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

# *(REPORT FOR TECHNICAL EVALUATION*

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

**SELECTION OF CONSULTANTS (FIRM)**

**By the method ……… ……. .**

**TECHNICAL EVALUATION REPORT FOR ……………………………………………**

**Funding: ECOWAS COMMISSION**

**TECHNICAL EVALUATION REPORT**

***Place, day, month, 202…***

As part of the recruitment of a Firm to *Indicate the title of the assignment* , with reference to the notice of expression of interest no. *…. indicate the number of the EoIs* , published on *…. indicate the publication date and year* on the website of the ECOWAS Commission and in accordance with the conclusions of the evaluation report of a shortlist/ restrictive firm of ( *indicate the number of the shortlisted firms* ), a committee evaluation of the proposals was constituted further to the approved memo by the management Ref. ……………, of ……… / ………… 202 *…(. copy* ***annex 1*** *).*

On the deadline of the receipt of proposals, the Evaluation Committee received the ( *indicate the number of firms invited* ) on a shortlist of ( *indicate the number of firms having submitted an offer* ) firms invited to submit a proposal.

**Reminder on opening of EoIs:**

In accordance with Request for Proposals (RFP) No. 0… /…. ./…../…../CEDEAO/202…, addressed to the …… (….) short listed firms dated ….. ….. 202…, the opening and evaluation committee constituted and proceeded to open the EoIs on … ……. /……. 202… at …… Prompt in the meeting room of ……………………… ……. . *(See copy of the opening minutes -* ***annex 2*** *).*

*The firms whose bids were received are indicated in table* :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Firms** | **Lead & partners** | **Addresses** | **Country** |
| 1 | ***(Indicate the name of the firm as mentioned in the submission letter)*** | ***(Indicate the name of the firm which is lead) or indicate not applicable if it is not a group)*** | ***(Indicate the physical address, telephone number and email address )*** | ***(Indicate the name of the country where the leader is installed or indicate the name of the firm if it is not a group)*** |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**Reminder of the provisions of the Request for Proposal (RFP) :**

As part of the implementation of the consultant services mentioned above and following for No- objection on the notice of Expression of interest by the management of the ECOWAS on the shortlist dated …… . . / …….. / 202…. , a consulting service was organized on ……/…./ 202…, a submission of Tenders fixed for ……/…./ 202….

The following shortlisted firms invited on …/…/202 are indicated in table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N.** | **Firms** | **Lead & partners** | **Addresses** | **Country** |
| 1 | ***(Indicate the name of the firm as mentioned in the submission letter)*** | ***(Indicate the name of the firm which is lead) or indicate not applicable if it is not a group)*** | ***(Indicate the physical address, telephone number and email address )*** | ***(Indicate the name of the country where the leader is installed or indicate the name of the firm if it is not a group)*** |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

*Based on the clauses contained in the RFP, a consultant shall be chosen* according to the selection method *indicate the method applied in the RFP and in a Complete Technical Proposal (PTC) or Simplified Technical Proposal (PTS)* format . as described in this RFP, in accordance with the [“ECOWAS](https://www.afdb.org/fr/projects-and-operations/procurement/new-procurement-policy) Procurement [Code ”](https://www.afdb.org/fr/projects-and-operations/procurement/new-procurement-policy) 202 *….*

This report presents the results of the detailed analysis of the Tenders/offers.

**Reminder of the evaluation criteria defined in the RFP**

The evaluation and judgment of the technical proposals was carried out in accordance with the provisions of clause…. specific data/conditions of the RFP, based on the sheet ( ***Criteria, sub-criteria and point system for the evaluation of Complete Technical Proposals*** ), recorded in table below:

*Indicate in this table the evaluation criteria listed in the Request for Proposal (RFP). At this phase of the procedure no other criteria not appearing in the RFP can and must apply.*

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria and sub-criteria ( *comply with the criteria indicated in the RFP* )** | **Maximum scores** |
| **1** | **Specific experience of the Consultant (as a company) relevant to the Mission** | **00** |
| 1.1 |  | … |
| 1.2 |  | … |
|  | ***Subtotal Criteria 1*** | ***…*** |

The Evaluation Committee discussed and agreed on the scoring guidelines to be applied for the methodology and key experts using the RFP and ToR , as shown in Table 3 below:

**Result assessment :**

The scores awarded for each company/consortium by the evaluators are the average scores. (Details of the scoring process and scoring sheets are provided as Annex ***3*** ).

Summary/ Cumulative of evaluation results

The summary results of the evaluation of the technical proposals and the ranking of the companies are as indicated in Table 4 below:

Table 4 : Summary of results

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AI CRITERION** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL (100 points)** |  |  |  |  |  |  |
| **Ranking** |  |  |  |  |  |  |
| **Qualification (minimum score required…. points )** | *Indicate Qualified or Unqualified* | *Indicate Qualified or Unqualified* | *Indicate Qualified or Unqualified* | *Indicate Qualified or Unqualified* | *Indicate Qualified or Unqualified* | *Indicate Qualified or Unqualified* |

Details of the assessment of the strengths and weaknesses of each proposal are attached as Annex 4:

**Conclusions and recommendations**

In view of this table on the…. technical proposals evaluated ( *indicate the number of firms having obtained the minimum score required* ) scored higher than the minimum technical score of ……. points required according to clause ……. of the RFP.

In accordance with the rules and procedures for the use of consultants, the Evaluation Committee recommends that the financial proposal of the consultants whose scores are indicated in table as follows, be opened and evaluated to enable to continue the procedures of the financial proposal in accordance with the selection method used.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Firms** | **Scores** | **Addresses** | **Country** |
| 1 | ***(Indicate the name of the firm as mentioned in the submission letter)*** | ***(Indicate the technical score obtained)*** | ***(Indicate the physical address, telephone number and email address )*** | ***(Indicate the name of the country where the leader is installed or indicate the name of the firm if it is not a group)*** |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Signatories:** This report represents the true record of the results of the evaluation of technical proposals process and is attested by:

Done at Abuja on …. . /…. 202…

| **S/N** | **Name** | **Designation** | **Capacity** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| 1 |  |  | Member |  |
| 2 |  |  | Member |  |
| 3 |  |  | Member |  |

**8. Annexes:**

* Annex 2: Opening minutes
* Annex 3: Score sheets
* Annex4: Comments on the Scoresheet

Annex 1:

**Copy of memo**

Annex 2:

**Opening minutes**

Annex 3:

**Scoresheet**

Annex 4:

**Comments on the score sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **FIRMS** | **STRENGHTS** | **WEAKNESSES** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |