



**STANDARD TENDER EVALUATION REPORT FORMAT  
FOR  
PRE-QUALIFICATION FOR PROCUREMENT OF MAJOR WORKS**

*[insert title of project]*

<b>Pre-Qualification Ref:</b>	<i>[insert reference]</i>
<b>Submission Date</b>	<i>[insert date]</i>
<b>Pre-Qualification Evaluation Report Date</b>	<i>[insert date]</i>

Name of Entity



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## Section I. Pre-Qualification Applications Proposal Evaluation Report

1. Background	<p><b>A. <u>FUNDING</u></b></p> <p>The <i>[insert name of procuring entity]</i> intends to apply part of its budgetary allocation to fund the cost of the <i>[insert project name]</i> under the Contract.</p> <p><b>B. <u>OBJECTIVES</u></b></p> <p><i>[insert project objective(s)]</i></p>
2. The Selection Process (prior to Evaluation)	<p>On <i>[insert date]</i>, <i>[insert name of procuring entity]</i> invited Applications for Pre-qualification for <i>[insert project name]</i>.</p> <p>The Pre-Qualification Document (PQD) was advertised in the <i>[insert name of media used and their respective dates of publication]</i>. The text of the Specific Procurement Notice (SPN) is shown at Annex I.</p>
3. Receipt of submissions	<p>Applications were received on <i>[insert date]</i> and these were kept under lock and key until such time as the Pre-qualification Evaluation Panel (PEP) had been convened.</p> <p>A total of <i>[insert number]</i> Pre-Qualification Applications were submitted and received on the due date and time, from:</p> <p><i>[insert list of applicants (firms)]</i></p>
4. The Pre-Qualification Evaluation Panel (PEP)	<p><i>[insert name of procuring entity]</i> approved a <i>[insert number]</i> member PEP which was constituted on <i>[insert date]</i> as follows:</p> <p><b><u>PEP Members:</u></b></p> <p><i>[insert names and designations of PEP Members]</i></p>
5. Pre-Qualification (Opening)	<p>There was no public opening of Applications but the Record of Opening of Pre-Qualification Applications is shown at Annex II.</p> <p>All the above named persons met for the Orientation and Opening meeting, convened at <i>[insert time and date]</i> at the <i>[insert venue]</i>.</p> <p>A representative of <i>[insert name of Consultant]</i> briefed the Panel Members on their responsibilities and the reasons for them being required to read and understand the Pre-Qualification Document and the need to sign a Declaration of Impartiality and Confidentiality. The Panel Members were given the opportunity to continue with or stand-down from the Evaluation Process.</p> <p>The PEP Members signed the Declaration of Impartiality and Confidentiality, the originals of which were retained by <i>[insert name of Consultant]</i>. (The draft Declaration of Impartiality and Confidentiality is shown in AnnexIII</p> <p>Prior to the opening of the Pre-Qualification Applications, the representative of <i>[insert name of Consultant]</i> briefed the PEP Members on their responsibilities and then outlined the Pre-Qualification Document content and Qualification Criteria and Requirements to be followed.</p>

	<p>The timetable for the evaluation was discussed and agreed, being from <i>[insert date]</i> to <i>[insert date]</i>.</p> <p>The <i>[insert number]</i> Pre-Qualification Applications were then opened, and sequentially numbered and date-stamped.</p> <p>Opening of the Pre-Qualification Applications was completed and signed by the PEP Members and the Facilitators present. After the meeting the original copy of each of the Pre-Qualification Applications were passed to <i>[insert name of procuring entity]</i> for safe-keeping.</p>
<p>6. Pre-Qualification (Evaluation)</p>	<ol style="list-style-type: none"> <li>1. The PEP prepared the detailed Worksheets based on the Qualification Criteria and Requirements shown in the Pre-Qualification Document.</li> <li>2. The PEP members first collectively checked that each of the Applications complied with the Qualification Criteria and Requirements set down in the Pre-Qualification document to ensure that each application was substantially responsive.</li> <li>3. Each PEP member then read through the applications, comparing them with the Pre-Qualification document and marked them separately using the detailed Worksheet which had been agreed by the PEP Members.</li> <li>4. Following the individual review, the PEP reconvened to compare their findings and to reach an agreement and write the Evaluation Report.</li> </ol>
<p>7. Pre-Qualification (Observations)</p>	<p><b>PRELIMINARY EXAMINATION</b></p> <p>The results of the Preliminary Examination with regard to PQD requirements are tabulated in the Work Sheet titled ‘<b>WS-Completeness of Documents</b>’. As seen from the said Work-Sheet, <i>[insert number]</i> Applications out of <i>[insert total number of applications received]</i>. Applications were found to be incomplete as explained below.</p> <p>The rejected applications are from the following firms: <i>[insert list of applicants (firms) whose application were rejected]</i></p> <p>These submissions did not merit detailed examination and were therefore not evaluated further (Refer to ITA 6.3 &amp; 22).</p> <p><i>[Provide reasons for the rejection of applications from each of the applicants listed above]</i></p> <p><b>DETAILED EXAMINATION</b></p> <p>Applications from the following applicants were subject to detailed assessment: <i>[insert list of applicants (firms)]</i></p>

