

**Sample for the Form of Evaluation Report
of Selecting Advisors**

Form of Evaluation Report of Selecting Advisors

Introduction

Proposals: this document determines a form of evaluation report. It is prepared to be used by the government departments/employer to facilitate the advisors' evaluation and their later review of these proposals.

The evaluation shall be carried out in accordance with the standards specified in the request of proposals and shall be executed by qualified evaluators. The request of proposals shall be prepared by using the unified form appropriate for the request of proposals.

The Evaluation Report Includes Five Sections

- Section 1 Brief Report Summarizing the Technical Evaluation Results;
- Section 2 Technical Evaluation Report- Forms;
- Section 3 Brief Report Summarizing Financial Evaluation Results;
- Section 4 Financial Evaluation Report – Forms;
- Section 5 Annexes:
 - Annex 1 Individual Evaluations
 - Annex 2 Follow-up Data Information;
 - Annex 3 Minutes of Meeting of the Public Opening of the Financial Proposals;
 - Annex 4 Copy of the Request of Proposals;
 - Annex 5 Miscellaneous Annexes – Special.

It is possible to use the report for all the methods of selection described in the Law of the General Contracts or the **instructions issued accordingly**. Although it basically deals with the selection based on the quality and **cost**, however, each section contains a note that refers to the data and forms required to be provided for the other methods of selection.

Advisors Evaluation Report

Country: [insert: Iraq]

Project Name: [Insert Project Name]

Financial Funding: [insert Project Classification in the Federal Budget]

Name of Consulting Services: [Insert name]

Submission Date: [insert: date]

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Section 1 – Technical Evaluation Report – Text¹

1- Preface

It includes a brief description, context, scope and objectives of the services. Use about a quarter of page.

2- Selection Process (before the Technical Evaluation)

Elaborate on the information stated in Form 2 (A)

Present a brief description for the selection process, starting with the announcement (if it is required); and based on the briefed, data of interest and the withdrawn organizations before submitting the proposals, present a description for the main events that might have influenced the timing (delay, **advisors** complaints, the main correspondences with the **government department/employer**, the request of proposals, and the extension of submission date of the proposals and so on)

Use about a half of page.

3- Technical Evaluation

Describe briefly the meetings and the works implemented by the evaluation committee: forming of the technical evaluation team, general guidelines for the evaluation, justifications of the sub-standards and the weights associated therewith as shown in the unified request of proposals, the related correspondences with the **government party/employer** and the compliance of evaluation with the request of proposal.

Present the technical evaluation results: marks and recommendation of **award**

Explain the points of strength and weakness for each proposal (the most important part of the report).

(A) Points of Strength: An experience in similar projects **in Iraq**, quality of methodology, confirmation of the clear understanding of task scope, points of strength of the local partner and the experience of the suggested staff in similar tasks.

(B) Points of Weakness: in a certain part of the proposal, in the lack of experience in the state, in the decrease of participation degree of the local partner, in the lack of practical experience (experience in studies not in execution), in the **staff** experience in comparison with the experience of organization, in the key **employer** (team leader for example), in the lack of response, and in the deprivation of eligibility (conflict of interests)

Comment on the individual evaluators marks (differences)

The items that need extra negotiation

Use up to three pages

¹ Section 1 is applicable to the selection based on quality and cost and based on the fixed balance sheet and the selection based on the least cost. Present the appropriate information in case of selection based on the qualifications and the single-source selection.

Section 2 – Technical Evaluation Report²

Form 2 (A) Technical Evaluation – basic data

Form 2 (B) Evaluation Summary

Form 2 (C) Individual Evaluations – Comparison (Marks Average)

² Section 2 is applicable to the selection based on quality and cost and based on the fixed balance sheet and the selection based on the least cost. Present the suitable information in case of selection based on the qualifications and the single-source selection in form 2(A).

Form 2 (A) – Technical Evaluation – Basic Data

- 2.1 Name of Ministry/Department not related to a ministry
Project Name _____
- 2.2 **Employer:**
(A) Name _____
(B) Address, Phone, Fax _____
- 2.3 Task type (**feasibility study**, or preparation or execution
) and brief description of marks _____

- 2.4 Method of Selection³ : Based on quality and cost _____
Fixed Balance Sheet _____ Least Cost _____
Qualifications _____ Single Source _____
- 2.5 Pre Review Limits US Dollar/Iraq Dinar
- 2.6 Request of Interest Data:
(A) Publication **in the media and the website of the related Government Department/Employer** and (UNDB and gd Market) website Yes _____ No _____
(B) Publication in the National Journalism Yes _____ No _____
(C) No. of Replies _____
- 2.7 Briefed List
(A) Names/Nationality of Organizations/Companies (mark the local organizations and the organizations that showed interest
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
(B) Submission to the **government department/employer authorized to approve** Date _____
(C) **Non- objection of the authorized Government Department/Employer** Date _____

8.2 Request of Proposals

(A) Submission to the **Government Department/Employer authorized to approve** Date_____

(B) **Non- objection of the Authorized Government Department/Employer** Date_____

(C) Addressing the invitation **to the advisors** Date_____

2.9 Amendments on the Request of Proposals and Clarifications _____

2.10 **Type** of Contract

(A) Unified based on the Period Yes_____

(B) Unified Total Yes_____

(C) Last (Description) _____

2.11 Conference before the Proposal

(A) Published Minutes of Meeting Yes _____ No _____

2.12 Submission of Proposal

(A) Two envelopes (the Technical and Financial Proposals) Yes_____

(B) Original Submission Date_____ Time_____

(C) Extension(s) Date_____ Time_____

2.13 Opening the Technical Proposals by the Advisors' Selection Committee Date_____ Time_____

2.14 No. of Submitted Proposals _____

2.15 Evaluation Committee⁴

Names of Members and their Positions (usually 3 to 5)

1. _____

2. _____

3. _____

4. _____

5. _____

2.16 Validity Period of Proposal (in days)

(A) Original Expiry Date Date_____ Time_____

(B) Extension(s), if any Date_____ Time_____

2.17 Evaluation Standards and Sub-Standards⁵

(A) Experience/Advisors

(1) _____ Weight_____

(2) _____ Weight_____

⁴ It is important that the evaluators shall be qualified

⁵ Three sub-standards, for each standard as a maximum limit

(B) Methodology

(1) _____

Weight _____

(2) _____

Weight _____

(C) Key Staff

(1) Individual(s)

A. _____

Weight _____

B. _____

Weight _____

C. _____

Weight _____

(2) Group(s)

A. _____

Weight _____

B. _____

Weight _____

C. _____

Weight _____

(D) Training (Optional)

(1) _____

Weight _____

(2) _____

Weight _____

2.18 Technical Marks for each **Advisor**

Minimum Qualification Mark _____

Advisor Name	Technical Marks
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

2.19 Evaluation Report

(A) Submission to the **Authorized
Government
Department/Employer**

Date _____

2.20 Notice of Evaluation

Notifying the Advisors about the result of the Technical Evaluation **and invite them to attend the Conference of Opening the Financial Bids**

Form 2 (B) Evaluation Summary
Technical Marks / Order

Advisors' Name	[insert Advisors Name 1]	[insert Advisors Name 2]	[insert Advisors Name 3]	[insert Advisors Name 4]
Standards	Marks	Marks	Marks	Marks
Experience				
Methodology				
Suggested Employers				
Training				
Final mark ^A				
Order				

A. The proposal recorded under the minimum qualification marks have been rejected [No.] points

**Form 2 (C) Individual Evaluations -
Technical Marks / Order**

Advisors Name	[insert Advisor's Name 1]	[insert Advisor's Name 2]	[insert Advisor's Name 3]	[insert Advisor's Name 4]
Standards Experience	A Average ^A C D			
Methodology				
Key staff				
Training				
Total				

A. (A), (B), (C) and (D) equal the marks given to him by the evaluator, and the average is the marks average, refer to annex 1(A)

Section 3 – Financial Evaluation Report – and Recommendation of Award – Text⁶

[The text refers to the following:

- (1) Any matters encountered during the evaluation;
- (2) Adjustment on the price(s) of proposal(s) (basically in order to ensure consistency with the technical proposal), and specifying the evaluated price (not applicable to the selection based on qualifications and single-source selection);
- (3) Tax-related problems;
- (4) Recommendation of Award;
- (5) Any other important information.]

