All* ***TBs*** *that are evaluated as technically responsive then proceed through the Evaluation of* ***FBs*** *and results are reflected in* ***Section II Tables 4 through 11,*** *as applicable.**If the* ***ATS*** *Bid(s) offer(s) MAB(s) or fail(s) to offer MAB(s), the result will be added to* ***Section II Text and Table 11, if applicable.*** *This optional is not the norm and would need to be discussed and agreed with CDB.*

**Table 6: Results of Detailed Evaluation – TB**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Example Criteria** | **Points** | **Bidder A**  **[Score]** | **Bidder B**  **[Score]** |
| **A.** **Proposed Works:** To what extent the Proposed Works meet the Employer's Requirement. |  |  |  |
| **B**. **Value Addition:** To what extent the Bid adds value in terms of performance, functionality and/or operation and maintenance costs. |  |  |  |
| **C. Approach and Methodology** |  |  |  |
| 1. Design Methodology |  |  |  |
| 1. Construction Management strategy |  |  |  |
| 1. Method Statement for key construction activities |  |  |  |
| 1. Code of Conduct |  |  |  |
| 1. Work Program |  |  |  |
| 1. Contract personnel Organisation Chart |  |  |  |
| 1. Key Personnel qualifications and resource schedule |  |  |  |
| 1. Risk assessment |  |  |  |
| 1. Key equipment strategy |  |  |  |
| ***D. Any other factors, as appropriate*** |  |  |  |
| **Total Scores** | **100** |  |  |

1. *Only* ***TBs*** *accepted for* ***DE (Table 5, column g)*** *should be included in this* ***Table.***
2. *The above criteria and allocated points are to be those stated in the bidding documents.*
3. *The* ***DE r****esults of any* ***pass/fail*** *criteria should be summarised in this* ***Table.***
4. *Where a minimum score is stipulated in the bidding documents****, TBs*** *not achieving the threshold will be disqualified, and Financial Bids not opened.*
5. *Score assigned to each Bidder are the Consensus/Averaged scores from* ***Table 6A.***

**Table 6A: Summary Results of TB DE by each Evaluator**

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

**Name of Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Points** | **Evaluator A**  **[Score]** | **Evaluator B**  **[Score]** | **Consensus/Averaged Scores** |
| **A.** **Proposed Works:** To what extent the Proposed Works meet the Employer's Requirement. |  |  |  |  |
| **B**. **Value Addition:** To what extent the Bid adds value in terms of performance, functionality and/or operation and maintenance costs. |  |  |  |  |
| **C. Approach and Methodology** |  |  |  |  |
| 1. Design Methodology |  |  |  |  |
| 1. Construction Management strategy |  |  |  |  |
| 1. Method Statement for key construction activities |  |  |  |  |
| 1. Code of Conduct |  |  |  |  |
| 1. Work Program |  |  |  |  |
| 1. Contract personnel Organisation Chart |  |  |  |  |
| 1. Key Personnel qualifications and resource schedule |  |  |  |  |
| 1. Risk assessment |  |  |  |  |
| 1. Key equipment strategy |  |  |  |  |
| ***[D. Any other factor as appropriate]*** |  |  |  |  |
| **Total Scores** | **100** |  |  |  |

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

1. *The results here are from* ***Table 6B*** *completed by each Evaluator. The* ***DE*** *results are brought to a consensus point and transferred to* ***Table 6.***
2. *Notes to be made on this* ***Table 6A*** *or by attaching the* ***Tables 6B*** *to support scoring and identify any strengths and weakness, and reasons of finding* ***TBs*** *non- responsive.*
3. ***Refer notes on Table 6 that apply to Tables 6A and B.***

**Table 6B: Results of DE of TB by each Evaluator**

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

**Name of Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Example Criteria** | **Total**  **Points** | **Bidder A**  **[Score]** | **Bidder B**  **[Score]** | **Bidder C**  **[Score]** |
| **A.** **Proposed Works:** To what extent the Proposed Works meet the Employer's Requirement. |  |  |  |  |
| **B**. **Value Addition:** To what extent the Bid adds value in terms of performance, functionality and/or operation and maintenance costs. |  |  |  |  |
| **C. Approach and Methodology** |  |  |  |  |
| 1. Design Methodology |  |  |  |  |
| 1. Construction Management strategy |  |  |  |  |
| 1. Method Statement for key construction activities |  |  |  |  |
| 1. Code of Conduct |  |  |  |  |
| 1. Work Program |  |  |  |  |
| 1. Contract personnel Organisation Chart |  |  |  |  |
| 1. Key Personnel qualifications and resource schedule, |  |  |  |  |
| 1. Risk assessment |  |  |  |  |
| 1. Key equipment strategy; and |  |  |  |  |
| ***[D. Any other factor as appropriate]*** |  |  |  |  |
| **Total Scores** | **100** |  |  |  |

