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## **TECHNICAL EVALUATION COMMITTEE REPORT**

**Date .....**

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## 1. Introduction

### 1.1 Name of the Contract & Scope of works

Name of the Contract: .....

Scope of works under the contract includes construction .....

### 1.2 Composition of the Technical Evaluation Committee (TEC)

Following officers have been appointed by the Director of buildings, to serve in the Technical Evaluation Committee.

- |    |          |
|----|----------|
| 1. | Chairman |
| 2. | Member   |
| 3. | Member   |
| 4. | Member   |
| 5. | Member   |

## 2.0 Bidding Stage

### 2.1 Invitation of Bids

Bids were called by an open invitation published in three daily news papers “Ceylon Daily News” on ....., “Dinamina” on ..... in ..... “Thinakaran” .....

### 2.2 Issue of Bidding documents

Bidding documents were issued from .....to.....at .....

### 2.3 Pre bid Meeting

### 2.4 Addenda Issued

### 2.5 Opening of Bids

The Bidding was closed on ....., 2017 at ..... hrs at .....at the same venue in the presence of the following bid opening committee appointed by the Procurement Committee.

- |    |          |
|----|----------|
| 1. | Chairman |
| 2. | Member   |
| 3  | Member   |

All the bids received before the closing time, were opened by the Bid Opening Committee in the presence of Representatives of the Bidders. The attendance sheet of those present at the Bid Opening is given in format of Bid opening minutes.

**No late bids.**

### **3.0 Evaluation of Bids**

#### **3.1 Preliminary Bid Examination**

Preliminary examination (check on documents submitted) was conducted on following and findings of this examination are presented in Table 1.

- 3.1.1 Whether the bidder was blacklisted
- 3.1.2 CIDA (successor to ICTAD) Grade & Registration, expiry date
- 3.1.3 Completeness of the Form of Bid; inclusion of bid price, bid validity, Signing of the Form of Bid Inclusion of bid amount.
- 3.1.4 Completeness of the Bid Security; value, Institution, format and validity period.
- 3.1.5 Form of bid- Completeness and signature
- 3.1.6. Business registration within western province

Following discrepancies were observed on the form of bids submitted by following bidders.

Table 1. Summary of Preliminary Bid Examination

No	Name of Bidder	Whether Black Listed (Yes/ No)	CIDA Reg. C5 or above	business registration in western province	Form of Bid					Bid Security				Value of in hand Projects (Rs)
					Bid Price without VAT as read out(Ref: Bid opening minutes) Rs.	Bid Validity 91 days	Signing the Form of Bid	Amount was included in the form of bid	Amount in word & figure indicated in summary is tallied.	Value Rs. M	Bank	Format	Validity Period of 119 days (03.05.2017.)	
1														
2														
3														
4														

### 3.2 Detailed Evaluation Arithmetic/Multiplication mistakes;

TEC has checked for arithmetical / multiplication mistakes in the rated BOQ have to determine whether they are arithmetically correct, and the observations are summarized in the Table 2.

Table 2. Summary of the bid prices after conducting the arithmetical check

No	Name of Bidder	Original Bid Amount Rs. (Without VAT)	Bid Amount after checking the Arithmetical mistakes Rs. (Without VAT)
1			
2			
3			
4			

### 3.3 Detailed Evaluation on responsiveness check of Bid Documents to clause 4.2 of bidding data (post qualification information)

According to the bidding documents, the bidders shall have to fulfill the following qualifications in order to be eligible for contract award.

- 3.3.1 Experience in the field of Building Construction for a period of minimum 3 years
- 3.3.2 Documentary evidence to substantiate working capital; Liquid Assets and or credit facilities  $\geq$  Rs.5 Million

The bids were evaluated according to these requirements and results were tabulated and presented in the Table 3.

**Table 3**

No	Name of Bidder	Experience in the field of Building Construction	Credit facilities
1			
2			
3			
4			

It was found that:

a) .

Hence, following responded Bids are considered as responsive.

### 3.4. Comparison of Substantially Responsive Bids

Ranks of each of these responsive bidders according to their corrected bid prices are presented in the Table 4.

Direct Construction Cost: - Rs. (without VAT)

### **Observation**

Table 4: Comparison of Substantially responsive bids

No	Name of Bidder	Arithmetically corrected bid price Rs. (Without VAT)	Rank	% of the deviation of Engineer's Estimate
1				
2				
4				



**4.0 TEC Recommendation for Contract Award.**

TEC recommend to award the Contract to the lowest bidder ,  
 M/..... for the evaluated bid Amount of Rs.  
 ..... without VAT .

- i. Name of the Bidder :
- ii. Address: No. Bid Amount: Rs. ....
- iv. Subjective Conditions (if any):
- v. Any other comments :

**TECHNICAL EVALUATION COMMITTEE**

Name	Capacity	Agree with the above decision/s (Yes/No)	Signature
1.	Chairman		
2.	Member		
3.	Membe		
4.	Member		
5.	Member		

## **Annexures**

Annexure 1- Letter of Invitation of Bid

Annexure 2- List of Bidders who had purchased the Bidding Documents

Annexure 3- Attendance Sheet of Bidders who participated for the Pre-bid Meeting

Annexure 4- Addendum No 1 issued on 25.08.2016 & Minutes of pre-bid meeting issued on 26.08.2016.

Annexure 5- Attendance Sheet at the Bid Opening

Annexure 6- .....

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