

Annex V

Example: Selection of Consultants

Quality and Cost-Based Selection (QCBS) method

Final Evaluation Report

LOI No. [*insert Letter of Invitation number*]

Client: [*insert name of Client*]

Country: [*insert name of country of Client/Borrower*]

JICA Loan No.: [*insert JICA Loan Agreement number*]

Project: [*inset name of Project*]

Assignment: [*inset name of assignment*]

Date: [*insert date of issuance of this report*]

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Notes for the Borrower

1. *The final evaluation report should be attached with a letter of Request for Review and Concurrence by Japan International Cooperation Agency (JICA). The letter should highlight conclusions and offer any additional information that would help to expedite review by JICA. In addition, any unresolved or potentially contentious issues should be highlighted.*
2. *This example of final evaluation report is intended specifically to assist in reporting the results of the evaluation of Financial Proposals. The Borrower should evaluate the Financial Proposals received and prepare a detailed analysis of them. The report should address each of the detailed evaluation and comparison of Financial Proposals in accordance with the Request for Proposals.*
3. *Appendices 1-5 should invariably accompany the report. Appendix 1 is provided for the filing of basic information on the selection process. This appendix should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Consultant Guidelines. Appendices 2-5 may be adapted to suit specific requirements of the Request for Proposals. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Consultants who were rejected. References to pertinent clauses in the Request for Proposals should be used as necessary.*
4. *Checklist for Final Evaluation Report*

- i *Attach all the required Appendixes 1-5*
The Appendix 3 shall be a copy of the Record of Opening of Financial Proposals which was submitted to JICA after the opening.
- ii *The corrections, adjustments and exclusions require detailed explanations where they may affect the ranking of Consultants.*
- iii *Attach copies of any letter to Consultants requesting clarifications. Provide copies of response. (if any)*
- iv *Ensure that the report is double-checked, paginated, and complete.*

Example of Final Evaluation Report (QCBS)

Summary

The notification for opening of Financial Proposals was sent to the Consultants with technically responsive Proposals on *[insert Date]*.

The Financial Proposals were opened on *[insert Date]*.

The highest ranked Consultant was *[insert name of the highest ranked Consultant]*. The evaluation committee recommends to invite *[insert name of the highest ranked Consultant]* for contract negotiations.

No.	Name of Consultant ¹	Technical Evaluation		Financial Evaluation		Total Score	Rank
		Technical Score	Weighted Technical Score	Financial Score	Weighted Financial Score		
		A	B= A x 80%	C	D= C x 20%	E= B + D	
1							
2							
3							
4							
5							

Note: Quality-Cost Ratio: 80:20

1 In case of a Joint Venture (JV), specify the name of the JV, each JV member and the lead member.

1. Background

[*insert name of Client*] intends to hire the consultant for project management for the aforesaid project. The Quality and Cost-Based Selection (QCBS) method has been used in the consultant selection process.

The technical evaluation report was submitted to JICA on [*insert Date*] and was concurred on [*insert Date*].

The identification data are presented in Appendix 1.

2. Public Opening of Financial Proposals

The Consultants whose Technical Proposals were determined to be responsive to the key aspects of the Request for Proposals (RFP) and achieved the minimum technical score were invited for opening of Financial Proposals held in [*insert name of location*] on [*insert date of the opening of Financial Proposals*].

The Proposal submission and Financial Proposals opening are summarized in Appendix 2.

The Financial Proposals were opened publicly in the presence of the Consultants' representatives who choose to attend.

During the opening of Proposals, the name of the Consultants, their technical scores and their proposed prices were announced and recorded as shown in Table 1 and Appendix 3 which was sent to JICA on [*insert date of the copy sent to JICA*].)

Example of Final Evaluation Report (QCBS)

Table 1 Technical Score and Proposed Price

No.	Name of Consultant ¹	Country ²	Technical Score	Proposed Price ³
1				
2				
3				
4				
5				

1 In case of a Joint Venture (JV), specify the name of the JV, each JV member and the lead member.

2 Place of incorporation and place of registration (for firms). In case of a JV, specify the name of country of the JV and each JV member.

3 Describe the proposed price of the Financial Proposal in each currency.

The evaluation committee consists of the members shown in Table 2.

Table 2 Member of Evaluation Committee

No.	Name	Title/Organization	Position in the Committee
1			Chairperson
2			Member
3			Member
4			Member
5			Member

3. Evaluation of Financial Proposals

The evaluation committee confirmed the conformity of the validity period of the Financial Proposals.

The evaluation committee also reviewed the Financial Proposals to determine the evaluated total price (ETP) for each Proposal through the three (3) evaluation procedures below.

- a) Correction
 - i) Arithmetical errors
 - ii) Discrepancy in quantities of input between Technical and Financial Proposals
- b) Adjustment
 - i) Material omissions of items of reimbursable expenses
 - ii) Omissions of items of remuneration
- c) Exclusion
 - i) Provisional sums
 - ii) Local indirect taxes estimates

In this process, the proposed prices were [*corrected, adjusted or/and adjusted*] and notable points on each Financial Proposals are described below.