## Table 7: Evaluation Certification

**Respectfully Submitted by the Evaluation Committee**

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

*If (a) none of the Bids are found to be responsive, or (b) 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 prior review -* ***Procedures Section 6.60****). The Recipient should include with the* ***BER-W12-T*** *the proposed subsequent actions to address the causes for the failed procurement.*

# **Section II. Technical and Financial Evaluation and Award Report**

## Letter of Transmittal – Financial and Award

*Where* ***BER -W12-T*** *is subject to CDB's prior no-objection* ***(NO),*** *the scheduling and opening of the Financial Bids* ***(FBs)*** *must not occur before the Recipient has received a* ***NO*** *to the* ***BER-W12-T****. The Technical Evaluation (technical scores in particular) cannot be changed following the opening of the* ***FBs.***

*Following the opening and Evaluation of the* ***FBs*** *the composite* ***BER-W12-TF*** *is completed by the Recipient and where required submitted to CDB for* ***NO. Section I, Table 6 Technical,*** *complete with CDB's comments, shall be attached to* ***BER-W12-TF*** *as* ***Appendix I*** *and the other attachments**listed in the table below****.*** *The total package, plus this**Letter of Transmittal seeking* ***NO,*** *is sent from the Recipient (ministry, department, or agency) responsible for communications with CDB to the Operations Officer responsible for the Project.*

*Attachments to the Letter:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Title** | **Description** |
| Section II | Technical and Financial Evaluation and Award Report. | Table 6 | [Currency Conversion (Single or Multiple Currencies)](#_Toc68433678). |
| Table 1 | Identification and Financial Bid Opening. | Table 7 | [Additions, Adjustments, Priced Deviations](#_Toc68433679) and Conditional Discounts. |
| Table 2A | Record of Public Opening of Financial Bids and Prices Readout. | Table 8 | Regional Preference for Works |
| Table 2B | Attendance Sheet for the Public Opening of Bids. | Table 9 | Calculation of Technical and Financial Scores |
| Table 3 | Preliminary Examination Financial | [Table 10](#_Toc68433680) | Qualification of Bidder(s) offering MAB(s) |
| Table 3A | [Preliminary Examination – Evaluators' Results](#_Toc92653638) | [Table 11](#_Toc68433681) | Proposed Award of Contract(s) |
| Table 4 | Corrections and Unconditional Discounts. | [Table 12](#_Toc68433690) | Evaluation Certification |
| Table 5 | [Exchange Rates](#_Toc68433677) | Appendix I | Table 6 Section I - TB |

*When the Contract is subject to post review, the same documentation as noted above, and all supporting documentation, shall be retained in the Recipient's project files for future review by CDB.*

