



STANDARD TENDER EVALUATION REPORT FORMAT
FOR
PROCUREMENT OF WORKS
(MAJOR CONTRACTS)

Tender Reference:

Issue Date: Day/Month/Year

Name of Entity

December, 2019

Table of Contents

Section I. Procedures Leading to Evaluation of Tenders

Section II. Evaluation of Tenders and Recommendation for Award

Section III. Tables of Evaluation

1. Project Identification
2. Tender Process
3. Tender Submission and Opening
4. Record of Tender Prices (as Read Out at Opening)
- 5A Preliminary Examination of Tenders
- 5B Completeness of Tender Documents
- 5C Eligibility Assessment
- 6A Technical Compliance Summary
- 6B.1 Environmental and Social
- 6B.2 Health and Safety
- 6C1 (a) Work Method
- 6C1 (b) Work Schedule
- 6C.2 Cash flow
- 6D.1 Equipment
- 6D.2 Key Personnel
7. Submitted and Corrected Tender Prices and Errors
8. Evaluated Tender Prices
- 9 Verification of Market Reasonableness of Tender Prices
- 10C Similar Contracts awarded by Employer
- 10D Similar Contracts executed Employer
- 11A Qualification Assessment Summary
- 11B.1 Historical Financial Performance
- 11B.2 Annual Construction Turnover
- 11B.3 Financial Resources
- 11C.1 General Construction Experience
- 11C.2 Similar Construction Experience
- 11C.3 Specific Construction Experience

Section IV. Annexes

- | | |
|---------|---|
| Annex 1 | Copy of Letter of Invitation for Tenders |
| Annex 2 | Copy of Minutes of Pre-Tender Meeting & Clarification Questions and Answers |
| Annex 3 | Records of Tender Prices |
| Annex 4 | Register of Tender Opening Panel |
| Annex 5 | Register of Contractors' Representatives |
| Annex 6 | Minutes of Tender Opening |
| Annex 7 | Tender Submission Form |
| Annex 8 | Copy of Letter establishing TEP |

- | | |
|---------------|--|
| Attachment 1: | Past Performance Database Check |
| Attachment 2: | Letters of Concurrence of Arithmetic Errors & Tenderers' Responses |
| Attachment 3: | Letters for Rate Breakdown and Tenderer's Responses |

Section I. Procedure Leading to Evaluation of Tenders

1.1 Introduction	<p>1.1.1</p>
	<p>1.1.2 The Government acting through the [insert relevant agency] intends to apply a portion of the proceeds of [insert source of Funding] Funding to eligible payments under the Contract for [insert Contract info].</p> <p>Project Identification is provided in Table 1.</p>
1.2 The Selection Process	<p>1.2.1 The Employer issued a General Procurement Notice on [insert relevant media] advertising this object of procurement and advised all interested parties on [insert date].</p> <p>Data on the Tender Process is provided in Table 2.</p>
	<p>1.2.2 Invitation for Tenders (IFT) was issued on the PPA website (http://www.ppaghana.org) on [insert date]. This was followed by a local advertisement in the [insert relevant print media] on [insert date]. Tenderers were informed in all the above advertisements that the Tender Documents would be available for collection from [insert address], and inviting them to submit sealed Tenders on or before [insert date and time].</p> <p>A Copy of the Invitation For Tenders is provided as Annex 1.</p>
1.3 Amendments to the Tender Documents	<p>1.3.1 There were [insert number] amendments to the Tender Documents. <i>[indicate whether or not any amendments were made]</i></p> <p>1.3.2 The Tender Documents were amended on [insert date]</p>
1.4 Pre-Tender Meeting	<p>1.4.1 The Tender Documents indicated that a Pre-Tender Meeting (PTM) would be held on [insert date], commencing at [insert time], in the [insert location].</p>
	<p>1.4.2 The PTM was held at [insert time] on [insert date]. [insert number] Persons participated, during which questions were asked by prospective Tenderers and clarifications given by the Employer.</p> <p>Site visit was undertaken during the PTM.</p>
	<p>1.4.3 Deadline for formal written requests for clarifications from the Tenderers was scheduled for <i>[insert date]</i> not later than <i>[insert time]</i>. Written responses were issued with the Minutes of the PTM on <i>[insert date]</i>.</p> <p>A copy of the Minutes of the Pre-Tender Meeting and of the Clarification Questions and Answers is provided as Annex 2.</p>
1.5 Subsequent Events	<p>1.5.1 There [insert “were/were no”] withdrawals during the Tender process.</p>
1.6 Submission and Opening of Tenders	<p>1.6.1 Prior to the Tender Opening, Tenderers’ representatives present were informed that the Tenders were closed at xx am local time and the Tender boxes brought in sealed for appropriate action.</p>
	<p>1.6.2 Tenderers submitted their Tenders by [insert time] local time on the [insert date] and the Public Tender Opening commenced shortly afterwards in the [insert location]. The Tender Opening was chaired by [insert name and designation] assisted by [insert name and designation] and in the presence of representatives of the interested Tenderers and [insert number] staff.</p>

