|  |  |  |
| --- | --- | --- |
|  | COMUNIDADE ECONOMICA DOS ESTADOS DA FRICA OCIDENTAL |  |
| ECONOMIC COMMUNITY OF  WEST AFRICAN STATES |  | ECONOMIC COMMUNITY OF WEST AFRICAN STATES |

# *(TECHNICAL AND FINANCIAL EVALUATION REPORT - COMBINED*

# *– STANDARD FILE – To be deleted in the final version)*

**SELECTION OF ADVISORY FIRM CONSULTANTS**

**By the method ……… ……. .**

**EVALUATION REPORT OF TECHNICAL PROPOSALS**

**AND FINANCIAL FOR ……………………………………………**

**Funding: ECOWAS COMMISSION**

**COMBINED EVALUATION REPORT (TECHNICAL AND FINANCIAL PROPOSALS)**

***Place, day, month, 202…***

**EVALUATION REPORT OF TECHNICAL PROPOSALS**

AND FINANCIAL (Standard File)

As part of the recruitment of a Firm for *Indicate the title of the mission*, with reference to the conclusions of the evaluation report of the Technical Proposals of the firms approved by the ECOWAS authorities *indicate* the *date and year,* the committee evaluation committee met on *indicate the date and year* to proceed with the opening of financial proposals from firms having submitted a financial proposal.

**Reminder on opening folds :**

At the deadline indicated to the Firms having obtained the qualification mark for the opening of their financial proposals and in application of the clause *indicate the clause requiring the invitation of the firms to the opening of the financial envelopes,* the members of the Committee of evaluation proceeded to the opening of the financial proposals in the presence of the representatives of the consultants who wished to attend the session of opening the financial proposals (*See copy of attendance list of the firms in* ***appendix 1***).

The financial proposals were opened on: *indicate the date and time of opening (online or in person)* and in accordance with the instructions indicated in the Request for Proposal (RFP), the Evaluation Committee made reading of the following elements (*See copy of opening minutes in* ***appendix 2***)

The members of the Evaluation Committee as indicated in the table below were present at this session:

| **No.** | **Lastnames and firstnames** | **Services** | **Quality** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

In accordance with the instructions contained in the Request for Proposal relating to this file in its clause *indicate the clause which speaks of the opening of financial proposals,* the evaluation committee proceeded to read the technical notes obtained by each qualified bidder.

The table below indicates and recalls the technical scores obtained by each firm following the evaluation of the technical proposals:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Candidates** | **Criteria** | | | | **Note**  **global** | **Ranking** |
| **Experience** | **Methodology** | **Proposed staff** | **Participation of nationals** |
| *1* | *[ insert name of Candidate 1]* |  |  |  |  |  |  |
| *2* | *[ insert name of Candidate 2]* |  |  |  |  |  |  |
| *3* | *[ insert name of Candidate 3]* |  |  |  |  |  |  |
| *4* | *[ insert name of Candidate 4]* |  |  |  |  |  |  |
| *5* | *[ insert name of Candidate 5]* |  |  |  |  |  |  |

**NB** : Proposals whose score is lower than the minimum score required in the Request for Proposal (RFP) of *[indicate the qualification point*

*indicate in the RFP]* are rejected at this stage, therefore these firms were not invited.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Following the reading of the technical notes, the committee opened the financial proposals in the presence of the bidders who wished to take part in the opening session (See *copy of minutes of opening of financial proposals in* ***appendix 4****)*.

The information from the financial proposals is contained in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Cabinets** | **Financial Proposal Price Read Publicly** | | |
| **Currency** | **Amount** | **Taxes / Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Verification of calculations of financial proposals**

In accordance with the instructions contained in the request for proposal (RFP), the Evaluation Committee carried out a verification of the calculation of the amounts read at the opening of the envelopes (see comment copy in appendix 5), the corrected *amounts* ***are*** *recorded* in the next board:

## **Adjustments — Conversion — Evaluated prices[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Firms** | **Prices offered 1** | | **Adjustments 2** | **price  (s)** | **evaluation currency  3** | | **Financial notes 4** |
| **Cash** | **Amounts**  **(1)** | **(2)** | **(3) = (1) + (2)** | **Exchange rate (4)** | **Prices offered  (5) = (3)\*(4)** | **(6)** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

Following verification of the calculations, the Evaluation Committee proceeded to apply the weighting indicated in the RFP by granting a score of 100 points to the Firm which submitted the lowest evaluated amount. So, the Firm *indicate the name of the firm which submitted the lowest corrected amount as indicated in column 6 of the table above.*

## **Combined Evaluation of Technical/Financial Proposals — Award Recommendation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Candidates** | **Technical evaluation** | | | **Financial assessment** | | **Combined assessment** | |
| **technical notes 1  N(t)** | **weighted  scores N(t) ×T 2** | **Technical classification** | **financial notes 3  N(f)** | **weighted  scores N(f) ×F 4** | **notes  N(t) T + N(f) F** | **Ranking** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| **Award recommendation** | | To the proposal having obtained the highest combined technical/financial score.  Candidate Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | T = the weighting specified in the Technical Proposal as indicated in the Request for Proposals.  F = the weighting specified in the Financial Proposal as indicated in the Request for Proposals.  T + F = 1 as follows: N = Nt x T% + Nf x F%. | | | | | | | |

**RECOMMENDATION OF THE EVALUATION COMMITTEE**

As shown in the table above, after the combined evaluation of the technical and financial proposals, the firm: ***indicate the name of the first ranked***, ranked first with a total of points (Technical + Financial) of: ***indicate the final score of the firm*** is recommended by the Evaluation Committee as the winner of the contract, and proposes that the firm be invited to the negotiation after validation of this report by the ECOWAS authorities.

**SIGNATORIES** (This report signed by the members of the evaluation committee reflects the result of the evaluation of the technical and financial proposals received.

| **No.** | **LASTNAMES AND FIRSTNAMES** | **SERVICES** | **QUALITY** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**APPENDICES**

**Appendix 1:** Copy of attendance list of firms

**Appendix 2:** Minutes of opening of financial proposals

**Appendix 3:** Details of the analysis of the financial proposals and comments.

**ANNEX 1**

SIGNED ATTENDANCE LIST OF FIRMS PRESENT

AT THE OPENING OF FINANCIAL PROPOSALS

**ANNEX 2**

OPENING MINUTES

**APPENDIX 3**

DETAILS OF THE ANALYSIS OF THE FINANCIAL PROPOSALS AND COMMENTS

1. [↑](#footnote-ref-1)