Consultant No.1

[*describe notable points in the process of correction, adjustment or/and exclusion and/or any important information*]

Consultant No.2

[describe notable points in the process of correction, adjustment or/and exclusion and/or any important information]

Consultant No.3

[describe notable points in the process of correction, adjustment or/and exclusion and/or any important information]

Consultant No.4

[describe notable points in the process of correction, adjustment or/and exclusion and/or any important information]

Consultant No.5

[describe notable points in the process of correction, adjustment or/and exclusion and/or any important information]

The ETPs were then converted to a single currency (*[insert name of currency]*) using the selling rates of exchange whose source and date indicated in the Data Sheet (DS) 14.6 of RFP (refer to Appendix 4).

The results are as shown in Appendix 5.

4. Determination Financial Score

Each financial score was computed using methodology including the formula below, which is indicated in the Instructions to Consultants (ITC) 14.7, as shown in Table 3.

$$Sf = 100 \times Fm / F$$

where:

Sf is the financial score of the Financial Proposal being evaluated,

Fm is the evaluated total price of the lowest priced Financial Proposal,

F is the evaluated total price of the Financial Proposal under consideration

Table 3 Financial Score

No.	Name of Consultant	Financial Score
1		
2		
3		
4		
5		

5. Ranking of Proposals

Each total score was computed using methodology indicated in ITC14.8 as shown in Table 4.

Example of Final Evaluation Report (QCBS)

Table 4 Total Score

No.	Name of Consultant	Technical Evaluation		Financial Evaluation		Total Score	Rank
		Technical Score	Weighted Technical Score	Financial Score	Weighted Financial Score		
		A	B= A x 80%	C	D= C x 20%	E= B + D	
1							
2							
3							
4							
5							

Note: Quality-Cost Ratio: 80:20

6. Conclusion

The highest ranked consultant was [*insert name of the highest ranked Consultant*]. The Evaluation Committee recommends to invite [*insert name of the highest ranked Consultant*] for contract negotiations.

[*The evaluation results of Proposals are subject to review and concurrence by JICA. The final evaluation report shall be submitted to JICA.*]

Example of Final Evaluation Report (QCBS)

as *[insert name of position in the committee]* as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert name of signer]
[insert name of title]
[insert name of organization]

as *[insert name of position in the committee]* as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert name of signer]
[insert name of title]
[insert name of organization]

as *[insert name of position in the committee]*

[insert name of signer]
[insert name of title]
[insert name of organization]

[insert Date]

Example of Final Evaluation Report (QCBS)

Appendix 1 Identification

1.1 Name of Borrower	
1.2 Loan Agreement (L/A) number	
1.3 Date of effectiveness of L/A	
1.4 Closing date of Proposal Submission (a) original (b) revised	
1.5 Name of project	
1.6 Executing Agency (or other organization responsible for employment) (a) name (b) address	
1.7 Contract identification	
1.8 Contract description	
1.9 Selection Methods	<input type="checkbox"/> Quality- and Cost-Based Selection <input type="checkbox"/> Single Source Selection <input type="checkbox"/> Selection of Individual Consultants and Nongovernmental Organization
1.9 Payment Condition (check appropriate box)	<input type="checkbox"/> Time-Based Contract <input type="checkbox"/> Lump-Sum Contract
1.11 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Example of Final Evaluation Report (QCBS)

Appendix 2 Proposal Submission and Financial Proposal Opening

3.1 Proposal submission deadline (a) original date, time (b) extensions, if any	
3.2 Date of concurrence by JICA on the Technical Proposal evaluation result	
3.3 Financial Proposal opening date, time	
3.4 Record of Financial Proposal opening, date sent to JICA	
3.5 Proposal validity period (days or weeks) (a) originally specified (b) extensions, if any	

Appendix 3 Record of Opening of Financial Proposals

No.	Name of Consultant ¹	Country ²	Substitution or Modification ³	Technical Score	Proposed Price ⁴	Name of Representative	Signature
1							
2							
3							
4							
5							

1 In case of a Joint Venture (JV), specify the name of the JV and the name of each JV member starting from the lead member.

2 Place of incorporation and place of registration (for firms). In case of a JV, specify the name of country of the JV and each JV member.

3 Describe whether there is a substitution or a modification.

4 Describe the proposed price of the Financial Proposal in each currency.

Appendix 4 Exchange Rates

Currency Used for Financial Proposal Evaluation:

Effective Date of Exchange Rate:

Authority or Publication Specified for Exchange Rate:

Note: Attach copy of exchange rates provided by specified authority or publication.

Appendix-5 Results of Correction, Adjustment and Exclusion of Proposed Prices

No.	Name of Consultant	Proposed Price ¹	After Correction	After Adjustment	After Exclusion (ETP before conversion)	ETP after conversion <i>[inset name of currency]</i>
1						
2						
3						
4						
5						

1. Describe the proposed price of the Financial Proposal in each currency.