



REPUBLIC OF MAURITIUS

## CENTRAL PROCUREMENT BOARD

Ref: CPB/ADM/CIRCU/23/01

### **Circular No. 2. of 2023**

**From: Chief Executive, Central Procurement Board**

**To: Supervising Officers in Charge of Ministries/Departments and Chief Executive Officers of Public Bodies**

### **Bid Evaluation Process**

In order to ensure consistency in the different stages of evaluation, this circular is being issued to provide better understanding to the various steps while evaluating bids.

2. The evaluation exercise is to be conducted in strict compliance with the Evaluation Guide issued by the Procurement Policy Office (PPO), and the following additional documents are to be used as reference:

- Public Procurement Act 2006 and as subsequently amended
- Public Procurement Regulations
- Directives and Circulars issued by PPO
- Findings/decisions of the Independent Review Panel (IRP), especially for re-evaluation
- Legal precedents

3. Bid Evaluation for Works and Goods shall generally be carried out as follows:

(i)	Collection of Information	<ul style="list-style-type: none"><li>• Basic Data including Project Background, Project Identification, Bidding Process and others.</li><li>• Record of Bid Opening</li><li>• Preparation of Table of Bidders and bid prices</li></ul>
(ii)	Preliminary Examination	<ul style="list-style-type: none"><li>• Completeness of Bids</li></ul>
(iii)	Substantial Responsiveness	<ul style="list-style-type: none"><li>• Bidder's Eligibility, Financial Soundness (including current ratio, net worth, profitability, return on equity) and Experience</li><li>• Bidder's Responsiveness to Commercial Terms and Conditions</li><li>• Bidder's Responsiveness to Technical Requirements</li><li>• Online response to mandatory requirements</li></ul>
(iv)	Detailed Evaluation of Bid	<ul style="list-style-type: none"><li>• Arithmetic check of Bills</li><li>• Analysis of Bill of Quantities and Unit Rates</li></ul>
(v)	Determination of Lowest Evaluated Substantially Responsiveness Bid	<ul style="list-style-type: none"><li>• Comparison of Bids and Determination of Lowest Evaluated Bid</li><li>• Reasonableness of the bid price compared to the cost estimate/ submission of Bid Evaluation Report in the determination of the BEC</li></ul>
(vi)	Conclusion and Recommendations	<ul style="list-style-type: none"><li>• Conclusion and Recommendation on the Lowest Evaluated Substantially Responsive Bid</li><li>• Any comments/remarks/observations on the Bidding Process and the Bidding Documents</li></ul>

4. Bid Evaluation for Consultancy Services are carried out based on:
- Quality and Cost;
  - Quality alone;
  - Quality and fixed budget; or
  - Least cost and acceptable quality.

They are generally conducted as follows:

<b>Public Opening of Technical Proposals</b>		
(i)	Collection of Information	<ul style="list-style-type: none"> <li>• Basic Data including Project Background, Project Identification, Bidding Process and others.</li> <li>• Record of Bid Opening</li> <li>• Preparation of Table of Bidders</li> </ul>
(ii)	Technical Evaluation	<ul style="list-style-type: none"> <li>• Completeness of Bids</li> <li>• Bidder's Responsiveness to Technical Requirements</li> <li>• Online response to mandatory requirements</li> <li>• Evaluation of Technical Proposals as per detailed evaluation criteria/ marking system</li> <li>• Evaluation Report of Technical Proposals</li> </ul>
<b>Public Opening of Financial Proposals- The envelope containing the financial proposals of the bidders achieving the minimum technical pass mark shall be opened.</b>		
(iii)	Background	<ul style="list-style-type: none"> <li>• Summary from the Technical Evaluation Report</li> </ul>
(iv)	Financial Evaluation	<ul style="list-style-type: none"> <li>• Completeness of Bids</li> <li>• Bidder's Responsiveness to Financial Requirements</li> <li>• Arithmetic check of Bills</li> </ul>
(v)	Overall Evaluation Report	<ul style="list-style-type: none"> <li>• Overall Evaluation Report (Technical and Financial)</li> </ul>

5. In its endeavour to enhance the quality of evaluation report, the Central Procurement Board in collaboration with Procurement Policy Office and Civil Service College, Mauritius, will train evaluators to be Certified Evaluators for selection as member of the Bid Evaluation Committee. The knowledge and skills acquired from the training will, in turn, be beneficial to all public bodies. Release of such officers by the Public Bodies to act as evaluators with Central Procurement Board would therefore be appreciated. These evaluators are being paid an allowance at the appropriate rates.

6. Head of Public Bodies are informed that the contents of this Circular are to be read in conjunction with the Bid Evaluation Guide available on the PPO website: <https://ppo.govmu.org>.

7. This circular supersedes CPB circular No. 2 of 2010.

**Central Procurement Board**  
**16 February 2023**