**Financial Evaluation Report and Award Recommendation—Text[[13]](#footnote-14)**

|  |  |
| --- | --- |
| **1.** **Background** | *Include a brief description, context, scope, and objectives of the Works* |
| **2.** **Financial Evaluation** | *Briefly describe* ***(i)*** *the meetings and actions taken by the Bid Evaluation Committee,* ***(ii****) any outside evaluation assistance,* ***(iii)*** *relevant correspondence with CDB, and* ***(iv****) compliance of Evaluation with ITB.*  *Summarise key results from the financial Evaluation [refer to* ***Section II,******Tables 2 through 11]*** *including* ***(i)*** *reasons for any* ***FBs*** *found non-responsive at the* ***PE*** *or* ***DE*** *stages, thus ending the evaluation process for such Bidders* ***(ii)*** *Identify scope of Lots represented by* ***Total Evaluated Prices (TEPs) (iii)*** *Provide comments on the impact of Alternative Bids, Conditional Discounts[[14]](#footnote-15) and/or regional preference, if any, on the* ***TEPs.*** *Present the results of the Evaluation of the* ***FBs*** *in the following Table.*  **Evaluation of Financial Bids**   |  |  |  | | --- | --- | --- | | **NAMES OF BIDDERS** | **TEPs*[[15]](#footnote-16)*** | **SCORE** | |  |  |  | |  |  |  | |
| **3. Combined Evaluation TBs and FBs** | *Address the award recommendations, cross-reference to* ***Section II,******Table 10*** *(Qualification of Bidder(s) offering MAB(s) and* ***Table 11*** *(Proposed Award of Contract(s). List items (if any) requiring further financial negotiations with selected Bidder(s) (****refer to Procedures, Paragraph 6.60****). Present the results of the Evaluation in the following table.*  **Combined Technical and Financial Evaluation[[16]](#footnote-17)**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **BIDDER** | **TECHNICAL** | | **FINANCIAL** | | **TOTAL SCORE** | |  | **Score** | **Weighted** | **Score** | **Weighted** |  | | 1) |  |  |  |  |  | | 2) |  |  |  |  |  | |
| **4. Award of Contracts** | *Include timing and actions to be taken to award the Contract(s) including, if applicable, accommodating the Standstill Period –* ***refer to Annex I paragraph 4(c)*** *herein.* |

**Table 1: Identification and Financial Bid Opening**

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

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

|  |  |
| --- | --- |
| * 1. Date of CDB’s NO to BER-W12-T | Click or tap to enter a date. |
| * 1. Date unsuccessful Bidders informed of outcome of evaluation of TBs. | Click or tap to enter a date. |
| * 1. Date successful Bidders informed of outcome of evaluation of TBs and invited to opening of FBs. | Click or tap to enter a date. |
| * 1. Financial Bid [FB] opening *[1]* | Click or tap to enter a date. Time: |
| * 1. Date record of FB opening minutes, sent to CDB [2] | Click or tap to enter a date. |
| * 1. Number of Technical Bids received and opened | Received: \_\_\_\_\_\_\_\_\_Opened: \_\_\_\_\_\_\_\_\_\_\_ |
| * 1. Number of Financial Bids received and opened | Received:\_\_\_\_\_\_\_\_\_Opened: \_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. 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, if required | Click or tap to enter a date. |

*[1] Where a probity auditor is utilised in accordance with 6.64 of the Procurement Procedures there will not be a public opening of the financial offer and the report should be amended accordingly.*

***[2] Tables 2A and 2B*** *are to**be used for this purpose.*

*If required, refer to* ***Section I, TB Tables******1-3 for*** *additional information.*

## Table 2A: Record of Public Opening of Financial Bids and Prices Readout

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)*** | **Total Technical Scores**  ***[3]***  ***(b)*** | **Read-Out Bid Price and Currency(ies) *[4]***  ***(c)*** | | **Read-Out Discount**  **[Unconditional] *[5]***  ***(d)*** | | **Total Bid Price**  **and**  **Currency(ies) *[4]***  ***(e)*** | **Signature of**  **Bidder’s Representative *[6]***  ***(f)*** |
|  |  | **Lot 1** | **Lot 2** | **Amount** | **%** |  |  |
|  |  |  |  |  | |  |  |

The following Bids were modified, or substitutes offered: *(Name and country of Bidder)* ***[7].***

The following Bids were withdrawn: *(Name and country of Bidder)* ***[8].***

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

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****] Scores for each Bidder per criterion [use attachments to detail] and the total scores to be read out and recorded here, refer to* ***Section I and Table 6 of the Technical Evaluation Report.***

***[4]*** ***(i)*** *Where an alternative Bid is permitted, and Bids received, the relevant information should be read out and recorded in a new column.* ***(ii)*** *Add columns for Bids with multiple Lots. Readout and record the information for each Lot separately* ***(iii)*** *Bid prices composed of several currencies. Each currency and amount shall be entered on a separate line for the Bidder.*

***[5]*** *Where Conditional Discounts (refer* ***Annex I item 3(j)*** *herein) are offered they shall be read out and recorded (in column added) but not included in* ***column (d).*** *These Discounts shall be considered at the* ***Table 7*** *stage.*

