

# Project Administration Instructions

PAI 3.10  
Revised in June 2022  
Page 1 of 16

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## FUNCTIONS AND RULES OF THE PROCUREMENT COMMITTEE

### A. Introduction

1. ADB project divisions<sup>1</sup> are primarily responsible for monitoring and verifying executing agency (EA) procurement actions and ensuring that approved procurement procedures have been applied properly. The delegation of authority for procurement to ADB regional and resident missions is established in their respective operating guidelines. The Procurement Committee is established to ensure consistent and correct application of procurement practices, generally for contracts valued at \$70 million and above.

2. To ensure that delegated authority is exercised appropriately, PPFD will periodically review the timeliness and quality of procurement approvals by authorities other than the PC. The findings, with recommendations to address any adverse findings, will be reported to the PC semi-annually. Action plans will be agreed with regional departments as appropriate.

### B. Composition of the Procurement Committee

3. The Procurement Committee members are the following:

Director General,	
Procurement, Portfolio and Financial Management Department (PPFD)	Chair
Assistant General Counsel concerned	Member
Director, project division concerned	Member <sup>2</sup>

4. In the absence of the Director General of PPFD, the Deputy Director General of PPFD will chair the Procurement Committee. In the absence of both the Director General and the Deputy Director General of PPFD, Director of PFP1 or PFP2 which is not responsible for the region for the concerned procurement will chair the Procurement Committee. If all three are absent, the assistant general counsel concerned will chair the Procurement Committee, in which case PPFD will be represented by a senior staff member.

5. The Director General of PPFD will appoint a lead or principal procurement specialist to serve as the permanent secretary of the Procurement Committee. In the absence of the permanent secretary, the Director General may designate an acting secretary.

### C. Matters for Procurement Committee Consideration

6. The following matters are submitted to the Procurement Committee for decisions on whether or not to concur with executing/implementing agency recommendations:<sup>3</sup>

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<sup>1</sup> Includes sector divisions, resident missions, and regional offices that are implementing projects.

<sup>2</sup> For projects administered by resident missions, the member will be the country director or designated representative of the mission concerned.

<sup>3</sup> Another threshold, other than as indicated below, may be applicable to a project division if approved by Director General, PPFD based on the project division's track record of strong performance in reviewing and approving procurement transactions.

- a proposal or decision to prequalify applicants for contracts estimated at \$70 million and above;
- approval of an EA evaluation report on technical proposals in two-stage or two envelope bidding procedures if the estimated contract value is \$70 million and above;
- a proposal or decision to award or rebid a contract valued at \$70 million<sup>4</sup> and above<sup>5</sup>;
- a proposal or decision to cancel<sup>6</sup> bidding for a contract valued at \$70 million and above;
- a case where the proposed action of a borrower or EA conflicts with normal ADB requirements as specified in the financing agreement, procurement plan, or the ADB Procurement Guidelines, except for changes in the method of procurement for which the procedures indicated in PAI 3.02, Part H are to be followed;
- a proposal or decision that changes the essential terms and conditions that formed the basis of a decision taken previously<sup>7</sup> by the Procurement Committee (either on a no-objection basis or a formal meeting) in the same case;
- a proposed contract modification<sup>8</sup> to a works, goods, or design-supply-install contract that, when combined with prior contract modifications, would increase the original contract amount by more than 15% and at least \$70 million in the aggregate;
- any procurement matter that a regional department deems complicated or has issues requiring broader discussion, irrespective of value; and
- any procurement matter that may be referred to the Procurement Committee by Management.

For the above cases where prior review is prescribed, proposals are to be submitted for approval, prior to taking the decision (for example, a proposal to award a contract must be approved by the Procurement Committee before the contract is actually awarded). Where post review is applied, contracts are to be submitted to the Procurement Committee prior to processing for disbursement or for retroactive review even if the EA has already approved awards and signed contracts.

#### **D. Submissions**

7. The Procurement Committee makes a decision on whether or not to concur with EA

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<sup>4</sup> When bids are quoted in currencies other than dollars, the most recent exchange rate as indicated in the bidding documents for the purpose of bid evaluation is used.

