

**Procurement Approval Form**  
(Refer to OpsPedia for forms appropriate to requested action)

**Request for No-Objection on Bid Evaluation Report** {Give a brief statement of the matter requiring Procurement Committee action}

<b>PART A. MATTER for CONSIDERATION</b>			
No-Objection on:			
<input type="checkbox"/> Prequalification Evaluation Report (PQER)	<input type="checkbox"/> Technical BER for 1S2E	<input type="checkbox"/> 1 <sup>st</sup> Stage BER for 2S (or 2S2E)	
<input checked="" type="checkbox"/> Bid Evaluation Report (BER) for 1S1E	<input type="checkbox"/> Financial BER for 1S2E	<input type="checkbox"/> 2 <sup>nd</sup> Stage BER for 2S (or 2S2E)	
[Give a statement of the matter requiring Procurement Committee action.]			
<b>PART B. BID EVALUATION INFORMATION SUMMARY SHEET</b>			
<b>1. PROJECT and PACKAGE DATA</b>			
Project Number _____ Project Name _____ Project Status _____ Approval Number _____ Country _____ State _____ Sector _____ Department _____ Division _____		Executing Agency _____ Implementing Agency _____ Procurement Agent / Consultant _____ Contact Info _____	
Package Number _____ Package Name _____ <input type="checkbox"/> Yes <input type="checkbox"/> No More than One Lot:		Estimate Contract Value: Original Currency _____	
With Prequalification: <input type="checkbox"/> Yes <input type="checkbox"/> No		Exchange Rate _____ as of _____ US\$ Equivalent _____	
Co-financed _____ Advance Contracting/Retroactive Financing _____		Contract Duration (in month) _____	
Lot No.	Lot Description	Lot Estimated Value	Lot Duration
<b>2. PROCUREMENT MODALITY</b>			
Bidding Document: Large Works <input type="checkbox"/> Small Works <input type="checkbox"/> Goods <input type="checkbox"/> Plant <input type="checkbox"/> Design-Build <input type="checkbox"/>		Procurement Method: ICB <input type="checkbox"/> LIB <input type="checkbox"/> NCB <input type="checkbox"/> Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/>	
Other (specify) _____		Bidding Procedure: Single Stage – One Envelope (1S1E) <input checked="" type="checkbox"/> Single Stage – Two Envelope (1S2E) <input type="checkbox"/> Two Stage (2S) <input type="checkbox"/> Two Stage – Two Envelope (2S2E)(1S1E) <input type="checkbox"/>	
Other (specify) _____		Other (specify) _____	
Application of Domestic Preference: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Allow Bidders from Non-member Countries: Yes <input type="checkbox"/> No <input type="checkbox"/>			
With Waiver to Procure from Non-member Countries: Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>3. MILESTONE DATES</b>			
Loan/Grant Approval _____ Loan/Grant Closing _____		Loan/Grant Signing _____ Project / Physical Completion _____	
Receipt of First Draft Bidding Documents _____		Loan/Grant Effectiveness _____	
ADB Approval of Bidding Documents _____		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Invitation for Bids (IFB):		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
ADB website _____		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Newspaper of General Circulation [Indicate name _____]		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
EA website [Indicate address _____]		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
International/freely accessible website [Indicate address _____]		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A

(a) Original	Date _____ Time _____	
+ (b) Extension	<input type="checkbox"/> Yes Date _____ Time _____	<input type="checkbox"/> N/A
Date of Pre-Bid meeting	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Date of Site Visit	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Number of Bidding Documents Issued	No. _____	
Number of Bids Submitted	No. _____	
+ Clarification Requests Received from Bidders [Date received _____]	<input type="checkbox"/> Yes Date Responded _____	<input type="checkbox"/> N/A
+ Addenda Issued [Issuance Date _____] [Addenda No. _____]	<input type="checkbox"/> Date of ADB Approval _____	<input type="checkbox"/> N/A
Bid Opening	Date _____ Time _____	
EA's submission of Bid Evaluation Report (BER) to ADB	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
+ EA's submission of revised BER to ADB	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A

**4. BID MANAGEMENT**

**Earlier ADB No-Objection:**

Invitation for Prequalification	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A	Invitation for Bid Bidding Document	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
PQ Document	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
PQ Evaluation Report	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A			

