Date……………..

**EVALUATION OF BIDS: [*INSERT TITLE…………………………*]**

**I. Introduction**

1.1 *[Insert a brief Introduction of the Supply-usually from the Advert]*.

1.2 The ECOWAS Commission has allocated a budget for the Year ***[Insert year]*** for the ***[Insert title of the supply]*.**

1.3 On the deadline, ***[insert number]*** companies that purchased the bidding document successfully submitted their bids within the stipulated deadline. Following this, the bids were officially opened on ***[insert date and time]***, at ***[insert venue]***, with the presence of the Bidders/Representatives. The specifics of the bids received are outlined in Table 1, and a copy of the opening report is attached as Annex 1.

**Table 1**: Details of the Bids opened

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/n** | **Companies** | **Lots** | **Total Cost** | **Discount** | **Bids Validity** | **Delivery Period** | **Bid Security** |
| 1 | ***[Insert]*** | ***[insert if applicable]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |
| 2 | ***[Insert]*** | ***insert if applicable]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |
| 3 | ***[Insert]*** | ***insert if applicable]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |
| 4 | ***[Insert]*** | ***insert if applicable]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** | ***[Insert]*** |

1.4 During the opening session, the Evaluation Committee observed the following;

***[Kindly state each observation]***

1.5 Subsequent to the Bids Opening, the evaluation committee, consisting of members from the Directorates of ***[Insert each Directorate/Office]*** the ECOWAS Commission, convened to evaluate the received bids in accordance with the criteria outlined in the Bidding Document and provide appropriate recommendations (c*opy of the Bidding Document is attached as Annex 2).*

1. **Present Were**

2.1 The following Committee Members were present at the meeting as detailed in table 2 below:

**Table 2**: Evaluation Committee

| **#** | **NAMES** | **POSITION** | **CAPACITY** |
| --- | --- | --- | --- |
| **MEMBERS** | | | |
| 1 | **Evaluator 1** | Rep. ***[Insert Directorate/Office]*** | Member |
| 2 | **Evaluator 2** | Rep. ***[Insert Directorate/Office]*** | Member |
| 3 | **Evaluator 3** | Rep. ***[Insert Directorate/Office]*** | Member |
| 4 | **Evaluator 4** | Rep. ***[Insert Directorate/Office]*** | Member |
| 5 | **Evaluator 5** | Rep. ***[Insert Directorate/Office]*** | Member/Secretary |

1. **AGENDA**

3.1 Evaluation of Bids for the ***[Insert tittle of the Supply]***

3.2 AOB

**IV. EVALUATION OF THE BIDS**

Evaluation Phases

* Phase I: Preliminary Examination
* Phase II: Corrections and Discount
* Phase III: Post Qualification Evaluation of the Lowest Bid Technically conformed
* Phase IV: Award of Contract to the Lowest Evaluated Bid Technically conformed and Qualified

4.1 Phase I: Preliminary Examination

4.2 The details of the preliminary examination are contained in Table 3 below:

| **S/n** | **Company Name** | **Cover Letter duly signed by the company’s authorized signatory;** | **Manufacturer’s Authorization** | **Bid Security (ORIGINAL Bank Guarantee)**  **[Insert amount]** | **Certified true copy of Certificate of Incorporation / Registration** | **Certificate of Non-Bankruptcy or a Declaration on the honour of Non-Bankruptcy** | **Certified True Copy of Tax Clearance Certificates for [insert the years]** | **[Insert how many years warranty]**  **and**  **components that are covered in the manufacturing warranty** | **Acceptance** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Company 1 | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** |
| 2 | Company 2 | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** |
| 3 | Company 3 | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** |
| 4 | Company 4 | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** |
| 5 | Company 5 | ***[Insert Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** | ***[Insert***  ***Yes/No]*** |

Table 3: Verification - Administrative Requirements

4.2 **Observations of the Subcommittee on the Phase I**

The observations made by the Committee members from Table 3 (Verification - Administrative Requirements) above are detailed in table 4 below:

