



MEMORANDUM

Date: dd/mm/yyyy

To: (Name) _____
(Position) _____

CC: (Name) _____
(Position) _____

From: (Name) _____
(Position) _____

Subject: Evaluation Panel Tender for procurement and installation of _____

I am pleased to inform you that I have appointed the evaluation panel for the above captioned subject as follows:

- | | |
|-------------------|----------|
| 1. Name, Position | Chairman |
| 2. Name, Position | Member |
| 3. Name, Position | Member |
| 4. Name, Position | Member |
| 5. Name, Position | Member |

Mr. _____, Chief Finance Officer and Mr. _____, Procurement Officer will act as ex-officio members of the Panel.

In this connection, I would like to invite the panel to prepare a bid evaluation grid and submit for approval by Chief Finance Officer and CEO prior to **dd/mm/yyyy**, (the deadline for submitting proposals is **dd/mm/yyyy** at [insert time]). The recommendation of the panel should reach the CEO through the Chief Finance Officer no later than **dd/mm/yyyy**. The work schedule and TOR of the Evaluation Panel is attached.

Terms of Reference, Evaluation Panel

1. Tender:

Tender No:

Tender Title:

Tender System:

2. Role of the Evaluation Panel:

The Panel will evaluate the bids received according to the instructions of the Request for Proposals and MRC's Procurement Manual. The Panel will report in writing on its meetings and deliberations. All contacts with bidders will go through the Procurement Officer, the Panel Members will refrain from any direct contact with the bidders. The evaluation panel is not authorized to conduct negotiations.

a) Technical Evaluation

The Panel will submit prior to the opening of the bids the evaluation grid to Chief Finance Officer and CEO for approval. The evaluation grid will contain the criteria and the weighting. The Panel will ensure that the evaluation grid is in agreement with the Request for Proposal.

As soon as possible after the CEO has approved the evaluation grid and after the deadline for submission of bids, the Procurement Officer will open the technical proposals in presence of the Panel. The opening is limited to evaluation panel and Finance team. Minutes of the opening shall be made and signed by all present Panel Members.

A copy of the technical proposals shall be distributed to all evaluation Panel Members for their individual review. Each Panel Member will send its review to the Chairperson of the Panel with copy to the ex-officio. The review will be based on the approved evaluation grid.

The Panel will have the right to request through the Ex-officio additional clarifications from the bidders when, in the opinion of the Panel, such explanation would assist it in performing its functions. All correspondences in this regard with the candidates will be in writing.

After individual review the Panel will meet and evaluate the proposals and agree on a technical evaluation report to submit through Chief Finance Officer to the CEO. The evaluation will be based on the approved evaluation grid.

b) Financial Evaluation

All financial proposals shall be unopened and kept with the Procurement Unit until the CEO has approved the scoring evaluation of the technical proposals. The financial proposals of the proposals with technical score equal or higher than the minimum score will be opened in presence of the Panel Members and distributed to all members for review. The financial proposal(s) of disqualified proposal(s) will not be opened and kept with Procurement Unit to be returned to Bidders after the contract with the successful bidder has been signed.

c) Final Evaluation

The Evaluation panel will provide a written recommendation report based on the technical and financial evaluation through the Chief Finance Officer to the CEO. The recommendation will include the details of the evaluation and provide the minutes of the Panel Meetings and any relevant correspondence as background documents.

Work schedule Evaluation Panel

Activities	Deadline
Preparation Evaluation Grid	
Approval Evaluation Grid	
Opening Technical Proposals	
Individual Review Technical Proposals	
Technical Evaluation by Panel	
Approval Technical Evaluation	
Opening Financial Proposals	
Financial Evaluation by Panel	
Approval Financial Evaluation	
Approval Final Evaluation (includes technical and financial evaluation)	