



Tender Evaluation Assessment Form

Instructions:

1. Completing this form is mandatory for government contracts with a value of **VT 1 million and above but below VT 10 million;**
2. The purpose of this form is to help ensure that the procurement represents best value for money and that the correct administrative procedures have been followed;
3. An open, competitive, and transparent tender method must be used for government contracts within the threshold mentioned above;
4. A minimum of 3 quotations must be supplied with this form, unless a select or limited tender method is used. If only one valid quotation is received in response to a tender, evidence must be provided that every attempt was made to solicit additional quotations;
5. Select or limited tender methods should only be used in exceptional circumstances and an explanation/justification for using these methods must be provided in this form;
6. This form must be approved and signed by the head of agency,
7. The head of agency must approve the membership of the tender evaluation committee, which must comprise a minimum of 3 people, including the Chairperson, all of whom must sign this document;
8. The committee should include an official: with technical knowledge of the goods/ services; with financial expertise; and representing the end user;
9. The head of agency cannot overturn the recommendations of the tender evaluation committee. If the head of agency disagrees with the recommendation, they must document their reasons and restart the tender process.
10. Once completed and signed by the relevant officials, this form, along with the tender document, quotations and any other pertinent information must be sent to the relevant Expenditure Analyst in MFEM for verification **prior to awarding the contract;**
11. Agencies must have MFEM verification before signing the contract otherwise the contract will be **null and void** and payments will not be made to the supplier;
12. Agencies may modify this template provided that similar information is provided along with sufficient justification for the selection of the preferred supplier



Tender Evaluation Assessment Form

Section A - Multiple Quotes Assessment

Criteria	Supplier Quotation A	Supplier Quotation B	Supplier Quotation C
Mandatory Features			
Total Cost			

Section B - Evaluation and Recommendation

Prepare a written assessment of the quotations offering the best value for money.

Evaluation:

Recommendation & Conclusion:

Section C - One Quotation Assessment

Criteria	Supplier Quotation A
Mandatory Features	
Total Cost	



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Section D - Evaluation and Recommendation

Prepare a written assessment of the quotations offering the best value for money.

Evaluation:

Recommendation & Conclusion:



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Section E - Details of Requesting Officer

Name	
Section	
Date	
Signature	

Section F - Committee Membership

Name	Position	Signature	Date
Chair:			



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Remarks (Tender Evaluation Committee):

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Section G – Evaluation Approval

Must be signed by Head of Agency and the Chair of the evaluation committee

Recommendation Approved (Head of Agency)	Yes		No		Recommendation Approved (Chair of evaluation committee)	Yes		No	
Name:					Name:				
Date:	/		/		Date:	/		/	
Signature:					Signature:				
Name:					Name:				
Date:	/		/		Date:	/		/	
Signature:					Signature:				



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Remarks (Signature 1):

Remarks (Signature 2):
