

Annex 4: Procurement Templates for consultancy assignments

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| <p>4.1. Declaration of Impartiality and Confidentiality</p> <p>4.2. Shortlisting Report Template</p> <p>4.3. Minutes of Opening of Technical Proposal template (RFP)</p> <p>4.4. Technical Proposal Evaluation Report Template (RFP)</p> <p>4.5. Invitation to attend financial opening.</p> <p>4.5. Minutes of Opening of Financial Proposal template</p> <p>4.6. Proposal Evaluation Report Template – Financial + Technical Combined</p> |
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Annex 4.1. Declaration of Impartiality

DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY¹

Name of Project: [...]

Name of Assignment: [...]

I, the undersigned (full name),

Having been nominated by (Client)

To participate as *member/chairperson/observer* of the Evaluation Committee constituted to evaluate the responses to the notification received for the above project/assignment.

I, the undersigned, hereby declare that I agree to participate in the evaluation of the expressions of interest and / or proposals for the above-mentioned assignment. By making this declaration, I confirm that I have familiarised myself with the information available to date concerning this consultant selection process. I further declare that I shall execute my responsibilities honestly and fairly. I am independent² of all parties which stand to gain from the outcome of the evaluation process³. To the best of my knowledge and belief, there are no facts or circumstances, past or present, or that could arise in the foreseeable future, which might call into question my independence in the eyes of any party; and, should it become apparent during the course of the evaluation process that such a relationship exists or has been established, I will immediately cease to participate in the evaluation process.

I agree to hold in trust and confidence any information or documents ("confidential information") disclosed to me or discovered by me or prepared by me in the course of or as a result of the evaluation and agree that it shall be used only for the purposes of this evaluation and shall not be disclosed to any third party. I also agree not to retain copies of any written information or prototypes supplied. Confidential information shall not be disclosed to any person not included in the Evaluation Committee.

Name :

Signed :

Date :

¹ To be completed by all persons involved in an evaluation process (including members of the Evaluation Committee, whether voting or not-voting and any observers).

² Taking into consideration whether there exists any past or present relationship, direct or indirect, whether financial, professional or of another kind.

³ i.e. all participants in the consultant selection process, whether firms, individuals or members of a consortium, or any of the partners or subcontractors proposed by them.

Annex 4.2. Shortlist Report Template

Short Listing Report

TO: [EBRD Operation Leader]

DATE:

VIA: [Chairperson]

FROM: Evaluation Committee

CC: EBRD Procurement
Specialist

Country of Operation / Client name	
Name of Project:	
Name of the assignment:	
Assignment Reference:	[Insert EBRD reference, usually DTM number or TCS ID]
Date of publication of the invitation for Expressions of Interest:	
Deadline for submission of Expressions of Interest:	

Shortlisting Procedures

An Evaluation Committee composed of the following members was convened:
[at least 3 members].

Name	Title/function/position

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The following submissions were received by the deadline:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

The Evaluation Committee examined, evaluated and ranked the submissions received, applying the evaluation criteria and methodology outlined in Attachment 3. The evaluation forms covering the examination, evaluation and ranking of the Consultants are in Attachment 2. All members of the evaluation committee have signed the declarations of impartiality in Attachment 1.

Letters to consultants who were not shortlisted

The draft letters that will be sent to the consultants who were not shortlisted are attached as Attachment 4.

Recommendations:

The Evaluation Committee recommends that the following *[not more than 6]* Consultants should be short listed and invited to submit proposals for this assignment:

Lead Firm / Country	Partner Firms

Evaluation Committee:

Name	Signature	Date

[Each member to sign]

Attachments:

- Attachment 1: Declarations of Impartiality and Confidentiality (one scanned signed sheet for each member of the Evaluation Committee) ¹
- Attachment 2: Evaluation forms:
Form 1. Examination of submissions
Form 2. Evaluation of qualified Consultants submission (as per Weighted SSL Scoresheet) and total evaluated scores and ranking of qualified Consultants (As per "Summary" in Weighted SSL Scoresheet)²
- Attachment 3: Evaluation Methodology
- Attachment 4: Draft letters to consultants who were not shortlisted

¹ Annex 4.1 to the Guidelines.

² An ExCel spreadsheet template can be downloaded from EBRD's website: [link].