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

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

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

## Table 2B: 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 3: Preliminary Examination – Financial

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder** | **Completeness of Bid** | **Substantial Responsiveness** | **Acceptance of FBs for Detailed Evaluation** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. *From the* ***PE*** *and* ***DE*** *of* ***TBs******(Section I, Tables 5 and 6),*** *some commercial aspects (e.g. Bidder's eligibility) were included for those Bidders reaching the Evaluation of* ***FBs****. Nevertheless, the* ***PE*** *of* ***FBs*** *should reexamine these aspects and those under the above headings. The above includes for example: the Letter of Bid signed by Authorised Signatory,* *Price Schedules included,* *Bid validity – duration as per the ITB.*

***2.*** *For the* ***PE*** *each Evaluator should complete a copy of* ***Table 3A*** *for each Bidder with notes regarding the* ***pass/fail*** *results. These Tables are to be attached to* ***Table 3*** *supporting the above consensus summary* ***[column (d)]****. Attach here a full explanation of the non-responsive ruling of any Bidder.*

1. *For explanations of the above headings and checklist for the* ***PE*** *of* ***FBs*** *– refer to:*
2. *Bidding documents defining conditions for responsiveness of Bids including those detailed in* ***Table 10.***
3. ***GN Section******– Preliminary Examination pages 8-13 and Annex III,******Table 5.***
4. ***Table 3A herein.***
5. ***Annex I paragraph 2, herein.***
6. ***DEs*** *of* ***FBs*** *will only be conducted for those Bidders identified in* ***column (d)*** *above and reflected in* ***Tables 4 through 11.***

***If required, use a separate sheet to detail reasons for Bids passing or failing the Preliminary Examination.***

**Table 3A: Preliminary Examination – Evaluators' Results**

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

**Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder** | **Completeness of Bid** | **Substantial Responsiveness** | **Acceptance for Detailed Evaluation** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** |
|  | 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 3.*** *The notes of each Evaluator are attached to their* ***Table 3As,*** *and in turn, these are attached to* ***Table 3.***

## Table 4: 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)*** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Notes:***

*(****1)*** *Only* ***FBs*** *accepted for detailed Evaluation – refer to* ***Table 3, column (d)*** *should be included in this and subsequent Tables.*

***(2) Columns (a), (b), (c) and (h)*** *are from* ***Table 2A (columns a, c, and d, respectively).***

***(3)******(i)*** *Corrections in* ***column (d)*** *may be positive or negative.* ***(ii)******Column (e****) Prices readout [from* ***Table 2A******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 Sums are to be deducted here.*

***(4)******(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 2A******[refer Annex I paragraph 3(j)*** *herein] and, where applicable****,*** *they are to be addressed in* ***Table 7.***

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

**Table 5: Exchange Rates**[[17]](#footnote-18)

|  |  |
| --- | --- |
| 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 6: 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)*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Note****:*

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

*(2****) Column (d) is from Table 5.***

*(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* ***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* ***FB*** *evaluation is complete, e.g****., Table 11*** *before investigating the* ***ALB/s****.*

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

## Table 7: Additions, Adjustments, Priced Deviations, Conditional Discounts

**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 6, 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* ***CD****s involve the Contract/Lots under Contracts separately evaluated under other* ***BER-W12s,*** *this* ***Table 7*** *and the other applicable* ***Table(s) 7*** *are to be consolidated.*

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

## Table 8: Regional Preference for Works

**(Performed by Bidders located in Borrowing Member Countries of CDB)**

**Specify Evaluation Currency:**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidder** | **Regional Preference Group** | **Total Evaluated Price** | **Exclusions for Preference** | **Revised Total Price** | **Regional Preference (7 %)** | **Preference Amount** | **Total Comparison Price** |
| ***(a)*** | ***(b)*** | ***(c)*** | ***(d)*** | ***(e) = (c) – (d)*** | ***(f)*** | ***(g)*** | ***(h) = (c) + (g)*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***(1)*** *Full details of the procedures can be found in* ***Section III*** *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 7.***

***(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******Bidder****s 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) offering* ***MAB(s).*** *Such Bidder(s****)*** *move(s) forward to pre-qualification reassessment or post-qualification – refer to* ***Table 10*** *[as described in* ***Annex 1 paragraph 3(l)*** *herein] and where Bidder(s) is/are qualified become the subject of* ***Table 11.***

*For additional guidance, refer to:* ***(i)******Annex I paragraph 3(i)*** *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 9: Calculation of Technical and Financial Scores

