

**FORM 44**

*Regulation 41 (4), 42(6)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**DISPOSAL EVALUATION REPORT**  
**(EVALUATION BASED ON PRICE ONLY/ PRICE AND OTHER FACTORS)**

<b>Disposal Reference Number</b>		
<b>Code of Procuring and Disposing Entity</b>	<b>Financial year</b>	<b>Sequence Number</b>

**\*\* Please read the guidance notes for preparing evaluation report at the end of this Form**

**1. Introduction**

- (1) The asset(s) being disposed of is/are [*description of asset and number in asset register*]  
\_\_\_\_\_.
- (2) The disposal method used and approved by the Contracts Committee was [*public bidding/direct negotiations/sale to public officers*] \_\_\_\_\_

**2. Details of invitation**

*{For public bidding}*

- (1) The bidding document was approved by the Contracts Committee on [*date*]  
\_\_\_\_\_.
- (2) The bid notice was advertised on the [*date*] \_\_\_\_\_ in [*name of publications*] \_\_\_\_\_.
- (3) The list of persons issued with the bidding documents was recorded using Form 30 which is attached.

*{For sale to public officers}*

- (1) The bidding document was approved by the Contracts Committee on [*date*]  
\_\_\_\_\_.

- (2) The bid notice was advertised on the [date] \_\_\_\_\_ at the premises of the following procuring and disposing entities [insert locations of notices] \_\_\_\_\_.
- (3) The list of staff issued with the bidding documents was recorded using Form 31 which is attached.

*{For direct negotiations}*

- (1) The bidding document and proposed bidder were approved by the Contracts Committee on [date] \_\_\_\_\_.
- (2) The bidding document was issued on [date] \_\_\_\_\_.

**3. Inspection of assets**

Potential bidders were given the opportunity to inspect the assets at [location] \_\_\_\_\_ on [date(s)] \_\_\_\_\_.

**4. Details of bid closing**

*{For public bidding and sale to public officers}*

- (1) Bidding was closed on [date] \_\_\_\_\_ at [time] \_\_\_\_\_ at [location] \_\_\_\_\_.
- (2) The receipt of bids was recorded using Form 43 which is attached.

*{For direct negotiation}*

The sealed bid was received on [date].

**5. Details of bid opening**

- (1) A public bid opening was held at [location] \_\_\_\_\_ on [date] \_\_\_\_\_ at [time] \_\_\_\_\_.
- (2) The bid opening and attendance was recorded using Form 44 which is attached.

**6. Details of Evaluation Committee**

The evaluation committee approved by the Contracts Committee on [date] \_\_\_\_\_ comprised of the following:

- [Name] \_\_\_\_\_ [Designation and department] \_\_\_\_\_
- [Name] \_\_\_\_\_ [Designation and department] \_\_\_\_\_
- [Name] \_\_\_\_\_ [Designation and department] \_\_\_\_\_

*{For evaluation based on price only}*

## **7. Details of evaluation**

(1) The evaluation was based on price only.

Refer to Table 1, which summarises the bid prices.

(2) The highest bid received was [*price of highest bid*].

(3) The official valuation/reserve price was [valuation or reserve price, if any].

*{For disposal by sale to public officers only}*

(1) The previous purchases of the best evaluated bidder were checked on the Authority's register and it was determined that the bidder was not purchasing for business or commercial use.

*{or}*

(2) The previous purchases of the best evaluated bidder were checked on the Authority's register and it was determined that the bidder was purchasing for business or commercial use. [*Give details of why this conclusion was reached.*]

(3) The same check was therefore made on the next best evaluated bidder and it was determined that he/she was not purchasing for business or commercial use.

*{For evaluation based on price and other factors}*

## **8. Details of evaluation methodology**

The evaluation was based on price and other factors, using the following three stage methodology. *{amend as appropriate}*.

- (a) preliminary examination on a pass/fail basis to determine the eligibility of the bidders. Non eligible bidders were eliminated from further evaluation;
- (b) application of other evaluation criteria in the manner stated in the bidding document. The technically non compliant bids were eliminated from further evaluation/bids were awarded scores according to merit; and
- (c) financial evaluation to correct any errors in calculations, convert to a common evaluation currency and rank the bids according to price or score. The bids were compared to the official valuation/reserve price.

## 9. Preliminary examination

*[Brief narrative on the result of the preliminary examination and detailed justification with reasons why any bidders were declared not eligible].*

Refer Table 2, which summarises the preliminary examination.

## 10. Other evaluation criteria (if any)

*[Brief narrative on the application of any other evaluation criteria and detailed justification with reasons why any bids were declared non compliant or for the scores awarded].*

Refer to Table 3, which summarises the technical evaluation.

## 11. Financial evaluation

*[Describe any errors in calculation and corrections made and the conversion to a common currency if necessary.]*

*[Describe the ranking of bids according to price or scores].*

Refer to Table 4, which summarises the price evaluation.

- (1) The best evaluated bid was *[name of bidder]* at a total bid price of *[price of bid]*.
- (2) The official valuation/reserve price was *[valuation or reserve price, if any]*.