**Table 4**: Observation on Phase I

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **COMPANY NAME** | **OBSERVATION** | **ACCEPTANCE FOR PRELIMINARY STAGE** |
| 1 | *Company 1* | ***[Insert observation]*** | ***[Insert decision]*** |
| 2 | *Company 2* | ***[Insert observation]*** | ***[Insert decision]*** |
| 3 | *Company 3* | ***[Insert observation]*** | ***[Insert decision]*** |
| 4 | *Company 4* | ***[Insert observation]*** | ***[Insert decision]*** |
| 5 | *Company 5* | ***[Insert observation]*** | ***[Insert decision]*** |

The companies that successfully passed became eligible for the subsequent assessment referred to as the Preliminary Examination, as outlined in Table 5 below

**Table 5: Preliminary Examination**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Companies** | **Verification**  **(Administrative Requirements)** | **Bid Security *[Insert* Validity Period verification]** | **Compliance**  **with Technical specifications of the bidding document** | **Completeness**  **of bids (all items of the bidding document are listed and quoted)** | **Substantial Responsiveness**  **Delivery Period *[Insert day]***  **/ Bid Validity Period *[insert Days]*** | **Acceptance for Detailed**  **Examination of Phase II** |
| *Company 1* | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** |
| Company 2 | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** |
| Company 3 | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** |
| Company 4 | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** |
| Company 5 | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** | ***[Insert Yes/No]*** |

*This phase represents the Preliminary Assessment, any company which does not comply with all the criteria as indicated above will be rejected. To be qualified for next phase (Phase 2), a company must satisfy the conditions of all of the criteria outlined in the Bidding Document.*

4.3 **Observations of the Committee on the Phase I**

4.4 The observations made by the Committee members are detailed in table 6 below:

Table 6: Observations on Phase I

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **COMPANIES NAMES** | **Acceptance**  **for Detailed**  **Examination** | **REMARKS** |
| 1 | Company 1 | *[Insert Yes/No]* | *[Insert remarks]* |
| 2 | Company 2 | *[Insert Yes/No]* | *[Insert remarks]* |
| 3 | Company 3 | *[Insert Yes/No]* | *[Insert remarks]* |
| 4 | Company 4 | *[Insert Yes/No]* | *[Insert remarks]* |
| 5 | Company 5 | *[Insert Yes/No]* | *[Insert remarks]* |

4.3 **Comment of the Sub-Committee**

As shown in the above tables, the Administrative Verification and the Preliminary Examination process revealed that:

***[Insert the qualified Companies e.g., Company 1, company 2,……]*** aresubstantially responsive to the bidding document by complying entirely with the requirements (Administrative Documents, Bid Security, Technical Specifications, Bid Validity Period and Delivery Period) of the Bidding Document.

5.0 Phase II: Corrections and Discount

5.1 The assessment of the lowest technically compliant companies is detailed in table 7 below:

**Table 7**: Corrections and Discounts

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Companies** | **Read-out Bid Price(s)** | | **Corrections** | **Corrected Bid Price(s)** | **Unconditional Discounts2** | | **Corrected/Discounted Bid Price(s)** |
| **Currency (ies)** | **Amount(s)** | **Computational Errors1** | **Percent** | **Amount(s)** |
| *(a)* | *(b)* | *(c)* | *(d)* | *(f) = (c) + (d)* | *(g)* | *(h)* | *(i) = (f) – (h)* |
| Company 1 | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* |
| Company 2 | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* |
| Company 3 | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* | *[Insert]* |

5.2 **Comments of the Sub-Committee on Phase II**

Upon a thorough examination of the bid prices, the Evaluation Committee observed that ***[Insert name of company]*** emerged as the lowest bid technically conformed. Therefore, the company was deemed eligible for Phase III, which consists verification of their financial statement, credit line and the firm’s similar experiences in line with the requirement of the Bidding Document.

