

Annex I

Example: Civil Works Contract

Prequalification Evaluation Report

IFP No.: [*insert invitation for prequalification number*]

Executing Agency: [*insert name of Executing Agency*]

Country: [*insert name of country of Executing Agency/Borrower*]

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

Project: [*inset name of Project*]

Contract: [*insert name of contract*]

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

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Notes for the Borrower

1. *This example of prequalification evaluation report is intended specifically to assist in reporting the results of the evaluation of the Applications for prequalification. The Borrower should evaluate the Applications received and prepare a detailed analysis of them. A summary report of this analysis should be submitted to the Japan International Cooperation Agency (JICA) for review and concurrence in accordance with the Loan Agreement; the report should address each of the pass-fail criteria set in the Prequalification Document. The reason for disqualification of the Applicants who have failed to meet the criteria should be clearly explained in the report.*
2. *Appendices 1-5 should invariably accompany the report. Appendix 1 and Appendix 2 are provided for the filing of basic information on the procurement process. These appendices should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Procurement Guidelines. Appendices 3-5 may be adapted to suit specific requirements of the Prequalification Document. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Applicants who were not prequalified. References to pertinent clauses in the Prequalification Document should be used as necessary.*
3. *In case the prequalification evaluation includes requirements for multiple lots (refer to clause 2.3.2.5 of this Guide), the report should mention the procedure used in the evaluation and show the aggregate minimum requirement for respective individual lots for which Applicants are considered prequalified by the Borrower.*
4. *Checklist for prequalification evaluation report*

- i Attach all the required Appendices 1-5.*
- ii Provide details on disqualifying any Applications during preliminary examination. Particular attention should be given to issues related to JV requirements.*
- iii Attach copies of any letters to Applicants requesting clarifications or substantiation of information. Provide copies of responses.*
- iv Provide explanations for giving a “fail” mark to an Applicant in any of the specified criteria (Appendix 5). If necessary, include a separate attachment with explanations.*
- v Provide detailed reasons for rejecting an Applicant in the report.*

Example of Prequalification Evaluation Report

Summary

The invitation for prequalification was issued on *[insert Date]*.

The deadline for the submission of prequalification Applications was set for *[insert Date]*.

In response to the invitation for prequalification, *[insert the number of the firms]* firms purchased the Prequalification Document and the following *[insert the number of the Applicants]* Applicants submitted their Applications.

No.	Name of Applicant ¹	Country ²
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.

As a result of the evaluation, the following *[insert the number of the Applicants]* Applicants are prequalified.

No.	Name of Applicant	Country
1		
2		
3		

1. Introduction

The prequalification Applications are evaluated in accordance with the procedures specified in the Prequalification Document concurred by JICA.

1.1 Prequalification Identification and Prequalification Evaluation Committee

The prequalification identification data are presented in Appendix 1. The members of the prequalification evaluation committee are shown in Table 1.

Table 1 Members of Prequalification Evaluation Committee

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

1.2 Prequalification Process

The prequalification process is summarized in Appendix 2.

1.3 Application Submission and Opening

The following [*insert the number of the Applicants*] Applicants have submitted their Applications.

Table 2 List of Applicant

No.	Name of Applicant ¹	Country ²
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.

The record of opening of Applications is presented in Appendix 3 which was sent to JICA on [*insert date of the copy sent to JICA*].

2. Preliminary Examination of Applications

[*explain, in particular, the reason for disqualification of the Applicants who have failed the preliminary examination. The examination results are summarized in Appendix 4 Preliminary Pass-Fail Examination of Applicant.*]

3. Qualification Evaluation

[explain, in particular, the reason for disqualification of the Applicants who have failed to meet the criteria. The evaluation results are summarized in Appendix 5 Qualification Evaluation Summary (Pass-Fail Criteria).]

4. Conclusions

As a result of the prequalification evaluation, *[insert the number of the Applicants]* are prequalified. *[insert the number of the Applicants]* are disqualified. Prequalified Applicants are shown in Table 3.

Table 3 List of Prequalified Applicant

No.	Name of Applicant	Country
1		
2		
3		

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

Example of Prequalification Evaluation Report

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]

Appendices

Appendix 1	Identification
Appendix 2	Prequalification Process
Appendix 3	Record of Opening of Applications
Appendix 4	Preliminary Pass-Fail Examination of Applicant
Appendix 5	Qualification Evaluation Summary (Pass-Fail Criteria)

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 Name of project	
1.5 Executing Agency (or other organization responsible for purchase or employment) (a) name (b) address	
1.6 Contract identification	
1.7 Contract description	
1.8 Method of procurement (check appropriate box)	<input type="checkbox"/> International Competitive Bidding <input type="checkbox"/> Limited International Bidding <input type="checkbox"/> International Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/> Local Competitive Bidding <input type="checkbox"/> Other National Procurement Method
1.9 Type of Standard Bidding Document (check appropriate box(es))	<input type="checkbox"/> Works <input type="checkbox"/> Plant <input type="checkbox"/> Design Build <input type="checkbox"/> Single-Stage: Two-Envelope <input type="checkbox"/> Two-Stage: One-Envelope <input type="checkbox"/> Single-Stage: One-Envelope) <input type="checkbox"/> Small Works <input type="checkbox"/> Goods
1.10 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Appendix 2 Prequalification Process

2.1 Invitation for prequalification (a) issuance date (b) name of newspaper (c) date of copy sent to JICA							
2.2 Prequalification Document (a) publication date (b) date of JICA's concurrence							
2.3 Number of firms purchased documents							
2.4 Amendments to documents (if any) (a) list all issue dates (b) date(s) of JICA's concurrence ¹	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">1.</td> <td style="width: 33%; text-align: center;">2.</td> <td style="width: 33%; text-align: center;">3.</td> </tr> <tr> <td style="width: 33%; text-align: center;">1.</td> <td style="width: 33%; text-align: center;">2.</td> <td style="width: 33%; text-align: center;">3.</td> </tr> </table>	1.	2.	3.	1.	2.	3.
1.	2.	3.					
1.	2.	3.					
2.5 Application submission deadline (a) original date, time (b) extensions, if any							
2.6 Number of Applications submitted							

1. Modification of a Prequalification Document reviewed by JICA shall require the prior written concurrence of JICA, provided, however, that any change which does not constitute an important modification of the Prequalification Document shall not require such concurrence of JICA.