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

**Table A: Technical Evaluation**

|  |  |
| --- | --- |
| **NAMES OF BIDDERS** | **TOTAL SCORE*[[18]](#footnote-19)*** |
|  |  |
|  |  |
|  |  |
|  |  |

**Table B: Financial Evaluation**

|  |  |  |
| --- | --- | --- |
| **NAMES OF BIDDERS** | **TOTAL EVALUATED PRICE*[[19]](#footnote-20)*** | **SCORE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Table C: Final Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BIDDER** | **TECHNICAL** | | **FINANCIAL** | | **TOTAL SCORE** |
|  | **SCORE** | **WEIGHTED** | **SCORE** | **WEIGHTED** |  |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| 4) |  |  |  |  |  |
| 5) |  |  |  |  |  |

* *Refer to* ***paragraph 8 and related Tables 2 to 5 of GN.1*** *to develop the required results***.**
* *The precise formula to be used for establishing the combined total score* ***(Table C above****) shall reflect that in the bidding documents.*

## Table 10: Qualification of Bidder(s) offering MAB(s)

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

|  |  |  |
| --- | --- | --- |
| **Example Criteria** | **Name of Bidder** | **Name of Bidder** |
| **1.1** Nationality | Pass/Fail/Comments | Pass/Fail/Comments |
| **1.2** Conflict of Interest | Pass/Fail/Comments | Pass/Fail/Comments |
| **1.3** Bank Ineligibility | Pass/Fail/Comments | Pass/Fail/Comments |
| **1.4** State Owned Entity | Pass/Fail/Comments | Pass/Fail/Comments |
| **1.5** 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 that detailed in the bidding documents – refer* ***to 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.*

*4. 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 11: Proposed Award of Contract(s)**

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

|  |  |  |
| --- | --- | --- |
| 1. Bidder offering MAB |  | |
| 1. If Bid(s) submitted by an agent, list actual Contractor(s) |  | |
| 1. If Bid(s) from a JV, list all partners, nationalities, and estimated share of the Contract(s) |  | |
| 1. Principal countries of origin of plant, materials, and services |  | |
| 1. Estimated date (month/year) of Contract signing |  | |
| 1. Estimated completion period(s) |  | |
|  | **Currency** | **Amount** |
| 1. Bid Price (Read-out) - ***Table 2A*** |  |  |
| 1. Add Correction of Errors - ***Table 4 column (d)*** |  |  |
| 1. Deduct Unconditional Discounts - ***Table 4, column (h)*** |  |  |
| 1. Deduct Provisional Sum ***– Table 4, column (e)*** |  |  |
| **Corrected Bid Prices** ***– Table 4, column (i)*** |  |  |
| 1. Add Additions - ***Table 7 column (c)*** |  |  |
| 1. Add Adjustments -***Table 7 column (d)*** |  |  |
| 1. Add Priced Deviations -***Table 7 column (e)*** |  |  |
| 1. Deduct Conditional Discounts - ***Table 7 column (g)*** |  |  |
| **Total Evaluated Price(s) *-Table 7 column (h*)** |  |  |
| 1. Deduct - ***items E[[20]](#footnote-21), F, G above*** |  |  |
| 1. Add back any Provisional Sum(s) – ***item D above*** |  |  |
| **Proposed Contract(s) Award Amount(s)*[[21]](#footnote-22)*** |  |  |
| 1. Budget |  |  |

***For guidance, refer to GN Page 17 - Proposed Contract Award and Annex I, para 3(k), herein***

***(1)******Alternatives (refer to Section I, Table 5B)*** *- Where* ***Option (a)*** *governs [i.e., Bidder now offering* ***MAB*** *against the base case and if quoted Alternative case(s)] such can be considered by the Recipient. The Alternative case Bid(s) is/are to be technically and financially evaluated at this time. Results to be added to applicable* ***Tables*** *in* ***Sections I and II****. If the Bid for Alternative offers* ***MAB,*** *the results are to be shown in this* ***Table 11****.*

***(2)*** *Summarise here the results of the Qualification assessment of the* ***MAB*** *Bidder: ref* ***Table 10*** *and* ***Annex I para 3(l)*** *herein.*

