



EVALUATION REPORT FOR GOODS, WORKS AND SERVICES

Tender Dossier No: RFQ20-.....

1. GENERAL INFORMATION

No.	CONTENT	DETAIL
1	Description:	
2	Project Title:	
3	Activity Code:	
4	Budget Line:	
5	PR No.:	
6	Requested by:	
7	Concurred by:	
8	Approved by:	
9	Proc. Method:	
10	PR Submission:	
11	Advertising:	
12	Date of Launching:	
13	Deadline for Submission of Quotations: a) Original Date b) Extensions if any	
14	Clarifications or corrections during tendering process (Addenda):	
15	Place for Submission of Tenders:	
16	Quotations Received by the Deadline:	
17	Companies that withdrew from Tendering:	
18	Date of the Opening Session:	
19	Place of Opening Session:	
20	Minutes of the Tender Opening:	

2. REMARKS ON GENERAL ACTIVITIES FOR THE TENDERING PROCESS

(General information about number of Bidder submitted quotation).

PRE-QUALIFICATION CRITERIA

Ref	Evaluation criteria	Bidder's Name #1	Bidder's Name #2	Bidder's Name #3
		Yes/No	Yes/No	Yes/No
1	Submission form duly signed by authorized person			
2	Quotation validity: at least 45 days			
3	Copy of Business Registration			
	Prequalification			

3. TECHNICAL AND FINANCIAL EVALUATION

Results of the technical and financial evaluation are summarized in the table below and as [item basis](#).

3.1. Technical Evaluation

No.	Description <i>Minimum Technical Specifications</i>	Qty	Bidder's Name #1		Bidder's Name #2		Bidder's Name #3	
			Brand/Model	Y/N	Brand/Model	Y/N	Brand/Model	Y/N
1								
	Technical Compliance:		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	
2								
	Technical Compliance:		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable		<input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	
							
							

Summary of Technical Compliance/Non-Compliance

No.	Item	QTY	Bidder's Name #1	Bidder's Name #2	Bidder's Name #3
			Y/N	Y/N	Y/N
1					
2					
3					

Note. (N) stand for non-compliance
(Y) stand for technical compliance/acceptable.

The following items from each company are not technical compliance and will not be considered to the next step of financial evaluation.

3.2. Financial Evaluation

No.	Item	QTY	Bidder's Name #1		Bidder's Name #2		Bidder's Name #3	
			UP	Total US\$	UP	Total US\$	UP	Total US\$
1	(Name of equipment)							
Total in LAK								
Equivalent to US\$								
Ranking								
2	(Name of equipment)							
Total in LAK								
Equivalent to US\$								
Ranking								
.....								
.....								

*MRC exchange rate if offer in different currency

Summary of the first rank or the lowest offer for each item

No.	Item	QTY	Bidder's Name #1 Total Price (US\$)	Bidder's Name #2 Total Price (US\$)	Bidder's Name #3 Total Price (US\$)
1					
2					
3					
.....				
.....				
Total Amount in US\$					

4. Award recommendation

In conclusion, we recommended awarding the Purchase order to the suppliers as following:

1. To company name _____ for item No. _____ as its offer was the most competitive and technical compliance for these items with the total amount of **US\$**(in word US dollars).
2. To Company name _____ for item No. _____ as its offer was the most competitive and technical compliance for these items with the total amount of **US\$** (in word US dollars).

Reported by:

Concurred by:

Concurred by:

Name
Procurement Assistant
Date:

Name
Procurement Officer
Date:

Name
Position
Date:

Concurred by:

Concurred by:

Concurred by:

Name
Chief Finance Officer
Date:

Name
Division/OCEO
Date:

Name
Division/OCEO
Date:

Concurred by:

Concurred by:

Approved by:

Name
Director of Division
Date:

Name
Director of AD
Date:

Name
CEO
Date: