



Tender Board



مجلس المناقصات والمزايدات

Standard Tender Evaluation Report

GUIDELINE



Section 1: General Information

Purchasing Authority (PA) Name:

Tender/Auction Title: (As mentioned in the e-tendering portal)

Tender/Auction (PA Ref.) No.: (As mentioned in the e-tendering portal)

Tender/Auction Type: (Public Tender (Local GCC), Limited Tender, Single Source Tender, Public Auction (Local GCC), Limited Auction, etc)

Estimated Value: (The estimated value shall be as BTB approval, as per TB01 and as mentioned in the e-tendering portal. Provided that all information shall be uniform in all these places)

Method of Calculating the estimated value: (Annual, Total or Term "call off basis")

Contract Duration: (As mentioned in the e-tendering portal)

Tender Opening Date: (As mentioned in TB01)

Section 2: Tender/Auction Information

Details of the Invited Companies/Suppliers:

(For limited and single source tenders only. Company's details shall be mentioned as per BTB approval)

No.	Company Name	CR number
1.		

Details of Companies/ Suppliers who Purchased the Tender/Auction Document: (As per the e-tendering portal)

No.	Company Name	CR number
1.		

Details of Companies/Supplies who Submitted their Bids: (As mentioned in TB01)

No.	Company Name	Bid Status	Reasons	Notes
		(Accepted, accepted with condition or suspended)		(To mention any additional notes, such as lifting a suspension from A company as per BTB letter no.)

Section 3: Tender/Auction Evaluation

Bid Initial Checking: (As per the PA's evaluation committee recommendation)

- 1) PA evaluation committee shall examine the bids to ensure that the submitted bids are in compliance with the initial bond requirements, CR requirements and BHR requirements. As per Circular No. (2) of 2023

No.	Company Name	Initial Bond	CR	BHR Certificate	Result of the initial Checking
			1) Matches the tender/auction activity. 2) Valid/ Expired.	1)Matches the CR number with the branch number. 2) Valid/ Expired	1) Accepted/ Suspended/ Accepted with condition

Attach Copies of the initial bond, CR certificate, BHR certificate which are not in line with BTB circulars and decisions.

Result of the Bids Initial Checking: (As per the PA's evaluation committee recommendation)

No.	Company Name	Initial Bond	CR	BHR Certificate	Note	Committee Decision
					Any notes related to communicating with the bidder to provide updated copies of the initial bond, CR or BHR.	Accepted/ Suspended

Attach copies of the correspondence between PA and the bidders showing the communication with the bidder to submit an amended copy of the initial bond, CR or BHR certification.

Attach copies of the documents received by the bidders.

Evaluation of accepted bids:

Bids/options excluded from the evaluation process. (All reasons and justifications for excluding the bid/option shall be explained in detail and supporting documents shall be attached)

A- Ensure that the received bids are in compliance with the tender specifications.

No.	Company Name	Option Number	Reasons and justifications for Disqualifying the bid
			<p>(Examples: This option was excluded because it did not include the required maintenance service, or this bid was excluded because it did not provide the required sample, according to the terms of the tender, clause No. (1.2) (a copy is attached). Or this bid was excluded because it does not comply with the required specifications, as the thickness of the sample in the submitted bid, it is (10 mm), while the tender documents stipulate that the thickness of the sample should not be less than (20 mm).</p> <p>The PA shall mention the page number and item number</p>

B- Ensure that the received bids are in compliance with the mandatory requirements.

No.	Company Name	Option Number	Mandatory Requirements	Result
			(as mentioned in the tender document)	Accepted/ Suspended

1) Technical Evaluation.

When conducting the technical evaluation process, the following must be considered:

- 1) The technical evaluation process is conducted for all bids accepted by the Tenders Board and conforming to the conditions and specifications, without excluding any bid that conforms to the conditions and specifications for whatever reasons.
- 2) All sub-technical criteria and weights related to each individual criterion must be completely identical to the criteria and weights approved by the Tender Board and as mentioned in the tender documents, without any minor change.
- 3) Mention clearly all the justifications and reasons that helped determine the score allocated for each criterion separately.
- 4) Same score shall be allocated for same reasons.

Company Name	Technical criteria1/ weight (XX%)	Reasons and justification for awarding points	Technical criteria2/ weight (XX%)	Reasons and justification for awarding points	Technical criteria3/ weight (XX%)	Reasons and justification for awarding points	Technical Evaluation Result (%)
M/S A							
M/S B							
M/S C							
M/S D							

2) Exclusion of bids that did not exceed the minimum passing score (Cut-Off Point) in the technical evaluation (If Applicable):

In case the tender documents included a minimum passing score (cut-off point) to determine the technically qualified bids, it must be applied at this stage to determine the technically acceptable bids/options that qualify for the financial evaluation stage.

Suppose that the Cut Off Point was specified in the tender documents as 50% of the technical evaluation or above, which is equivalent to obtaining 30 marks or above out of 60 marks specified for the technical evaluation. Therefore, bids/options that fail this score must be excluded from the financial evaluation process.

Companies Names	Total Technical Score	Technically Accepted Bids
Company A	XX%	Acceptable / Unacceptable

3) Financial Evaluation:

Bids Received Prices: Bids/options must be ranked from lowest price to highest price, according to the prices in the opening form.

- 1) The financial evaluation process is carried out for companies that pass the mandatory criteria mentioned in the tender documents and companies that have been accepted after the technical evaluation process (that have passed the minimum passing score in technical evaluation process).
- 2) It must be verified whether or not there are arithmetical errors in the financial bid submitted by each company, provided that a copy of the details of the financial bid submitted by the company is attached with a clarification of the arithmetical adjustments. The concerned company shall be notified in writing of the existence of an arithmetical error in its submitted bid, along with the details of the arithmetical error and the final value of the bid.
- 3) It must be ensured that the preference for small and medium enterprises is applied if the companies submit a valid certificate that matches the commercial registration.
- 4) It must be ensured that the preference for In-Country Value (ICV) certificate is applied according to Circular No. (1) of the year (2023) if the companies submit the required certificate.
- 5) Preference is applied to companies that have one of the certificates (SME/ ICV / ...) and then the companies are re-arranged according to the lowest price.
- 6) The lowest-priced bid/option is given the full grade specified for the financial evaluation, and the equation mentioned below is applied to the rest of the bids/options.
(The value of the lowest-priced bid / the value of the bid whose result is to be calculated) X Specified weight for financial evaluation.

No.	Company Name/ Option Number	The value of the bid/option according to the opening form	Bid rank according to the price mentioned in the opening form	The value of the bid/option after correcting arithmetical errors	The value of the bid/option after the currency is unified for all bids	Submission of SME (Yes or No)	Submission of ICV (Yes or No)	Bid amount after applying (10%) preference	Total Financial evaluation result (%)
1						PA shall Type Yes or No ONLY in this field*	PA shall Type Yes or No ONLY in this field*		
2									
3									

***Important notes**

- Attach copies of the correspondence between the Purchasing Authority and the bidder for correction of arithmetical errors
- Attach valid copies of the small and medium enterprises (SME) certificate and In-Country Value (ICV) (Takamul) certificate

4) Total Combined Result from the evaluation process (Technical & Financial):

No.	Company Name / Option Number	Total Technical Score	Total Financial Score	Total Combined Score	Companies Final Ranking

Recommendation:

The recommendation must be mentioned based on the results of the evaluation process. The recommendation may be one of the following (Awarding - Negotiating - Cancelling the tender or financial bid opening).

- 1) In case the recommendation to award the tender is submitted, the award must be to the bid/option with the highest total combined score (technical & financial) evaluation process, taking into consideration the following:
 - Mention the name of the company to be awarded.
 - Required option number (if applicable)
 - Required contract duration.
 - The total cost of awarding in numbers and letters
 - Attach proof of the validity of the commercial register and Bahrainization certificate (if any) for the company recommended for award.
 - Attach a valid copy of the companies' (SME) classification certificates (if applicable)
 - Attach a valid copy of the companies In-Country Value certificates (Takamul) (if applicable)
 - Attach a copy of the approval of the Ministry of Finance and National Economy regarding the availability of funds for this tender, provided that this approval covers the full cost without any deficit.
 - In case the Purchasing Authority has an independent budget, it must confirm in the award request submitted to the Tender Board the availability of the financial allocations, including covering the deficit between the award amount and the estimated cost (if any).

Example on Award recommendation:

Award the above-mentioned tender on M/S United Arab Company - option (A), which had the highest total combined score in the technical and financial evaluation process 97.69%, at a total cost of BD 160,800/- (Bahraini Dinars One Hundred Sixty Thousand Eight Hundred), classified as a medium company, for a period of two years. The required budget has been allocated for this tender, according to the approval of the Ministry of Finance and National Economy No. --- dated 1st April 2026.

- 2) In case the recommendation for negotiation is submitted, it must be ensured that the price of the bid/option to be awarded exceeds the estimated cost of the tender, provided that the following information is mentioned:
 - Attach the technical and financial evaluation report for the participating bids.
 - Mention the name of the company you wish to negotiate with
 - Required option number.
 - Required contract duration.
 - The value of the company's bid to be negotiated with, in numbers and letters.

Example of a negotiation recommendation:

Negotiating with M/S United Arab Company, Option (A), which has the highest total combined score in the technical and financial evaluation process, 97.69%, to reduce their bid price of BD 150,800/- (Bahraini Dinars One Hundred Fifty Thousand Eight Hundred), for a period of two years.

- 3) In case the recommendation is for cancelling the tender, the following information must be mentioned:
 - Attach the technical and financial evaluation report for the participating bids.
 - State the reasons for cancellation of the tender.
 - A statement if it desired to float the required works in a new tender or not.

Example of tender cancellation recommendation:

Cancellation of the above-mentioned tender, due to none of the participant bidders met the specifications mentioned in the tender document, provided that a new tender will be issued.

Section 4: Approvals

Approval of tender evaluation committee:

A committee must be formed to carry out the process of evaluating the bids participating in the tender, and the evaluation process should not be limited to one employee. The committee members must also be qualified and approved by the Tender Board, and the committee must meet the conditions mentioned in Circular No (3) for 2020.

No.	Name	Evaluation Committee Qualification Certificate No.	Designation	Signature	Date
1					
2					
3					