	<p>Tenders were received from [insert number] Tenderers:</p> <p><i>[Insert list of Tenderers here]</i></p> <p>Data on the Tender Submission and Opening is provided in Table 3.</p> <p>The originals of the Tenders were kept in a safe location and the copies kept separately and used for evaluation.</p> <p>The Records of Tender Prices is provided as Annex 3.</p> <p>The Register of Tender Opening Panel is provided as Annex 4</p> <p>The Register of Contractors Representatives at the Tender opening is shown in Annex 5</p> <p>The Minutes of the Tender Opening is provided as Annex 6.</p> <p>Data on Tender Submission Form is provided as Annex 7.</p>
<p>1.7 Tender Evaluation Panel (TEP)</p>	<p>1.7.1 The Employer on [insert date] approved a [insert number] member Tender Evaluation Panel (TEP) to evaluate the [insert number] Tenders received.</p> <p>The list of the TEP members selected for this evaluation are:</p> <p>[insert list of minimum of 5 TEP members here]</p> <p>A copy of the letter establishing the TEP is provided as Annex 8.</p> <p>The evaluation took place at the [insert location] from [insert date] to [insert date]. Each member of the Evaluation Panel completed and signed the confidentiality and impartiality forms before the start of the evaluation.</p>

Section II. Evaluation of Tenders and Recommendation for Award

1.8 Summary of Procedures for Evaluation of Tenders

The procedures for the Evaluation of Tenders and Recommendation for Award is set down in Clauses 31 to 39 of the Instructions To Tenderers (ITT), which is summarized below:

Stage I – Preliminary Examination of Tenders, and Detailed Examination of the Tenderers’ Technical Submission to determine Responsiveness of Tenders (ITT Clause 31).

Tenders which fulfilled the full requirements of the Tender Documents as summarised in Stage I will be considered Substantially Responsive and will progress to Stage II.

Stage II – Financial Evaluation of Tenders

Substantially Responsive Tenders will be subjected to a Financial Evaluation involving the following steps:

- a) Arithmetic Errors Checks (ITT 33);
- b) Seeking Confirmation of Correction of Arithmetical Errors (ITT 33.2);
- c) Evaluation and comparison of Tenders after Arithmetic checks taking into account adjustment due to discounts (ITT 36);
- d) Verification of Market Reasonableness of Tender prices in respect to unit rates of major works items.e) The outcome of the evaluation at this Stage II was used to rank the Tenderers and therefore determine the Lowest priced Tender for this Contract.

Stage III – Qualification Assessment (ITT 37)

Tenders were further assessed, from the 1st ranked, to determine whether they meet the qualification criteria requirements as stated in Section III: B of Vol. 1 of the Tender Documents. This involves examination of the following documentary evidence:

- (i) Financial Resources as required by Section III :Table B.3 of the Tender Documents;
- (ii) Construction Experience as required by Section III: Table B 4 of the Tender Documents

The assessment is repeated for the next lowest ranked tender. The exercise is continued until a tender meets all the award criteria set out in the Tender Documents. The tender meeting all the Qualification criteria is the lowest evaluated tender.

The tenderer that submitted the lowest evaluated tender will be recommended for the award of contract.

1.9 Recommendation for Award of Contract

On the basis of the details provided in the evaluation and in accordance with ITT Clause 37, recommendation for Award of the Contract is to be placed with the Tenderer whose offer is substantially responsive, is the Lowest Ranked Tenderer as determined in paragraph 2.1 above and who is determined to be eligible, qualified and capable to perform the Contract satisfactorily in accordance with the Conditions of the Contract.