Appendix 3 Record of Opening of Applications

No.	Name of Applicants ¹	Country ²	Name of Representative
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.*

Appendix 4 Preliminary Pass-Fail Examination of Applicant

No.	Documents	Applicant No.				
		1	2	3	4	5
1	Application Submission Form					
2	Power of Attorney					
3	Copy of the JV Agreement or letter of intent					
4	Documentary evidence establishing the Applicant's eligibility and qualification					
5	Acknowledgement of Compliance with the Procurement Guidelines					
	Results P = Pass; F = Fail					

Y = Yes; N = No; NA = Not Applicable

Appendix 5 Qualification Evaluation Summary (Pass-Fail Criteria) Applicant No.1¹ [insert the name of the Applicant]

¹ Qualification Evaluation Summary for each Applicant No.1 to No.5 shall be prepared. In case of a Joint Venture (JV), Qualification Evaluation Summary for each JV member shall be prepared.

1. Eligibility

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
1.1	Nationality	Nationality in accordance with ITA 4.4	Must meet requirement	N/A	Must meet requirement	N/A		
1.2	Conflict of Interest	No conflicts of interest in ITA 4.2 and 4.3	Must meet requirement	N/A	Must meet requirement	N/A		
1.3	JICA Ineligibility	Not having been declared ineligible by JICA, as described in ITA 4.5	Must meet requirement	N/A	Must meet requirement	N/A		

P = Pass; F = Fail; NA = Not Applicable

2. Historical Contract Non-Performance and Litigation

Applicant No.1 [*insert the name of the Applicant*]

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor’s default since 1 st January [<i>insert year</i>].	Must meet requirement	N/A	Must meet requirement	N/A	[<i>insert the submitted contract information, if any</i>]	
2.2	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant.	Must meet requirement	N/A	Must meet requirement	N/A	[<i>insert the submitted litigation information, if any</i>]	
2.3	Litigation History	No consistent history of court orders against the Applicant since 1 st January [<i>insert year</i>].	Must meet requirement	N/A	Must meet requirement	N/A	[<i>insert the submitted litigation information, if any</i>]	

P = Pass; F = Fail; NA = Not Applicable

3. Financial Situation and Capabilities

Applicant No.1 [*insert the name of the Applicant*]

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
3.1	Financial Performance	<p>The financial statements for the last [<i>insert number of years</i>] years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability.</p> <p>As the minimum requirement, the Applicant’s net worth calculated as the difference between total assets and total liabilities should be positive.</p>	Must meet requirement	N/A	Must meet requirement	N/A	[<i>insert the submitted figure of each year’s total assets and liabilities of the financial statements</i>]	
3.2	Average Annual Turnover	Minimum average annual turnover of USD [<i>insert amount in USD</i>], calculated as total certified payments received for contracts in progress and/ or completed, within the last [<i>insert number of years</i>] years, divided by [<i>insert number of years</i>] years.	Must meet requirement	Must meet requirement	Must meet [<i>insert number</i>] % of the requirement	Must meet [<i>insert number</i>] % of the requirement	[<i>insert the submitted figure of each year’s annual turnover and the average figure within the required period</i>]	

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
		<i>[insert requirements for award of multiple lots, if applicable.]</i>						
3.3	Financial Capabilities	<p>The Applicant shall demonstrate, to the satisfaction of the Employer that it currently (as of the Application submission deadline), has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as USD <i>[insert amount in USD]</i> for the subject contract(s) net of the Applicant's all other commitments, both current and future.</p> <p><i>[insert requirements for award of multiple lots, if applicable]</i></p>	Must meet requirement	Must meet requirement	N/A	N/A	<i>[insert the submitted information of the financial resources]</i>	

P = Pass; F = Fail; NA = Not Applicable

4. Experience

Applicant No.1 *[insert the name of the Applicant]*

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanation	Pass-Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
4.1	General Experience	Continuous experience under construction contracts in the role of prime contractor (single firm or JV member) or subcontractor between 1 st January <i>[insert year]</i> and the Application submission deadline.	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted contract information]</i>	
4.2	Specific Experience	(a) A minimum number of <i>[insert number of contracts]</i> similar contracts, each of minimum value of <i>[insert minimum value]</i> that have been satisfactorily completed as a prime contractor (single entity or JV member) between 1st January <i>[insert year]</i> and the Application submission deadline. The similarity of the contracts shall be based on the following: <i>[based on Section VI, Works</i>	Must meet requirement	Must meet requirement	N/A	Must meet the following requirements: <i>[list the minimum requirements to be met by one member; if there is no such requirement, state "N/A"]</i>	<i>[insert the submitted contract information]</i>	