	<p><i>[Provide reasons for each applicants qualification as part of the Detailed Examination.]</i></p>
<p>8. Pre- Qualification (Assessment and Recommendation)</p>	<p>The Contractors who failed to meet the Pre-Qualification criteria are: <i>[insert list of Applicants who failed the detailed examination stage]</i></p> <p><b>Applicants who met the Pre-Qualification criteria are:</b> <i>[insert list of applicants]</i></p> <p>It is recommended that the <i>[insert number]</i> applicants who met the Pre-Qualification criteria are invited to tender and offered an opportunity to respond to the <i>[insert project name]</i> Tender Documents.</p>

**PRE-QUALIFICATION PROPOSAL EVALUATION REPORT (SIGNATURE PAGE)**

**PROPOSAL EVALUATION PANEL MEMBERS**

<b>No.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>SIGNATURE &amp; DATE</b>
1.			
2.			
3.			

**EVALUATION REPORT SUBMITTED TO *[insert name of procuring entity]* TENDER COMMITTEE FOR APPROVAL**

1.			
2.			

**EVALUATION REPORT SUBMITTED TO *[insert name of procuring entity]* BOARD FOR APPROVAL**

1.			
2.			



**Annex I. Copy of text of Specific Procurement Notice**

## **Annex II Record of Opening of Pre-Qualification Applications**



## Annex III Declaration of Impartiality

*[Insert logo of procuring entity, if available]*

**PQ EVALUATION PANEL FOR *[insert project name]***

### **DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY**

**I hereby affirm, under penalty of law that I will comply with the following:**

- I agree to participate in the evaluation of the above-mentioned procurement. I confirm that I have taken the appropriate steps to familiarize myself with the information available to date concerning this procurement. I shall execute my responsibilities on this evaluation panel honestly and fairly.
- I do not have any affiliation with any of the parties submitting a Proposal for this procurement. To the best of my knowledge and belief, neither I nor my spouse, dependent child, general partner, or any organization which I am serving as an officer, director, trustee, general partner, or employee, or any person or organization with whom I am negotiating or have an arrangement concerning prospective employment, has a financial or other outside interest that can be affected by any decision I make on this procurement.
- To the best of my knowledge, my spouse, dependent child, general partner, or any organization which I am serving (or have served within twelve months from the date of this declaration,) as an officer, director, trustee, general partner, or employee, or any person or organization with whom I am negotiating or have an arrangement concerning prospective employment are not parties to and do not represent a party who has an interest in the matter.
- I also acknowledge my responsibility to disclose the acquisition of any financial or other outside interest as described above that would be affected by any action I may take on this procurement and to disclose any financial or other outside interest I, or anyone noted above, has in any organization that is competing for award of this procurement.
- I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation of this procurement and agree that it shall be used only for the purposes of the evaluation of this procurement and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied to me or created by me.

Confidential information shall not be disclosed to any member of the evaluation panel unless they agree to execute and be bound by the terms of this Declaration.

<b>NAME:</b>	<b>SIGNED:</b>	<b>DATE:</b>
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**Annex IV      Worksheets**