Attachment 2 – Form 1 to Shortlisting Report

Examination of Submissions

Name of Project:	
Name of the assignment:	
Assignment Reference:	<i>[Insert EBRD reference, usually DTM number or TCS ID]</i>

All of the consultants responding to the notification of the assignment were examined to determine whether they were qualified to perform the assignment.

Name of Lead Firm or Individual / Nationality	Name of associated firm(s) / nationality (if applicable)	Initial Examination (admin criteria)	Responsive Long List (min evaluation criteria)	Remarks (Strengths / Weaknesses)

Attachment 3 To Shortlisting Report – Evaluation Methodology**Short Listing Methodology**

The short listing exercise should be carried out by the evaluation committee as a group and all decisions should be arrived at on the basis of consensus.

A. Examination of submissions

1. All submissions received are examined for responsiveness:

[Is the submission adequate and complete, and provides an acceptable basis to arrive at a judgement as to whether the firm has appropriate experience, expertise and capacity to satisfactorily perform the assignment?].

- completeness of information
 - clarity and quality of information
 - language of submission
2. Submissions which are found to be inadequate or deficient and fail to meet the basic requirements of the submission shall be rejected.
 3. The results shall be presented in Form 1.

B. Minimum qualifying requirements

1. The remaining submissions are evaluated to arrive at a judgement, on the basis of the information submitted, whether the firm has the minimum appropriate experience, expertise and capacity to satisfactorily perform the contract.

*[Using the **Consultants Profile** - the minimum qualifying requirements should be listed:]*

- Experience: *[general, specific, location]*
 - Expertise: *[staff, management]*
 - Capacity: *[demonstrated capacity relative to the assignment, back up staff, local presence/association]*
2. Consultants which fail to satisfy the minimum requirements with respect to experience, expertise and capacity needed to perform the assignment shall be rejected. The results shall be presented in Form 1.

C. Long list of qualified consultants:

1. The remaining submissions represent the long list of qualified consultants.
2. If the long list does not exceed 6 consultants, the long list should be adopted as the short list.

D. **Short List**

1. The short list shall be composed of the top ranked consultants, subject to the following provisions in EBRD's PP&R - Section III, Article 5.4:
 - not less than 3 and not more than 6 qualified and experienced consultants, including, wherever possible, at least one qualified consultant from one of the Bank's countries of operation;
 - normally no more than 2 consultants from any one country; and
 - a wide geographic spread of consultants.
2. In the event that 2 or more consultants are ranked 6th, then the consultant(s) having the highest total number of points awarded under categories - Good and Excellent, shall be ranked highest. In the event of a further tie, the consultant(s) having the highest total number of points awarded under the category – Excellent - shall be ranked highest. Any further tie shall be resolved by the committee deciding on the ranking of the tied consultants.

Attachment 4: Draft Letters to Unsuccessful Consultants

[Insert respective Final Draft Letters to the consultants who were not shortlisted. Use the following sample as a drafting aid]

[Sample letter to a consultant who was not shortlisted]

Name of Project: _____

Name of Consultancy Assignment: _____

[Insert respective consultant's name]

Dear _____

I refer to the Expression of Interest that you have submitted for the above referenced project.

We regret to inform you that, as a result of the expressions of interest evaluation process, you have not been shortlisted for further participation in this consultant selection process.

The reason why your Expression of Interest was unsuccessful in this shortlisting process is the following:

[select one of the following reasons]

- Not eligible.
- Non-responsive to the requirements of the Consultancy Procurement Document.
- Did not meet the minimum qualifying technical score.
- Not one of the top ranked firms.

The following consultants have been shortlisted for the assignment:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

Please also note that you may request a debriefing by ourselves to ascertain the grounds on which you have not been shortlisted for further participation in this consultant selection process.