***(3)*** *If (a) none of the Bids are found to be responsive, or (b) Bids are unreasonably high in price compared with earlier estimates/budgets* ***(line K),*** *or (c) none of the Bidders are qualified, the Recipient may consider the rejection of all Bids. CDB's concurrence is required before rejecting all Bids where there is prior NO). The Recipient should include with the* ***BER-W12*** *the proposed subsequent actions to address the causes for the failed procurement.*

## Table 12: Evaluation Certification

**Respectfully Submitted by the Bid Evaluation Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation/Position** | **Date** | **Signature** |
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| I confirm that the financial and the combined technical and financial Bid evaluations were 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***

*(This Guide applies to both Technical* ***[TB]*** *and Financial Bids* ***[FB]*** *unless expressly noted).*

|  |  |
| --- | --- |
| 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).*** * ***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[[22]](#footnote-23).*  ***(a) Bid Evaluation Committee (BEC):*** *In accordance with* ***Procedures Paragraph 6.37****, CDB requires the appointment by the Recipient of a* ***BEC*** *consisting of a minimum of three qualified members. There might be a considerable advantage if the* ***BEC*** *members participated in the preparation of the bidding documents. All* ***BEC*** *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,* ***BEC*** *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* ***BEC*** *members[[23]](#footnote-24).*  ***(b) Request of clarifications from Bidders:*** *On occasion, the Recipient may request clarifications of Bidders concerning ambiguities or inconsistencies in the Bids. 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****, which provides a Bid clarification request letter sample.*  ***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.*  *The duration of the validity of each Bid should be the one specified in the ITB and should be confirmed by the Bidders 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* ***Sections I and II,*** *as applicable.* |
| 1. ***Preliminary Examination of Bids*** | *Preliminary Examination* ***[PE]*** *is the first step in the evaluation process of both* ***TB*** *and* ***FB*** *from each Bidder. This determines the compliance of a Bidder and its Bid by examining the following categories[[24]](#footnote-25)****.***   * *Verification* * *Eligibility* * *Bid Security or Bid Securing Declaration (TB)* * *Completeness of Bid* * *Substantial Responsiveness; and* * *Acceptance for Detailed Evaluation.*   *Major deficiencies such as a Bidder bidding for partial quantities of Works, where such is not allowed, would set the Bid aside as non-responsive.* |
| 1. ***Detailed Evaluation of Bids*** | *Only those* ***TBs*** *and* ***FBs t****hat pass the* ***PE*** *then proceed to Detailed Evaluation* ***[DE],*** *against the technical requirements and other conditions in the bidding documents. The following are provided to assist in the* ***DE*** *of both* ***TBs*** *and* ***FBs:***  ***(a) Modifications [TB &FB]****: 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 evidence of methodology or other improvements and the impact of such should be fully reflected in the* ***PE*** *and* ***DE***  ***(b) Technical Evaluation (TB):*** *The details of the* ***DE*** *and the results are to be included in* ***Section I******Table 6 and Text****. In addition, where technical issues have financial impacts such as some listed below, e.g., Alternative Bids, there must be consistency in the applicable financial Tables.*  ***(c) Unconditional Discounts [FB]:*** *The original* ***FB*** *or a subsequent modification (reflecting changes to the original* ***FB*** *prior to the Bid submission deadline) may offer unconditional discounts. These would be read out at the* ***FB*** *opening and reflected in the Bid price in* ***Section II, Table 4.*** *The effect of unconditional discounts (or increases) must be applied to the appropriate base specified in the Bid.*  ***(d) Corrections for computational Errors [FB and TB]****: The methodology for correcting computational errors is described in the ITB. The readout Bid prices and their corrections should be noted in* ***Section II,******Table 4****. The sums are to be included both in the evaluated prices and contract award price. The corrections are considered binding on the Bidder.*  ***(e) Evaluation Currency [FB]****: The* ***FBs****, 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 5****. 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****. Section II, Table 6*** *is to be adjusted in this case.