<sup>5</sup> Notwithstanding this provision, a financial bid evaluation report for a contract proposed for award at \$70 million and above and having no issues may be jointly approved by the relevant project division director and director of PFP1/PFP2 (co-approval) pursuant to PAI 3.02 (Table 2), PAI 3.03 (Table 2), PAI 3.05 (Table 2), and PAI 3.10 (Table 2). For the purposes of this footnote, 'No issues' denotes low procurement risk in awarding a contract as proposed by the EA and is indicated by, but is not limited to, (i) the bid recommended for award had the lowest price at bid opening and is not conditional, (ii) the EA does not recommend price negotiations with the winning bidder or rejection of all bids, and (iii) the EA does not recommend, due to Abnormally Low Bid considerations, to reject a bid or increase the performance security of the bidder recommended for award. Director of PFP1/PFP2 assesses the procurement risk of each contract proposed for award at \$70 million and above, in consultation with the project division and OGC if necessary.

<sup>6</sup> Includes declaring misprocurement.

<sup>7</sup> May include declaring misprocurement.

<sup>8</sup> Changes in the contract price brought about by applying the price adjustment mechanism specified in the contract are not considered contract modifications.

recommendations on the basis of an electronic Procurement Approval Form which is in Appendix 1 of this PAI. The project division or resident mission concerned will prepare a detailed and self-contained submission to enable the committee to make a fully informed decision. The EA's bid evaluation report (BER) is attached to the form. RD staff shall encourage the EA to complete Parts B, C and D of the ePAF when they submit their evaluation reports to facilitate the approval process. Reviewing staff are responsible for ensuring that all facts, issues, representations, and recommendations regarding the particular procurement are accurately and completely reflected and discussed. The members of the Procurement Committee are entitled to rely on the completeness and accuracy of the submission in providing their recommendations and/or decisions.

### **1. Submissions on a No-Objection Basis**

8. All matters to be considered by the Procurement Committee are normally acted upon on a no-objection basis if the recommendations of the project division, procurement specialist, and project counsel are in agreement. The recommendation of the borrower or EA must be appended together with the written comments on the proposals of the borrower or EA from the project division, procurement specialist, and project counsel. Copies of representations received are also to be attached and addressed in the submission. The originating project division will circulate the final no-objection ePAF form to all members in the following order:

Director, project division concerned,  
Assistant General Counsel concerned, and  
Director General, PPF

After receiving the submission, any committee member may request that the case be formally discussed at a meeting.

### **2. Submissions Requiring a Meeting of the Procurement Committee**

9. Normally, a meeting would be held to consider: (i) a proposal that seeks to vary the essential terms and conditions that formed the basis of a decision taken previously (either on a no-objection basis or in a formal meeting) in the same case; (ii) any procurement matter that is overly complicated or has issues requiring broader discussion, as might be requested by the project division, the project counsel, or the procurement specialist; or (iii) any procurement matter referred to the Procurement Committee by Management.

10. The completed ePAF should be sent by the project division to the chair of the Procurement Committee, with copies to all committee members, the Director of PFP1 or PFP2, the project counsel concerned, the secretary, and the procurement specialist concerned. The borrower or EA recommendation and the comments of the consultant, if any, are to be attached together with written comments on the borrower or EA proposals by the project division, procurement specialist, and the project counsel concerned. Copies of any representations received must also be attached and addressed in the submission.

### **3. Submissions Involving Contract Modifications<sup>9</sup>**

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<sup>9</sup> See PAI 3.11 Section B on contract modifications.

11. Procurement Committee approval shall be required for any proposal to modify a works, goods, or design-supply-install contract, such that, when combined with prior contract modifications, would increase the original contract amount by more than 15% and by at least \$70 million in the aggregate. Approval may be sought either on a no-objection basis or through a formal meeting following the relevant procedures outlined in this PAI using the Contract Modification Approval Form attached as Appendix 2 to this PAI.

