

Standard Prequalification Documents

Prequalification Application Evaluation Report



December 2018

PREQUALIFICATION APPLICATION EVALUATION REPORT

FOR CONTRACT FOR CONSTRUCTION WORKS, SUPPLY OF COMPLEX GOODS, SERVICES¹ OR ENGINEERING SYSTEMS

PREFACE

Procurement under projects financed by the European Bank for Reconstruction and Development (the Bank), is carried out in accordance with procedures laid down in the Bank's *Procurement Policies and Rules*.

This Standard Prequalification Evaluation Report (SPER) has been prepared for the use by the Bank's public sector clients for the evaluation of applications for contracts for large building, civil engineering, supply and installation contracts, and major complex custom-made equipment, complex or unique services under projects financed by the Bank. The SPER reflects procedures and practices which have been developed through broad international experience, and comply with the Bank's *Procurement Policies and Rules*.

Complementing this document are the Bank's *Procurement Guidance Notes on Prequalification of Tenderers* (the *Guidance Notes*) and the Bank's *Standard Prequalification Documents* for construction works, supply of complex goods, services or engineering systems, which further explain the reasons for this procedure and its advantages, and provides general guidance to clients and their consultants. Neither the *Guidance Notes* nor the *Standard Prequalification Documents* constitute part of the prequalification application evaluation report and must not be included in the evaluation report submitted to the Bank.

Additional information on procurement for projects financed by the Bank can be obtained from:

**Procurement Policy and Advisory Department
European Bank for Reconstruction and Development
One Exchange Square
London EC2A 2JN
United Kingdom
Telephone: +44 20 7338 6000
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¹ The services are any services, except consulting services, for example operation and maintenance of roads or plants, design, geotechnical surveys etc.

How to use these Documents

The evaluation forms contained in this document provide a summary and details of the evaluation of applications. In all instances the prequalification and evaluation procedures specified in the actual prequalification documents must be followed.

The forms may need to be adapted to suit specific requirements of the prequalification documents. Where necessary, the report should include attachments to explain details of the evaluation or to demonstrate specific extracts from an application. Cross-referencing should be used extensively, as well as references to pertinent clauses in the prequalification documents.

Special mention should be made of contracts that group together (package) smaller contracts (often referred to as '*lots*' or '*slices*'), which the applicants may apply and be prequalified for as a single package or as one or more lots. In such instances, the prequalification is to be done, taking into account the requirements for each lot and combination of lots.

The client should study this evaluation format and *the Guidance Notes* during the preparation of the project, in order to properly assess the managerial and administrative conditions needed for the evaluation of prequalification applications.

The following directions should be observed when using these Standard Prequalification Documents:

- The forms will require adaptation to suit the requirements of a specific prequalification/contract/project.
- The italicised notes in boxes in the Forms and Annexes are not part of the text. They contain guidance and instructions for the drafter of the report. They should not be incorporated in the report.
- Where alternative clauses or texts are shown, the drafter should select those that best suit the particular case, and should discard the alternative text that is not used or draft a new text and discard all the alternatives.

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SUMMARY OF EVALUATIONCountry: *[insert the name of the country]*Project title: *[insert the name of the project]*

Dear Sirs,

We would like to inform you that *[insert the Client's name]* (hereinafter referred to as the Client) has carried out the prequalification for the following Contract(s):

Contract Reference	Contract Title	Estimated Value (EUR equivalent)
1.		
2.		
...		

It is planned that the prequalification will be followed by *[insert the type of the procurement process]*, based on *[insert the type of the contract]* type of contract.

The prequalification follows the General Procurement Notice, which was published on the Bank's web-site on *[insert the date]*.

The Invitation for Prequalification was published on the Bank's web-site on *[insert the date]*.

The deadline for the submission of Prequalification applications was set for *[insert the date]*.

Upon publication of the Invitation for Prequalification, *[insert the number]* companies registered their interest to participate in the project.

As a result, *[insert the number]* applications were submitted and subsequently evaluated by us.

On the basis of the evaluation outlined in the Report, which was carried out in accordance with the Prequalification Documents, we recommend that

- the following applicants are unconditionally prequalified:

List unconditionally prequalified applicants, stating their titles/names and countries of incorporation (including members of JVCA).

