



# Evaluation Guideline for Quotations

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# Procurement of Goods, Works and Non- Consultant Services

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Public Procurement Regulatory Authority  
P.O. Box 49,  
Dar es Salaam.

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## Preface

This Evaluation Guideline for Quotation has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by public institutions and their implementing agencies in the evaluation of quotations, in accordance with the provisions of the Public Procurement Act No. 21 of 2004 (hereinafter called the PPA 2004) and the Public Procurement (Goods, Works, Non-Consultant Services and Disposal of Public Assets by Tender) Regulations, Government Notice No. 97 of 2005 and The Local Government Authorities' Tender Boards (Establishment and Proceedings) Regulations, Government Notice No. 177 of 2007 (both hereinafter called Public Procurement Regulations).

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## **Abbreviations and Acronyms**

<b>GN</b>	Government Notice
<b>IFQ</b>	Invitation for Quotations
<b>ITB</b>	Instruction to Bidders
<b>PE</b>	Procuring Entity
<b>TIN</b>	Tax Identity Number
<b>VAT</b>	Value Added Tax

*[Insert Name of Procuring Entity]*

*[Insert logo]*

**Evaluation Report  
and  
Recommendation for Award of Contract  
for**

Quotation number *[Insert quotation number]* of *[Insert financial year]*

**for**

*[Insert subject of Procurement]*

*[Insert Date, Month and Year]*

## Letter of Transmittal

*[Insert letter of transmittal]*

*[Note: this evaluation report and recommendation for the award of the contract should be attached with Letter of Transmittal from the evaluation committee to the appropriate Tender board. **The letter should highlight conclusions and offer any additional information that would help to expedite approval by the appropriate Tender Board.** In addition, any unresolved or potentially contentious issues should be highlighted. The evaluation report (in the required number of copies) together with the letter should be sent to the secretary of the appropriate Tender Board.*

*Further, the evaluation report and recommendation for award of contract shall be forwarded to the appropriate Tender Board for approval before the procuring entity seeks external clearance or invites the approved bidder for contract finalization and signature. All originals submitted must be readily accessible to the Tender Board]*

## 1.0 BACKGROUND INFORMATION

The Government of the United Republic of Tanzania has set aside funds for the operations of the [Insert name of the Procuring Entity]. It is intended that part of the fund proceeds will be used to cover eligible payment under the contract for [Insert subject of Procurement].

In the [insert number of the Tender Board meeting e.g. 1<sup>st</sup> or 10<sup>th</sup>] meeting of the Tender Board held on [insert date], the Tender Board approved this procurement to be carried out using the quotation method.

## 2.0 INVITATION, SUBMISSION AND OPENING OF QUOTATIONS

2.1 On [Insert date, Month and Year], the [Insert name of the Procuring Entity] through the letter with Ref. No. [Insert Invitation letter Reference number] invited the following [Insert number in figure and in words] firms to submit sealed quotations for the supply of [Insert subject of Procurement].

2.2 [Insert list of firms names who were invited to submit quotations]

(i) M/s .....

(ii) M/s .....

(iii) M/s .....

Note: Adjust the above list according to the number of invited firms

2.3 A brief description of the items to be procured is listed in the Table No. 1 below.

**Table No. 1:** Description of [insert either Goods, Works or Services] to be Procured.

[In table no. 1 below insert the list of either Goods, Works or Services in relation to the procurement being evaluated].

S/No	Description of the [specify whether the procurement is for goods/work/service]	Unit of measure	Quantity/ Scope
1			
2			
3			
4			
5			

**Note:** Do the same for each lot/package as Table No. 1 above.

- 2.4 (Technical Specifications for Goods/Scope of the work for Works / Statement of Requirements for Services to be procured has been attached as **Appendix 1**.
- 2.5 A copy of Invitation letter with Ref. No. [Insert Invitation letter Reference number] dated [Insert date of the Invitation Letter] is attached to this report as **Appendix 2**.
- 2.6 The deadline for submission of Quotations was scheduled at [Insert time] hours local time on [Insert submission day and date] at the [Insert name of the procuring Entity], [Insert physical location of the submission place].
- 2.7 [Insert number in figure and in words] Bidders submitted their quotations by the deadline at [Insert submission time] hours Local Time on [Insert submission date] and were opened in public in presence of bidders' representatives who choose to attend as follows:-

**Table No. 2: Read out Prices and Firms**

<b>Bidder No.</b>	<b>Name of the Bidder</b>	<b>Read out Quotation Price [Insert currency]</b>
1	M/S .....	
2	M/s .....	
3	M/s .....	
4	M/s .....	
n <sup>th</sup> and last	M/s .....	

**Note:** - Adjust the above list according to the number of firms who submitted.  
 - n<sup>th</sup> refers to the last number

- 2.8 Minutes of Quotation opening are attached as **Appendix 3**.

### **3.0 EVALUATION COMMITTEE**

After Quotation opening and subject to Regulation 90 (1) of G.N. No. 97 of 2005, an Evaluation Committee was appointed by the Accounting Officer to carry out evaluation of Quotations. The following are members of the Committee.



**Table No. 3: Evaluation Committee**

S/N	Name of Member	Designation	Organisation	Position
1				Chairperson
2				Member
3				Member
4				Member
5				Member

**Note:** (*Adjust the table to fit the number of members*)

#### **4.0 PRELIMINARY EXAMINATION.**

- 4.1 The purpose of the preliminary examination was to determine whether quotations are complete, any computational errors have been made, the quotations have been properly filled, signed and stamped with firm's rubber stamp pursuant to the Invitation for Quotation (IFQ) with Ref. No. [*Insert IFQ reference number*] dated [*Insert date of the IFQ*].
- 4.2 The bidders who met the requirement of the Invitation for Quotation (IFQ) with Ref. No. [*Insert IFQ reference number*] dated [*Insert date of the IFQ*], were considered substantially responsive to preliminary examination of Quotations and therefore considered for further detailed Evaluation. Those considered non-responsive, were not considered for further evaluation.
- 4.3 Requirements/criteria used to check the compliance of Quotations during Preliminary examination are summarized in Table 4 below:-

**TABLE No. 4: RESPONSIVENESS OF QUOTATIONS TO PRELIMINARY EXAMINATION**

S/N	Details/Criteria	Bidder No.1 M/s ..... .....	Bidder No. 2 M/s ..... .....	Bidder No. 3 M/s ..... .....	Bidder No. n <sup>th</sup> and last M/s .....
1	The bid validity period is [ <i>Insert validity period</i> ] days pursuant to (IFQ or ITB) No. [ <i>Insert number</i> ]				
2	Bidder submitted the Certificate of Registration or Certificate of Incorporation pursuant to (IFQ or ITB) No. [ <i>Insert number</i> ]				
3	Bidder submitted VAT, TIN, Relevant business License, pursuant to (IFQ or ITB) No. [ <i>Insert number</i> ]				
4	Quotations properly filled, signed and officially stamped pursuant to (IFQ or ITB) No. [ <i>Insert number</i> ]				
5	Bidder quote all quantities in quotation pursuant to (IFQ or ITB) No. [ <i>Insert number</i> ]				
	<b>Acceptance for detailed examination. (Responsiveness)</b>				

**Note:**

- i) *Adjust the criteria according to the Conditions put in the Invitation for quotation letter and the Instruction to Supplier/Contractor/ Service Provider (hereinafter referred to as Instruction to Bidders (ITB))*
- ii) *To each of the Criteria put "YES" if the criterion has been fulfilled otherwise put "NO" with an explanation in form of a footnote.*
- iii) *Adjust number of bidders as per the actual bids being evaluated*

4.4 Summary of the explanations for "NO" to be included in Table No. 4

- i) No<sup>1</sup>: Bidder number [*Insert bidder number*], M/s [*Insert name of the bidder*] has [*Insert reason for "NO"*] contrary to IFQ or ITB No. [*Insert number*]
- ii) No<sup>2</sup>: Bidder number [*Insert bidder number*], M/s [*Insert name of the bidder*] has [*Insert reason for "NO"*] contrary to IFQ or ITB No. [*Insert number*]
- iii) No<sup>3</sup>: Bidder number [*Insert bidder number*], M/s [*Insert name of the bidder*] has [*Insert reason for "NO"*] contrary to IFQ or ITB No. [*Insert number*]

Note: (Adjust the explanations according to number of "NO" and for each "NO" in the criterion, explain the reasons as in "i", "ii" and "iii" above)

4.5 After preliminary examination as shown in Table 4 above, the following bidders [*insert list showing number and name of bidder(s) who were non-responsive*] were found to be substantially non-responsive to the terms and conditions of the preliminary examination provided in the IFQ with Ref. No [*Insert IFQ reference number*] dated [*Insert date of the IFQ*] and therefore were not considered for detailed evaluation.