6.0 **Phase III: Post Qualification Evaluation of the Lowest Bid Technically conformed**

***[Insert name of Company]*** provided the requested ***[Insert number]*** years audited financial statement **([*Insert the respective years…..e.g.,* 2018, 2019 and 2020])** showing an average turnover at least equal to the amount of its proposed bid. *(N.B: This criteria is relative to the requirements of the Bidding document)*

* ***[Insert year] – [Insert turnover amount]***
* ***[Insert year] – [Insert turnover amount]***

* ***[Insert year] – [Insert turnover amount]***

-----------------------------

**Total =** ***[Insert amount]***

**Average Turnover is**: ***Total turnover*** */ number of years* = **ans**

In line with the requirement of the Bidding Document, applying the ECOWAS Monthly Currency rate of ***[Insert month and year]***, the Average Turn Over of ***[insert company name]*** equated ***[Insert amount]*** which is higher than the amount of its bid, ***[Insert amount]*.**

**Table 8**: Turnover Comparison

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/n** | **Bid Amount**  **[Insert currency sign]** | **Average Turnover**  **[Insert currency sign]** | **Difference**  **[Insert currency sign]** | **Comment** |
| 1 | **(a)** | **(b)** | **(c) = (b) – (a)** | **[insert Qualified or Disqualified]** |
| 2 | ***[Insert amount]*** | ***[Insert amount]*** | ***[Insert amount]*** |

**Table 9**: Credit Line Comparison

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/n** | **Bid Amount**  **[Insert currency sign]** | **Requested Credit Line Amount** | **Submitted Credit Line Amount** | **Difference** | **Comment** |
| 1 | **(a)** | **(b) = (a)\*30%** | **(c)** | **(d) = (c) – (b)** |  |
| 2 | ***[Insert amount]*** | ***[Insert amount]*** | ***[Insert amount]*** | ***[Insert amount]*** | **[insert Qualified or Disqualified]** |

6.1. **TECHNICAL CAPACITY AND EXPERIENCE FOR**

1. ***Experience:***

**The Bidder SHALL furnish documentary evidence to demonstrate that it meets the following experience requirement(s):**

* The Bidder SHALL demonstrate having executed at least ***[Insert number]*** similar contracts for at least ***[Insert number]*** different organizations within the last ***[Insert number]*** years ***([specify the years, e.g., 2018, 2019, 2020 and 2022])*** as Main Supplier with the value for each contract at least equal to the Amount of its Bid.

***(N.B: this criteria is relative to the Bidding Document)***

* Experience will be considered only when evidence is provided and can be checked as follows:
* Identifiable Delivery Note for each similar job undertaken;
* The Certificate of Job Completion for each similar contract executed, issued by the client for the said contract;
* The contact address of the Client shall also be provided for verification.

**NB: The non-presentation of the Identifiable Delivery Note and Job Completion Certificate, will lead to the rejection of the said experience.**

**Similar Jobs executed by *[Insert company name]*** are detailed in table 10 below:

**Table 10**: similar jobs executed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/n** | **Similar jobs executed** | **Amounts** | **Years** | **Clients** | **Observations** |
| 1 | Similar Job 1 | ***[Insert Amount]*** | ***[Insert Years]*** | ***[Insert client’s name ]*** | ***[State observations]*** |
| 2 | Similar Job 2 | ***[Insert Amount]*** | ***[Insert Years]*** | ***[Insert client’s name ]*** | ***[State observations]*** |

