

Section 3: Evaluation Methodology and Criteria

This section, read in conjunction with Section 1, Instructions to Bidders and Section 2, Bid Data Sheet, contains all the factors, methods and criteria that the Procuring Entity shall use to evaluate a bid and determine whether a bidder has the required qualifications. No other factors, methods or criteria shall be used.

A Evaluation Methodology

1 Methodology Used

- 1.1 The evaluation methodology to be used for the evaluation of bids received shall be the Technical Compliance methodology.

2 Summary of Methodology

- 2.1 The Technical Compliance methodology recommends the lowest evaluated bid, which is eligible, compliant and substantially responsive to the technical and commercial requirements of the Bidding Document, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 2.2 The evaluation shall be conducted in three sequential stages –
- (a) a preliminary examination to determine the eligibility of bidders and the administrative compliance of bids received;
 - (b) a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant bids; and
 - (c) a financial comparison to compare prices of the eligible, compliant, responsive bids received and determine the lowest evaluated bid.
- 2.3 Failure of a bid at any stage of the evaluation shall prevent further consideration.

B Preliminary Examination Criteria

3 Eligibility Criteria

- 3.1 The eligibility requirements shall be determined for eligible Bidders in accordance with ITB Clause 4.
- 3.2 The documentation required to provide evidence of eligibility shall be:-
- (a) a declaration in the Bid Submission Sheet that the Bidder has not been debarred by the Director of Public Procurement; and,
 - (b) a declaration in the Bid Submission Sheet that the Bidder is not insolvent, in receivership, bankrupt or being wound up;
 - (c) a declaration that any of the Directors or officers have not been convicted of any criminal offence relating to obtaining or attempting to obtain a contract or sub contract.
 - (d) {a declaration that the Bidder is not under investigation by the Anti-Corruption Bureau or any other law enforcement body in Malawi relating to its participation in any public procurement process.}

- (e) a copy of the Bidder's tax clearance certificate or equivalent;

4 Administrative Compliance Criteria

- 4.1 The evaluation of Administrative Compliance shall be conducted in accordance with ITB Sub-Clauses 33.1 and 33.2.

C Detailed Evaluation**5. Commercial and Technical Evaluation**

- 5.1 The commercial responsiveness of bids shall be evaluated in accordance with ITB Clause 34. The criteria shall be:
 - (a) acceptance of the terms and conditions specified in the GCC and SCC;
 - (b) compliance to the statement of requirements (technical specifications)

D Financial Comparison**6. Costs to be included in Bid Price**

- 6.1 The financial comparison shall be conducted in accordance with ITB Clause 37. The costs to be included in the bid price are:
 - (a) the unit and total rates in the Price Schedule;
 - (b) taxes, duties and levies;
 - (c) discounts, adjustments if any.
 - (d) margin of preference, if applicable.

7 Determination of Lowest Evaluated Bid

- 7.1 The bid with the lowest price, among those which are eligible, compliant and substantially responsive shall be the lowest evaluated bid. {and recommended for award of contract]

E Post-qualification

- 8 The lowest evaluated bid shall be post qualified on the basis of;
 - (a) a copy of the Bidder's Certificate of Registration or equivalent;
 - (b) a copy of the Bidder's Business Licence or equivalent;
 - (c) past performance of the bidder;
 - (d) availability of staff and equipment {and qualification of key staff};
 - (e) financial capacity to perform the contract