## 12. Recommendation *{amend as appropriate}*

*{Where the highest bid is equal to or higher than the valuation or reserve price, if any}*

On the basis of evaluation based on price only, it is recommended that the award be made to *[name of bidder]* for a total contract value of *[currency and amount]* for *[list all items that the award relates to]*.

*{Repeat recommendation for multiple contracts.}*

*{Where the highest bid is lower than the valuation or reserve price}*

- (1) The best evaluated bid is less than the valuation/reserve price and it is therefore recommended that no contract award be made.
- (2) It is further recommended that the asset(s) be revalued/disposed of by *[method of disposal]*.

*{or}*

The highest bid received is only *[state percentage]* \_\_\_\_\_ % below the valuation/reserve price and it is therefore recommended that negotiations be held with *[name of bidder]* \_\_\_\_\_ in relation to the bid price.

*{or}*

The highest bid received is only [state percentage] \_\_\_\_\_% below the valuation/reserve price and it is therefore recommended that the award be made to [name of bidder] \_\_\_\_\_ for a total contract value of [currency and amount] \_\_\_\_\_ for [list all items that the award relates to] \_\_\_\_\_.

*{or}* [State other appropriate recommendation.] \_\_\_\_\_

**13. Disagreement by the Evaluation Committee** *{delete if not applicable}*

The Evaluation Committee could not reach a unanimous decision on the evaluation and this evaluation report details the view of the majority of the team.

*[Give details of the issues where the team disagreed, the discussions held, the alternative views and the names of those with alternative views].*

**14. Signed by the Evaluation Committee:**

We confirm that this evaluation report gives a complete and accurate report of the evaluation conducted:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annexes: {amend as appropriate}**

Form 30: Record of issue of bidding documents/ addenda

Form 43: Record of receipt of bids/bid closing

Form 44: Record of bid opening

Table 1: Summary of bid prices

Table 2: Summary of preliminary examination and assessment of eligibility

Table 3: Summary of application of other evaluation criteria

Table 4: Summary of financial evaluation

**Documents available from the Procurement and Disposal Unit: {amend as appropriate}**

Copy of the bidding document.

Copy of all bids.

**TABLE 1: SUMMARY OF BID PRICES**

**ITEM/LOT NUMBER:** \_\_\_\_\_

**EVALUATION CURRENCY:** \_\_\_\_\_

**ASSET REGISTER NUMBER:** \_\_\_\_\_

**VALUATION/RESERVE PRICE:** \_\_\_\_\_

No.	Name of bidder	Bid currency	Bid total read out	Evaluated total	Rank

*(The highest price should be ranked as number 1. Attach a separate table for each item or lot)*

**TABLE 2 – PRELIMINARY EXAMINATION AND ASSESSMENT OF ELIGIBILITY**

<b>Disposal Reference Number</b>		
Code of Procuring and Disposing Entity	Financial year	Sequence number

<b>Name of bidder</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Eligibility criteria</b>						
<i>{Complete criteria as per bidding document}</i>	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
<b>Administrative compliance criteria</b>	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
<i>{Complete criteria as per bidding document}</i>	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC
<b>Conclusion</b>	C/NC	C/NC	C/NC	C/NC	C/NC	C/NC

**KEY: C = Compliant NC = Non Compliant** *{delete that which is not applicable from the table above}*

This preliminary examination eliminated [number] bidders, [Names of bidders]

**TABLE 3 – SUMMARY OF APPLICATION OF OTHER EVALUATION CRITERIA**

Disposal Reference Number		
Code of Procuring and Disposing Entity	Financial Year	Sequence number

	1	2	3	4	5	6
<b>Bidder Name</b>						
<b>Other evaluation criteria</b>	<i>{Enter compliant/non compliant or score}</i>					
<i>{Complete criteria as listed in bidding document}</i>						
<b>Conclusion</b>						

This examination eliminated [number] \_\_\_\_\_ bidders, [Names of Bidders] \_\_\_\_\_.

**TABLE 4 – SUMMARY OF FINANCIAL EVALUATION**

Disposal Reference Number		
Code of Procuring and Disposing Entity	Financial Year	Sequence number

**ITEM/LOT NUMBER:** \_\_\_\_\_

**EVALUATION CURRENCY:** \_\_\_\_\_

**ASSET REGISTER NUMBER:** \_\_\_\_\_

**VALUATION/RESERVE PRICE:** \_\_\_\_\_

No	Name of bidder	Bid currency	Bid Total as read out	Evaluated total	Rank

*{The highest price should be ranked as number 1. Attach a separate table for each item or lot}.*

*\*\* This form provides an outline format to assist evaluation committees in drafting evaluation reports for disposal where the evaluation is based on price only. The content should be amended as appropriate.*

*Italic text in {} brackets indicates either a drafting instruction, which should be deleted from the final report or a section included for a possible option, where the whole section should be deleted if not appropriate. Normal text in [] brackets indicates data which should be completed for each individual evaluation.*