Contract Reference	Applicants
1.	
2.	
...	

- the following applicants are conditionally prequalified:

List conditionally prequalified applicants as well as the conditions of their prequalification, stating their titles/names and countries of incorporation (including members of JVCA).

Contract Reference	Applicants	Conditions of Prequalification
1.		
2.		
...		

- the applications of the following applicants are rejected:

List applicants who were not prequalified and the reasons for the rejection of their applications, stating their titles/names and countries of incorporation (including members of JVCA).

Contract Reference	Applicants	Reasons for Rejection
1.		
2.		
...		

Final draft letters to the unsuccessful applicants are attached in Annex 9.

Evaluation Committee:

List all members of the Evaluation Committee stating their name and positions.

- [Insert name] [Insert position]*

Signature

Date

- [Insert name] [Insert position]*

Signature

Date

- [Insert name] [Insert position]*

Signature

Date

FORM A**RECORD OF APPLICATIONS RECEIVED**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

The following applications were received by the deadline for submission of applications fixed at *[state time and date]* and were opened immediately thereafter:

Contract Reference and Title	Applicants	Country
1.		
2.		
...		

[The following applications were received after the deadline for submission of applications:]

Contract Reference and Title	Applicants	Country	Date and Time of Receipt
1.			
2.			
...			

[The following applications were withdrawn, substituted or modified:]

Contract Reference and Title	Applicants	Country	Changes ²	Date of the Change
1.				
2.				
...				

² State whether an application was withdrawn, substituted or modified.

FORM B**EXAMINATION OF APPLICATIONS**

Use a separate sheet for each applicant.

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Applicant: *[insert the name of an applicant]*

Requirements	Reference in the Prequalification Documents	Remarks
<p>List of conditions in the Prequalification Documents³:</p> <ul style="list-style-type: none"> • <i>Legal documents</i> • <i>General experience</i> • <i>Specific experience</i> • <i>[Personnel capabilities]</i> • <i>[Equipment availability]</i> • <i>[Manufacturing capacity]</i> • <i>Financial position</i> • <i>Non-performance history</i> • <i>Current commitments</i> • <i>Subcontractors</i> • <i>[JVCA arrangements]</i> • <i>[Parent Company support]</i> • <i>Other requirements</i> 	<p><i>[state specific paragraphs of the Instructions for Applicants and/or Prequalification Data Sheet]</i></p>	<p><i>[state either 'Fully Responsive' or specify the nature of a non compliance or a deviation for all non responsive entries]</i></p>

Recommendation:**EXAMPLE:**

The applicant is unconditionally prequalified.

³ The requirements shall reflect in full the documentary requirements and qualification criteria set out in the Prequalification Documents

EXAMPLE:

The applicant is prequalified subject to the following conditions:

[list the specific conditions of prequalification and the time period within which these conditions are to be met]

EXAMPLE:

The application is rejected due to the following reasons:

[list the specific reasons for rejection of the application with references to the respective provisions of the Prequalification Documents].

FORM C**CHANGES TO THE PROCUREMENT ARRANGEMENTS**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

EXAMPLE:

As a result of the evaluation of the applications the procurement arrangements for the project shall remain unchanged.

EXAMPLE:

As a result of the evaluation of the applications it is suggested that the following changes are made to the planned procurement arrangements:

[list the specific changes to the contract packaging, tendering process, tender documents, terms and conditions of the contract, contract scope etc.]

ANNEX 1

PREQUALIFICATION DATA SHEET

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Please attach a copy of the Prequalification Data Sheet from the Prequalification Documents.

ANNEX 2**LOG OF ADDENDA TO PREQUALIFICATION DOCUMENTS ISSUED**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

EXAMPLE:

During the prequalification no addenda to the Prequalification Documents have been issued.

EXAMPLE:

During the prequalification the following addenda to the Prequalification Documents have been issued:

List the addenda and specify the main subject of the introduced changes as well as the date, when each addendum was issued.

Reference	Addenda	Date of Issuing
	<i>[list the addenda, specifying their main subject(s)]</i>	

Please attach copies of the addenda.

