**REPORTING OF PROCUREMENT PROCESS**

**FOR RFQs OR SERIES OF RFQs LEADING TO THE AWARD TO THE SAME VENDOR**

**INSTRUCTIONS TO THE USERS OF THIS DOCUMENT**

1. In the interest of familiarity with the procurement terminologies, this form is best completed by a UNDP Procurement Staff.
2. Parts 1 to 4 of this form should be duly completed and provided to all the members of the evaluation team before commencing the evaluation of bids or proposals.
3. In the event that any members of the evaluation team requires more information beyond what has been provided in Parts 1 to 4, the required information must be provided by the Procurement staff managing the evaluation of bids or proposals.
4. Parts 5 to 8 may only be filled up after all technical and financial evaluations have been completed. All parts 5-8 must be duly completed when the case is being submitted to any of the Procurement Review Committee.
5. Whether or not the procurement case will go to a Procurement Review Committee, this report (From Part 1 to 8) must be duly completed and kept on record, for audit purposes or other possible reviews of the procurement transaction (e.g., vendor protests, etc.)
6. This form, when completed, may be used for off-line reporting to the Procurement Review Committees, in the event that on line reporting is not technically feasible.
7. All fields are mandatory. Should any of them do not apply to the case being reported, the Procurement Staff should indicate “N/A” to indicate that the information was not applicable.
8. Some fields have been shaded to indicate that they are mandatory information that are required by the ACP-Online system. The shading was intended to help Procurement staff to identify the information quickly when submitting the case online.
9. If there are fields that do not apply to the process undertaken, the submitting officer should indicate “N/A”
10. Should there be any further inquiries regarding the use of this document, kindly send an email to [pso.info@undp.org](mailto:pso.info@undp.org)

**Evaluation Report**

**For the Procurement of *[state title of RFQ]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part 1: Basic Information: Project Background and Relevance of the Requirement** | | | | | |
| 1 | | Brief description of Requirement *( max. 10 words):* | | | |
| 2 | | Category of Procurement | Choose an item. | | |
| 3 | | Type of Contract | Choose an item. | | |
| Is this an LTA? | Yes  No | | |
| 4 | | Funding Source/Project ID |  | | |
| 5 | | Amount of Funds available for this Contract |  | | |
| 6 | | Purpose of Contract or brief scope (description of goods/works/services) *(max. of 100 words)* | | | |
| 7 | | Modality of Project Execution | Choose an item. | | |
| 8 | | Name of Direct Beneficiary/End-user |  | | |
|  | | Is this Requirement generated from an Approved Procurement Plan for the project? | Yes  No | | |
| 9 | | Project Background : Provide concise information of the project objectives, context, output and linkages to the proposed contract and expected result of implementation *(limited to 250 words)* | | | |
| 10 | | Other Relevant Information: | | | |
| **Part 2: Planning and Preparatory Work** | | | | | |
| 1. 11 | Source of Technical Specifications/BOQ/TOR | | | | |
| 12 | 1. Technical Specifications/SOW/TORs validated by the end-user? | | Yes  No | | |
| 1. 13 | 1. Was there an internal cost estimate prepared prior to initiating the procurement process? | | Yes  No | | |
| 1. What was the source of the internal cost estimate? | |  | | |
| 14 | 1. **For construction works only.** Was there an Independent verification of the BOQ and cost estimates? | | Yes  No | | |
| Indicate the name and describe the qualification of the independent expert that conducted the verification of the BOQ and cost estimate. | | | | |
| **Part 3 : Procurement Process Information** | | | | | |
| 15 | | Procurement Method Applied | | | Choose an item. |
| 16 | | Type of competition *(Open International, Limited International, National)* | | | Choose an item. |
| Describe the process of selection of bidders for sending RFQ | | | |
| 17 | | Issue date of RFQs | | Click here to enter a date. | |
| 18 | | Deadline for submission of Quote (final date if there were extensions) | | Click here to enter a date. | |
| 19 | | Date of expiry of Quotes or expiry of original Contract (in case of amendment) | | Click here to enter a date. | |
| 20 | | Mode of Quote Submission | | Choose an item. | |
| 21 | | Date/s of Issuance of Supplemental Information to the RFP/ITB (i.e., Response to queries, amendments to standard documents) if any | |  | |
| **Part 4: Quotations Receiving** | | | | | |
| 22 | | No. of Quotes received (including late Quotes) | | |  |
| 23 | | No. of Late Quotes received and returned unopened (if any) | | |  |

