

EXAMINATION AND EVALUATION TEMPLATES FOR CONSULTANCY SERVICES

Table of contents

TABLE OF CONTENTS.....	2
TEMPLATE 1: BID EXAMINATION (ADMINISTRATIVE COMPLIANCE) TEMPLATE FOR CONSULTANT SERVICES.....	3
TEMPLATE 2: INDICATIVE WEIGHTING OF EVALUATION CRITERIA FOR CONSULTANT SERVICES	5
TEMPLATE 3: SAMPLE OF QCBS COMBINED TECHNICAL /FINANCIAL EVALUATION – AWARD RECOMMENDATION	6
TEMPLATE 4: SAMPLE FINANCIAL EVALUATION RESULT.....	7

Template 1: Examination (Administrative Compliance) Template for Consultant Services

Contract title:		Ref No:	
------------------------	--	----------------	--

Bid No/ SN	Name of Bidder	Address	Proposal 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)	

Chairperson's name		Secretary's name	
Chairperson's signature		Secretary's signature	
Date		Date	

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.

Template 2: Indicative Weighting of Evaluation Criteria for Consultant Services

CRITERIA	SCORE
Specific relevant experience	10 points
Response to the TOR and Methodology Proposed	35 points
Key personnel	40 points
Training	10 points
Participation by nationals/Yobe Indigenes or residents	5 points
Total	100 points

Template 3: Sample of QCBS Combined Technical /Financial Evaluation – Award Recommendation

Consultants' names	Technical Evaluation			Financial Evaluation		Combined Evaluation	
	Technical Scores	Weighted Scores	Technical rank	Financial Scores	Weighted Scores	T - Scores + F - Scores	Rank
A							
B							
C							
D							
E							

Template 4: Sample Financial Evaluation Result

Consultants' names	Proposals' prices		Adjustment ²	Evaluated price(s)		Conversion to currency for evaluation	Financial scores 4
	Currency	Amounts (1)	(2)	(2) (3) = (1) +	Exchange Rate(s) ⁵	Proposals' price (5) = (3)(4)	(6)
A							
B							
C							
D							
E							

1. Comment if any (e.g., exchange rates); three foreign currencies maximum, plus local currency
2. Arithmetical errors and omissions of items included in the technical proposals. Adjustments may be positive or negative.
3. As per RFP.
4. 20 points to the firm with lowest price; other scores to be determined in accordance with provisions of REP.
5. Value of loc currency.