DETAILS OF STAGE I – EXAMINATION OF TENDERS AND DETERMINATION OF RESPONSIVENESS

1.10 Stage I – Examination of Tenders and Determination of Responsiveness

1.10.1 Examination of each Tender was carried out to confirm if each Tender meets the following requirements prescribed in ITT Clause 31.1:

- (iii) Verification of submissions;
- (iv) Eligibility criteria (ITT Clause 4&6);
- (v) Tender has been properly signed (ITT Clause 19);
- (vi) Tender is accompanied by the requisite Tender Security (ITT Clause 20); and
- (vii) Tender is substantially responsive to the requirements of the Tendering Documents (ITT 5, 12, 13 & 14).

The following checks were applied at the examination of Tenders and Determination of Responsiveness:

- (a) Verification: Attention was directed toward deficiencies that, if accepted, would provide unfair advantages to the Tenderer. Simple omissions or mistakes occasioned by human error were ignored and were not grounds for rejection of Tenders. Tenders were checked for validity and signatures of authorized persons authenticated. Tenderers in joint venture were checked for joint venture agreement. All copies of the Tender were compared with the original and corrected accordingly, where necessary.
- (b) Eligibility: The Tenderers and all their partners to a joint venture, and related goods and services were checked for nationality or a juridical entity from an eligible source country as defined in the ITT Clause 4. In the case of plant and equipment, this eligibility test was applied only to the finished product offered in the Tender and to its major and clearly identifiable components. The Tenderer (including all members of a joint venture and subcontractors) were checked for any relationship with the firm that has provided related consulting services on the project.
- (c) Tender Security: the Tender security was checked for conformity to the requirements of the ITT Clause 20 in terms of validity and amount. The Tender security was checked for consistency with the wording of the Tender security form provided in the Tender Documents. Copies of the Tender security or submissions of a counter guarantee were rejected. Furthermore, Tender securities of an amount smaller or for a period shorter than the one specified in the ITT were rejected. A Tender security submitted by a joint venture not in the name of all partners of the joint venture was also rejected.
- (d) Completeness of Tender: Tenders were checked for completeness of required items and documentation (ITT 5 & 13). Tenders were checked for any erasures, interlineations, additions, or other changes that have been made and verified that they were appropriately initialed by the Authorized Representative. Deviations were treated as material or minor deviations.
- (e) Technical Compliance: Tenders were further examined to determine whether the Tenderers submitted the necessary Technical Offer as specified in Section IV 3 of Vol. 1 of Tender Documents to demonstrate their adequacy to meet the work requirements and completion time. This involved examination of the following:

	<ul style="list-style-type: none"> (i) Environmental, Social, Health and Safety Requirements. (ii) Program <ul style="list-style-type: none"> a) Work Programme; <ul style="list-style-type: none"> • Work Method • Construction Schedule b) Cash Flow Projection; (iii) Resources <ul style="list-style-type: none"> a) Equipment as required by Section III: Table B.5 of the Tender Documents b) Key Personnel as required by Section III: Table B.6 of the Tender Documents. (f) <u>Substantial Responsiveness</u>: ITT Clause 31 defines a substantially responsive Tender as one which conforms to all the terms, conditions, and specifications of the Tender Documents, without material deviation or reservation. Material deviations to the commercial requirements and technical specifications of Tenders led to the rejection of those Tenders. As a general rule, material deviations are those that, if accepted, would not fulfill the purposes for which the Tender is requested, or would prevent a fair comparison with Tenders that are properly compliant with the Tender Documents.
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	<p>1.10.2 The complete results of Preliminary Examination of Tenders have been presented in Table 4. If the Tender failed the Preliminary Examination, the reasons were clearly explained in footnotes as necessary per Table 5A.</p> <p>Tenders that did not meet the requirements as set out in Paragraph 2.3.1 above were determined not to be substantially responsive and were not considered for further Evaluation.</p> <p>The following Tenders were not substantially responsive :</p> <p><i>[List Tenderers and reasons for rejection here]</i></p> <p>Tenders that met the requirements as set out in Paragraph 2.3.1 for the Preliminary Examination above were treated as substantially responsive and considered for Technical examination.</p> <p>The following Tenders were determined substantially responsive:</p> <p><i>[List substantially responsive Tenderers here]</i></p>
	<p>1.10.3 The complete details of Technical compliance examination have been presented in Table 6A. The summary of the technical compliance examination are as follows:</p>
	<p>{Fill this section for each Tender}</p> <p>[insert Tenderer’s name here]</p> <p>A. Environmental, Health and Safety Document</p> <p>A(i) <u>Environmental and Social</u> (refer to Table 6B.1)</p> <p>{Here, insert summary on Tenderer’s submission and what was checked to ensure that requirements as spelt out in Section IV 3 of Vol. 1 of Tender Documents were met and if the Tenderer is capable of works implementation based on the adequacy of plans, track record, staffing, approach to managing E&S impacts and mitigation measures. }</p>
	<p>A(ii) <u>Health and Safety</u> (refer to Table 6B.2)</p> <p>{Here, insert summary on Tenderer’s submission and what was checked to ensure that requirements as spelt out in Section IV 3 of Vol. 1 of Tender Documents were met and if the Tenderer has fully integrated health and safety considerations into the offer and method statement. }</p>
	<p>B. Programme</p> <p>B(i) <u>Method Statement</u></p> <p>{Here, state whether or not the Method statement provided meets requirements as set out in the Tender documents. }</p>