*(See the attached documentation of [Insert company name] as annex 3)*

**Table 11**: Qualification Summary of ***[Insert company name]***

|  |  |  |
| --- | --- | --- |
| **Items** | **Conformity Specifications** | ***[Insert company name]*** |
| **1. Eligibility** |  |  |
| 1.1 Nationaliy | **[Insert company name]** is from ***[Insert country]*.** | ***[Insert complied or not complied]*** |
| 1.2 Conflict of interest | Not in a situation of Conflict of Interest in accordance with ITB Article 4.2 | ***[Insert complied or not complied]*** |
| 1.3 Eligibility to the Commission’s financing | Not in a situation of ineligibility, as described in section 4.3 of the ITB | ***[Insert complied or not complied]*** |
| 1.4 Public company | In accordance with ITB Article 4.3. | **YES**  **Complied** |
| **2. Financial Capacity** |  |  |
| 2.1 Financial Capacity | ***[Insert company name]*** submitted Certified Audited Financial Statement for the Year ***[Specify the years e.g.…*****2018, 2019 and *2020*)]**.  The Audited financial statement is duly signed by the Auditor with indication of the contact and address of the Audit Firm for purpose of verification if necessary. | ***[Insert complied or not complied]*** |
| 2.2 Turnover | Have an audited financial statement ***[Specify the years e.g.…*2018, 2019 and *2020*)]** showing an average turnover at least equal to fifty percent (50%) of the amount of its proposed bid.  The Bidder SHALL provide a line of credit (issued by the Bidder’s Bank) equivalent to at least thirty percent (30%) of the amount of the offer. The Bidder's Bank SHALL certify the latter's agreement to make available to the client the liquidity facilities in the form of a line of credit  ***NB: this criteria is relative to the Bidding Document*** | ***[Insert complied or not complied]*** |
| 2.3 Experience &Technical Capacity in the Supply, Delivery and Installation of Computer Systems and Accessories, and as well as Android Satellite Dual Sim Phone | The Bidder SHALL furnish documentary evidence to demonstrate that it meets the following experience requirement(s):  For each lot, the bidder SHALL demonstrate of having executed at least ***[Insert number]*** similar Contract during the last ***[insert number]*** years ***[Specify the years e.g.…*2018, 2019 and *2020*)]** as Main Supplier with the value for each contract at least equal to fifty percent (50%) of the Amount of its Bid.  For the purpose, the Bidder SHALL provide the followings as indicated below:  Experience will be considered only when evidences are provided and can be checked as follows:  • Identifiable Delivery Note for each similar job undertaken per lot;  • The Certificate of Job Completion for each similar contract executed, issued by the client for the said contract;  • The Contact address of the Client shall also be provided for verifications.  • NB: The non-presentation of the Identifiable Delivery Note and Job Completion Certificate, will lead to the rejection of the said experience  ***NB: this criteria is relative to the Bidding Document*** | ***[Insert complied or not complied]*** |

6.2 As shown in **table 10** **and 11** above, the post-Qualification exercise of ***[Insert company name]*** revealed the company’s full response to the post evaluation criteria as required by the Bidding Document, to which effect, the Committee accepted its bid.

**Phase IV: Award of Contract to the Lowest Evaluated Bid Technically Conformed and Qualified**

**VII. RECOMMENDATION OF THE SUB-COMMITTEE**

7.1 In view of evaluation exercise above, it is the recommendation of the Committee that the contract for the ***[Insert tittle of Supply]*** be awarded to ***[insert name of successful Bidder]***at the total sum of ***[Insert contract amount]*** only, subject to the Review Committee’s No-Objection.

**VII**. **SIGNATURES OF THE MEMBERS**

| **#** | **NAMES** | **POSITION** | **CAPACITY** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| **MEMBERS** | | | | |
| 1 | Evaluator 1 | Rep. *[Insert Directorate/Office]* | Member |  |
| 2 | Evaluator 2 | Rep. *[Insert Directorate/Office]* | Member |  |
| 3 | Evaluator 3 | Rep. *[Insert Directorate/Office]* | Member |  |
| 4 | Evaluator 4 | Rep. *[Insert Directorate/Office]* | Member |  |
| 5 | Evaluator 5 | Rep. *[Insert Directorate/Office]* | Member/Secretary |  |

**ANNEXURES**

* Annex 1: Opening Report
* Annex 2: Bidding Document
* Annex 3: Technical Analyses Report
* Annex 4: Documentation of the Successful Bidder

Annex 1

**Opening Report**

Annex 2

**Bidding Document**

Annex 3

**Technical Analyses Report**

Annex 4

Documentation of the successful Bidder