

Sample Tender Evaluation Report

_____ [Name of Building]

Provision of _____ [Type of Goods / Services]

Tender Evaluation Report

Brief Description of Contract

[Give a brief description of the goods / services required]

Details of Invitation

Tender invitation method: *Open tender / *Selective tender. Invitations issued to _____
*suppliers / *service providers

Tender invitation date: _____

Tender closing date: _____

Tender validity period: _____ days from _____

Tenders Received

Number of tenders received: _____

Details of tenders received:

Tenderers	Tendered Sums (lowest first)

*Name of non-returning tenderers:

Tenderers	Reasons, if known

Compliance with Tender Specifications

Tenderers (in order of tendered sum)	Compliance with tender specifications	Details of any non-compliance
	*Yes / *No	
	*Yes / *No	
	*Yes / *No	
	*Yes / *No	
	*Yes / *No	
	*Yes / No	
	*Yes / *No	

Evaluation of individual assessment panel members is at Appendix. [Attach the tender evaluation forms duly completed by each assessment panel member to this report.]

*Strengths and Weaknesses of Lowest Three Tenders (for use with service contracts only)

	Name of Tenderers		
	[Tenderer A]	[Tenderer B]	[Tenderer C]
	Lowest Bid	2nd Lowest Bid	3rd Lowest Bid
(a) Strengths			
(b) Weaknesses			
(c) Recommendations of Assessment Panel			

*Tender Qualifications of Lowest Three Tenderers (if any)

	Name of Tenderers		
	[Tenderer A]	[Tenderer B]	[Tenderer C]
	Lowest Bid	2nd Lowest Bid	3rd Lowest Bid
(a) Tender qualifications submitted			
(b) Recommendations of Assessment Panel			

Note: The Assessment Panel should require the tenderers to withdraw their tender qualifications, or seek legal advice, if in doubt. If the Assessment Panel recommends accepting the tender qualifications which would have material changes to the tender specifications, the Owners' Corporation may consider putting up the contract for re-tendering.

Performance Records of Lowest Three Tenderers

	Name of Tenderers		
	[Tenderer A]	[Tenderer B]	[Tenderer C]
	Lowest Bid	2nd Lowest Bid	3rd Lowest Bid
(a) Previous dealings with the Owners' Corporation	*Yes / *No	*Yes / *No	*Yes / *No
*(b) Previous performance	*Satisfactory / *Unsatisfactory, details: _____	*Satisfactory / *Unsatisfactory, details: _____	*Satisfactory / *Unsatisfactory, details: _____
*(c) Recommendations of Assessment Panel	*Suitable / *Not suitable for contract award	*Suitable / *Not suitable for contract award	*Suitable / *Not suitable for contract award

Recommendations

* The lowest tender / *The _____ lowest tender submitted by _____ [Tenderer Name] is recommended for contract award. Reasons: _____
 _____ [Mandatory if the lowest tender is not recommended].

* To negotiate with the tenderer submitting the lowest conforming tender for a better price with a view for tender award. Other items to be negotiated: _____.

* Other recommendations and reasons: _____

Avoiding Conflict of Interest

This is to confirm that persons involved in preparing the tender documents and assessing tenders *have / *have not declared conflict of interest. *If not, the reasons are _____.

The persons involved will be required to declare any conflict of interest before contract award. The tender specifications and assessment results will be reviewed by the Management Committee to detect any favouritism to particular tenderers if any conflicts are declared.

* No conflict is declared. / *The conflicts declared are as follows: _____

_____.

*The following actions have been taken to manage the conflicts declared: *required the persons

_____ [Name] who have made a declaration to abstain from the

procurement process / *other actions taken _____.

Signature:

Name and Post of Assessment Panel Members:

Date:

(* Delete as appropriate)