



dd/mm/yyyy

EVALUATION REPORT

Tender Dossier No: RFP_____

1. Information Regarding the Tender Procedure:

No.	Content	Detail
1	Description:	
2	Project Code:	
3	Budget Line:	
4	PR No.:	
5	Requested by:	
6	Concurred by:	
7	Approved by:	
8	Proc. Method:	
9	PR submission:	
10	Advertising:	
11	Date of launching:	
12	Deadline for submission of quotations:	
13	Clarifications or corrections during tendering process (Addenda):	
14	Place for submission of tenders:	By e-mail to procurement@mrcmekong.org
15	Quotations received by the deadline for submission:	
16	Companies that withdrew from tendering:	
17	Date of the Opening session:	
18	Place of Opening session:	
19	Minutes of the Tender Opening:	

2. Opening Session

The average technical scores awarded are shown below:

Name/Co.	Company's Name #1	Company's Name #2	Company's Name #3
Technical Scores			
Ranking			

The Overall Technical Evaluation Report was approved by the CEO, MRCS on....
(Annex III).

3. Financial Evaluation

Summary Financial

Name/Co.	Company's Name #1	Company's Name #2	Company's Name #3
Total adjusted offer amount (USD)			
Financial scores			
Weighted (30%)			

4. General Evaluation

Name/Co.	Company's Name #1	Company's Name #2	Company's Name #3
Weighted Technical Scores			
Weighted Financial Scores			
Total Scores			
Ranking			

5. Award recommendation:

List of Annexes:

- Annex I: Technical Proposals Opening Minutes
- Annex II: Summary Evaluation Sheet for Technical Proposals
- Annex III: Memo approval of the Overall Technical Evaluation
- Annex IV: Financial Proposal Opening minutes
- Annex V: Summary Technical and Financial Evaluation Table

Prepared by:

Procurement Officer/Assistant
Ex-Officio

Checked and confirmed by the Evaluation Panel:

		<i>Signature</i>	<i>Date</i>
Chairperson's Name	(Position)		
Member's Name	(Position)/Division		
Member's Name	(Position)		
Member's Name	(Position)		
Member's Name	(Position)		