⁶ Applicable to the selection based on the quality and cost and based on the fixed balance sheet. Submit the appropriate information, as mentioned, in case of selection based on the qualification and single-source selection.

Section 4 – Financial Evaluation Report and Recommendation of Award – Forms⁷

Form 4 (A) Financial Evaluation – Basic Data

Form 4 (B) Amendments – evaluated prices

Form 4 (C) Section based on the Quality and **Cost** – Joint Technical/Financial Evaluation – Recommendation of **Award**

Form 4 (D) Selection based on the Fixed Balance Sheet and based on the Least Cost - Recommendation of **Award**

⁷ Applicable to the selection based on the quality and cost and based on the fixed balance sheet. Submit the appropriate information, as mentioned, in case of selection based on the qualification and single-source selection.

Form 4 (A) – Financial Evaluation – Basic Data

4.1 Obtaining of approval on the Report of the Technical Analysis Date _____

4.2 **Public opening of the financial proposals:** Date _____ Time _____
Names of the advisors who submitted their proposals, marked against them their bid prices (to be read in the presence of the attendants of the public opening)
 1. _____
 2. _____
 3. _____
 4. _____

4.3 Evaluation Committee: Names and Positions of Members (if not the same for the technical evaluation – based on the Quality, Qualifications and Single Source _____

4.4 Methodology (Equation) of Cost Evaluation (based on Quality and Cost only, write off as appropriate) Weight is inversely proportional to the **cost** _____
 Other _____

4.5 Submission the Report of the Final Technical/Financial Evaluation to **the Government Department/Employer** (Qualification And Single Source) Date _____

4.6 Selection based on **Quality and Cost**

(A) Final Technical and Financial Marks

Advisors Names	Technical Marks	Financial Marks	Final Marks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(B) Recommendation of **Award**

4.7 Fixed balance sheet and the Least **Cost**

(A) Technical Marks , Proposal Prices and Evaluated Prices

Advisors Names	Technical Marks	Proposal Prices	Evaluated Prices
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(B) Recommendation of **Award**

(C) Fixed Balance Sheet: best technical proposal within the limits of the balance sheet (evaluated prices)

Name _____

(D) Least Cost: proposal with least evaluated price and above the minimum qualification mark

Name _____

Form 4 (B) Adjustments – Prices Evaluated⁸

Advisors' Names	Proposal Prices ^A		Adjustment ^B	Price (s) Evaluated	Financial Marks ^C
	Iraqi Dinars	Amount (1)	(2)	(1)+(2) = (3)	

A. Comments, if any

B. Arithmetic errors and omissions in items included in the technical proposals. The adjustments may be in negative or positive.

C. Only for selection based on Quality and Cost: 100 points for the proposals with minimum evaluation; the other marks are determined in accordance with the provisions of the request of proposals.

⁸ fill out to column 3 for the selection based on qualifications and single source

Form 4 (C) Selection based on the Quality and Cost - Joint/ Technical Financial Evaluation - Recommendation of Award

Advisors' Names	Technical Evaluation			Financial Evaluation		Joint Evaluation	
	Technical marks ^A M(T)	Marks weight M(T) x T ^B	Technical Order	Financial Marks ^C M(F)	Financial Order M(F) x F ^b	Marks M(T) T + M(F) F ^D	Order
Recommendation of Award	To highest mark of Joint/ Technical Financial high Advisor's name : _____						

- A. Refer to Form 2(B)
- B. F= based on the request of proposal
- C. Refer to Form 4 (B)
- D. F= based on the Request of Proposal