Eligibility and Qualification Criteria			Compliance Requirements			Comments/ Explanation	Pass-Fail Results	
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member			One Member
		<p><i>Requirements, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by subcontractors, if permitted, in accordance with ITA 21.1]</i></p> <p><i>[insert requirements for award of multiple lots, if applicable.]</i></p>						
		<p>(b) For the above or other contracts completed and under implementation as prime contractor (single entity or JV member) or subcontractor between 1st January <i>[insert year]</i> and the Application submission deadline, a minimum experience in the following</p>	<p>Must meet requirement</p> <p>Following activities can be met through a subcontract</p>	<p>Must meet requirement</p> <p>Following activities can be met through a subcontract</p>	<p>N/A</p>	<p>Must meet requirement</p> <p>Following requirements shall be met by one member:</p> <p><i>[specify]</i></p>	<p><i>[insert the submitted contract information]</i></p>	

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanation	Pass-Fail Results
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
		key activities successfully completed [list activities indicating number, length, area or volume as applicable.] [insert requirements for award of multiple lots, if applicable.]	or: [specify activities, which may be met through a subcontract or; if none, then state "N/A"]	or: [specify activities, which may be met through a subcontract or; if none, then state "N/A"]		activities which shall be met by one member. If none, then state: "N/A"]		

P = Pass; F = Fail; NA = Not Applicable

Note: If the Applicant fails a specific criterion or if "pass" has been given with a minor deviation accepted (ITA 22.1), the reasons shall be briefly explained in the Explanation column, and clearly explained in the main text of the report or in a separate attachment, as necessary.

Annex II

Example: Civil Works Contract

Single-Stage: Two-Envelope Bidding Procedure following
Prequalification

Technical Bid Evaluation Report

IFB No. [*insert invitation for Bid number*]

Executing Agency: [*insert name of Executing Agency*]

Country: [*insert name of country of Executing Agency/Borrower*]

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

Project: [*inset name of Project*]

Contract: [*insert name of contract*]

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

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Notes for the Borrower

1. *The Technical Bid evaluation report should be attached with a letter of Request for Review and Concurrence by the 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 Technical Bid evaluation report is intended specifically to assist in reporting the results of the evaluation of Technical Bids. The Borrower should evaluate the Technical Bids received and prepare a detailed analysis of them. The report should address each of the criteria set in the Bidding Document. The reason for rejection of the Bidders who have failed to meet the criteria should be clearly explained in the report.*
3. *Appendices 1-6 should invariably accompany the report. Appendix 1 and Appendix 2 are provided for the filing of basic information on the procurement process. These appendices should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Procurement Guidelines. Appendices 3-6 may be adapted to suit specific requirements of the Bidding Document. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Bidders who were rejected. References to pertinent clauses in the Bidding Document should be used as necessary.*
4. *Checklist for Technical Bid evaluation report*

- i Attach all the required Appendices 1-6.*
- ii Attach copies of any letters to Bidders requesting clarifications. Provide copies of responses.*
- iii In the case of a difference of opinion between the Borrower and the Consultant, explain the difference in the report (refer to the Guidelines for Employment of Consultants under Japanese ODA Loans 2.02 (3)).*
- iv Provide detailed reasons for rejecting a Bidder in the report.*

Example of Technical Bid Evaluation Report

Summary

The invitation for Bids was sent to the qualified Bidders on [*insert Date*].

The deadline for the submission of Bids was set for [*insert Date*].

In response to the invitation for Bids, the following [*insert the number of the Bidders*] Bidders submitted their Bids.

No.	Name of Bidder ¹	Country ²
1		
2		
3		

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.

As a result of the technical evaluation, Technical Bids of the following [*insert the number of the Bidders*] Bidders are considered to be substantially responsive.

No.	Name of Bidder	Country
1		
2		
3		

1. Introduction

The Technical Bids are evaluated in accordance with the procedures specified in the Bidding Document concurred by JICA.

1.1 Bid Identification and Bid Evaluation Committee

The Bid identification data are presented in Appendix 1.
The members of the Bid evaluation committee are shown in Table 1.

Table 1 Member of Bid Evaluation Committee

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

1.2 Bid Process

The Bid process is summarized in Appendix 2.

1.3 Bid Submission and Opening Technical Bids

The following [*insert the number of the Bidders*] Bidders have submitted their Bids.

Table 2 List of Bidder

No.	Name of Bidder ¹	Country ²
1		
2		
3		

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.

The Bid submission and Technical Bids opening are summarized in Appendix 3.
The record of opening of Technical Bids is presented in Appendix 4 which was sent to JICA on [*insert date of the copy sent to JICA*].

2. Preliminary Examination of Technical Bids

[Describe the result of examination whether all documents and information requested in the Bidding Document have been provided and whether each Bid basically conforms the requirements specified in the Bidding Document. And explain, in particular, the reason of the Bidders whose Bid is not complied with the requirements. The examination results are summarized in Appendix 5. Please refer clause 4.2.2.1 of the Guide.]

3. Determination of Substantial Responsiveness to Technical Bids

[Describe the result of examination whether each Technical Bids is substantially responsive to the technical requirements in the Bidding Document including the examination result of the nonmaterial nonconformities. And explain, in particular, the reason of the Bidders whose Bid is not responsive to the requirements. The evaluation results are summarized in Appendix 6. Please refer clause 4.2.2.3 and 4.2.2.4 of the Guide.]

(Items to be described)

- Site Organization*
- Method Statement*
- Mobilization Schedule*
- Construction Schedule*
- Health and Safety Plan*
- Environmental Plan*
- Schedule of Subcontractors*
- Personnel*
- Construction Equipment*
- Any other requirements in the Bidding Documents*

4. Conclusions

As a result of the technical proposal evaluation, *[insert the number of the Bidders]* are evaluated as substantially responsive and *[insert the number of the Bidders]* are evaluated as non-responsive. The result is shown in Table 3.

