Procurement of Goods/ Under Shopping - Evaluation Form

1. Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Implementing Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Details of goods \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 procured \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Estimated Cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Quotations Submission \_\_\_\_\_\_\_\_\_\_\_\_\_time allowed (days)\_\_\_\_\_\_\_\_\_\_\_

Submission Deadline \_\_\_\_\_\_\_\_\_\_\_\_\_(date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Bidders Invited Bidders Quoted Quotation Receipt Date Price Quoted

7. Ranking of Responsive

 Quotations by Price

 Bidder Evaluated Price

8. Non-Responsive Quotations

 Bidder Reason(s) for Rejection

9. Name of the lowest evaluated Bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Total Price of the Contract Award \_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Date of Contract award \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Any issues (to be) discussed at finalization of contract. Give details.

13. Complaints from other Suppliers, if any. Provide details.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Evaluation Committee members