**REPORTING OF DIRECT CONTRACTING PROCESS**

**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 3 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 3, the required information must be provided by the Procurement staff managing the evaluation of bids or proposals.
4. Parts 4 to 7 may only be filled up after all technical and financial evaluations have been completed. All parts 4-7 must be duly completed when the case is being submitted to any of the Procurement Review Committees.
5. Whether or not the procurement case will go to a Procurement Review Committee, this report (From Part 1 to 7) 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 to RACP or ACP.
9. If there are fields that do not apply to the process undertaken, the submitting officer should indicate “N/A”
10. The term ”Offers” is used to universally refer to bids, proposals and quotations.
11. 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 RFP/ITB]***

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| **Part 1: Basic Information: Project Background and Relevance of the Requirement** | | | |
| 1 | Brief Description of the Requirement (*short description, 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 Proposed Contract or Amendment (Brief description of goods/works/services in max. of 100 words) | | |
| 7 | Modality of Project Execution | | Choose an item. |
| 8 | Name of Direct Beneficiary/End-user | |  |
| 9 | Is this requirement generated from an Approved Procurement Plan for the project? | | Yes  No |
| 10 | 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)* | | |
| 11 | Other Relevant Information: | | |
| **Part 2: Planning and Preparatory Work** | | | |
| 1. 12 | 1. Source of Technical Specifications/BOQ/TOR |  | |
| 13 | 1. Technical Specifications/SOW/TORs validated by the end-user? | Yes  No | |
| 1. 14 | 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? |  | |
| 15 | 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. | | |

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| **Part 3 : Justification for Direct Contracting (FRR 121.05)** | | | |
| 16 | Please check any of the following that applies: | | |
| There is no competitive marketplace for the requirement, such as where a monopoly exists, where prices are fixed by legislation or government regulations, or where the requirement involves a proprietary product or services | | |
| There has been a previous determination or there is a need to standardize the requirement | | |
| The proposed procurement is a result of cooperation with other organizations of the United Nations, pursuant to Financial Rule 121.02 | | |
| Offers for identical requirements have been obtained competitively within a reasonable period and the prices and conditions offered remain competitive | | |
| A formal solicitation has not produced satisfactory results within a reasonable prior period | | |
| The proposed procurement contract is for the purpose of purchasing or leasing property | | |
| There is a genuine exigency for the requirement | | |
| The proposed contract is for relevant services that cannot be objectively evaluated | | |
| The CPO has otherwise determined that formal solicitation will not yield satisfactory results | | |
| 17 | Justification for Direct Contracting (demonstrate how the above selected criteria or reason(s) applies to the specific circumstances for this requirement/contract: *[Max 250 words]* | | |
| 18 | Issue date of the Direct Invitation | | Click here to enter a date. |
| 19 | Deadline for submission of Offer (including all extensions, if any) | Click here to enter a date. | |
| 20 | Date of expiry of Offers (or Contract, in case of contract amendment) | Click here to enter a date. | |
| 21 | Mode of Offer Submission | Choose an item. | |
| 22 | Amount of Bid/Proposal Security Requested (if required) |  | |
| 23 | Was there a Pre-Bid/Proposal meeting (or site visit, if required) | Yes  No | |
| Date of Pre-Bid/Proposal Meeting (or site visit, if required) | Click here to enter a date. | |

***Note :*** *Information to be provided to the evaluation team ends here. The succeeding sections must be filled up after the evaluation of offers 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*

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| **Part 4: Evaluation of Offers** | | | | | | |
| 24 | 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. | | |
| 25 | Details of Bid/Proposal Evaluation (Provide details of the evaluation process, the methodology of assessment and clarifications sought, if any, from the bidders, and attach all relevant documents) | | | | | |
| 26 | **Qualification Assessment of the Proposed Vendor**   * Qualifications and past experience * Reference checks/past performance evaluation * Resource capacity assessment | | | | | |
| **27** | **FINAL RECOMMENDATION TO AWARD THE CONTRACT** | | **Vendor Name :**  **Contract Value :** | | | |
| **Part 5: Value for Money Analysis** | | | | | | |
| In the absence of competition, please provide the following :   * Analysis of the selected offers in terms of unit rates and pricing of all elements * Comparison with price estimates and market price * Comparison with other contracts of similar nature (if available) | | | | | | |
| **Part 6 : Quality Assurance and Contract Management Mechanism:** | | | | | | |
| 28 | How would the contract and performance be managed for quality of goods/services? Capacity to manage the contract? Any performance security requirements? | | | |  | |
| **Part 7: Risk Management** | | | | | | |
| 29 | Identify all potential risks and how they are addressed by the CO/BU. | | | | |  |
| 30 | 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. For construction works only : Verification of BOQ and cost estimates
3. Direct Invitation to Submit an Offer including Specifications / Terms of Reference / Statement of Works
4. Pre-Bid/Proposal Conference Attendance Sheet and Minutes of Meeting (if any)
5. Copies of Signed Declaration of Impartiality of all Evaluation Team members
6. Report or Matrix Summarizing Preliminary Examination of Offers
7. Technical evaluation / Scoring Forms or Matrix signed by all Evaluation team member
8. Financial Evaluation
9. Bid or Proposal (Technical and Financial) Submitted by the Recommended Vendor
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 :