

SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

CONTRACT EVALUATION FORM

TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS WORTH 50 MILLION (PKR) OR ABOVE

- 1) NAME OF THE ORGANIZATION / DEPTT. _____
- 2) PROVINCIAL / LOCAL GOVT./ OTHER _____
- 3) TITLE OF CONTRACT _____
- 4) TENDER NUMBER _____
- 5) BRIEF DESCRIPTION OF CONTRACT _____
- 6) FORUM THAT APPROVED THE SCHEME _____
- 7) TENDER ESTIMATED VALUE _____
- 8) ENGINEER'S ESTIMATE
(For civil works only) _____
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) _____
- 10) TENDER OPENED ON (DATE & TIME) _____
- 11) NUMBER OF TENDER DOCUMENTS SOLD _____
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED _____
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS _____
- 14) BID EVALUATION REPORT
(Enclose a copy) _____
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER _____
- 16) CONTRACT AWARD PRICE _____
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATION BID). _____

- 18) METHOD OF PROCUREMENT USED : - (Tick one)
 - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
 - b) SINGLE STAGE – TWO ENVELOPE PROCEDURE _____
 - c) TWO STAGE BIDDING PROCEDURE _____
 - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE _____

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS:

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT _____

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

21) ADVERTISEMENT :

i) SPPRA Website
(If yes, give date and SPPRA Identification No.)

| | |
|-----|--|
| Yes | |
| No | |

ii) News Papers
(If yes, give names of newspapers and dates)

| | |
|-----|--|
| Yes | |
| No | |

22) NATURE OF CONTRACT

| | | | |
|-------|--|------|--|
| Local | | Int. | |
|-------|--|------|--|

23) WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

24) WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?
(If yes, enclose a copy)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED
BID / BEST EVALUATED BID (in case of Consultancies)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY
COMPLIANT?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF
CONTRACT?
(Attach copy of the bid evaluation report)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

31) ANY COMPLAINTS RECEIVED
(If yes, result thereof)

| | |
|-----|--|
| Yes | |
| No | |

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS
(If yes, give details)

| | |
|-----|--|
| Yes | |
| No | |

33) WAS THE EXTENSION MADE IN RESPONSE TIME?
(If yes, give reasons)

| | |
|-----|--|
| Yes | |
| No | |

34) DEVIATION FROM QUALIFICATION CRITERIA
(If yes, give detailed reasons.)

| | |
|-----|--|
| Yes | |
| No | |

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:
(If yes, enclose a copy)

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

38) SPECIAL CONDITIONS, IF ANY
(If yes, give Brief Description)

| | |
|-----|--|
| Yes | |
| No | |

39) Date of Award of Contract: _____

Signature & Official Stamp of
Authorized Officer _____

FOR OFFICE USE ONLY

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