

EVALUATION CRITERIA FOR GOODS-ICB

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VERIFICATION

- Check validity of bid (signed, authorized, genuine?etc)
- Bid Form & Price Schedule properly signed
- Power of Attorney (if required)
- Joint Venture Agreement submitted (if applicable)
- Manufacturer's Authorization (required for agents other than original manufacturers)

ELIGIBILITY

- A national or a juridic entity from an eligible source country
- All partners to a joint venture shall be from an eligible source country
- Joint venture shall be registered in an eligible source country
- Goods and services shall originate from eligible source countries
- Only bids from prequalified bidders(if prequalification has taken place)
- No conflict of interest situation
- Legal and financial autonomy for a publicly owned enterprise
- Firm/Company not debarred

BID SECURITY

- Bid security accompanies bid
- Bid security consistent with wording in bidding document
- Amount equivalent to what was specified in the bidding document
- Source of bid security-reputable bank for **guarantee** or insurance company for **bond** as specified in the bidding document
- Validity of bid Security (to be valid 28 days beyond bid validity date specified in bidding document)
- Bid security bears names of participants in a joint venture (where applicable).

COMPLETENESS OF TENDER

- No partial tenders
- Erasures, additions or other changes to be initialed.
- Missing pages in the original bid not acceptable
- No contradictions in model numbers
- Qualification information is provided

SUBSTANTIAL RESPONSIVENESS

- No major deviations to the commercial requirements and technical specifications
- No price adjustment, if price is fixed
- No different specifications or designs instead of required specifications
- No phasing of contract start-up, delivery, installation
- No improper Subcontracting
- Refusing to bear important responsibilities and liabilities allocated in the bidding documents, such as performance guarantees and insurance coverage
- Taking exception to critical provisions such as applicable law, taxes and duties, and dispute resolution procedures

COMMERCIAL RESPONSIVENESS

- Bid Validity Period
- Delivery Period
- Payment Terms
- Warranty(if applicable for general items)
- INCOTERMS- CIP Site
- NOTE:Bids that offer deviations may be considered substantially responsive,if the deviations can be assigned a monetary value that would be added as a penalty during the detailed evaluation process if such deviations would be acceptable in the eventual contract.

TECHNICAL RESPOSIVENESS

- Comparison of minimum required Technical Specifications with offered technical specifications)
- Installation(Necessary for equipment, plant & machinery)
- Warranty(Necessary for equipment, plant & machinery)
- After Sales Service facility (Necessary for equipment, plant & machinery)
- Operation Manual(Necessary for equipment, plant & machinery)
- Basic Maintenance Manual (Necessary for equipment, plant & machinery)
- Sample (if required)

TABLE 10: SB EVAL FORM

NOTE:

- 1.Additions:** Penalty(ies) for omissions such as tool kit/box, spare wheel, etc.
- 2.Adjustments:**For taxes, duties,etc
- 3.Priced Deviations:** Penalty for minor deviations allowed in the bidding document such as delivery schedule, payment terms, etc.

POSTQUALIFICATION REQUIREMENTS

(a) Financial Capability

- The Bidder shall furnish documentary evidence that it meets the following financial requirement(s) : average annual sales revenue from supplies made for the last three years should not be less than two times the bid price.
- Reports on financial standing such as
 - (i) profit and loss statements
 - (ii) balance sheets
 - (iii) auditors reports for the last 3 years

(b) Experience and Technical Capacity

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

- (i) Details of experience and past performance on contracts of a similar nature within the last 5 years
- (ii) At least three (3) contracts of similar nature and complexity within the past five years
- (iii) Details of current contracts on hand and other contractual commitments.
- (iv) After sales facility in the country.

**EXAMPLES OF
REASONS FOR REJECTION OF NON-RESPONSIVE BIDS**

NO.	TENDERER	REASONS FOR REJECTION
1	ABC	Required bid security validity period not met (8 instead of 12 weeks)
2	MOP	The firm asked for price adjustment instead of fixed price stated in bidding document
3	STC	Firm did not attach Financial report for at least 3 years as required by the bidding document.
4	XYZ	Engine capacity was higher than required