**REPORTING OF PROCUREMENT PROCESS**

**FOR RFPs AND ITBs**

**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 Committees.
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. 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]***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 Contract or Brief Scope *(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. | | | | |
| **Part 3 : Competitive Selection Process** | | | | | |
| 16 | Procurement Method Applied | | | | Choose an item. |
| 17 | Type of competition *(Open International, Limited International, National)* | | | | Choose an item. |
| If Open International Competition was not used, provide a justification for limiting competition. | | | | |
| 18 | Was prequalification/short-listing followed or vendors invited from pre-established roster? Yes  No | | | | |
| If yes, provide the following details or attach shortlisting or pre-qualification report and complete the following : | | | Click here to enter text. | |
|  | a. | Date of Issuance of EOI Click here to enter a date. | |  | |
| b | Closing Date/Deadline for submission of EOI Click here to enter a date. | |  | |
| c. | Venues of Advertisement | | Choose an item. | |
| d. | No. of submissions received | |  | |
| e. | No. of Offerors prequalified/short-listed | |  | |
| f. | Names of prequalified/short-listed prospective Offeror/s and their respective country/ies of origin | |  | |
| 19 | Were all prequalified/short-listed Offeror/s invited to submit offers? | | | Yes  No | |
| If No, provide reasons for exclusion.  Click here to enter text. | | | | |
| 20 | Advertisement Method(s) | | | Choose an item. | |
| 21 | Issue date Solicitation Documents (RFP/ITB) | | | Click here to enter a date. | |
| 22 | Deadline for submission (final date, if there were extensions) | | | Click here to enter a date. | |
| 23 | Date of expiry of Offers (or Expiration of Original Contract, in case of contract amendment) | | | Click here to enter a date. | |
| 24 | Mode of Offer Submission | | | Choose an item. | |
| 25 | Amount of Bid/Proposal Security Requested (if required) | | |  | |
| 26 | 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. | |
| 27 | No. of Firms that Attended the meeting or site visit | | |  | |
| 28 | Date/s of dissemination of Minutes of Meeting or site visit | | |  | |
| 29 | No. of queries received before the Pre-Bid/Proposal Meeting or site visit | | |  | |
| No. of queries received after the Pre-Bid/Proposal Meeting or site visit | | |  | |
| 30 | Date/s of Issuance of Supplemental Information to the RFP/ITB (i.e., Response to queries, amendments to standard documents) if any | | |  | |
| **Part 4: Offer Receiving and Opening** | | | | | |
| 31 | No. of Offers received (including late Offers) | | | |  |
| 32 | No. of Late Offers received and returned unopened | | | |  |
| 33 | If prequalification was followed, provide names. of prequalified/invited firms that did not submit an Offer and any reasons provided in writing. | | | |  |
| 34 | Was there a public opening of offers? | | | | Yes  No |
| 35 | How many Offerors were present during the public opening of offers? | | | |  |

***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*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 5: Evaluation of Offers** | | | | | | | | | | | | | |
| 36 | Evaluation Procedure applied | | * ITB-Lowest priced technically responsive * RFP-Combined Weighting of Technical (\_\_%) and Financial (\_\_%) Proposals, with minimum cut-off passing score of\_\_\_% * RFP-Lowest priced among technically responsive proposals * RFQ-Lowest priced technically responsive bids | | | | | | | | | | |
| 37 | 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. | | | | | |
| 38 | No. of Offers rejected during preliminary examination of offers | | | | | | |  | | | | | |
| Main reasons for rejection of each offer during preliminary examination *(Pls. attach a detailed matrix)* | | | | | | | Rejected Offeror 1.  Rejected Offeror 2.  Rejected Offeror 3. | | | | | |
| 39 | No. of technically responsive offers after evaluation *(Pls. attach detailed scoring matrix/sheets*) | | | | | | |  | | | | | |
| No. of technically non-responsive offers after evaluation | | | | | | |  | | | | | |
| 40 | Date of opening of financial bids *(for RFPs only)* | Click here to enter a date.  *(Pls. attach bid opening record)* | | | | | | | | | | | |
| 41 | Overall Results of Evaluation *(include all offers including those deemed as technically non-compliant*) | Name of Offerors | | Country of Origin | Technical compliance (Indicate score if RFP or “Yes/No” if ITB) | | Original Offer  Price | | Final/ Corrected Price | | | Technical Compliance [*Combined Score, if RFP, or “Yes/No”, if ITB*] | Ranking |
| 1 | |  |  | |  | |  | | |  |  |
| 2 | |  |  | |  | |  | | |  |  |
| 3 | |  |  | |  | |  | | |  |  |
| 42 | Main reasons for non-compliance (*if ITB, explain this for every bid lower in price than the proposed Offeror)* | Offeror 1.  Offeror 2.  Offeror 3. | | | | | | | | | | | |
| 43 | Summary of Strengths and Weaknesses of Proposals   |  |  |  | | --- | --- | --- | |  | **Strengths** | **Weaknesses** | | Offeror 1 |  |  | | Offeror 2 |  |  | | Offeror 3 |  |  | | | | | | | | | | | | | |
| 44 | **Qualification Assessment of the Proposed Vendor**   * Qualifications and past experience * Reference checks/past performance evaluation * Resource capacity assessment | | | | |  | | | | | | | |
| **Part 6: Value for Money Analysis** | | | | | | | | | | | | | |
| Please provide the following :   * 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:** | | | | | | | | | | | | | |
| 45 | 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** | | | | | | | | | | | | | |
| 46 | For complex and high value contracts, identify all potential risks and risk mitigation measures (with a matrix as an attachment, if necessary) | | | | | | | | | |  | | |
| 47 | 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. Copies of actual advertisements posted in all media used
4. Prequalification Documents, Short-listing report and all related documents, if EOI was used (Two-Stage)
5. Solicitation Documents (ITB/RFP) including Specifications / Terms of Reference / Statement of Works
6. Pre-Bid/Proposal Conference Attendance Sheet and Minutes of Meeting (if any)
7. Bid/Proposal Opening records
8. Copies of Signed Declaration of Impartiality of all Evaluation Team members
9. Report or Matrix Summarizing Preliminary Examination of Offers
10. Technical evaluation / Scoring Forms or Matrix signed by all Evaluation team member
11. Financial Evaluation
12. Bid or Proposal (Technical and Financial) Submitted by the Recommended Vendor
13. Other Bids/Proposals Received
14. 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 :