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| **Annexure II of Chapter 02**  **Format for Bid Evaluation Committee Meeting Minutes/Records**  **(Relevant Reference to the Procurement Guidelines - 2.4)** | | | | | | | |
| The following format may be used to record the proceeding of a BEC meeting. The summary of the BEC report and the detailed Bid Evaluation Report (BER) shall be prepared and submitted in addition to these minutes. The minutes shall be signed by each member of the BEC. However, any member may record a dissent. Copies of these minute sheets shall be forwarded to PC when submitting the BEC report. | | | | | | | |
| **REPORT OF THE BEC MEETING** | | | | | | | |
| **Nature of the Procurement Committee** | **HLPC/SHLPC/MPC/DPC/PPC/RPC** | | | **Name of the PE** | |  | |
| **Title of Procurement** | |  | | | | | |
| **Meeting no:** |  | **Date** |  | | **Purpose/s** | |  |
| **Present** | | | | | | | |
| **Members of the BEC Others (capacity)**  1. 1.  2. 2.  3.  4. | | | | | | | |
| Main observations made: (The summary of key observations may be outlined here.)  The details can be attached by making references. Some essential information that shall be  listed is stated below:  1. Proceedings of the meeting and follow up actions from previous meeting (if any)  2. Comments (if any) on presence and absence of members  3. Comments on entire procurement process  4. Documents forwarded and discussed  5. Any special features/methods adopted | | | | | | | |
| **Summary of the main decisions taken/recommendations made:**  (The summary of each main decision/s taken/recommendation made shall be outlined here. The details can be attached by making references). Some essential information that shall be listed below are:  i. For Scrutinizing documents: Use of SBDs and appropriateness of bidding documents;  ii. For pre-qualification/shortlisting: Number of applications received; Names and addresses of the bidders pre-qualified/shortlisted; | | | | | | | |

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| iii. For contract award recommendation: Name and address of the successful bidder;  contract amount in various currencies if applicable;  iv. For intermediate decisions: State clearly the direction given to the PE; and  v. Justification (if required) for their decision/s the BEC wishes to add. | | | |
| Name | Capacity\* | Agree with the above decision/s (yes/no)\*\* | Signature |
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| **Annexure III of Chapter 02**  **Format For Bid Evaluation Summary Report**  (Relevant Reference to the Procurement Guidelines - 2.4) | | |
| BEC shall prepare a detailed Bid Evaluation Report in addition to this summary report | | |
| 1 | Name of the Procuring Entity: |  |
| 2 | Title of the Procurement: |  |
| 3 | Source of Financing |  |
| 4 | Pre-bid estimated amount of the  Procuring Entity: |  |
| 5 | Method of Procurement  (ICB/NCB/LIB/LNB etc.) |  |
| 6 | Number of bidding documents issued |  |
| 7 | Number of bids/proposals received |  |
| 8 | Number of bids/proposals determined as substantial responsive |  |
| 9 | Any common reason/s found for determining many bids/proposals as non-responsive (if a common reason/s observed describes the departure) |  |
| 10 | Is the lowest evaluated bidder recommended for the contract award? (Yes/No) |  |
| 11 | If the answer for “10” above is “No”, give reason/s for not recommending. |  |
| 12 | What is the recommended contract award price? |  |
| 13 | What is the bid/proposal price of the recommended bidder at the bid/proposal opening? |  |
| 14 | If there is a difference between “12” and  “13” above what are the reasons? |  |