	(refer to Table 6C.1(a))														
	<p>B(ii) <u>Work Schedule</u></p> <p>{Here, state whether the Work Schedule provided meets requirements as set out in the Tender documents. }</p> <p>(refer to Table 6C.1(b))</p>														
	<p>B (iii) <u>Cash Flow Projections</u></p> <p>{Here, state whether the The Tenderer’s Cash Flow Projections meet the requirements of the Tender documents. }</p> <p>(Refer to Table 6C.2)</p>														
	<p>C. Resources</p> <p>C(i) <u>Equipment (ITT 5.3h)</u></p> <p>The Tenderer [furnished/did not furnish] all of the Equipment as per the minimum requirements of the Tender Document. (Refer to Table 6D.2).</p> <p>The Tenderer [met/or did not meet] the Equipment requirements.</p>														
	<p>C(ii) <u>Key Personnel (ITT 5.3i)</u></p> <p>The Tenderer submitted CVs of the following Key Personnel, (refer to Table 6D.2):</p> <p>[Insert list of Key Personnel here]</p> <p>From the CVs, all the Key Personnel of the Tenderer were assessed to have the requisite experience for the Works as stated in the Tender Documents.</p> <p>{if any of Key Personnel does not meet requirements, change sentence to read “From the CVs, [insert number] out of [insert number] Key Personnel of the Tenderer were assessed to have the requisite experience for the Works as stated in the Tender Documents.”}</p> <p>The Tenderer [met/did not meet] the requirements for Key Personnel.</p>														
	<p>The outcome of the Technical compliance Evaluation of M/s [insert Tenderer name here] is summarised in the Table below:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Qualification Criteria</th> <th>Responsiveness (Yes/No)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Environmental, Health and Safety</td> <td></td> </tr> <tr> <td>B</td> <td>Program (i) Work Method (ii) Work Schedule (iii) Cash flow projections</td> <td></td> </tr> <tr> <td>C</td> <td>Resources (i) Equipment (ii) Key Personnel</td> <td></td> </tr> </tbody> </table>			No.	Qualification Criteria	Responsiveness (Yes/No)	A	Environmental, Health and Safety		B	Program (i) Work Method (ii) Work Schedule (iii) Cash flow projections		C	Resources (i) Equipment (ii) Key Personnel	
No.	Qualification Criteria	Responsiveness (Yes/No)													
A	Environmental, Health and Safety														
B	Program (i) Work Method (ii) Work Schedule (iii) Cash flow projections														
C	Resources (i) Equipment (ii) Key Personnel														