*  ***(f) Additions [TB &FB]****: Any resulting costs developed by the Recipient for Additions (e.g., for nonmaterial non-compliances) – shall be expressed in the evaluation currency and included in* ***Section II,******Table 7*** *for Bid comparison purposes. Should Bidder(s) offering the* ***MAB(s)*** *be subject to the estimated costs of Additions, then such costs will be the subject of pre-award negotiations – refer* ***Section II, Table 11.***  ***(g) Adjustments [FB]:*** *The bidding documents will define what Adjustments can be made and the formula to develop the cost impact to be considered in the Bid evaluation. Some examples include life cycle cost –* ***[refer GN.1 and Procedures, Annex 5, Paragraph 4]*** *of the Works offered. The value of the Adjustments will be expressed in terms of cost in the evaluation currency and shown in Section II,* ***Table 7.***  ***(h) Priced Deviations [TB and FB]****: Deviations can be noted in* ***TBs*** *or* ***FBs*** *or both. The bidding documents will define what Deviations can be made and the formula to develop the cost impact to be considered in the Bid evaluation* ***(refer GN.1****). Some examples include alternate terms of payment or delivery dates. The value of the Deviations will be expressed in terms of cost in the evaluation currency and shown* ***in Section II, Table 7.***  ***(i) Regional Preference [FB]:*** *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* ***Section II, Table 8*** *herein,* ***Procedures, Paragraphs 6.52 and 6.53, and Annex 4.*** *The impact of the preference will be reflected in* ***Section II, Table 8.***  ***(j) Conditional Discounts [FB]:*** *These are discounts offered by Bidders conditional upon being awarded certain Lots within the current Contract or combined with other Contracts (Packages). However, such discounts must comply with the* ***ITB*** *conditions. Bid evaluation in such cases can be somewhat complicated, particularly for Contracts where regional preference may apply. The amounts of Conditional Discounts 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* ***Section II,******Tables 7, 9, 10 and 11*** *with applicable attachments to proved details of calculations and decisions and summarised in* ***Section II Text,*** *which should include the Bid evaluation(s) for the other Contracts if they have been evaluated separately.*  ***(k) Bids for Alternative [TB &FB]****: The bidding documents may request or allow the Recipient to accept Bids for Alternatives[[25]](#footnote-26). The conditions for the two options for Alternatives are stated in Section I* ***Table 5B and Section II Table 11.*** *The results of the Evaluation and acceptance or rejection of Alternatives will be reflected in the applicable* ***Tables of Sections I and II.***  ***(l) Qualification [TB &FB]****: As noted in the* ***Preface,*** *the* ***BER-W12*** *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***[[26]](#footnote-27)***.*** *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* ***FB/FT.*** *The* ***FT*** *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 instance Bidder(s) can be "conditionally prequalified" under the* ***AER-W.*** *In this case, the Bidder(s) are required to provide with* ***Section I TB*** *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 10 along with each Evaluator's assessment.*   * ***Post Qualification of Bidders:*** *Bidders are required by the bidding documents to provide data to support the compliance with the prescribed criteria for Qualifications. The Recipient will assess the information provided by Bidder(s) offering* ***MAB(s)*** *in* ***BER-W12-FT****. 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 10.* |
| 1. ***Contract award*** | ***(a) Contract Award:*** *For contracts subject to CDB's NO, the* ***BER-W12 – FT*** *should be submitted to CDB preferably no later* ***than three (3) weeks*** *before the expiration of the validity of the Bid(s).*   * + 1. ***Negotiations [TB &FB]****: Once CDB's NO is received of* ***BER-W12 - FT****, the Recipient can negotiate with the selected Bidder(s****)[[27]](#footnote-28).*** *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 is received for the* ***BER-W12 - FT*** *then the Contract(s) can be awarded.* * *Once the Contract is awarded, and CDB is advised, and the Contract is subject to prior review, then 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-W12-TF*** *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 responsive 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 [TB and FB]:*** *In anticipation of 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 [FB]****: Bid securities of unsuccessful Bidders should be promptly returned after the award has been made. However, if the effectiveness of the Contract(s) is contingent on the receipt of a performance security or other condition, the Recipient may consider seeking an appropriate extension of time for the Bid validity and the accompanying Bid security of the Bidder(s)[[28]](#footnote-29).*  ***(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***

* *Attach Bid opening record (refer to* ***Section I,******Tables 4A and 4B*** *and* ***Section II, Tables 2A and 2B,*** *herein), if not previously submitted to CDB.*
* *Provide details on eliminating any* ***TBs*** *or* ***FBs*** *during Preliminary Examination* ***(Section I TB- Table 5 and Section II, FB -Table 3)****. Copy selected pages from Bids, as required, as examples of objectionable features.*
* *Explain any substantial corrections for computational errors (refer to* ***Section II,******Table 4****) that may affect the selection of Bidder(s).*
* *The additions, adjustments, and priced deviations in* ***Section II,******Table 7*** *require detailed explanations that may affect the selection of Bidder(s).*
* *Eligibility for a regional preference, as indicated in* ***Table 8,*** *must be double-checked if the selection of Bidder(s) offering MAB(s) is affected. Provide details in an attachment. Exclusions to the calculations for preference should be explained, if similarly significant.*
* *Explain any Conditional Discounts (****Annex I, paragraph 3(j) herein and Section II, Table 7****) 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).*
* *Provide detailed reasons for ruling any* ***TBs*** *or* ***FBs*** *non-responsive during Detailed Evaluation.*
* *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* ***(Refer Section I, Table 5B and Section II, Table 11 and Annex I, paragraph 3(k) herein).***
* *Attach copies of any correspondence from Bidders that raise complaints to the Bidding and evaluation process, together with the Recipient's detailed responses.*
* *Attach copies of letters to Bidders requesting clarifications and copies of responses.*
* *Ensure that the* ***BER-W12 – T and TF*** *are 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-2)
2. *Further details of the application of* ***non-price criteria*** *can be found in* ***GN.1*** [↑](#footnote-ref-3)
3. ***MAB(s)*** *- Most Advantageous Bid(s) – Bid(s) substantially responsive to the Bidding Documents, and at the lowest evaluated cost.* [↑](#footnote-ref-4)
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-5)
5. *Large Works have an estimated value of USD 10+ million.* [↑](#footnote-ref-6)
6. *Refer* ***Table 7*** *and* ***Annex I herein, paragraph 3(j).*** [↑](#footnote-ref-7)
7. *Refer* ***Procedures, Paragraphs 7.12-7.14; Annex I paragraph 3(m) herein.*** [↑](#footnote-ref-8)
8. *Recipient to use its letterhead.* [↑](#footnote-ref-9)
9. *See* ***Procedures, Paragraphs 5.04 -5.07.*** [↑](#footnote-ref-10)
10. *Note: In the drafting of this Section,* ***Annex II Bid Evaluation Summary Checklist*** *herein should be considered.* [↑](#footnote-ref-11)
11. *Refer to* ***Table*** *7 for guidance if no Bidders are responsive. Add plans here to address, where required.* [↑](#footnote-ref-12)
12. *For further Guidance, refer Annex I paragraph 3(k)* [↑](#footnote-ref-13)
13. *In the drafting of this Section,* ***Annex II Bid Evaluation Summary Checklist*** *herein should be considered.* [↑](#footnote-ref-14)
14. *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-15)
15. *From* ***Section II, Tables 7 and 9.*** [↑](#footnote-ref-16)
16. *From* ***Section I, Table 6, and Section II, Table 9.*** [↑](#footnote-ref-17)
17. *Refer to* ***Annex I, Paragraph 3(e)*** *herein.*  [↑](#footnote-ref-18)
18. *From Technical Evaluation,* ***Section I Table 6.*** [↑](#footnote-ref-19)
19. *From* ***column (f) or (h),*** *depending on the applicability of* ***CDs****, of* ***Table 7.*** [↑](#footnote-ref-20)
20. *Add estimate of costs to be negotiated with Bidder(s) – to be added to price of Contracts, where applicable.* [↑](#footnote-ref-21)
21. *Where Amount consists of more than one currency, provide a footnote to define % in each currency.* [↑](#footnote-ref-22)
22. *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-23)
23. *Electronic systems used by the Recipient for procurement require CDB NO before use.* [↑](#footnote-ref-24)
24. *Details of these categories and the examination process can be found in* ***GN Pages 8 through 13 and Annex III and Procedures, Sections 4 and 5.*** [↑](#footnote-ref-25)
25. *For example, different materials or specifications.* [↑](#footnote-ref-26)
26. *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-27)
27. *The scope of the negotiations must be clearly defined in* ***Section II Text of the******BER-W12- TF*** ***and Table 11.*** [↑](#footnote-ref-28)
28. *Where applicable, this must be done before the* ***Notice of Intention to Award******(Procedures Section 6.91****) is published.* [↑](#footnote-ref-29)