Yours Sincerely,

[Client]

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Annex 4.3. Minutes of Opening of Technical Proposals

Country of Operation / Client name	
Name of Project:	
Name of the assignment:	
Assignment Reference:	<i>[Insert EBRD reference, usually DTM number or TCS ID]</i>
Deadline for submission of proposals:	
Time and place of opening of proposals:	<i>[Insert date, time, and place of the public opening.]</i>

1. The Opening of technical proposals took place in the presence of the following Client representative(s) and/or observers:

Name	Title/function/position

2. The following representatives from consultants or other organisations attended the opening:

Name	Title/function/position and organisation

3. Sealed proposals were received from the following consultants within the deadline for submissions:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

4. The following proposal(s) were received after the deadline for submissions:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

5. The following submissions were also received within the deadline for submissions:

5.1. Withdrawal of Proposals:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

5.2. Modifications:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

5.3. Substitutions:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

6. The following technical proposals, modifications, substitutions and withdrawal notices were opened:

6.1. Technical proposals:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

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6.2. Modification(s):

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

6.3. Substitution(s):

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

6.4. Withdrawal notice(s):

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

Proposals for which a withdrawal notices was received were not opened.

The original proposals covered by substitution(s) were not opened.

Sealed envelopes marked "Financial Proposals" for all technical proposals, substitutions and modifications, were not opened. These will be retained in a secure place for safekeeping.

7. Observations:

The financial proposal(s) of the following consultant(s) were observed as being unsealed:
[*name(s) of consultant(s) – "N/A" if none*]:

No financial proposal envelope was received from the following consultant(s): [*name(s) of consultant(s) – "N/A" if none*]:

[*Any other relevant observations of the proposals received and opened*].

Client's Representative:

Name	Signature	Date

cc:

- Copy for Client's records

- Members of the evaluation committee
- The Bank
- Consultants who submitted proposals.

Annex 4.4. Technical Evaluation Report

TO: [EBRD Operation Leader]

DATE:

VIA: [Chairperson]

FROM: Evaluation Committee

CC: EBRD Procurement
Specialist

Country of Operation / Client name	
Name of Project:	
Name of the assignment:	
Assignment Reference:	<i>[Insert EBRD reference, usually DTM number or TCS ID]</i>

An Evaluation Committee composed of the following members was convened:

Name	Title/function/position

Examination of Proposals

All of the technical proposals and submissions received by the proposal submission deadline were examined for completeness and responsiveness.

The following technical proposals were received:

Lead Firm / Country	Partner Firm(s) / Countr(y)(ies)

On the basis of the findings the Evaluation Committee rejected the following proposals as substantially non-responsive:

Lead Firm / Country	Reason for rejection

Substantially responsive Technical Proposals:

The following technical proposals were determined to be substantially responsive and to be subject to a detailed evaluation and comparison:

Lead Firm / Country	Partner Firms

Evaluation of Technical Proposals:

Each voting member of the Committee carried out an independent evaluation of each substantially responsive technical proposal listed above.

The Technical Evaluation Score Sheets in the standard format, completed in the manner and detail indicated therein and signed by the relevant member(s) of the Evaluation Committee are attached (Attachment 2-1).

Attachment 4 details the strengths and weaknesses of each technical proposal, evaluated in accordance with the provisions of the Consultancy Procurement Document (CPD).

The following table shows the results of the consolidated evaluation of the technical proposals. Proposal(s) which scored less than the minimum acceptable threshold(s) specified in the Evaluation Criteria and Methodology for one or more of the criteria outlined in the CPD, are marked in **bold** and were rejected for further evaluation.

Rank	Name of Consultant (Lead Firm)	Criterion 1*	Criterion 2*	Criterion 3*	Criterion 4*	Technical Score*	Above all Thresholds ³
1.							Yes/No
2.							Yes/No
3.							Yes/No
4.							Yes/No
5.							Yes/No
6.							Yes/No

*the average score of the evaluation committee should be indicated, not the scores of the individual evaluators

Threshold for Criterion 1, if any, was: _____

Threshold for Criterion 2, if any, was: _____

Threshold for Criterion 3, if any, was: _____

Threshold for Criterion 4, if any, was: _____

Threshold for Overall technical score was: _____

Letters to unsuccessful consultants

The draft letters that will be sent to the unsuccessful consultants are attached as Attachment 5.

Recommendation

The Committee requests EBRD's no-objection of this Technical Evaluation Report and for proceeding to the opening of financial proposals and recommends that the financial proposals of the following Consultants are considered for financial evaluation:

Name of Consultant (Lead Firm)

The Committee understands that no modifications to the technical evaluation scores may be made after the submission of this Technical Evaluation Report.