	<p>From the above evaluation, the Tenderer [was/was not] considered substantially responsive to the technical compliance requirements of the Tender documents and was considered for further evaluation.</p> <p>1.10.4 OUTCOME OF STAGE I – PRERLIMINARY EXAMINATION OF TENDERS AND TECHNICAL COMPLIANCE</p> <p>[Insert number, in words and figures] out of [insert number, in words and figures] Tenders from the Tenderers were determined to be substantially responsive and therefore considered for further evaluation.</p> <p>A summary is provided in Table 6.</p>
<p>DETAILS OF STAGE II – FINANCIAL EVALUATION</p>	
<p>1.11 Stage II - Financial Evaluation</p>	<p>1.11.1 CHECK FOR ARITHMETICAL ERRORS</p> <p>The [insert number] responsive Tenders were checked for Arithmetical Errors in extensions, summations, transfers and summaries in accordance with ITT Clause 33 to arrive at the corrected Tender Price.</p> <p>[Insert number] Tenderers had no errors and [insert number] had errors as discussed below:</p> <p>[Insert list of Tenderers and their respective errors recorded]</p> <p>Additional data is provided in Table 7. Table 7(a) provides data on details of arithmetic errors detected in the Tenders.</p>
	<p>1.11.2 SEEKING CONFIRMATION OF ARITHMETICAL ERRORS</p> <p>Confirmations for arithmetical errors in writing were requested from the [Insert number] Tenderers who had errors.</p> <p>Attachment 2 shows copies of letters written to Tenderers with arithmetic errors for confirmation of the arithmetic errors detected.</p> <p>Attachment 3 shows the Tenderers’ responses.</p>
	<p>1.11.3 EVALUATION OF TENDERS (Evaluated Tender Price)</p> <p>The Evaluated Tender Prices of the responsive Tenders are as follows:</p> <p>[Insert Tenderer’s name]{fill for each Tenderer at this stage}</p> <p>The consequent Ranking of the Tenderers and Additional data is provided in Table 8.</p>

	<p style="text-align: center;">VERIFICATION OF MARKET REASONABLENESS</p> <p>Table 9 shows the comparison of Evaluated Tender Prices of the Responsive Tenders with the Consultant’s Estimates in respect of major work items.</p> <p>Comments on the reasonableness of the rates.</p>
	<p style="text-align: center;">}</p> <p>1.11.4 OUTCOME OF STAGE II - FINANCIAL EVALUATION In light of the above analyses it was concluded that the Tender Prices of the [Insert number] highest ranked Tenderers are [reasonable/high].</p>
<p>STAGE III – QUALIFICATION ASSESSMENT</p>	
<p>1.12 Stage III - Qualification Assessment</p>	<p>{Fill these ensuing sections for all Tenderers at this stage of evaluation}</p> <p>M/s [Insert Tenderer name] (Tenderer Ranked No. 1)</p> <p>A(i) <u>Historical Financial Performance</u></p> <p style="text-align: center;">[insert summary of information provided]</p> <p>The Tenderer [met/did not meet] the requirements of Historical Financial Performance.</p> <hr/> <p>A(ii) <u>Annual Average Construction Turnover</u></p> <p>The Tenderer’s average Annual Turnover in the last [insert number] years was [insert amount] which is [more than/equal to/less than] the specified minimum average Annual Turnover of [insert amount] as shown in Table 11B.2.</p> <p>The Tenderer [met/did not meet] requirement for annual average construction turnover.</p> <hr/> <p>A(iii) <u>Access to Financial Resources</u></p> <p>The Tenderer submitted Line of Credit of [insert amount] from [insert</p>

<p>financial institution] which is [more than/equal to/less than] the minimum requirement of [insert amount] as shown in Table 11B.3. The Tenderer [met/did not meet] the requirement for access to financial resources.</p>			
<p>B Experience (ITT 5.3g)</p>			
<p>B(i) <u>General Experience</u></p> <p>The Tenderer demonstrated to have experience in [insert number] related construction contracts in the role of contractor for each of the last [insert number] years. The details are shown Table 11C.1 The Tenderer [met/did not meet] the general experience requirement.</p>			
<p>B(ii) <u>Similar Experience</u></p> <p>The Tenderer listed [insert number] contracts of similar nature they participated as contractor each with values [insert amount], [insert amount]and [insert amount]as shown in Table 11C.2. The Tenderer was required to demonstrate to have undertaken at least [insert number] contracts of similar nature of a value at least [insert amount] or equivalent. The Tenderer was assessed to [have/have not] met the requirement for similar experience.</p>			
<p>B(iii) <u>Specific Construction experience in Key Activities</u></p> <p>The Tenderer's monthly rates of production for each of the [insert number] projects undertaken [exceed/do not exceed] the minimum monthly rates of production as required by the Tender Document. The details are shown in Table 11C.3 The Tenderer [met/did not meet] the requirement for specific construction experience in key activities.</p>			
<p>The outcome of the Post Qualification Assessment of M/s [insert Tenderer name] is as follows</p>			
No	Post Qualification Criteria	Assessment	Overall Assessment
A	<p>Financial Situation</p> <p>I. Historical Financial Performance</p> <p>II. Annual Average Construction Turnover</p> <p>III. Access to Financial Resources</p>	<p>Met/did not meet requirement</p> <p>Met/did not meet requirement</p> <p>Met/did not meet requirement</p>	Met post qualification requirements / failed to meet requirements
B	<p>Experience</p> <p>I. General</p> <p>II. Similar</p> <p>III. Specific</p>	Met/did not meet requirement	

