



REPUBLIC OF GHANA

## STANDARD TENDER DOCUMENTS

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# **Standard Tender Evaluation Format**

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## **Procurement of Goods or Works**

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Public Procurement Authority

Accra, Ghana



## Preface

Procurement under projects financed from the Public Funds of the Republic of Ghana, is carried out in accordance with the procedures laid down in the Public Procurement Act, 2003 (Act 663)

This Standard Tender Evaluation Format has been prepared for use by Procurement Entities in the evaluation of Tenders procured through International Competitive Tendering (ICT), as well as through Limited International Tendering (LIT). It should also prove useful, with appropriate modifications, for evaluation under National Competitive Tendering (NCT) procedures. The procedures and practices they convey have been developed through international experience.

Upon notification of contract award to the successful Tenderer by the procurement Entity, and in accordance with the Public Procurement Act, 2003 (Act 663) the Public Procurement Authority is authorized to publish a description of the contract, the name and nationality of the contract awardee, and the contract price in the Public Procurement Bulletin.

Additional information on Public Procurement in the Republic of Ghana can be obtained from:

Public Procurement Authority

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accra, Ghana

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

# **Tender Evaluation Report and Recommendation for Award of Contract**

Name of Project: \_\_\_\_\_

Contract Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

# TABLE OF CONTENTS

Summary Evaluation Data and Award Recommendation

## FORMS

1. Record of Tender Prices at Opening
2. Preliminary Examination of Tenders (2, 2a 2b,)
3. Substantially Non-responsive Tenders
4. Correction, Conversion and Adjustment of Tender Prices
5. Tenders Subject to Detailed Evaluation
6. Evaluation of Tenders
7. Comparison of Tenders
8. Postqualification

## ANNEXES

1. Contract Data Sheet
2. Checklist for Opening of Tenders
3. Minutes of Tender Opening
4. Register of attendance at Tender Opening
5. List of Firms that Purchased Tender Documents
6. Minutes of Pre-Tender Meeting (if applicable)
7. Log of Clarifications Requested by Tenderers and Responses Issued
8. Log of Addenda to Tender Documents Issued
9. Log of Clarifications Requested and Responses Received
10. Log of Complaints and appeals received

## ATTACHMENTS

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- etc.

## **Section I.**

### **Standard Tender Evaluation Forms.**

## Summary Evaluation Data and Award Recommendation

1. Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

2. Contract Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

3. Tender Opening Date: \_\_\_\_\_

4. TENDER EVALUATION SUMMARY:

No.	Tenderer	Read-out Tender Price	Converted to Common Currency	Substantially Responsive (Yes or No)	Evaluated Tender Price	Rank	Remarks*

5. The lowest evaluated tender has been determined (not) to be qualified and capable of performing the contract *[if "not" give reasons for disqualification]*

6. On the basis of the evaluation (outlined in the attached Report), which was carried out in accordance with the Tender Documents, we recommend accepting the tender of the lowest evaluated tenderer \_\_\_\_\_ *[name of tenderer]*, which has been determined as qualified and capable of performing the Contract and the following provisions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Remarks: - state relevant information at opening such as discounts, modifications, alternatives etc.  
 - if a tender was declared non-responsive the specific reasons must be given

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*[specify provisions such as corrected arithmetic errors, minor deviations, alternatives recommended for acceptance, variations in quantities at awards, etc.]*

Evaluation Panel:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Name	Signature	Date



Project:

Contract:

The following tenders were received by the tender closing deadline fixed at \_\_\_\_\_[time], on \_\_\_\_\_[date] and were immediately opened thereafter:

**Table 1. Record of Tender Prices (as read out) at Opening**

No.	Tenderer Identification			Read-out Tender Price(s)		Modifications or Comments or Discounts <sup>1</sup> (f)
	Name (a)	Address (b)	Nationality (c)	Currency (ies) (d)	Amount(s) or % (e)	
	Etc.					

<sup>1</sup> Describe any modifications to the read-out Tender, such as discounts offered, withdrawals, and alternative Tenders. Note also the absence of any required Tender security or other critical items.



**Table 2. Preliminary Examination**

Tenderer <i>(a)</i>	Verification <i>(b)</i>	Eligibility <i>(c)</i>	Tender Security <i>(d)</i>	Completeness of Tender <i>(e)</i>	Substantial Responsiveness <i>(f)</i>	Acceptance for Detailed Examination <i>(g)</i>
etc.						