Evaluation Committee:

Name	Signature	Date

³ Individual criteria and overall

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[Each member to sign]

Attachments

- Attachment 1: Declarations of Impartiality and Confidentiality (one scanned signed sheet for each member of the Evaluation Committee) ⁴
- Attachment 2: Evaluation forms:
Form 1: Individual Technical Evaluation Score Sheet, signed by each Evaluator
Form2: Combined Technical Scoring (Technical Ranking)
- Attachment 3: Evaluation Methodology (from the CPD)
- Attachment 4: Detailed Strengths and Weaknesses of Technical Proposals
- Attachment 5: Draft Letters to Unsuccessful Consultants
- Attachment 6: Draft invitation letter to public opening of financial proposals⁵

⁴ Annex 4.1 to the Guidelines.

⁵ Annex 4.5 to the Guidelines.

Attachment 4 to Technical Evaluation Form - Detailed Strengths and Weaknesses of Technical Proposals.

The Client should provide a brief description of the relative strengths and weaknesses of each Technical Proposal. The strengths and weaknesses should be identified and evaluated in accordance with the criteria specified in the CPD.

Consultant (Lead) / Country	Criteria	Comments on Strengths & Weaknesses⁶ (references to pages in the proposal are preferred)
1	Criterion 1	
	Criterion 2	
	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)
Consultant (Lead) / Country	Criteria	Comments (Strengths & Weaknesses)
2	Criterion 1	
	Criterion 2	
	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)
Consultant (Lead) / Country	Criteria	Comments (Strengths & Weaknesses)
3	Criterion 1	
	Criterion 2	
	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)
Consultant (Lead) / Country	Criteria	Comments (Strengths & Weaknesses)
4	Criterion 1	
	Criterion 2	
	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)
Consultant (Lead) / Country	Criteria	Comments (Strengths & Weaknesses)
5	Criterion 1	
	Criterion 2	

⁶ Boxes may be expanded as necessary

	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)
Consultant (Lead) / Country	Criteria	Comments (Strengths & Weaknesses)
6	Criterion 1	
	Criterion 2	
	Criterion 3	
	Criterion 4	
	General	Other Comments (<i>including specific reasons should the Proposal fail the minimum thresholds / Technical Evaluation</i>)

Attachment 5 to Technical Evaluation Form: Draft Letters to Unsuccessful Consultants

[Insert respective Final Draft Letters to the consultants whose technical proposals were considered non-responsive to the CPD or did not meet the minimum qualifying technical score. Use the following sample as a drafting aid]

[Sample letter to an unsuccessful consultant]

Name of Project: _____

Name of Consultancy Assignment: _____

[Insert respective consultant's name]

Dear _____

I refer to the Technical Proposal that you have submitted for the above referenced project.

We regret to inform you that, as a result of the Technical Proposals evaluation process, you have not been selected for further participation in this consultant selection process.

Your overall technical score as well as the scores obtained for the sub-criteria are as follows:

Lead firm / country	Overall technical score	Technical scores*			
		Specific project experience	Approach & methodology	Expert's Qualifications	Other (if applicable)

* If other evaluation criteria were used in Section 1.3 of the RFP, please modify accordingly.

[Please provide detailed explanations why this consultant's Technical Proposal was rejected, on the basis of the Strengths and Weaknesses as per Attachment 4.]

Please also note that you may request a debriefing by ourselves to ascertain the grounds on which you have not been selected for further participation in this consultant selection process.

Your Financial Proposal will be returned to you unopened after completing the consultant selection process and Contract signing.

Yours Sincerely,
Client

Annex 4.5 – Template for Invitation to Public Opening of Financial Proposals

Invitation to Attend Public Opening of Financial Proposals

[Can be sent on headed paper of Client or by e-mail]

Name and ID of Assignment

[NOTE – not to be sent if there is no cost element in the evaluation]

I am pleased to invite you to the public opening of Financial Proposals for the above captioned assignment which is to take place on *[insert date, time and place (which must be at least 7 working days from the date the notification is sent)]*.