4.6 The following bidders [*insert list showing number and name of bidder(s) who were who found to be substantially responsive at preliminary stage*] were found to be substantially responsive to the terms and conditions of the preliminary examination provided in the letter with Ref. No. [*Insert IFQ reference number*] dated [*Insert date of the IFQ*] and therefore considered for detailed evaluation.

**5.0 DETAILED EVALUATION.**

5.1 Quotations from substantially responsive bidder which conform to all terms and Conditions of the preliminary examination provided in the IFQ were subjected to detailed evaluation of [*insert Technical Specifications (for Goods)/Scope of the work (for Works) / Statement of Requirements (for Services)*].

**Table No. 5: Technical Evaluation**

Bidder	Technical Specification 1 [Indicate <sup>1</sup> provision in IFQ]	Technical Specification 2 [Indicate provision in IFQ]	Technical Specifications 3 [Indicate provision in IFQ]	Technical Specification 4 [Indication provision in IFQ]	Substantial <sup>2</sup> Technical Responsiveness	Acceptance for Price Comparison
(a)	(b)	(c)	(d)	(e)	(f)	(g)
<b>Etc.</b>						

5.2 Summary of the explanations for “NO” to be included in Table No. 5

- i) No<sup>1</sup>: Bidder number [Insert bidder number], M/s [Insert name of the bidder] has [Insert reason for “NO”] contrary to IFQ [Insert provision]
- ii) No<sup>2</sup>: Bidder number [Insert bidder number], M/s [Insert name of the bidder] has [Insert reason for “NO”] contrary to IFQ [Insert provision]
- iii) No<sup>3</sup>: Bidder number [Insert bidder number], M/s [Insert name of the bidder] has [Insert reason for “NO”] contrary to IFQ [Insert provision]

Note: (Adjust the explanations according to number of “NO” and for each “NO” in the criterion, explain the reasons as in “i”, “ii” and “iii” above)

5.3 After technical evaluation as shown in Table 5 above, the following bidders [insert list showing number and name of bidder(s) who were non-responsive] were found to be substantially non-responsive to technical criteria provided in the IFQ and therefore were not considered for price comparison.

<sup>1</sup> List here all the conditions provided in the IFQ which bidders must comply with for their quotation to be considered technically responsive

<sup>2</sup> No major technical deviation

5.4 The following bidders [*insert list showing number and name of bidder(s) who were who found to be responsive*] were found to be responsive to the technical criteria provided IFQ and therefore considered for price comparison.

## 6.0 CONVERSION TO SINGLE CURRENCY

6.1 [*Where multiple currencies are involved, conversion to single currency should follow procedures outlined in the Tender Evaluation Guidelines for Procurement of Works or Goods*].

## 7.0 CORRECTION OF ERRORS

7.1 The substantially responsive quotations were checked for their arithmetic errors pursuant to Regulation 90 (11) of G.N.97 of 2005 and errors were found on quotation submitted by bidder number [*List all bidders who have been found to have arithmetic errors with regard to their submitted quotation, explain the error, specific item in the lot with the error and the effect of the error to the total bid price and finally the corrected figure*].

7.2 All submitted quotations with arithmetic errors were communicated to all respective bidders in writing and they responded by [*insert "agreeing" or "disagreeing"*].

7.3 **Table No. 6** shows the correction of errors

**Table 6: Corrections and Unconditional Discounts**

Bidder	Read-out Bid price(s)		Corrections		Corrected Bid price(s)	Unconditional discounts <sup>3</sup>		Corrected/discounted Bid price(s)
	Currency(ies)	Amount(s)	Computational errors <sup>4</sup>	Provisional sums		Percent	Amount(s)	
(a)	(b)	(c)	(d)	(e)	(f)=(c)+(d)-(e)	(g)	(h)	(i)=(f)-(h)
etc								

<sup>3</sup> If the discount is offered as a percent, column h is normally the product of the amounts in columns f and g. If the discount is provided as an amount, it is entered directly in column. A price increase is a negative discount.

<sup>4</sup> Corrections in column d may be positive or negative.

**Table No. 7: Summary of Price Comparison and Ranking**

<b>Bidder No.</b>	<b>Name of the Bidder</b>	<b>Corrected Quotation Price [Insert currency]</b>	<b>Ranking after correction of error</b>
1			
2			
3			
4			
n <sup>th</sup> and last			

**8.0 CONCLUSION:**

From the above evaluation, bidder *[insert bidder number and name]* has been found to have offered the lowest evaluated quotation.