**Bid Validity Expiration**

(a) Original	Number of days [ _____ ]	Date _____	
+ (b) Extension	Number of days [ _____ ]	Date _____	<input type="checkbox"/> N/A
Bid Securing Declaration / Bid Security Requirement	Amount _____	Remarks _____	
Bid Security Validity Expiration			
(a) Original		Date _____	
+ (b) Extension		Date _____	<input type="checkbox"/> N/A
+ Clarification Sought by EA from Bidder/s	Date _____	Responded by Bidder, Date _____	
+ Clarification Sought by ADB from EA	Date _____	Responded by EA, Date _____	
Exchange Rate used for Bid Comparison	[Insert Currency _____]	Source _____ Date _____	
Signed Record of Bid Opening Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**PART C. EA's BID EVALUATION REPORT**

**1. Record of Bid Opening**

No	Name of Bidder	Composition of Bidder	Country	Bid Security Amount	Bid Security Validity	Bid Price at Opening	Discounts Offered	Ranking at Bid Opening	Comments / Remarks
1									
2									
3									
4									
etc									

**Note:**

1. In case of Joint Venture, list all joint venture partners.
2. For composition of Bidder, please indicate whether Joint Venture or Single Entity.

**2. Evaluation of Qualification**

No	Name of Bidder	Preliminary Examination	Eligibility	Pending Litigation	Financial Requirements	Experience	Qualification Evaluation Results
1							
2							
3							
4							
etc							

**Note:**

1. Indicate "Pass or Fail or Not Applicable" only for columns Preliminary Examination, Eligibility, Pending Litigation, Financial Requirements & Experience.
2. Indicate "Responsive or Non-responsive" only for column Qualification Evaluation Results.
3. Use Annex A for Qualification details.

3. Determination of Substantial Responsiveness of Bids				
No	Name of Bidder	Evaluation of Technical Requirements	Evaluation of Commercial Terms and Conditions	Remarks
1				
2				
3				
4				
etc				

- Note:
- Only bidders marked as "Responsive" in section 2 (Evaluation of Qualification) should appear in this section.
  - Indicate "Responsive or Non-responsive" only for the evaluation results.

4. Determination of Lowest Evaluated Substantially Responsive Bid													
No	Name of Bidder	Bid Price at Opening		Provisional Sum and Contingency		Bid Price without Provisional Sum and Contingency (3-4)		VAT		Bid Price without VAT (5-6)		Arithmetic Correction (+/-)	
		3	4	5	6	7	8						
		Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency
1													
2													
3													
4													
etc													

- Note:
- In case the VAT cannot be separated from the Bid Price, indicate " - " in column 6 and column 7 should be renamed as "Bid Price with VAT" and the value is equal to column 5.

Continuation...4. Determination of Lowest Evaluated Substantially Responsive Bid															
No	Name of Bidder	Adjustment for Missing Items / Technical Compliance (+/-)		Corrected Bid Price (7-8-9)		Discount		Bid Price after Discount (10-11)		Corrected Bid Price with Provisional Sum, Contingency and VAT (10+4+6)		Total Corrected Bid Price in (in currency of bid evaluation) 14	Total Corrected Bid Price in US\$ Equivalent 15	Variation from Engineer's Estimate 16	Ranking after Evaluation 17
		9	10	11	12	13	14	15	16	17					
		Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency				
1															
2															
3															
etc															

Engineer's Estimate: Provisional Sum and Contingency: VAT amount:

- Note:
- Engineer's estimate should include provisional sum, contingency and VAT.
  - Include any other evaluative adjustments in column 9
  - For column 13, in case VAT is excluded, column 13 should be renamed as "Corrected Bid Price with Provisional Sum and Contingency" and the formula is (10+4).
  - For column 14, use the same source as indicated in PART B table 4.
  - Recommended Bidder for Contract Award

Name of Bidder	Composition of Bidder	Country	Type of Bidder	Recommended Contract Price	Recommended Contract Price in US\$ Equivalent	Remarks
						Inclusive of Tax / Exclusive of Tax
Lowest priced at <input checked="" type="checkbox"/>		Lowest Evaluated	<input checked="" type="checkbox"/>			Awarded due to <input type="checkbox"/> Y <input type="checkbox"/>

bid opening	No	Bidder	<input checked="" type="checkbox"/>	Domestic Preference	No
Provisional Sum Amount _____		Contingency Amount _____			

Complete Address: \_\_\_\_\_

**PART D: NARRATIVE SUMMARY OF BID EVALUATION REPORT**

**1. Preliminary Examination for Completeness of Bids**  
 [Describe deliberative process of the Bid Evaluation Committee, how many bidders were deemed eligible to bid, how many bidders provided complete information Detail here any bids rejected for reasons of ineligibility and material omissions.]