**Note:** For explanations of headings, see Guidance Notes on Opening & Evaluation of Tenders.

**Table 2(a). Preliminary Examination (Commercial Responsiveness)**

Tenderer  <i>(a)</i>	Commercial Spec. 1 <i>[Indicate<sup>2</sup> Provision in Tender Doc.]</i> <i>(b)</i>	Commercial Spec. 2 <i>[Indicate Provision in Tender Doc.]</i> <i>(c)</i>	Commercial Spec. 3 <i>[Indicate Provision in Tender Doc.]</i> <i>(d)</i>	Commercial Spec. 4 <i>[Indicate Provision in Tender Doc.]</i> <i>(e)</i>	Commercially Responsive / Non-Responsive <sup>3</sup>  <i>(f)</i>	Acceptance for Detailed Examination  <i>(g)</i>
etc.						

<sup>2</sup> List here all the conditions provided in the Tender Documents, which Tenderers must comply for their tenders to be considered commercially responsive.

<sup>3</sup> Reason(s) for non-responsiveness must be stated in Table 3, Form 3

**Table 2(b) Preliminary Examination (Technical Responsiveness)**

Tenderer  <i>(a)</i>	Technical Spec. 1 <i>[Indicate<sup>4</sup> Provision in Tender Doc.]</i> <i>(b)</i>	Technical Spec. 2 <i>[Indicate Provision in Tender Doc.]</i> <i>(c)</i>	Technical Spec. 3 <i>[Indicate Provision in Tender Doc.]</i> <i>(d)</i>	Technical Spec. 4 <i>[Indicate Provision in Tender Doc.]</i> <i>(e)</i>	Technically Responsive / Non-Responsive <sup>5</sup>  <i>(f)</i>	Acceptance for Detailed Examination  <i>(g)</i>
etc.						

<sup>4</sup> List here all the conditions provided in the Tender Documents, which Tenderers must comply for their tenders to be considered technically responsive.

<sup>5</sup> Reason(s) for non-responsiveness must be stated in Table 3, Form 3

**Table 3 Substantially Non-responsive Tenders**

The following tenders were rejected as substantially non-responsive:

No.	Tender	Reasons for Rejection
Etc.		

**Table 4** **Corrections and Unconditional Discounts**

Tenderer	Read-out Tender Price(s)		Corrections		Corrected Tender Price(s)	Unconditional Discounts <sup>2</sup>		Corrected/Discounted Tender Price(s)
	Currency(ies)	Amount(s)	Computational Errors <sup>1</sup>	Provisional Sums		Percent	Amount(s)	
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	$(f) = (c) + (d) - (e)$	<i>(g)</i>	<i>(h)</i>	$(i) = (f) - (h)$
etc.								

**Note:** Only Tenders surviving the preliminary examination should be included in this and subsequent tables. Columns *a*, *b*, and *c* are from Table 1 (columns *a*, *d*, and *e*, respectively).

<sup>1</sup> Corrections in column *d* may be positive or negative.

<sup>2</sup> If the discount is offered as a percent, column *h* is normally the product of the amounts in columns *f* and *g*. Refer to para. 6(c) of the Guidance Notes on Opening & Evaluation of Tenders. If the discount is provided as an amount, it is entered directly in column *h*. A price increase is a negative discount.

**Table 5. Exchange Rates**

Currency Used for Tender Evaluation: \_\_\_\_\_

Effective Date of Exchange Rate: \_\_\_\_\_

Authority or Publication Specified for Exchange Rate: \_\_\_\_\_

**Note:** Attach copy of exchange rates provided by specified authority or publication.



**Table 6A. Currency Conversion (Multiple Currencies)**

Specify Evaluation Currency: \_\_\_\_\_

Tenderer  <i>(a)</i>	Currency(ies) of Tender  <i>(b)</i>	Corrected/Discounted Tender Price(s)  <i>(c)</i>	Applicable Exchange Rate(s) <sup>1</sup>  <i>(d)</i>	Evaluation Currency	
				Tender Price(s) <i>(e) = (c) x (d)</i>	Total Tender Price <sup>2</sup> <i>(f)</i>
etc.					

**Note:** Columns *a*, *b* and *c* are from Table 4, columns *a*, *b* and *i*.

<sup>1</sup> Column *d* is from Table 5.

<sup>2</sup> Column *f* is the sum of Tender prices in column *e* for each Tenderer.

**Table 6B. Currency Conversion (Single Currency)**

Specify Evaluation Currency: \_\_\_\_\_

Tenderer	Corrected/Discounted Tender Price (in specified currency)	Payment Composition <sup>1</sup>			Exchange Rate Used by Tenderer <sup>1</sup>	Amounts in Currency of Payment	Exchange Rate for Evaluation <sup>2</sup>	Evaluation Currency	
		Currency of Payment	Percent of Total Tender	Amount in Evaluation Currency				Tender Prices	Total <sup>3</sup>
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e) = (b) x (d)</i>	<i>(f)</i>	<i>(g) = (e) x (f)</i>	<i>(h)</i>	<i>(i) = (g) x (h)</i>	<i>(j)</i>
etc.									

