Model Document:
Bid Evaluation Report
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Bidder</th>
<th>Opening Bid Price</th>
<th>Converted to common currency</th>
<th>Substantially responsive (yes or no)</th>
<th>Evaluated Bid Price</th>
<th>Rank</th>
<th>Remarks*</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Bidder</th>
<th>Bid Amount(s)</th>
</tr>
</thead>
</table>

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)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Ref. in Bidding Documents</th>
<th>Responsive</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>List all conditions in the bidding documents which must be checked for compliance</td>
<td>Volume, paragraph or clause</td>
<td>Yes</td>
<td>Specify for all nonresponsive entries, the nature of the noncompliance and whether the deviation or reservation is considered material.</td>
</tr>
<tr>
<td>• Legal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commercial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Technical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUBSTANTIALLY NONRESPONSIVE BIDS
(ref. para. 14 - Bid Evaluation Procedures)

The following bids were rejected as substantially nonresponsive:

<table>
<thead>
<tr>
<th>No.</th>
<th>Bidder</th>
</tr>
</thead>
</table>
### CORRECTIONS, CONVERSION AND ADJUSTMENT OF BID PRICES

(ref. para. 17 - Bid Evaluation Procedures)

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

6. Adjusted bid price (4 + 5)
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EVALUATION OF BIDS
(ref. para. 19 - Bid Evaluation Procedures)

<table>
<thead>
<tr>
<th>Ref. in Bidding Documents</th>
<th>Currency</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjusted bid price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Evaluation criteria</td>
<td></td>
<td>Explain how each criteria is applied and calculated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Evaluated bid price</td>
<td></td>
<td>(1 + 2)</td>
</tr>
</tbody>
</table>

Total for all criteria
COMPARISON OF BIDS
(ref. para. 22 - Bid Evaluation Procedures)

Project: ___________________________________________ No.: _________
Contract: ___________________________________________ No.: _________

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Bid Price</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Adjusted</td>
</tr>
<tr>
<td></td>
<td>(Form 1)</td>
<td>(Form 3)</td>
</tr>
</tbody>
</table>
### POSTQUALIFICATION
(Ref. paras. 23 to 26 - Bid Evaluation Procedures)

<table>
<thead>
<tr>
<th>Qualifying Criteria</th>
<th>Ref. in Bidding Documents</th>
<th>Satisfactory</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Project: ________________________________  No.: ______
Contract: ________________________________  No.: ______
Bidder: ________________________________  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:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
ANNEX 3

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.
ANNEX 4

REGISTER OF ATTENDANCE
AT BID OPENING

<table>
<thead>
<tr>
<th>Name</th>
<th>Bidder</th>
<th>Signature</th>
</tr>
</thead>
</table>


# ANNEX 5

LIST OF FIRMS THAT PURCHASED BIDDING DOCUMENTS

<table>
<thead>
<tr>
<th>Firm</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LOG OF ADDENDA TO
BIDDING DOCUMENTS ISSUED

<table>
<thead>
<tr>
<th>No.</th>
<th>Ref. to para. or clause in bidding documents</th>
<th>Date issued</th>
</tr>
</thead>
</table>


ANNEX 7

LOG OF CLARIFICATIONS REQUESTED AND RECEIVED

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Date Request Sent</th>
<th>Date Request Received</th>
<th>Brief Description of Issue</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Bidder or Appellant</th>
<th>Date Received</th>
<th>Brief Description of Issue</th>
</tr>
</thead>
</table>