ANNEX 3**LOG OF CLARIFICATIONS REQUESTED BY APPLICANTS
AND RESPONSES ISSUED**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

EXAMPLE:

During the prequalification no clarifications were requested by the applicants.

EXAMPLE:

During the prequalification the following clarification requests were received and answers provided:

List the clarification requests, their source, date and specify the main subject of questions; after that please specify the date when the clarifications were issued and the core substance of the responses provided.

Clarification Request	Date of Request	Date of Response	Response
<i>[list the clarification requests, specifying the main subject of issue]</i>			<i>[provide the respective responses, stating their core substance]</i>

Please attach copies of the clarification requests and answers.

ANNEX 4

**MINUTES OF CLARIFICATION MEETING AND SITE VISIT
(where appropriate)**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Please attach a copy of the Minutes.

ANNEX 5

LIST OF COMPANIES WHO ACQUIRED DOCUMENTS OR REGISTERED THEIR INTEREST TO PARTICIPATE IN THE PREQUALIFICATION

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Applicant	Date

ANNEX 6**MINUTES OF APPLICATION OPENING**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Place of application opening: *[insert the place]*

Time of application opening: *[insert the time and date]*

Number of applications received: *[insert the number]*

Withdrawal, modification or substitution notices, if any: *[describe]*

Application details for each application as opened:

Applicant ⁴	Country	Date of Application Receipt	Contract(s) Applied For	Notes

Comments from the floor, if any:

[list the comments made at the application opening]

The Chair person informed the audience that the evaluation process is confidential and any attempt by an applicant or its agents to influence the Client's application evaluation process, including the offering or giving of bribes, gifts or other inducement, could result in the rejection of its application. All contact with applicants, if any, will be for the purpose of clarification and will be initiated by the Client in writing.

The Client's representatives present:

List the Client's representatives, stating their names and positions

• *[Insert name]* *[Insert position]*

Signature

• *[Insert name]* *[Insert position]*

Signature

• *[Insert name]* *[Insert position]*

Signature

Applicants' representatives present are listed in Appendix A hereunder.

⁴ For a JVCA please specify the name and nationality of all partners. Please state who is the lead partner, if clearly stated in an application.

Appendix A

Register of Attendance at Application Opening

Name	Applicant	Signature

ANNEX 7

**LOG OF CLARIFICATIONS REQUESTED FROM APPLICANTS
AND RESPONSES RECEIVED**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Applicant: *[insert the name of an applicant]*

EXAMPLE:

During the evaluation of the prequalification applications no clarifications were requested from the applicants.

EXAMPLE:

During the evaluation of the prequalification applications the following clarification requests were received and answers provided:

List the clarification requests, their source, date and specify the main subject of questions; after that please specify the date when the clarifications were issued and the core substance of the responses provided.

Clarification Request	Date of Request	Date of Response	Response
• <i>[insert the name of an applicant]</i>			
<i>[list the clarification requests, specifying the main subject of the issue]</i>			<i>[provide the respective responses, stating their core substance]</i>
...			
• <i>[insert the name of an applicant]</i>			

Please attach copies of the clarification requests and answers.

ANNEX 8**LOG OF COMPLAINTS AND APPEALS RECEIVED**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Date of Complaint/Appeal	Applicant (Complainant)	Description
		<i>[provide a brief description of the substance of the complaint]</i>

Please attach copies of the complaints/concerns/appeals.

ANNEX 9

Final Draft Letters to the Unsuccessful Tenderers

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

[insert respective applicant's name]

Dear _____

I refer to the application for prequalification that you have submitted for the above referenced project.

We regret to inform you that, as a result of the evaluation of the prequalification applications, you have not been prequalified to participate in the subsequent tendering for this contract.

The following firms have been prequalified (conditionally or unconditionally):

[insert names of the prequalified tenderers and their nationalities]

[Please provide detailed explanations why this applicant's prequalification application was not successful:]

.....

Please also note that you may request in writing a debriefing by ourselves to ascertain the grounds on which your prequalification was not successful.

Yours Sincerely,

ANNEX 10

**ADDITIONAL INFORMATION
(where appropriate)**

Project title: *[insert the name of the project]*

Contract title: *[insert the contract(s) title, as per the Prequalification Documents]*

Please attach any additional information, which is deemed necessary.