Following the technical evaluation by *[insert Client name]*, the average scores awarded by the Evaluation Committee for each of the Technical Proposal received are summarised as follows:

Lead firm / country	Overall technical score	Criteria of Technical scores as per CPD			
		Specific project experience	Approach & methodology	Qualifications of Experts	Other (if applicable)

Please note that any overall score or Criteria score marked with an asterisk (*) *[ensure that all overall and criteria scores are marked accordingly]* denotes that this score has fallen below the Minimum Acceptable Threshold as set out in the Evaluation Criteria and Methodology of the CPD. **Any Consultants with one or more asterisks against its scores will not have its Financial Proposal opened and will not be considered further for the award of this contract.** Such Consultants may, however, attend the public opening of Financial Proposals if they so choose. One of the purposes of disclosing the scoring in advance of the Public Opening of Financial Proposals is to allow Consultants to assess whether or not they have a realistic chance of success before incurring the time and expense of attendance.

At the public opening

- 1) the overall average technical scores; and
- 2) the average scores for each of the (3 or 4) main criteria

of each of the Consultants that submitted proposals will be read out or otherwise publically circulated. The Financial Proposals of each Consultant meeting all minimum technical thresholds will subsequently be opened and the total proposal price will be read out.

No discussion whatsoever will be entered into at the meeting concerning the technical scores. The Financial Proposals shall not be reviewed for accuracy or completeness at this point. No requests for feedback from Consultants on their proposals will be entertained until the procurement process is complete and the contract is awarded.

Consultants which score below the Minimum Acceptable Threshold for the overall score or any of the main criteria carrying a Minimum Acceptable Threshold (as set out in the Evaluation Criteria and Methodology of the CPD) shall have their Financial Proposals returned to them unopened by the Client in due course.

Consultants are not obliged to attend the Public Opening of Financial Proposals and Consultants shall not be prejudiced should they elect not to attend. All Consultants that submitted proposals will receive the minutes of the meeting regardless of whether or not they attended the meeting.

Please note that travel expenses for attendance of the public opening will not be reimbursed by the Client or the EBRD. The opening will commence punctually and shall not normally be delayed for latecomers.

Kindly acknowledge receipt of this letter and advise me at your earliest convenience of the name and position of any representative who you intend to send to the public opening.

Yours sincerely

[Name

Position

Contact Details]

Annex 4.6. Minutes of Public Opening of Financial Proposals

Country of Operation / Client name	
Name of Project:	
Name of the assignment:	
Assignment Reference:	<i>[Insert EBRD reference, usually DTM number or TCS ID]</i>
Time and place of opening of financial proposals:	<i>[Insert date, time, and place of the public opening.]</i>

Date/time/place/attendees:

The opening of financial proposals took place on *[date/time]* at *[place]* in the presence of the following Client representative(s) and/or observers:

Name	Title/function/position

The following representatives from consultants or other organisations attended the opening:

Name	Job title/name of firm or organisation

Financial proposals not considered for public opening

Technical proposals prepared by the following Consultants did not score above the required minimum threshold(s) as defined in the CPD, and their financial proposals are to remain sealed and are to be returned unopened after the contract award:

Lead firm / country	Overall technical score	Technical scores*			
		Specific project experience	Approach & methodology	Expert's Qualifications	Other (if applicable)

* If other evaluation criteria were used in the CPD, please modify accordingly.

Financial Proposals considered for public opening

Technical proposals received from the following consultants scored above the required minimum acceptable threshold(s) as defined in the CPD, and their financial proposals were opened at the public opening:

Lead firm / country	Overall technical score	Technical scores*			
		Specific project experience	Approach & methodology	Expert's Qualifications	Other (if applicable)

* If other evaluation criteria were used in the CPD, please modify accordingly.

List of Sealed Financial Proposals

Of the firms scoring above all minimum acceptable thresholds, sealed proposals were opened?

Lead firm / country	Financial Proposal sealed at time of public opening Yes/No/Discretion Applied ⁷
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

Proposed Overall Price

Of the firms whose sealed financial proposals were opened, the proposed overall prices, as indicated on form FIN-1 of the CPD, were as follows:

Lead firm / country	Proposed Overall Price ⁸

⁷ Evaluation Committee to comment on any discretion applied e.g. opening a damaged envelope containing a financial proposal

⁸ The price indicated on the financial proposal form FIN-1 of the CPD.