**Note:** Columns *a* and *b* are from Table 4, columns *a* and *i*.

<sup>1</sup> Columns *c*, *d*, and *f* are provided in the STDWL Appendix to Tender and in the (Form of) Contractor's Tender in the STDSW.

<sup>2</sup> Column *h* is from Table 5.

<sup>3</sup> Column *j* is the sum of Tender prices in column *i* for each Tenderer.

**Table 7. Additions, Adjustments, and Priced Deviations**

Specify Evaluation Currency: \_\_\_\_\_

Tenderer <i>(a)</i>	Corrected/Discounted Tender Price <sup>1</sup> <i>(b)</i>	Additions <sup>2</sup> <i>(c)</i>	Adjustments <sup>2</sup> <i>(d)</i>	Priced Deviations <sup>2</sup> <i>(e)</i>	Total Price <i>(f) = (b) + (c) + (d) + (e)</i>
etc.					

<sup>1</sup> Column *b* is from either Table 8, column *f* or Table 9, column *j*.

<sup>2</sup> Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to paras. 6(e), 6(f), and 6(g) respectively of the Guidance Notes on Opening & Evaluation of Tenders.

**Table 8A. Domestic Preference for Goods**

Specify Evaluation Currency: \_\_\_\_\_

Tenderer <i>(a)</i>	Domestic Preference Group <sup>1</sup> <i>(b)</i>	Total Price <sup>2</sup> <i>(c)</i>	Exclusions for Preference <sup>3</sup> <i>(d)</i>	Revised Total <i>(e) = (c) - (d)</i>	Prevailing Tariff (%) <sup>4</sup> <i>(f)</i>	Domestic Preference (%) <sup>5</sup> <i>(g)</i>	Preference Price <sup>6</sup> <i>(h)</i>	Total Comparison Price <i>(i) = (c) + (h)</i>
etc.								

<sup>1</sup> Column *b* refers to Groups A, B, or C, as indicated by Tenderer, subject to verification by the Evaluation Panel.

<sup>2</sup> Column *c* is from Table 7, column *f*. If the lowest total price is from a Group A or Group B Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out. Columns *d* through *h* need to be filled out only for Group C Tenders.

<sup>3</sup> Column *d* is the sum of costs in columns *d* and *e* from Table 7 plus other costs incurred within Ghana. Footnotes should be provided to explain the significant components of column *d*.

<sup>4</sup> Column *f* is the sum of duties and import taxes on the particular items or group of similar items as a percent of the CIF or CIP price. Refer to para. 7(a) of the Guidance Notes on Opening & Evaluation of Tenders.

<sup>5</sup> Column *g* will be the smaller of 20 percent or the prevailing tariff in column *f*.

<sup>6</sup> Column *h* for Group A Tenderers is zero. Group B Tenders at this stage should no longer be compared. For Group C Tenderers, column *h* is the product of columns *e* and *g*.

**Table 8B. Domestic Preference for Works**

Specify Evaluation Currency: \_\_\_\_\_

Tenderer <i>(a)</i>	Domestic Preference Group <sup>1</sup> <i>(b)</i>	Total Price <sup>2</sup> <i>(c)</i>	Exclusions for Preference <sup>3</sup> <i>(d)</i>	Revised Total <i>(e) = (c) - (d)</i>	Preference <sup>4</sup> <i>(f)</i>	Total Comparison Price <i>(g) = (c) + (f)</i>
etc.						

<sup>1</sup> Column *b* refers to Group A (eligible domestic Tenderers) or Group B (others) as indicated by Tenderer, subject to verification the Evaluation Panel.

<sup>2</sup> Column *c* is from Table 7, column *f*. If the lowest priced Tender is from a Group A Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out.

<sup>3</sup> Column *d* is the sum of costs in columns *d* and *e* from Table 7. An attachment should be provided to explain the significant components of column *d*. Columns *d* and *e* may be left blank for Group A Tenderers.

<sup>4</sup> Column *f* for Group A Tenderers is zero. For Group B Tenderers, column *f* is 10 percent of column *e*.

**Table 9. Postqualification**

Tenderer  <i>(a)</i>	Qualifying Criteria. 1 <i>[Indicate<sup>1</sup> Provision in Tender Doc.]</i> <i>(b)</i>	Qualifying Criteria. 2 <i>[Indicate Provision in Tender Doc.]</i> <i>(c)</i>	Qualifying Criteria. 3 <i>[Indicate Provision in Tender Doc.]</i> <i>(d)</i>	Qualifying Criteria. 4 <i>[Indicate Provision in Tender Doc.]</i> <i>(e)</i>	Substantially Responsive/Non- Responsive <sup>2</sup> to Postqualification Criteria  <i>(f)</i>	Remarks  <i>(g)</i>
etc.						