12. Staff should ensure that sufficient funds are available to finance the contract modification and consult with the Controller's Department (CTL) as needed. Consultations with the Office of Anticorruption and Integrity (OAI) prior to seeking approval is required if the contractor or supplier appears on the ADB's complete Sanctions List. After the Procurement Committee approves a contract modification in accordance with para. 11, a subsequent modification affecting the contract amount will require ADB project division approval, but shall revert to the Procurement Committee when a proposed new modification involves an aggregate additional 15% of the contract amount and increases the value to \$70 million and above in the aggregate, over the previously approved amount. After approval of the contract modification, the project division will update the EA contract record (using the Procurement Contract Update Sheet) by entering the revised data into the Loan/Grant Financial Information System (LFIS/GFIS). The reason for the contract modification and data, such as the original contract amount and completion date, should also be indicated in the updated EA contract record for future reference. Any extension of time should also be reflected in the EA contract record.

#### **E. Meetings**

13. The secretary of the Procurement Committee will recommend to the chair that a meeting be convened, after receipt from the Project Division of: (i) a draft ePAF, and (ii) a request for a meeting of the Procurement Committee. Normally, at least 2 working days are required for the members to study the submission before a meeting.

14. All members are to be present at meetings. If a member is unable to attend, the officer-in-charge (OIC) shall be the representative. If the OIC is also unavailable, a representative is to be designated in writing by the member or by the head of the department or office concerned, to whom all responsibility and authority of the absent member is to be delegated.

15. The chair may permit other ADB staff or an external highly qualified technical consultant to be present at a meeting if the staff/consultant can provide expert advice on the case to be considered. External experts shall brief the committee but may not be present during the case deliberations.

#### **F. Procurement Committee Decisions**

16. The Procurement Committee renders decisions unanimously. Without unanimity, the chair will refer the matter to the head of the originating department or office to resolve the differences and reach a unanimous decision. If a unanimous decision is still not reached, the head of the originating department or office will refer the case to the Vice-President concerned for a decision. The decision thus taken is final. The provisions in paras. 18 and 19 are not applicable in this case. Deliberations of the Procurement Committee remain confidential even after award of contract.

17. The project division director or concerned resident mission country director will be responsible for implementing the decision taken.

### **G. Special Review Procedure**

18. A special review of a Procurement Committee decision on a contract award proposed by the EA will be conducted as an exceptional case when all of the following are met:

- the decision of the committee conflicts with the proposal or decision of the borrower or EA in determining the lowest evaluated, substantially responsive bid entitled to award of contract;
- the matter remains unresolved for more than 4 months after the committee decision;
- the estimated value of the contract exceeds \$70 million and the contract involves a major project component; and
- a special review has been requested by the borrower through the operations -president concerned.

19. Upon the request by the operations vice-president concerned for a special review, the Vice- President, Administration and Corporate Management (VPAC) shall create and chair a special review committee with four members, namely:

Director General, PPFD General Counsel  
Director General of the regional department concerned  
Senior staff member appointed by VPAC

The review committee chaired by VPAC determines its own procedures in each case. The committee's decision is final.

### **H. Correspondence with Board Members and Bidders**

20. When the approval of contract award (prior or post review) lies with the project division:

- correspondence from Board members or bidders is replied to by the director general, project division director, or country director;
- the reply is sent after consulting PPFD and OGC, if necessary;
- representations from the Board should be coursed through Office of the Secretary to the project division; and
- the response, also through the Office of the Secretary, briefly explains the status of issues raised.

21. When the approval of contract award (prior or post review) is taken by the Procurement Committee:

- the project division responds to issues that have not reached the Procurement Committee after clearance by PPFD and OGC;
- the Procurement Committee chair responds to issues that have reached the

committee, if necessary, after consulting the project division and OGC.

**I. Procurement Committee Review Process**

22. Prequalification and bid evaluation reports for contracts for \$70 million and above and all other matters to be considered by the Procurement Committee in accordance with para. 6 are to be submitted by the project division through the secretary of the committee for the committee's consideration. The process is described in Table 1 below.