**9.0 RECOMMENDATION:**

In view of the above analysis we recommend that bidder *[insert bidder number and name]* be awarded the contract for the *[Insert subject of Procurement]* for the quotation price of *[Insert quotation price of the said bidder in figure, words and currency]* to be delivered within *[insert duration]* after the contract agreement.

**10.0 Table No. 8: Signatures of the Evaluation Committee Members**

<b>S/N</b>	<b>Member</b>	<b>Signature</b>	<b>Date</b>
1			
2			
3			
4			
n <sup>th</sup>			

**11.0 COVENANTS**

*(Include the signed covenants of all members of the Evaluation Committee)*



**Personal Covenant to be signed by each Member of the Quotation Evaluation Committee**

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**THE PUBLIC PROCURMENT ACT No. 21 OF 2004**

**PERSONAL COVENANT 1**

1. I ..... (*name*) ..... (*designation*) of ..... (*name of institution*) being a Member of the quotation Evaluation Committee for quotation No. .... of ..... for the ..... constituted under Section 37 of the Public Procurement Act, 2004 DO HEREBY state as follows:-
- a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly in any of the bidders, associations or joint ventures that have submitted pre-qualification applications /bids for the above mentioned bid; that is to say:-
    - i) M/s .....
    - ii) M/s .....
    - iii) etc .....
  - b) That, all knowledge, reports or any other materials not within the public domain which I may acquire from the evaluation process, by virtue of the performance of my duties as a Member of the said Bid Evaluation Committee, shall for all time and for all purposes be regarded by me as strictly confidential and I shall not divulge them to persons not officially concerned with this evaluation process.
  - c) That, as a Member of the quotation Evaluation Committee shall at all times adhere fully with the terms and conditions contained in the Public Procurement Act 2004 and the Public Procurement of (Goods, Works, Non-Consultant Services and Disposal of Public Assets by Tender) Regulations, 2005- Government Notice No. 97 of 15<sup>th</sup> April, 2005.
  - d) That, the breach of this Covenant or any provisions of the Public Procurement Act, 2004 shall not preclude the institution of criminal proceedings pursuant to the Penal Code, the Prevention of Corruption Act, 1971 or any other written Law against me.
2. Signed ..... (*signature*) by the said .....(*name*) this ..... day of ..... 20.....

**Personal Covenant for each Member of the Tender Board**

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**THE PUBLIC PROCURMENT ACT No. 21 OF 2004**

**PERSONAL COVENANT 2**

1. I ..... (name) ..... (designation) of ..... (name of institution) being a Member of the [Ministry / Regional/ District etc] Tender Board of the ..... constituted under Section 28 of the Public Procurement Act, 2004 DO HEREBY state as follows:-
- a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly in any of the contractors/Suppliers/ consultants, firms, associations or joint ventures that have submitted expressions of interest / proposals / bid for the above mentioned bid; that is to say:-
    - i) M/s .....
    - ii) M/s .....
    - iii) etc .....
  - b) That, all knowledge, reports or any other materials not within the public domain which I may acquire from the process, by virtue of the performance of my duties as a Member of the said Tender Board, shall for all time and for all purposes be regarded by me as strictly confidential and I shall not divulge them to persons not officially concerned with this adjudication process.
  - c) That, as a Member of the Tender Board shall at all times adhere fully with the terms and conditions contained in the Public Procurement Act 2004, the Public Procurement (Selection and Employment of Consultants) Regulations, 2005 - Government Notice No. 98 of 15th April, 2005 and the Public Procurement of (Goods, Works, Non-Consultant Services and Disposal of Public Assets by Tender) Regulations, 2005- Government Notice No. 97 of 15<sup>th</sup> April, 2005.
  - d) That, the breach of this Covenant or any provisions of the Public Procurement Act, 2004 shall not preclude the institution of criminal proceedings pursuant to the Penal Code, the Prevention of Corruption Act, 1971 or any other written Law against me.
2. Signed ..... (signature) by the said .....(name) this ..... day of ..... 20.....

## **APPENDICES**

## **APPENDIX I**

# **TECHNICAL SPECIFICATIONS FOR GOODS/SCOPE OF WORK FOR WORKS/STATEMENT OF REQUIREMENTS FOR SERVICES**

*[Insert technical specifications for goods/scope of work for works/statements of requirements for services]*

**APPENDIX 2**

**INVITATION LETTER FOR QUOTATIONS**

*[Attach invitation letter for quotations]*

## **APPENDIX 3**

### **MINUTES OF QUOTATIONS OPENING AND QUOTATIONS OPENING CHECKLIST**



*[Attach minutes of quotations opening and quotation opening checklist]*