

STANDARD TENDER DOCUMENTS

Standard Tender Evaluation Format
Procurement of Goods or Works

2005

European Bank
for Reconstruction and Development

This edition includes the amendments as summarised in the following table.

Amendment No.	Date	Nature of Amendments
1	17 February 1999	ANNEX 1, Contract Data Sheet, modified in two places

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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 (the Rules).

This Standard Tender Evaluation Format has been prepared for use by the Bank's public sector Clients in the evaluation of tenders for contracts financed with the proceeds of a Bank loan. The procedures and practices they convey have been developed through broad international experience, and comply with the above Rules.

Complementing this document is a Guidance Note on the Opening and Evaluation of Tenders which explains the procedures and gives general guidance to Clients and their consultants when using the Standard Tender Evaluation Format. This Guidance Note does not constitute part of the Standard Tender Evaluation Format and must not be included in the evaluation report submitted to the Bank.

Additional information on procurement under Bank-assisted projects can be obtained from:

Procurement & Technical Services Unit (PTSU)
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European Bank for Reconstruction and Development
One Exchange Square
London EC2A 2EH
United Kingdom
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How to use these Documents

1. The evaluation forms contained in this document provide step-by-step procedures for the evaluation of tenders. In all instances the tendering and evaluation procedures specified in the Instructions to Tenderers of the actual tender document must be followed.
2. The forms may need to be adapted to suit specific requirements of the tender documents. Where necessary, the report should include attachments to explain details of the evaluation or to demonstrate specific extracts from a tender. Cross-referencing should be used extensively, as well as references to pertinent clauses in the tender documents.
3. Special mention should be made of contracts that group together (package) smaller contracts (often referred to as “lots”, “slices” or “items”), which may be awarded as a single package to one tenderer or as a number of packages of one or more lots to several tenders. In such instances, the tender evaluation is to be done separately, including any allowances for cross-discounts.
4. The Client should study this evaluation format and the Guidance Note during preparation of the project, in order properly to assess the managerial and administrative conditions needed for tender evaluation.

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Summary Evaluation Data and Award Recommendation

1. Project: _____ No.
1. Contract: _____ No.
3. Tender submission date: _____
4. TENDER EVALUATION SUMMARY:

No.	Tenderer	Opening tender price	Converted to common currency	Substantially responsive (yes or no)	Evaluated tender price	Rank	Remarks *

***Remarks:** - *state relevant information at opening such as discounts, modifications, alternatives etc.*
 - *if a tender was declared non-responsive the specific reasons must be given.*

5. The lowest evaluated tenderer has been determined (not) 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 Tender Documents, we recommend accepting the tender of the lowest evaluated tenderer [*name*], which has been determined as qualified and capable of performing the Contract, in accordance with the Tender 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

FORM 1

Record of Tender Prices at Opening

Project:

Contract:

The following tenders were received by the tender closing deadline fixed at *[state time and date]* and were opening immediately thereafter:

No.	Name of tenderer Address and nationality	Tender amount(s)
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Note: The “Tender amount” column may have to be modified to show price components (e.g. prices of sections/schedules/components), if applicable.

Examination of Tenders

Project:

Contract:

Tenderer:

Requirement	Ref. in Tender Document	Remarks
List of conditions in the Tender Documents to which the tenderer is non-compliant, non-responsive, has deviated or has specific conditionality: <ul style="list-style-type: none">• Legal• Commercial• Technical• Other	Volume; para. or clause	Specify, for all non-responsive entries, the nature of the non-compliance and whether the deviation or reservation is considered material.

FORM 3

Substantially Non-responsive Tenders

The following tenders were rejected as substantially non-responsive:

No.	Tender	Reasons for rejection
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Corrections, Conversion and Adjustment of Tender Prices

Project:

Contract:

Tenderer:

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

FORM 5

Tenders Subject to Detailed Evaluation

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

No.	Tender
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Evaluation of Tenders

Project:

Contract:

Tenderer:

	Ref. in Tender Documents	Amount (currency)	Remarks
1. Adjusted tender price			
2. Evaluation criteria (as specified in the Tender Documents)			Explain and document how each criterion is applied and calculated. Specific reference must be made to the criteria in the Tender Documents.
Total for all criteria			
3. Evaluated tender price (1+2)			

FORM 7

Comparison of Tenders

Project:

Contract:

	Tender	Tender	Tender	Tender	Tender
	1	2	3	4	5

Original tender price

Corrected tender price

Adjusted tender price

Evaluated tender price

Ranking

Postqualification

Project:

Contract:

Tenderer:

Qualifying Criteria	Ref. in Tender Document	Satisfactory		Remarks
		Yes	No	

ANNEX 1

Contract Data Sheet

Project:

Contract:

Estimated contract value (euro¹ equivalent):

Contract type:

Procurement type:

GPN [date]:

Tenders invited [date]:

Number of documents sold:

Tenders received [date]:

Number of tenders received:

Tender evaluation report [date]:

Name, address and nationality of successful tenderer:¹

Nationality of No. 2:²

Nationality of No. 3:²

Nationality of No. 4:²

Contract value at award:

Tender currency:
euro¹ equivalent:
Rate:

Contract award [date]:

Contract completion [date]:

¹ In the event of a JV, only the address of the lead partner shall be specified. The names, nationalities and percentage participation of all partners in the JV shall be specified.

² In the event of a JV, the nationalities of the lead partner and all other partners shall be specified.

¹ Amended as part of Corrigendum No. 1, dated 17 February 1999

Checklist for Opening of Tenders

Project:

Contract:

Tenderer:

Number of tender	[specify receipt number]
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Time received	[specify date and time]
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Withdrawal notice	Yes	No	[If “yes”, specify date and time]
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Modification notice	Yes	No	[If “yes” specify date and time]
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Name of tenderer

Tender amount	[in currency/currencies tendered]
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Discounts	[if yes, specify]
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Alternatives	[if yes, specify]
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Tender Security	[if yes, state amount]
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REMARKS:

ANNEX 3

Minutes of Tender Opening

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

**Register of Attendance at
Tender Opening**

Name	Tenderer	Signature
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ANNEX 5

**List of Firms that Purchased
Tender Documents**

Firm	Date
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**Minutes of Pre-tender Meeting
(if appropriate)**

ANNEX 7

**Log of Clarifications Requested by
Tenderers and Responses Issued**

Log of Addenda to Tender Documents Issued

No.	Ref. to para. or clause in Tender Documents	Date issued
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ANNEX 9

**Log of Clarifications Requested
and Responses Received**

Tenderer	Date request sent	Date response received	Brief description of issue
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Log of Complaints and Appeals Received

Tender or appellant	Date received	Brief description of of issue
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