



Public Procurement and Disposal of Public Assets Authority



EVALUATION OF BIDS

TRAINING FOR STAFF OF KAMULI DISTRICT LOCAL GOVERNMENT

Venue: MALAMU CENTRE, KAMULI DISTRICT

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By the end of the presentation, participants should be able to understand:

- Background
- Stages of evaluation
- Evaluation Methodology
- Evaluation Criteria and sub criteria
- Scoring system, where applicable
- Basis for the determination of the BEB



- ❑ Bid Evaluation constitutes a major stage in the procurement cycle which relates to;
 - ❑ examination, comparison, assessment, ranking, selecting and recommending of bids

- ❑ Bid evaluation ought to achieve;
 - ❑ high quality services and goods
 - ❑ economy and efficiency
 - ❑ promote fairness and transparency
 - ❑ Equal opportunity for all eligible providers

PPDA Background



- ❑ Bid Evaluation is elaborated in;
 - ❑ Section 71 of the PPDA Act (2003)
 - ❑ The Local Governments (PPDA) Regulations, 2006



- Recommended by PDU, approved by CC
- Minimum 3 members
- A person appointed member of the evaluation committee shall have technical skills and experience relevant for the procurement requirement
- An evaluation committee shall have among others:-
 - A person representing the user department
 - A member of the procurement and disposal unit



- Quality and Cost Based Selection (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Technical Compliance Selection (TCS)



Procurement category	Most Suitable Evaluation Methodology
Works	<p>TCS</p> <p>Note that QCBS may be used for evaluation of works for design and build or turnkey contracts, where there is a consultancy element</p>
Supplies	TCS
Services	QCBS, QBS, FBS and LCS



- The Technical Evaluation criteria and maximum score is stated in the Bid document.
- There is a minimum technical qualifying mark, below which a bid shall be rejected
- The relative weights are allocated to the technical and financial components



- Specific experience of consultants
- Adequacy of the proposed methodology
- Qualifications and competence of key personnel
- Transfer of knowledge
- Local participation



- ❑ Bid submission method should be one stage single envelop, unless stated in the SBD
- ❑ Bids shall be subjected to the three stages of evaluation. Preliminary, technical & financial requirements shall be evaluated on pass/fail basis
- ❑ TCS recommends the lowest priced bid which is substantially responsive to the commercial and technical requirements of the PDE



A Preliminary Examination

- ❑ To determine eligibility and administrative compliance on pass/fail basis
- ❑ Bids that pass this stage qualify for technical evaluation

- Eligibility requirements
 - ✓ A copy of the bidder's trading license or equivalent
 - ✓ A copy of the bidder's certificate of registration or equivalent
 - ✓ A copy of the bidder's income tax clearance certificate or equivalent



- ❑ A copy of the bidder's VAT registration or its equivalent
 - ✓ A copy of the bidder's VAT registration or its equivalent
 - ✓ A Statement that the bidder does not have a conflict of interest in the subject of the procurement
 - ✓ Any other relevant documents or statements which shall be stated in the solicitation documents
- ❑ Accordingly, the CC is supposed to verify the accuracy, validity and authenticity of the above documents stated



- This is measured against the basic instructions and requirements in the solicitation document that may include;
- Submission of a bid security, if required in the correct form and amount
 - Submission of the correct number of copies of the bid
 - Submission of the bid in the required format
 - Signature and authorisation of bids in accordance with instructions in the solicitation document



- Signature of curriculum vitae, if required
- Correct bid validity; and
- Submission of any additional documentation or samples required



- ❑ This stage requires;
- ✓ The commercial responsiveness of the bid to the terms and conditions.
- ✓ The technical responsiveness of bids to the statement of requirements
- ✓ The bids must pass a minimum score to proceed to the next stage
- ✓ Under Technical compliance evaluation is on a pass/fail basis



- ✓ No credit given for exceeding the specification
- ✓ Merit point system is applicable under procurement of services
- ✓ Bids declared Compliant or Non Compliant- depending on the methodology
- ✓ Non Compliant Bids are rejected



- Conducted to assess the financial offers/proposal
- All bids converted into same currency
- Arithmetical errors corrected
- Unconditional discounts considered & calculated where applicable
- Life cycle costing elements may be considered for specific requirements
- Bids ranked according to total price
- Costs compared and BEB determined



- ❑ The Bid which scores highest according to the evaluation method used from among those which are eligible , compliant and substantially responsive shall be the best evaluated.



- ❑ Done to determine whether the bidder whose bid emerged as the Best Evaluated has the capability and resources to effectively carry out the contract.
- ❑ It is a verification exercise on the capability of the best evaluated bidder



- Maintaining confidentiality by members of EC
- Issues of conflict of interest and favoritism
- Awarding of marks /scoring is very subjective
- How to handle influence peddlers and directives?



- ❑ Lack of knowledge on how to effectively apply the relevant methodology
- ❑ Errors may occur during the computations
- ❑ Bidders may complain about the arithmetical errors corrected during evaluation
- ❑ Using alternative evaluation criteria other than the communicated



Public Procurement and Disposal of Public Assets Authority



Thank You!

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