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**Procurement Policy Unit**

**(Established under section 6 of the Public Procurement Act, 2015)**

Ref: **G/RB/***ID – X/20X*

**STANDARD FORM**

***for***

**EXECUTIVE SUMMARY OF BID EVALUATION REPORT**

**[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]**

**Ministry of Finance**

**Head Office (6th Floor, room 6.11)**

**Moltke Street**

**Private Bag 13295**

**Windhoek, Namibia**

**|Tel: +264 61 209 2463 |Fax: +264 61 230 179**

**|Website:** [**www.mof.gov.na/procurement-policy-unit**](http://www.mof.gov.na/procurement-policy-unit)

**Executive Summary of Bid Evaluation Report**

**Project Title**

**Reference number of procurement**

1. Scope of Contract:
2. Procurement method used:
3. Date of Invitation of Bids
4. Closing date for submission of bids
5. Date and place of opening of bids
6. Number of bids received by closing date:
7. Responsiveness of bids:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder’ s Name** | **Pricing at Bid Opening N$** | **Responsive or not responsive (Yes/ No)** | **Reasons why bid is not responsive** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Price comparison for bids that are substantially responsive:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **A. Price at Bid Opening N$** | **B. Bid Price after corrections** | **C. price after Adjustments N$** | **D. Price after Margin of Preference *[If applicable]*** | Rank |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Best Evaluated Bid: