



North American Development Bank

**Model Document:
Bid Evaluation Report**

BID EVALUATION REPORT

This Model Document has been prepared by the North American Development Bank (the Bank) for use by borrowers in the implementation of procurement for Bank-financed contracts. These Model Documents are consistent with the Bank's Procurement Policies and Procedures (the Policies).

This Model Document - Bid Evaluation Report should be used in conjunction with the Bank's Procurement Note - Bid Evaluation Procedures.

Summary Evaluation Data and Award Recommendation

- Form 1 - Record of Bid Prices at Opening
- Form 2 - Examination of Bids
- Form 3 - Substantially Nonresponsive Bids
- Form 4 - Correction, Conversion and Adjustments of Bid Prices
- Form 5 - Bids Subject to Detailed Evaluation
- Form 6 - Evaluation of Bids
- Form 7 - Comparison of Bids
- Form 8 - Postqualification

Annexes

1. Contract Data Sheet
2. Checklist for Opening of Bids
3. Minutes of Bid Opening
4. Register of Attendance at Opening of Bids
5. List of Firms That Purchased Bidding Documents
6. Log of Addenda to Bidding Documents Issued
7. Log of Clarifications Requested and Received
8. Log of Complaints and Appeals Received

SUMMARY EVALUATION DATA AND AWARD RECOMMENDATION

1. Project: _____ No.: _____
2. Contract: _____ No.: _____
3. Bid submission date: _____
4. Bid evaluation summary:

No.	Bidder	Opening Bid Price	Converted to common currency	Substantially responsive (yes or no)	Evaluated Bid Price	Rank	Remarks*

Remarks:

- ⇒ State relevant information at opening, such as discounts, modifications, alternatives, etc.
- ⇒ If a bid was declared nonresponsive, the specific reasons must be given.

5. The lowest evaluated bidder has been determined to be qualified and capable of performing the contract [state whether “yes” or “no”; if “no” give reasons for disqualification].
6. On the basis of the evaluation (outlined in the attached Report) which was carried out in accordance with the Bidding Documents, we recommend accepting the bid of the lowest evaluated bidder [name], which has been determined as qualified and capable of performing the contract, in accordance with the Bidding Document and the following provisions:
- [specify provisions such as corrected arithmetic errors, minor deviations, alternatives recommended for acceptance, variations in quantities at award, etc.]

Evaluation Committee:

(name)	(signature)	(date)

RECORD OF BID PRICES AT OPENING

(ref. para. 10 - Bid Evaluation Procedures)

Project: _____

No.: _____

Contract: _____

No.: _____

The following bids were received by the bid closing deadline fixed at [*state time and date*] and were opened immediately thereafter:

No.	Name of Bidder	Bid Amount(s)
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Note: The Bid Amount column may have to be modified to show price components (e.g. prices of sections/schedules/components), if applicable.

EXAMINATION OF BIDS

(ref. paras 11 to 13 - Bid Evaluation Procedures)

Project: _____

No.: _____

Contract: _____

No.: _____

Bidder: _____

No.: _____

Requirement	Ref. in Bidding Documents	Responsive		Remarks
		Yes	No	
<p>List all conditions in the bidding documents which must be checked for compliance</p> <ul style="list-style-type: none"> • Legal • Commercial • Technical • Other 	<p>Volume, paragraph or clause</p>			<p>Specify for all nonresponsive entries, the nature of the noncompliance and whether the deviation or reservation is considered material.</p>

SUBSTANTIALLY NONRESPONSIVE BIDS

(ref. para. 14 - Bid Evaluation Procedures)

The following bids were rejected as substantially nonresponsive:

No.	Bidder
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CORRECTIONS, CONVERSION AND ADJUSTMENT OF BID PRICES

(ref. para. 17 - Bid Evaluation Procedures)

Project: _____

No.: _____

Contract: _____

No.: _____

Bidder: _____

No.: _____

Currency	Remarks
1. Submitted price	From Form 1
2. Arithmetic errors	[Explain source of corrections]
3. Corrected bid price (1 + 2)	
4. Bid price converted	[Convert using methodology and rates specified in bidding documents]
5. Adjustments for nonmaterial deviations, omissions or variations which can be quantified	[Explain how each adjustment was arrived at]
..	
..	
..	
6. Adjusted bid price (4 + 5)	

BIDS SUBJECT TO DETAILED EVALUATION

(ref. para. 20 - Bid Evaluation Procedures)

On the basis of the spread of the adjusted bid prices and the maximum impact of the evaluation criteria, it was decided to subject the following bid to a detailed evaluation:

No.	Bidder
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COMPARISON OF BIDS
(ref. para. 22 - Bid Evaluation Procedures)

Project: _____

No.: _____

Contract: _____

No.: _____

Bid No.	Bid Price			Ranking
	Original (Form 1)	Adjusted (Form 3)	Evaluated (Form 4)	

POSTQUALIFICATION

(Ref. paras. 23 to 26 - Bid Evaluation Procedures)

Project: _____

No.: _____

Contract: _____

No.: _____

Bidder: _____

No.: _____

Qualifying Criteria	Ref. in Bidding Documents	Satisfactory		Remarks
		Yes	No	

CONTRACT DATA SHEET

Project: _____ No.: _____

Contract: _____ No.: _____

Estimated contract value: _____
[US\$ equivalent]

Contract type: _____

Procurement type: _____

General Procurement Notice: _____
[date]

Bids invited: _____
[date]

Number of documents sold: _____

Bids received: _____
[date]

Number of bids received: _____

Bid evaluation report: _____
[date]

Name of successful bidder: _____
[specify name/address*]

Contract value: _____
[US\$ equivalent]

Contract award: _____
[date]

Contract completion: _____
[date]

- * In the event of a joint venture, only the address of the lead partner should be specified. The names, nationality and percentage participation of all partners in the joint venture shall be specified.

CHECKLIST FOR OPENING OF BIDS

Project: _____ No.: _____

Contract: _____ No.: _____

Bidder: _____ No.: _____

Time received [*specify date and time*]: _____

Withdrawal notice: Yes ____ No ____

Modification notice: Yes ____ No ____

Bid amount [*in currency of the bid price*]: _____

Discounts [*if yes, specify*]: _____

Alternatives [*if yes, specify*]: _____

Bid security [*if yes, state amount*]: _____

REMARKS:

MINUTES OF BID OPENING

1. Time and place for bid opening
2. Employer's representatives present
3. Bidders' representatives present (Annex 4)
4. Number of bid receipts and number of bids on the table
5. Any bids received late
6. Withdrawal notices
Modification notices
7. Bid details for each bid as opened:
 - Time received
 - Name of bidder
 - Any modification
 - Bid amount
 - Any discounts, alternatives, etc.
 - Bid security
8. Comments from the floor
9. Statement to all bidders that the evaluation process is confidential and any attempt by a bidder or its agents to influence the Employer's evaluation of bids or award decisions, including the offering or giving of bribes, gifts or other inducement, could result in the invalidation of its bid and the forfeiture of its bid security. All contact with bidders will be for the purpose of clarification and will be initiated by the Employer in writing.

**REGISTER OF ATTENDANCE
AT BID OPENING**

Name	Bidder	Signature
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**LIST OF FIRMS THAT PURCHASED
BIDDING DOCUMENTS**

Firm	Date
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**LOG OF ADDENDA TO
BIDDING DOCUMENTS ISSUED**

No.	Ref. to para. or clause in bidding documents	Date issued
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**LOG OF CLARIFICATIONS REQUESTED
AND RECEIVED**

Bidder	Date Request Sent	Date Request Received	Brief Description of Issue
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LOG OF COMPLAINTS AND APPEALS RECEIVED

Bidder or Appellant	Date Received	Brief Description of Issue
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