Table 3 List of Bidder with Substantially Responsive Technical Bid

No.	Name of Bidder	Country
1		
2		
3		

[The evaluation results of Technical Bids are subject to review and concurrence by JICA. The Technical Bid evaluation report shall be submitted to JICA.]

Example of Technical Bid Evaluation Report

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]

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 Name of project	
1.5 Executing Agency (or other organization responsible for purchase or employment) (a) name (b) address	
1.6 Contract identification	
1.7 Contract description	
1.8 Method of procurement (check appropriate box)	<input type="checkbox"/> International Competitive Bidding <input type="checkbox"/> Limited International Bidding <input type="checkbox"/> International Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/> Local Competitive Bidding <input type="checkbox"/> Other National Procurement Method
1.9 Type of Standard Bidding Document (check appropriate box(es))	<input type="checkbox"/> Works <input type="checkbox"/> Plant <input type="checkbox"/> Design Build (<input type="checkbox"/> Single-Stage: Two-Envelope <input type="checkbox"/> Two-Stage: One-Envelope <input type="checkbox"/> Single-Stage: One-Envelope) <input type="checkbox"/> Small Works <input type="checkbox"/> Goods
1.11 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Example of Technical Bid Evaluation Report

Appendix 2 Bid Process

2.1 Invitation for Bid (a) issue date (b) name of newspaper (c) date of copy sent to JICA							
2.2 Prequalification (a) number of firms prequalified (b) date of JICA's concurrence to evaluation result							
2.3 Bidding Document (a) publication date (b) date of JICA's concurrence							
2.4 Number of firms purchased documents							
2.5 Amendments to documents (if any) (a) list all issue dates (b) date(s) of JICA's concurrence ¹	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1.</td> <td style="width: 33%;">2.</td> <td style="width: 33%;">3.</td> </tr> <tr> <td>1.</td> <td>2.</td> <td>3.</td> </tr> </table>	1.	2.	3.	1.	2.	3.
1.	2.	3.					
1.	2.	3.					
2.6 Date of pre-bid conference (if any)							

2. *Modification of a Bidding Document reviewed by JICA shall require the prior written concurrence of JICA, provided, however, that any change which does not constitute an important modification of the Bidding Document shall not require such concurrence of JICA.*

Example of Technical Bid Evaluation Report

Appendix 3 Bid Submission and Technical Bid Opening

3.1 Bid submission deadline (a) original date, time (b) extensions, if any	
3.2 Technical Bid opening date, time	
3.3 Record of Technical Bid opening, date sent to JICA	
3.4 Number of Bids submitted	
3.5 Bid validity period (days or weeks) (a) originally specified (b) extensions, if any	

Note: Contracts under two-stage bidding will require the information requested for each stage to be filled out.

Appendix 4 Record of Opening of Technical Bids

No.	Name of Bidder ¹	Country ²	Withdrawal/Substitution/ Modification ³	Alternative ⁴	Bid Securities ⁵	Name of Representative	Signature
1							
2							
3							

1 In case of a Joint Venture (JV), specify the name of the JV and 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 withdrawal, substitution or modification.

4 Describe whether there is an alternative bids, if applicable.

5 Describe the presence or absence of a Bid Security.

Example of Technical Bid Evaluation Report

Appendix 5 Preliminary Examination of Technical Bids

No.	Documents	Bidder No.		
		1	2	3
1	Letter of Technical Bid			
2	Bid Security			
3	Power of Attorney			
4	Joint Venture Agreement or Letter of Intent			
5	Documentary evidence establishing the Bidder's eligibility and qualifications			
6	Technical Proposal			
7	Acknowledgement of Compliance with the Procurement Guidelines			
8	Signing the Bid by the authorized person or persons			
9	Bid Validity			
Results (P = Pass; F = Fail)				

C = Complied; NC = Not Complied; Y = Yes; N = No; NA = Not Applicable

Note: Refer to clause 4.2.2.1 of this Guide.

Example of Technical Bid Evaluation Report

Appendix 6 Substantial Responsiveness to Technical Requirements

No.	Technical Requirements	Bidder No.		
		1	2	3
1	Site Organization			
2	Method Statement			
3	Mobilization Schedule			
4	Construction Schedule			
5	Safety and Health Plan			
6	Environmental Plan			
7	Schedule of Subcontractors			
8	Personnel			
9	Construction Equipment			
10	Any other requirements in the Bidding Documents			
Results (R = Substantially Responsive; NR = Not Substantially Responsive)				

A = Acceptable; NA= Not Acceptable

Note: Refer to clause 4.2.2.3 of this Guide.

Annex III

Example: Civil Works Contract

Single-Stage: Two-Envelope Bidding Procedure without Prequalification

Technical Bid Evaluation Report

IFB No. [*insert invitation for Bid number*]

Executing Agency: [*insert name of Executing Agency*]

Country: [*insert name of country of Executing Agency/Borrower*]

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

Project: [*inset name of Project*]

Contract: [*insert name of contract*]

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

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Notes for the Borrower

2. The Technical Bid evaluation report should be attached with a letter of Request for Review and Concurrence by the 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 Technical Bid evaluation report is intended specifically to assist in reporting the results of the evaluation of Technical Bids. The Borrower should evaluate the Technical Bids received and prepare a detailed analysis of them. The report should address each of the criteria set in the Bidding Document. The reason for rejection of the Bidders who have failed to meet the criteria should be clearly explained in the report.*
3. *Appendices 1-7 should invariably accompany the report. Appendix 1 and Appendix 2 are provided for the filing of basic information on the procurement process. These appendices should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Procurement Guidelines. Appendices 3-7 may be adapted to suit specific requirements of the Bidding Document. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Bidders who were rejected. References to pertinent clauses in the Bidding Document should be used as necessary.*
4. *Checklist for Technical Bid evaluation report*

- i Attach all the required Appendices 1-7.*
- ii Attach copies of any letters to Bidders requesting clarifications. Provide copies of responses.*
- iii In the case of a difference of opinion between the Borrower and the Consultant, explain the difference in the report (refer to the Guidelines for Employment of Consultants under Japanese ODA Loans 2.02 (3)).*
- iv Provide detailed reasons for rejecting a Bidder in the report.*

Example of Technical Bid Evaluation Report

Summary

The invitation for Bids was sent to the qualified Bidders on [*insert Date*].