<sup>1</sup> List here all the Qualifying Criteria for Postqualification provided in the Tender Documents, which Tenderers must comply with for their them to be considered for Contract Award. For each criteria, indicate “yes” for satisfactory and “no” for unsatisfactory

<sup>2</sup> Give reason(s) for substantial responsiveness as footnote(s)

**Table . Proposed Contract Award**

<p>1. Lowest evaluated responsive Tenderer (proposed for contract award).</p> <p>(a) name</p> <p>(b) address</p>	<hr/> <hr/>	
<p>2. If Tender submitted by agent, list actual supplier.</p> <p>(a) name</p> <p>(b) address</p>	<hr/> <hr/>	
<p>3. If Tender from joint venture, list all partners, nationalities, and estimated shares of contract.</p>	<hr/> <hr/>	
<p>4. Principle country(ies) of origin of goods/materials.</p>	<hr/>	
<p>5. Estimated date (month, year) of contract signing.</p>	<hr/>	
<p>6. Estimated delivery to project site/completion period.</p>	<hr/>	
	<p>Currency(ies)</p>	<p>Amount(s) or %</p>
<p>7. Tender Price(s) (Read-out)<sup>1</sup></p>		
<p>8. Corrections for Errors<sup>2</sup></p>		
<p>9. Discounts<sup>3</sup></p>		
<p>10. Other Adjustments<sup>4</sup></p>		
<p>11. Proposed Award<sup>5</sup></p>		

<sup>1</sup> From Table 4, columns *b* and *c*.

<sup>2</sup> From Table 4, column *d*.

<sup>3</sup> From Table 4, column *h*. Include any cross-discounts. See Guidance Notes on Opening & Evaluation of Tenders, para. 7(b).

<sup>4</sup> All adjustments should be explained in detail.

<sup>5</sup> Sum of the prices in Items 7–10. For single currency Tenders, express secondary currency amounts as percentages.

## **Section II. Annexes**



**Tender Opening Checklist**  
(To be filled out for each Tender as it is read out)

Contract Name: \_\_\_\_\_ Contract No: \_\_\_\_\_  
Tender Opening Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Name of Tenderer: \_\_\_\_\_

- (a) Is outer envelope of Tender sealed?
- (b) Is Tender form completed and signed?
- (c) Expiration date of Tender: \_\_\_\_\_
- (d) Is documentary authority for signing enclosed?
- (e) Amount of Tender security (if required): \_\_\_\_\_ (state currency)
- (f) Describe any “Substitution,” “Withdrawal,” or “Modification” submitted
- (g) Describe any alternative Tender made:
- (h) Describe any discounts or modifications offered:
- (i) Additional comments:<sup>1</sup>
- (j) Name of Tenderer or representative present:
- (k) Total Tender price: \_\_\_\_\_ (list currencies and amounts or percentages)<sup>2</sup>

Signature of responsible official: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Read out and record model numbers of equipment.

<sup>2</sup> If Tender is for a package of contracts, the price for each lot or item should be read out.

**Minutes of Tender Opening**

1. Time and Place for Tender Opening
2. Employer's Representative present
3. Tenderers' Representatives present (Annex 3)
4. Number of tender receipts and number of tenders on the table
5. Any tenders received late
6. Withdrawal notices
7. Modification notices
8. Tender details for each tender as opened:
  - a. Time received
  - b. Name of Tenderer
  - c. Tender amount
  - d. Any modification
  - e. Any discounts, alternatives, etc.
  - f. Tender security
9. Comments from the floor
10. **Statement to all tenderers that the evaluation process is confidential and any attempt by a tenderer or its agents to influence the Employer's evaluation of tenders or award decisions, including the offering or giving of bribes, gifts or inducements, could result in the invalidation of its tender and the forfeiture of its tender security. All contact with tenderers will be for the purpose of clarification and will be initiated by the Employer in writing.**

**Register of Attendance at Tender Opening**

No	Name	Tenderer	Signature

**List of Firms that Purchased Tender Documents**

No.	Firm	Date

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**Minutes of Pre-Tender Meeting  
(if applicable)**

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**Log of Clarifications Requested by Tenderers and Responses Issued**

No.	Date Request Received	Date Response Issued	Brief Description of Clarification

**Log of Addenda to Tender Documents Issued**

No.	Reference to Clause or Paragraph or in Tender Documents	Date issued

**Log of Clarifications Requested by the Employer  
and Responses Received**

No.	Tenderer	Date Request Sent	Date Response Received	Brief Description of Issue



**Log of Complaints and Appeals Received**

No.	Tenderer or Appellant	Date Received	Brief Description of Issue