<p>1.13 Conclusion</p>	<p>1.13.1 OUTCOME OF STAGE I - PRELIMINARY EXAMINATION AND TECHNICAL COMPLIANCE AND DETERMINATION OF RESPONSIVENESS</p> <p><i>[insert number]</i> Tenders out of <i>[insert number]</i> were determined responsive and considered for further evaluation.</p> <p>1.13.2 OUTCOME OF STAGE II - FINANCIAL EVALUATION</p> <p>The variances in the rates of some of the major cost items could be attributed to the firm’s pricing method/strategy. The observed deviations between the Tender Prices of the Tenderers and the Consultant’s Estimate were considered [reasonable/unreasonable] relative to market trend.</p> <p>1.13.3 OUTCOME OF STAGE III - QUALIFICATION ASSESSMENT</p> <p>[Insert names of Tenderers] met all the requirements of the qualification assessment.</p> <p>RANKING OF TENDERERS AFTER QUALIFICATION ASSESSMENT</p> <table border="1" data-bbox="534 808 1382 1055"> <thead> <tr> <th>Ranking</th> <th>Tenderer</th> <th>Read-out Tender Price (GHS)</th> <th>Evaluated Tender Price (GHS)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>M/s [insert Tenderer name] was determined to be the Lowest Evaluated Tenderer.</p>	Ranking	Tenderer	Read-out Tender Price (GHS)	Evaluated Tender Price (GHS)	1				2				3			
Ranking	Tenderer	Read-out Tender Price (GHS)	Evaluated Tender Price (GHS)														
1																	
2																	
3																	
<p>1.14 Recommendations</p>	<p>On the basis of the evaluation which was carried out in accordance with the criteria in the Tender Documents, it is recommended that M/s [insert Tenderer name] who has been determined as qualified and capable of performing the Contract be awarded the Contract at the corrected Tender Price of [insert amount] for completion in [insert completion time] calendar months.</p>																

Names

Signatures

Date

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Table 1: Project Identification

1.1	Name of Country and of the Government receiving Funding	Ghana and The Government of Ghana, represented by <i>[insert name of procuring entity]</i>
1.2	Funding Amount	
1.3	Dates of Signing of Compact	
1.4	Entry into Force of Compact	
1.5	Termination of Compact	
1.7	Name of Project	
1.8	Employer 's Address	
1.9	Contract number (identification)	
1.10	Contract description	
1.11	Budget	
1.12	Method of Procurement	
1.13	Prior review required	
1.14	Domestic preference allowed	
1.15	Fixed price contract	
1.16	Co-financing, if any:	

Table 2: Tender Process

2.1	General Procurement Notice (a) first issue date (b) latest update		
2.2	Prequalification (a) number of firms (b) date of no-objection to Pre-Qual Evaluation Report		
2.3	Specific Procurement Notice		
	(a) name of national newspaper	<i>[insert name of print media]</i>	<i>[insert name of print media]</i>
	(b) issue date		
	(c) name of international publication		
	(d) issue date		
(e) number of firms notified			
2.4	Standard Tender Document		
	(a) title, publication date		
	(b) date of no-objection		
	(c) date of issue to Tenderers		
2.5	Number of firms to whom documents issued		
2.6	Amendments to Tender Documents		
	(a) list all issue dates (b) date(s) of no-objection		
2.7	Pre-Tender Meeting (PTM)		
	Date of PTM		
	Date Minutes of PTM and Q&A for Clarifications sent to Tenderers and Employer		

Table 3: Tender Submission and Opening

3.1	Tender submission deadline (a) original time and date	
3.2	Tender opening time and date	
3.3	Record of Tender opening issued	
3.4	Number of Tenders submitted	
3.5	Tender validity period	
	(a) as specified in Tender Documents	
	(b) extensions	
	(c) date of no objection	

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