The deadline for the submission of Bids was set for [*insert Date*].

In response to the invitation for Bids, the following [*insert the number of the Bidders*] Bidders submitted their Bids.

No.	Name of Bidder ¹	Country ²
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.

As a result of the technical evaluation, Technical Bids of the following [*insert the number of the Bidders*] Bidders are considered to be substantially responsive.

No.	Name of Bidder	Country
1		
2		
3		

1. Introduction

The Technical Bids are evaluated in accordance with the procedures specified in the Bidding Document concurred by JICA.

1.1 Bid Identification and Bid Evaluation Committee

The Bid identification data are presented in Appendix 1.
The members of the Bid evaluation committee are shown in Table 1.

Table 1 Member of Bid Evaluation Committee

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

1.2 Bid Process

The Bid process is summarized in Appendix 2.

1.3 Bid Submission and Opening Technical Bids

The following [*insert the number of the Bidders*] Bidders have submitted their Bids.

Table 2 List of Bidder

No.	Name of Bidder ¹	Country ²
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.

The Bid submission and Technical Bids opening are summarized in Appendix 3.

The record of opening of Technical Bids is presented in Appendix 4 which was sent to JICA on [*insert date of the copy sent to JICA*].

2. Preliminary Examination of Technical Bids

[Describe the result of examination whether all documents and information requested in the Bidding Document have been provided and whether each Bid basically conforms the requirements specified in the Bidding Document. And explain, in particular, the reason of the Bidders whose Bid is not complied with the requirements. The examination results are summarized in Appendix 5. Please refer clause 4.2.2.1 of the Guide.]

3. Qualification Evaluation

[Explain, in particular, the reason for disqualification of the Applicants who have failed to meet the criteria. The evaluation results are summarized in Appendix 6. Please refer clause 2.3.2.3 and 4.2.2.2 of the Guide.]

4. Determination of Substantial Responsiveness to Technical Bids

[Describe the result of examination whether each Technical Bids is substantially responsive to the technical requirements in the Bidding Document including the examination result of the nonmaterial nonconformities. And explain, in particular, the reason of the Bidders whose Bid is not responsive to the requirements. The evaluation results are summarized in Appendix 7. Please refer clause 4.2.2.3 and 4.2.2.4 of the Guide.]

(Items to be described)

- Site Organization*
- Method Statement*
- Mobilization Schedule*
- Construction Schedule*
- Health and Safety Plan*
- Environmental Plan*
- Schedule of Subcontractors*
- Personnel*
- Construction Equipment*
- Any other requirements in the Bidding Documents*

5. Conclusions

As a result of the technical proposal evaluation, *[insert the number of the Bidders]* are evaluated as substantially responsive and *[insert the number of the Bidders]* are evaluated as non-responsive. The result is shown in Table 3.

Table 3 List of Bidder with Substantially Responsive Technical Bid

No.	Name of Bidder	Country
1		
2		

Example of Technical Bid Evaluation Report

3		
---	--	--

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

Example of Technical Bid Evaluation Report

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]

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 Name of project	
1.5 Executing Agency (or other organization responsible for purchase or employment) (a) name (b) address	
1.6 Contract identification	
1.7 Contract description	
1.8 Method of procurement (check appropriate box)	<input type="checkbox"/> International Competitive Bidding <input type="checkbox"/> Limited International Bidding <input type="checkbox"/> International Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/> Local Competitive Bidding <input type="checkbox"/> Other National Procurement Method
1.9 Type of Standard Bidding Document (check appropriate box(es))	<input type="checkbox"/> Works <input type="checkbox"/> Plant <input type="checkbox"/> Design Build (<input type="checkbox"/> Single-Stage: Two-Envelope <input type="checkbox"/> Two-Stage: One-Envelope <input type="checkbox"/> Single-Stage: One-Envelope) <input type="checkbox"/> Small Works <input type="checkbox"/> Goods
1.10 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Appendix 2 Bid Process

<p>2.1 Invitation for Bid</p> <p>(a) issue date</p> <p>(b) name of newspaper</p> <p>(c) date of copy sent to JICA</p>							
<p>2.2 Prequalification</p> <p>(a) number of firms prequalified</p> <p>(b) date of JICA's concurrence to evaluation result</p>							
<p>2.3 Bidding Document</p> <p>(a) publication date</p> <p>(b) date of JICA's concurrence</p>							
<p>2.4 Number of firms issued documents</p>							
<p>2.5 Amendments to documents (if any)</p> <p>(a) list all issue dates</p> <p>(b) date(s) of JICA's concurrence ¹</p>	<table> <tr> <td>1.</td> <td>2.</td> <td>3.</td> </tr> <tr> <td>1.</td> <td>2.</td> <td>3.</td> </tr> </table>	1.	2.	3.	1.	2.	3.
1.	2.	3.					
1.	2.	3.					
<p>2.6 Date of pre-bid conference (if any)</p>							

3. *Modification of a Bidding Document reviewed by JICA shall require the prior written concurrence of JICA, provided, however, that any change which does not constitute an important modification of the Bidding Document shall not require such concurrence of JICA.*

Appendix 3 Bid Submission and Technical Bid Opening

<p>3.1 Bid submission deadline (a) original date, time (b) extensions, if any</p>	
<p>3.2 Technical Bid opening date, time</p>	
<p>3.3 Record of Technical Bid opening, date sent to JICA</p>	
<p>3.4 Number of Bids submitted</p>	
<p>3.5 Bid validity period (days or weeks) (a) originally specified (b) extensions, if any</p>	

Note: Contracts under two-stage bidding will require the information requested for each stage to be filled out.

