**Bid Evaluation Instructions**

**Title:**

**Solicitation Number:**

The Project Authority is responsible for ensuring that *each evaluation team member reads and signs these evaluation instructions before* receiving the bids for evaluation.

1. Evaluators **must** maintain the strict confidentiality of all bids, the status of the evaluation process and of any individual bid, the deliberations of the evaluation team, as well as the total number and identities of bidders;
2. Bid information **must** be divulged only to government officials authorized to participate in this procurement. None of this information is to be divulged to, or discussed with, the trade;
3. The purpose of bid evaluation is to determine the best responsive bid from among the bids that were submitted before the bid closing time on the date specified in the bid solicitation, in accordance with the **pre-established** evaluation and selection methodology **as specified in the Request for Proposals**;
4. The bids **must be** evaluated in their entirety by an evaluation team that has a **minimum of three (3) members, including the Project Authority and two (2) other team members**. This team should be established prior to bid closing. The highest technical score *must* be based on the *consensus* of all team members;
5. Evaluators **must not** use any criteria or factors not included in the Request for Proposals, nor any factors known about any bidder but not indicated in its actual bid;
6. If any clarification is required about any aspect of any bid, the question **must** be submitted to the Contracting Authority who will conduct any necessary requests;
7. Reference checks can be conducted ONLY to validate the information provided within the actual bid.
   1. Upon request by the Project Authority, if indicated within the solicitation document, the Contracting Authority reserves the right to request reference(s).
   2. The Contracting Authority may also validate the information stated within the actual bid directly with the bidder.
   3. Should the bidder fail to submit the necessary documentation or references to support compliance with the technical criteria, the Contracting Authority will advise the bidder and provide a specific turnaround time.
   4. If the reference or the bidder is unable to validate the information within the actual bid, it will be to the discretion of the Contracting Authority to adjust the evaluation accordingly.
8. Evaluators **must** complete individual evaluation grids and one consensus evaluation grid for each bid. To support the scores given, the grids **must** include comments that clearly state where the information was found in the bid and where and why the bidder lost points, in accordance with the pre-established evaluation and selection methodology.
9. A consensus report must be completed by the project Authority for each bid. Consensus report must be signed by each evaluator.
10. Signed individual and consensus evaluation grids **must** be forwarded to the Contracting Authority, and the consensus **must** also be typed and provided electronically.

**Name (clearly written), date and signature**

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Name (Print) Signature Date (yy-mm-dd)

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Name (Print) Signature Date (yy-mm-dd)

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Name (Print) Signature Date (yy-mm-dd)