***Note :*** *Information to be provided to the evaluation team ends here. The succeeding sections must be filled up after the evaluation of quotes has been completed, and the corresponding evaluation report has been finalized and signed by evaluation team members.*

***cONTINUATION OF THE Evaluation Report***

***For the Procurement of [state title of RFP/ITB]***

*This section is to be filled up after the evaluation has been finalized*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 5: Evaluation of Quotes** | | | | | | | | | | | |
| 24 | Evaluation procedure applied | | | * RFQ - Lowest priced technically responsive * Others (pls. specify) | | | | | | | |
| 25 | Composition of Evaluation Team | | | UNDP Staff Members (Name, designation and Role)  1.  2.  3. | | | Non-UNDP Staff members (Name, Designation and Role)  1.  2.  3. | | | | |
| 26 | No. of Quotes rejected during preliminary examinationquote | | | | | |  | | | | |
| Main reasons for rejection of each quote during preliminary examination *(Pls. attach a detailed matrix)*  Rejected Quote 1.  Rejected Quote 2.  Rejected Quote 3. | | | | | | | | | | |
| 27 | No. of technically responsive quotes after evaluation *(Pls. attach detailed scoring matrix/sheets*) | | | | | |  | | | | |
| No. of technically non-responsive quotes after evaluation | | | | | |  | | | | |
| 28 | Overall Results of Evaluation *(include all quotes including those deemed as technically non-compliant*) | Name of Offerors | | | Country of Origin | Technical compliance (Indicate Yes/No) | | Original Quote  Price | Final/ Corrected Price | | Ranking |
| 1 | | |  |  | |  |  | |  |
| 2 | | |  |  | |  |  | |  |
| 3 | | |  |  | |  |  | |  |
| 29 | Main reasons for non-compliance (*for every bid lower in price than the proposed Offeror)* | Quote 1:  Quote 2:  Quote 3: | | | | | | | | | |
| 30 | Summary of Strengths and Weaknesses of Proposals   |  |  |  | | --- | --- | --- | |  | **Strengths** | **Weaknesses** | | Quote 1 |  |  | | Quote 2 |  |  | | Quote 3 |  |  | | | | | | | | | | | |
| 31 | **Qualification Assessment of the Proposed Offeror**   * Qualifications and past experience * Reference checks/past performance evaluation * Resource capacity assessment | | | | | | | | | | |
| 32 | **FINAL RECOMMENDATION TO AWARD THE CONTRACT** | | **Vendor Name :**  **Contract Value :** | | | | | | | | |
| **Part 6: Value for Money Analysis** | | | | | | | | | | | |
| Please provide the following (as applicable):   * Analysis of the selected proposal in terms of unit rates and pricing of all elements * Internal variations among different proposals and possible reasons * Comparison with price estimates and market price, * Comparison with other contracts | | | | | | | | | | | |
| **Part 7 : Quality Assurance and Contract Management Mechanism:** | | | | | | | | | | | |
| 33 | How would the contract and performance be managed for quality of goods/services? Capacity to manage the contract? Any performance security requirements? | | | | | | | | | | |
| **Part 8: Risk Management** | | | | | | | | | | | |
| 34 | **Not necessary for RFQ, unless deemed necessary** - For complex and high value contracts, Identify all potential risks and mitigation measures (with a matrix as an attachment if necessary) | | | | | | | | | | |
| 35 | Screening UN Sanctions and Eligibility: Confirm that the proposed vendor is not on any of the Mandatory Lists (Security Council, UN/PD, UN Ineligibility List) | | | | | | | | |  | |

**Minimum Attachments to this Evaluation Report**:

1. Internal Cost Estimates / Detailed Breakdown of Total Budget
2. Vendor roster, etc
3. RFQ including Specifications / Terms of Reference / Statement of Works
4. Copies of Signed Declaration of Impartiality of all Evaluation Team members
5. Report or Matrix Summarizing Preliminary Examination of Quotes
6. Technical evaluation / Scoring Forms or Matrix signed by all Evaluation team member
7. Financial Evaluation
8. Quotation Submitted by the Recommended Vendor
9. Other quotes received (as appropriate)
10. Other relevant documents

This Report was prepared by:

Name of Responsible Procurement Staff: Signature:

Date :

Confirmed by :

Name of Chairperson of Evaluation Team: Signature:

Date :

Cleared by :

Head of Requesting Unit: Signature:

Date :