Appendix 4 Record of Opening of Technical Bids

No.	Name of Bidder ¹	Country ²	Withdrawal/Substitution/Modification ³	Alternative ⁴	Bid Securities ⁵	Name of Representative	Signature
1							
2							
3							
4							
5							

1 In case of a Joint Venture (JV), specify the name of the JV and 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 withdrawal, substitution or modification.

4 Describe whether there is an alternative bids, if applicable.

5 Describe the presence or absence of a Bid Security.

Appendix 5 Preliminary Examination of Technical Bids

No.	Documents	Bidder No.				
		1	2	3	4	5
1	Letter of Technical Bid					
2	Bid Security					
3	Power of Attorney					
4	Joint Venture Agreement or Letter of Intent					
5	Documentary evidence establishing the Bidder's eligibility and qualifications					
6	Technical Proposal					
7	Acknowledgement of Compliance with the Procurement Guidelines					
8	Bid Validity					
Results (P = Pass; F = Fail)						

C = Complied; NC = Not Complied; Y = Yes; N = No; NA = Not Applicable

Note: Refer to clause 4.2.2.1 of this Guide.

Appendix 6 Qualification Evaluation Summary (Pass-Fail Criteria)

Bidder No.1¹ [*insert the name of the Bidder*]

1 Qualification Evaluation Summary for each Biddert No.1 to No.5 shall be prepared. In case of a Joint Venture (JV), Qualification Evaluation Summary for each JV member shall be prepared

5. Eligibility

Eligibility and Qualification Criteria				Compliance Requirements			Comments/ Explanations	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
1.1	Nationality	Nationality in accordance with ITB 4.3	Must meet requirement	N/A	Must meet requirement	N/A		
1.2	Conflict of Interest	No conflicts of interest in ITB 4.2	Must meet requirement	N/A	Must meet requirement	N/A		
1.3	JICA Ineligibility	Not having been declared ineligible by JICA, as described in ITB 4.4	Must meet requirement	N/A	Must meet requirement	N/A		

P = Pass; F = Fail; NA = Not Applicable

6. Historical Contract Non-Performance and Litigation

Bidder No.1 *[insert the name of the Bidder]*

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor's default since 1 st January <i>[insert year]</i> .	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted contract information, if any]</i>	
2.2	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant.	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted litigation information, if any]</i>	
2.3	Litigation History	No consistent history of court orders against the Applicant since 1 st January <i>[insert year]</i> .	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted litigation information, if any]</i>	

P = Pass; F = Fail; NA = Not Applicable

7. Financial Situation and Capabilities

Bidder No.1 *[insert the name of the Bidder]*

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanations	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
3.1	Financial Performance	<p>The financial statements for the last <i>[insert number of years]</i> years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.</p> <p>As the minimum requirement, the Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.</p>	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted figure of each year's total assets and liabilities of the financial statements]</i>	
3.2	Average Annual Turnover	<p>Minimum average annual turnover of USD <i>[insert amount in USD]</i>, calculated as total certified payments received for contracts in progress and/ or completed, within the last <i>[insert number of years]</i> years, divided by <i>[insert number of years]</i> years.</p> <p><i>[insert requirements for award]</i></p>	Must meet requirement	Must meet requirement	Must meet <i>[insert number]</i> % of the requirement	Must meet <i>[insert number]</i> % of the requirement	<i>[insert the submitted figure of each year's annual turnover and the average figure within the required period]</i>	

Eligibility and Qualification Criteria				Compliance Requirements			Comments/ Explanations	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
		<i>of multiple lots, if applicable.</i>						
3.3	Financial Capabilities	<p>The Applicant shall demonstrate, to the satisfaction of the Employer that it currently (as of the Application submission deadline), has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as USD <i>[insert amount in USD]</i> for the subject contract(s) net of the Applicant's all other commitments, both current and future.</p> <p><i>[insert requirements for award of multiple lots, if applicable]</i></p>	Must meet requirement	Must meet requirement	N/A	N/A	<i>[insert the submitted information of the financial resources]</i>	

P = Pass; F = Fail; NA = Not Applicable

8. Experience

Bidder No.1 *[insert the name of the Bidder]*

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanation	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
4.1	General Experience	Continuous experience under construction contracts in the role of prime contractor (single firm or JV member) or subcontractor between 1 st January <i>[insert year]</i> and the Application submission deadline.	Must meet requirement	N/A	Must meet requirement	N/A	<i>[insert the submitted contract information]</i>	
4.2	Specific Experience	<p>(a) A minimum number of <i>[insert number of contracts]</i> similar contracts, each of minimum value of <i>[insert minimum value]</i> that have been satisfactorily completed as a prime contractor (single entity or JV member) between 1st January <i>[insert year]</i> and the Application submission deadline.</p> <p>The similarity of the contracts shall be based on the following: <i>[based on Section VI, Works Requirements, specify the minimum key requirements in terms of physical size,</i></p>	Must meet requirement	Must meet requirement	N/A	Must meet the following requirements: <i>[list the minimum requirements to be met by one member; if there is no such requirement, state "N/A"]</i>	<i>[insert the submitted contract information]</i>	