At the time of public opening of financial proposals no checks were made to verify arithmetical correctness, compliance with eligibility criteria, if any, or any other requirements specified in the CPD. Consultants should note that the proposed overall price indicated above is subject to review by the Client and should not be considered as final.

6. **Observations**⁹:

*[Any other relevant **observations** of the proposals received and opened, including matters relating to currency and to VAT or other tax].*

Client's Representative:

Name	Signature	Date

cc:

- Copy for Client's records
- Members of the evaluation committee
- The Bank
- Consultants whose financial proposals were opened

⁹ Please state facts only; no judgment should be made at this stage.

Annex 4.6. Combined Evaluation Report

Final (Technical and Financial) Evaluation Report

TO: [EBRD Operation Leader]

DATE:

VIA: [Chairperson]

FROM: Evaluation Committee

CC: EBRD Procurement
Specialist

Country of Operation / Client name	
Name of Project:	
Name of the assignment:	
Assignment Reference:	<i>[Insert EBRD reference, usually DTM number or TCS ID]</i>

Background:

EBRD no-objectioned the Technical Evaluation Report on _____ -

The opening of financial proposals took place on _____

Evaluation Committee

An evaluation committee was established comprising:

Name	Title/function/position

The above members have all signed declarations of impartiality (Attachment 1)

Examination of Financial Proposals

The following financial proposals were opened and examined in detail by the Evaluation Committee (as per Minutes of Opening of Financial Proposals):

Lead firm / country	Proposed Overall Price

After examination of the Financial Proposals, the Evaluation Committee rejected the following proposals as substantially non-responsive:

Lead Firm / Country	Grounds for rejection

Based on the review of the proposals, the following financial corrections were made:

Name of Consultant (Lead Firm)	Arithmetical revisions (see Attachment 2)	Total Evaluated Financial Proposal

Combined technical and financial proposal:

The technical and financial proposals scores were combined in accordance with the methodology specified in the Evaluation Criteria and Methodology of the Consultancy Procurement Document (CPD).

The combined scores ranked as follows:

Ranking	Name of Consultant (Lead Firm)	Combined Score
1.		
2.		
3.		
4.		
5.		

6.		
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Letters to Unsuccessful Consultants

The draft letters that will be sent to the unsuccessful consultants are attached as Attachment 3.

6. Recommendation

The proposal submitted by the Consultant ***[enter name and address of recommended firm]*** has been ranked first in accordance with the evaluation criteria specified in the CPD. The proposal was judged to be fully responsive to the requirements of the CPD.

Evaluation Committee:

Name	Signature	Date

[Each member to sign]

Attachments

- Attachment 1: Declarations of Impartiality and Confidentiality (one scanned signed sheet for each member of the Evaluation Committee) ¹⁰
- Attachment 2: Summary of Arithmetical Corrections (free form)
- Attachment 3: Draft Letters to Unsuccessful Consultants

¹⁰ Annex 4.1 to the Guidelines.

Attachment 3 to Final Evaluation Form – Final Draft Letters to the Unsuccessful Consultants

[Insert respective Final Draft Letters to the Unsuccessful Consultants. Use the following sample as a drafting aid]

[Sample letter to an unsuccessful consultant]

Name of Project: _____

Name of Consultancy Assignment: _____

[Insert respective tenderer's name]

Dear _____

I refer to the technical and financial proposal that you have submitted for the above referenced project.

We regret to inform you that, as a result of the combined technical and financial evaluation process, your firm's proposal has not been selected for award of this contract.

The above contract has been awarded to *[insert name of winning consultant]* as determined by the Evaluation Committee and in accordance with the provisions of the Consultancy Procurement Document (CPD).

The financial proposals of the following consultants were opened and evaluated:

No	Name of Consultant (lead firm)	Technical Scores	Prices at opening of financial proposals	Evaluated Prices of Financial Proposals	Combined Technical and Financial Scores
1.					
2.					
...					
...					

Names of consultants whose proposals were not successful and reasons for non-selection of the consultants' proposals

No	Name of Consultant	Reasons for Rejection

1.		
2.		
...		
...		

[Explain particularities of the calculation of the evaluated proposal price (e.g. difference between read out and evaluated proposal price):]

.....

Please also note that you may request in writing a debriefing by ourselves to further ascertain the grounds on which your proposal was not selected.

Yours Sincerely,

[Client]