**2. Determination of Substantial Responsiveness of Bids**  
 [Briefly describe bid validity and bid security, bidders qualifications and the evaluation of the responsiveness to technical requirements detailing here any bid rejected for failure to meet the qualification requirements or with material deviations or reservations to the requirements of the bidding document]

**3. Detailed Evaluation of Bids**  
 [Briefly describe the detailed evaluation of bids pertaining to analysis of BOQ and unit rates, arithmetic correction, adjustment and unbalanced bids, multiple contract analysis (if applicable), conditions to be met prior to award of contract, etc.]

**4. PROCUREMENT GOVERNANCE and INTEGRITY**

+ Representations received      Yes    Details: \_\_\_\_\_ Date received: \_\_\_\_\_ No

Bidders (including associated firms or joint venture partners) on ADB's complete Sanctions List      Yes      No

**PART E: ISSUES AND STAFF VIEWS**

[All issues during the procurement process, if any, should be explained and fully addressed, including procurement complaints referred by the procurement complaints mechanism (See PAI 3.13). Identify the issues that require Procurement Committee consideration; and state the views of the originating unit staff, project counsel, procurement specialist, and other staff involved. Refer to the relevant ITB Clause when providing staff views. Describe actions taken by staff, if appropriate. Attach copies of the written comments of the project specialist, project counsel, procurement specialist, financial control specialist and other staff. Confirm that the bidders are not in ADB's complete Sanctions List. Representations received must also be explained and addressed fully. All relevant information must be included such that the Procurement Committee is in a position to make a fully informed decision. If the concerned ADB units had initially differing views but eventually resolved their differences, the circumstances should be adequately explained. ]

**Compliance with Loan Agreement.**

*[Confirm that loan/grant/financing agreement and all safeguards requirements as per ADB SPS 2009 have been or are being complied with, or not applicable in case of advance contracting when the financing agreement is not yet effective.]*

**PART F: RECOMMENDATION for NO-OBJECTION**

[[Indicate the approval action recommended with reference to PAI. List separately qualified and disqualified bidders. If applicable, the following statement should be inserted in this paragraph: subsequent to approval of the recommendation by the Procurement Committee, the Project Unit when conveying the PC's decision to the EA will remind it that ADB's approval of advance contracting will not commit ADB to subsequently approve the project or to finance the procurement costs"]

Approved<sup>a</sup>:  
(1) \_\_\_\_\_

Name of Director

(2) \_\_\_\_\_

Name of Assistant General Counsel, OGC

(3) \_\_\_\_\_

Name of Director-General, PPF

<sup>a</sup> The above signing format is for contracts \$70 million and above. For contracts from \$20 million up to, but not including, \$70 million,

(1) remains unchanged, (2) is replaced with the Director PFP1/PFP2 (3) is deleted. For contracts below \$20 million (1) is the Sector Division or Resident Mission PASS accredited Staff (2) the Sector/Country Director and (3) is deleted.

Requirements	Bidder 1	Bidder 2	Bidder 3	Bidder etc
Preliminary Examination				
1. Eligibility				
Nationality				
Conflict of Interest				
ADB Eligibility [link ADB's complete Sanctions List]				
Government-Owned Entity				
UN Eligibility				
2. Pending Litigation and Arbitration				
Pending Litigation and Arbitration				
3. Financial Requirements				
Historical Financial Performance				
Average Annual Turnover				
Financial Resources Requirement				
4. Experience				
Contracts of Similar Size and Nature (for one contract)				
Contracts of Similar Size and Nature (for two contracts)				
Experience in Key Activities				
Qualification Evaluation Results				

Annex A: Qualification Details, Procurement Approval Form