Eligibility and Qualification Criteria			Compliance Requirements				Comments/ Explanation	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
		<p><i>complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by subcontractors, if permitted, in accordance with ITA 21.1]</i></p> <p><i>[insert requirements for award of multiple lots, if applicable.]</i></p>						
		<p>(b) For the above or other contracts completed and under implementation as prime contractor (single entity or JV member) or subcontractor between 1st January <i>[insert year]</i> and the Application submission deadline, a minimum experience in the following key activities successfully completed <i>[list activities indicating number, length, area or volume as applicable.]</i></p> <p><i>[insert requirements for</i></p>	<p>Must meet requirement</p> <p>Following activities can be met through a subcontractor:</p> <p><i>[specify activities, which may be met through a subcontractor ; if none, then</i></p>	<p>Must meet requirement</p> <p>Following activities can be met through a subcontractor :</p> <p><i>[specify activities, which may be met through a subcontractor</i></p>	N/A	<p>Must meet requirement</p> <p>Following requirements shall be met by one member:</p> <p><i>[specify activities which shall be met by one member. If none, then state: "N/A"]</i></p>	<i>[insert the submitted contract information]</i>	

Eligibility and Qualification Criteria				Compliance Requirements			Comments/ Explanation	Pass- Fail Result
No.	Factor	Requirement	Single Firm	Joint Venture (existing or intended)				
				All Members Combined	Each Member	One Member		
		<i>award of multiple lots, if applicable.]</i>	<i>state "N/A"]</i>	<i>; if none, then state "N/A"]</i>				

P = Pass; F = Fail; NA = Not Applicable

Note: If the Applicant fails a specific criterion or if "pass" has been given with a minor deviation accepted (ITA 22.1), the reasons shall be briefly explained in the Explanation column, and clearly explained in the main text of the report or in a separate attachment, as necessary.

Appendix 7 Substantial Responsiveness to Technical Requirements

No.	Technical Requirements	Bidder No.		
		1	2	3
1	Site Organization			
2	Method Statement			
3	Mobilization Schedule			
4	Construction Schedule			
5	Safety and Health Plan			
6	Environmental Plan			
7	Schedule of Subcontractors			
8	Personnel			
9	Construction Equipment			
10	Any other requirements in the Bidding Documents			
Results (R = Substantially Responsive; NR = Not Substantially Responsive)				

A = Acceptable; NA= Not Acceptable

Note: Refer to clause 4.2.2.3 of this Guide.

Annex IV

Example: Civil Works Contract

Single-Stage: Two-Envelope Bidding Procedure
following Prequalification/without Prequalification

Price Bid Evaluation Report

IFB No. [*insert invitation for Bid number*]

Executing Agency: [*insert name of Executing Agency*]

Country: [*insert name of country of Executing Agency/Borrower*]

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

Project: [*inset name of Project*]

Contract: [*insert name of contract*]

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

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Notes for the Borrower

3. *The Price Bid evaluation report should be attached with a letter of Request for Review and Concurrence by the 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 Price Bid evaluation report is intended specifically to assist in reporting the results of the evaluation of Price Bids. The Borrower should evaluate the Price Bids received and prepare a detailed analysis of them. The report should address each of the detailed evaluation and comparison of Price Bids in accordance with the Bidding Document.*
3. *Appendices 1-5 should invariably accompany the report. Appendix 1 is provided for the filing of basic information on the procurement process. This appendix should be used without modification since the information indicated is necessary to monitor compliance with the Loan Agreement and the Procurement Guidelines. Appendices 1-5 may be adapted to suit specific requirements of the Bidding Document. The report should include a number of tables and additional attachments to explain details of the individual evaluation of Bidders who were rejected. References to pertinent clauses in the Bidding Document should be used as necessary.*
4. *Checklist for Price Bid evaluation report*

- i Attach all the required Appendices 1-5.*
- ii The additions, adjustments, and priced deviations in Appendix 6 require detailed explanations where they may affect the evaluation of Bidders.*
- iii Attach copies of any letters to Bidders requesting clarifications. Provide copies of responses.*
- iv In the case of a difference of opinion between the Borrower and the Consultant, explain the difference in the report (refer to the Guidelines for Employment of Consultants under Japanese ODA Loans 2.02 (3)).*
- v Provide detailed reasons for rejecting a Bidder in the report.*

Summary

The invitation for opening of Price Bids was sent to the Bidders with technically responsive Bids on [insert Date].

The Price Bids were opened on [insert Date].

On the basis of the systematic evaluation of Bids, it is concluded that the Bid of [insert the name of the lowest evaluated Bidder] is the lowest evaluated substantially responsive Bid as shown in the table below.

No.	Name of Bidder ¹	Country ²	Evaluated Bid Price (in single currency)	Rank
1				
2				
3				

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.

1. Introduction

The Price Bids are evaluated in accordance with the procedures specified in the Bidding Document concurred by JICA.

1.1 Bid Identification and Bid Evaluation Committee

The Bid identification data are presented in Appendix 1.
The members of the Bid evaluation committee are shown in Table 1.

Table 1 Member of Bid Evaluation Committee

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

1.2 Price Bid Opening

Price Bids of the following [*insert the number of the Bidders*] Bidders with substantially responsive Technical Bids are opened.

Table 2 List of Bidder

No.	Name of Bidder ¹	Country ²
1		
2		
3		

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.

The Bid submission and the opening of Price Bids are summarized in Appendix 2.
The record of opening of Price Bids is presented in Appendix 3 which was sent to JICA on [*insert date of the copy sent to JICA*].

