

**EXAMINATION AND EVALUATION TEMPLATES FOR GOODS, WORKS AND NON-CONSULTANCY  
SERVICES**

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## Examination (Administrative Compliance) Template for Goods, Works & Services

<b>Contract title:</b>		<b>Ref No:</b>	
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Bid No/ SN	Name of Bidder	Address	Bid signed by authorized person (Yes/No)	General condition of Documentation & presentation of bids?					Overall decision (Accept/Reject)
				Registration/ Incorporation certificate (Yes/No)	Registration with State/ Bureau (Yes/No)	Firm's current Tax Clearance Certificate (Yes/No)	Current audited account (Yes/No)	Receipt for the payment of Tender fee (Yes/No/NA)	

<b>Chairperson's name</b>		<b>Secretary's name</b>	
<b>Chairperson's signature</b>		<b>Secretary's signature</b>	
<b>Date</b>		<b>Date</b>	

**Note on use of the examination and evaluation templates.** Where a bidder that is being examined (whose name and other details are to be written in the appropriate row) possesses or satisfies a requirement (as shown in a column heading of these templates) the bidder shall earn a “yes” indicating that it has passed that requirement. Where the bidder does not possess or satisfy a requirement, the bidder shall earn a “No” indicating that it has failed that requirement. A “No” in one column should disqualify a bidder from being considered for another stage of the examination or evaluation and also disentitles the bidder from winning the procurement contract. Where a requirement shown in a column heading of this template was not requested for by the Procuring Entity during solicitation, the bidders will earn a “NA” on that column, indicating that the requirement does not count in the examination or evaluation.

## Technical Evaluation Template I (Professional capacity): Works & Non-Consultancy Services

<b>Contract title:</b>		<b>Ref No:</b>	
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Bid No/SN	Name of Bidder	Address	Similar Projects Executed in the Last ..... Years and Knowledge of the Industry (15 %)	Experience and Qualification of Key Staff (40 %)			Overall score (55 %)
				Key professional Staff 1 (...%)	Key professional Staff 2 (...%)	Key professional Staff (indigene) (...%)	

<b>Chairperson's name</b>		<b>Secretary's name</b>	
<b>Chairperson's signature</b>		<b>Secretary's signature</b>	
<b>Date</b>		<b>Date</b>	

1. **Experience and Qualification of Key Staff:** column for key staff may be one or any number depending on the requirement of the project. The 40% under this criterion is allocated to the various “Key professional staff” according to the staff’s importance to the project.
2. **Key professional Staff (indigene):** will be relevant here only where it has been included in the solicitation document as an evaluation criterion.
3. **Overall score:** a bid must earn up to 38.5 before it will pass to be considered under Technical Evaluation Template 2.

## Technical Evaluation Template 2 (Equipment & Financial Capacity) Works & Non-Consultancy Services

Contract title:				Ref No:			
Bid No/SN	Name & address of Bidder	Relevant Equipment and Technological Capacity (20 %)		Financial Capacity (25 %)			Overall Score (45 %)
		Equipment/Technology 1 (.....%)	Equipment/Technology 2 (.....%)	Access to sufficient funds to execute contract (.....%)	Has 100% on the bided contract sum as average turnover for the last 2 years and has remitted VAT (.....%)	Monetary value of similar projects done in the past 2 years compared to bided sum (.....%)	

<b>Chairperson's name</b>		<b>Secretary's name</b>	
<b>Chairperson's signature</b>		<b>Secretary's signature</b>	
<b>Date</b>		<b>Date</b>	

1. **Relevant Equipment and Technological Capacity:** this may be subdivided into columns of “equipment/technology” up to the required number or just retained as one column of “Relevant Equipment and technology” if only an equipment/technology is required. The 20 % under this criterion is allocated to the various “equipment/technology” according to their importance to the project.
2. **Financial Capacity:** The 25 % under this criterion is allocated to the various sub criteria according to their importance to the project. Generally, column on turnover and VAT may be allocated 10 % out of the 25 % under this main criterion.
3. **Overall score:** a bid must earn up to 31.5 before its price or financial bid may be considered.

## Technical Evaluation (Specification and Compliance) Template for Goods

*[Columns a and b shall be completed by the Procuring Entity. Column c shall be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b), column c shall be filled by the Evaluation Committee]*

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Item No</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>	<b>Does items offered in column C comply with minimum specification and standards required in column B (Yes/No)</b>

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. Bidders are required to include technical literature to positively support the details provided in column c.

Where a bid that is being evaluated possesses or satisfies a minimum specification or standard (as indicated in column B) the bid shall earn a “yes” indicating that it has passed that requirement. Where the bid does not possess or satisfy a requirement, the bid shall earn a “No” indicating that it has failed that requirement. A “No” on one row or item should disqualify a bid from being considered for the next stage, which is evaluation/consideration of price of financial bid.