Form 4 (D) Selection based on the Fixed Balance Sheet and based on the Least Cost – Recommendation of Award⁹

Advisors' Names	Based on the Fixed Balance Sheet		Based on the least Cost	
	Technical marks ^A	Evaluated Prices ^B	Financial Marks ^C	Evaluated Prices
Recommendation of Award	To the best technical mark with an evaluated price within the Balance Sheet Advisor's name:_____		To the least evaluated price above the minimum qualification mark Advisor's name:_____	

A. Refer to Form 2 (B)

B. Refer to Form 4(B)

⁹Fill out the appropriate parts of the form

Section 5 – Annexes ¹⁰

- Annex 1 Individual evaluations
 - Annex 1 (A) Individual evaluations
 - Annex 1 (B) Individual evaluations – Key Staff
- Annex 2 Follow-up Data Information
- Annex 3 Minutes Of Meeting of The Public Opening of The Financial Proposals
- Annex 4 Copy of the Request of Proposals
- Annex 5 Miscellaneous Annexes – Special

¹⁰ Applicable to the selection based on the quality and cost and based on the fixed balance sheet and the least cost. And to be replaced based on the qualifications and single source by reviewing the points of strength and weakness for the proposal, which can be amended by one or more of the evaluators

Annex 1 (A) Individual Evaluations

Advisor's Name: -----

Standards / substandard	Marks Maximum Limit	Evaluators					Marks Average
		1	2	3	4	5	
Experience							
-							
-							
-							
Methodology							
-							
-							
-							
Key Staff							
-							
-							
-							
Transfer of knowledge (Tairning ¹)							
-							
-							
-							
-							
-							
-							
-							
Total	100						

1. Evaluator's Name _____ Signature _____ Date _____
2. Evaluator's Name _____ Signature _____ Date _____
3. Evaluator's Name _____ Signature _____ Date _____
4. Evaluator's Name _____ Signature _____ Date _____
5. Evaluator's Name _____ Signature _____ Date _____

Annex 1 (B) Individual Evaluations – Key Staff

Advisor's Name: -----

Key Staff Name	Marks maximum	General Qualification () ^B	Fulfilling task requirement	Experience in Area () ^B	Total of Marks (100)	Marks
Total						

- A. The evaluation may be done by groups instead of individuals. For each group (financial group for example) the group mark of the group is obtained from the weight of group members marks. For example, the mark of a group of three members record (A), (B) and (C), (A) will be $S + (B) Q + (C)P$, where S, Q, and P represents the weights of the group ($S+P+Q=1$).
- B. The maximum limit of marks based on the request of proposal

Evaluator Name ----- Signature ----- Date -----

Annex 2 – Follow-up Data Information

5.1	Allocation	
	(A) No. (B) Effective Date (C) Closing Date (1) Original (2) Amended	_____ _____ _____ _____ _____
5.2	Notice of General Supplying	
	(A) First Issuance Date (B) Late Update	_____ _____
5.3	Request of Interest Data	
	(A) Publication in the media and the website of the related government department/employer and (UNDB and gdMarket) website (B) Publication in the national local newspapers	Date _____ Newspaper(s) names and date(s) _____ _____ _____
5.4	Did the use of price as a factor in the selection has changed in the final order ¹¹	Yes _____ No _____

¹¹ Compare the technical order with the order in form 4(C)

Annex 3- Minutes of Meeting of the Public Opening of the Financial Proposals¹²

Minutes of Meeting

[The minutes of meeting shall refer to the names of participant in the session of proposal opening, proposals prices, technical marks and any details that the employer, from his point of view, may consider them as appropriate, **taking into account the provisions of the General Contracts Law and the instructions issued accordingly.**

All the attendants shall sign the minutes]

¹² annex 3 is applicable to the selection based on quality, cost, fixed balance sheet and the least cost

Annex 4 Request of Proposals ¹³

13 Annex 4 is applicable to all parts of selection procedure

Annex 5 - Miscellaneous Annexes – Related to subject