2. Evaluation of Price Bids

[Describe the result of examination whether each Price Bids is substantially responsive to the requirements in the Bidding Document. And explain, in particular, arithmetical errors and adjustments due to discounts, additional evaluation factors and quantifiable nonmaterial nonconformities. The evaluation results are summarized in Appendix 4. Please refer clause 4.3.2 of the Guide.]

(items to be described)

-Exclusion of Provisional Sum

- Corrections for Arithmetical Errors
- Adjustment for Discounts
- Adjustment for Additional Evaluation Factors
- Adjustment due to Quantifiable Nonmaterial Nonconformities
- Unbalanced Bids
- Abnormally Low Bids
- Currency Conversion

3. Determination of Award

[As a final step to determine the Bidder to be recommended for award and complete the Bid evaluation, the Borrower shall take into consideration the following factors, if applicable.]

- Evaluation for Multiple Lots
- Alternative Bids
- Confirmation of Prequalification Information

4. Proposed Award

On the basis of the systematic evaluation of Bids, the Bid of *[insert the name of the lowest evaluated Bidder]* is the lowest evaluated substantially responsive Bid as shown in Table 3.

Table 3 Evaluation Result of Bid

No.	Name of Bidder	Country	Evaluated Bid Price (in single currency)	Rank
1				
2				
3				

Therefore, it is recommended that the contract be awarded to *[insert the name of the lowest evaluated Bidder]*.

5. Conclusions

It is recommended that the contract be awarded to *[insert the name of the lowest evaluated Bidder]* for the contract amount of *[insert the amount proposed by the lowest evaluated Bidder in the proposed currencies.]*

[The evaluation results of Price Bids are subject to review and concurrence by JICA. The Price Bid evaluation report shall be submitted to JICA. The lowest evaluated Bidder shall be notified the award of contract after JICA's review and concurrence.]

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]

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 Name of project	
1.5 Executing Agency (or other organization responsible for purchase or employment) (a) name (b) address	
1.6 Contract identification	
1.7 Contract description	
1.8 Method of procurement (check appropriate box)	<input type="checkbox"/> International Competitive Bidding <input type="checkbox"/> Limited International Bidding <input type="checkbox"/> International Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/> Local Competitive Bidding <input type="checkbox"/> Other National Procurement Method
1.9 Type of Standard Bidding Document (check appropriate box(es))	<input type="checkbox"/> Works <input type="checkbox"/> Plant <input type="checkbox"/> Design Build (<input type="checkbox"/> Single-Stage: Two-Envelope <input type="checkbox"/> Two-Stage: One-Envelope <input type="checkbox"/> Single-Stage: One-Envelope) <input type="checkbox"/> Small Works <input type="checkbox"/> Goods
1.10 Cofinancing for the contract, if any (a) agency name (b) percent financed by agency	

Appendix 2 Bid Submission and Price Bid Opening

2.1	Price Bid opening date, time	
2.2	Record of Price Bid opening, date sent to JICA	
2.3	Technical Evaluation (a) number of firms with technically responsive Bids (b) date of JICA's concurrence to evaluation result	
2.4	Bid validity period (days or weeks) (a) originally specified (b) extensions, if any	

Example of Price Bid Evaluation Report

Appendix 3 Record of Opening of Price Bids

No.	Name of Bidder ¹	Country ²	Read-out Bid Price(s)		Withdrawal/ Substitution/ Modifications ³	Discounts ⁴	Alternative ⁵	Name of Representative	Signature
			Currency(ies)	Amount(s)					
1									
2									
3									

1 In case of a Joint Venture (JV), specify the name of the JV and 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 withdrawal, substitution or modification as well as any discounts and alternative Bid.

4 Describe whether there is a discounts, if applicable.

5 Describe whether there is an alternative bids, if applicable.

Appendix 4 Summary of Bid Prices

Bidder			Bidder No.1	Bidder No.2	Bidder No.3
Read-out Bid Price(s)	(a)		JPY LC	JPY LC	JPY LC
Bid Price excluding Specified Provisional Sums and Contingency Allowance	(b)		JPY LC	JPY LC	JPY LC
Arithmetical Errors ¹	(c)		JPY LC	JPY LC	JPY LC
Corrected Bid Price(s)	(d)= (b)+(c)		JPY LC	JPY LC	JPY LC
Unconditional Discounts ²	Percent	(e)			
	Amount(s)	(f)	JPY LC	JPY LC	JPY LC
Corrected/Discounted Bid Price(s)	(g)= (d)-(f)		JPY LC	JPY LC	JPY LC
Adjustment for Additional Evaluation Factors ³	(h)		JPY LC	JPY LC	JPY LC
Adjustment due to Quantifiable Nonmaterial Nonconformities ³	(i)		JPY LC	JPY LC	JPY LC
Evaluated Bid Price(s)	(j)=(g)+ (h)+(i)		JPY LC	JPY LC	JPY LC
Evaluated Bid Price in a single currency ⁴	(k)		JPY	JPY	JPY

Bidder		Bidder No.1	Bidder No.2	Bidder No.3
		JPY	JPY	JPY
Total Evaluated Bid Price in a single currency ⁴	(l)	JPY	JPY	JPY
Rank				

1 Corrections in row (c) may be positive or negative.

2 If the discount is offered as a percent, row (f) is normally the product of the amounts in rows (d) and (e). If the discount is provided as an amount, it is entered directly in row (f).

3 Each insertion in rows (h) or (i) should be explained in adequate detail in an attachment or in the main text of the report, accompanied by calculations. Refer to clause 4.3.2.2 (d) and (e) of this Guide.

4 Applicable Exchange Rates are indicated in Appendix 5.

Appendix 5 Exchange Rates

Currency Used for Price Bid Evaluation: Japanese Yen

Effective Date of Exchange Rate:

Authority or Publication Specified for Exchange Rate:

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