Table 1: Reviewing and decision authority for contracts of \$70 million and above<sup>10</sup>

Action/Decision	Prior Review (Prior to award)	Post Review (After award)
\$70 million and above	<ul style="list-style-type: none"> <li>• EA submits bid/PQ evaluation report to ADB (SD/RM)</li> <li>• SD/RM sends copy of evaluation report within 1 working day to PFP1/PFP2 and OGC for parallel review</li> <li>• SD/RM, PFP1/PFP2 and OGC will prepare written comments within 5 working days.</li> <li>• SD/RM consolidates comments and prepares the draft procurement approval form or if appropriate a draft response to the executing agency requesting clarification/(s) within 1 working day,</li> <li>• If clarifications are required, SD/RM sends clarification/(s) to executing agency within 1 working day and awaits response for input into the draft procurement approval form, or</li> <li>• SD/RM submits to the secretary of the Procurement Committee the completed draft procurement approval form</li> <li>• Secretary of the Procurement Committee reviews and takes appropriate action, ensuring that approval of the procurement within a total of 10 working days from receipt of bid/PQ evaluation report,</li> <li>• assuming no clarification is sought from EA.</li> <li>• Immediately upon receipt of all comments the secretary of the Procurement Committee will take one of the following actions:                         <ul style="list-style-type: none"> <li>• finalize and agree on circulation of the procurement approval form</li> <li>• schedules a Procurement Committee meeting</li> <li>• schedules a meeting of the reviewers to address any issues identified</li> <li>• takes other appropriate action in case an unresolved or new issue is identified</li> </ul> </li> </ul>	<p>Post review is not normally adopted for contracts \$70 million and above.</p>

23. Under prior review, all the above activities take place before approving a contract award. Under post review they are done ideally as soon as possible after the contract award.

<sup>10</sup> Another threshold, other than as indicated below, may be applicable to a SD/RM if approved by Director General of PPF based on the SD/RM's track record of strong performance in reviewing and approving procurement transactions.

**J. Decision authority for contracts below \$70 million**

24. Prequalification and bid evaluation reports for contracts below \$70 million shall be reviewed and approved as per the process presented in Table 2 below:

**Table 2: Reviewing and decision authority for contracts below \$70 million <sup>11</sup>**

Action/Decision	Prior Review (Prior to award)	Post Review (After award)
From \$20 million up to, but not including, \$70 million <sup>12</sup>	<ul style="list-style-type: none"> <li>• EA submits bid/PQ evaluation report to ADB (SD/RM)</li> <li>• SD/RM sends copy of evaluation report within 1 working day to PFP1/PFP2 for parallel review</li> <li>• SD/RM and PFPD will prepare written comments within 5 working days</li> <li>• SD/RM consolidates comments and prepares the draft procurement approval form or if appropriate a draft response to the executing agency requesting clarification/(s) within 1 working day</li> <li>• If clarifications are required, SD/RM sends clarification/(s) to executing agency within 1 working day and awaits response for input into the draft procurement approval form, or</li> <li>• SD/RM sends completed procurement approval form to PFP1/PFP2</li> <li>• SCD gives no-objection to EA action, with countersignature or endorsement from PFP1/PFP2 Director. PFP1/PFP2 director may delegate authority to a senior PFPD outposted staff</li> <li>• If SD/RM and PFP1/PFP2 disagree, case elevated to the Procurement Committee.</li> <li>• SD/RM and PFP1/PFP2, may seek OGC opinion</li> <li>• SD/RM shall ensure ADB action within a total of 8 working days</li> </ul>	Same procedure as for prior review but the review includes the bidding documents issued.

<sup>11</sup> Another threshold, other than as indicated below, may be applicable to a SD/RM if approved by Director General of PFPD based on the SD/RM's track record of strong performance in reviewing and approving procurement transactions.

<sup>12</sup> Notwithstanding the provisions of this Table, a financial bid evaluation report for a contract proposed for award at \$70 million and above and having no issues may be jointly approved by the relevant SCD and PFP1/PFP2 director (co-approval). For the purposes of this footnote, 'No issues' denotes low procurement risk in awarding a contract as proposed by the EA and is indicated by, but is not limited to, (i) the bid recommended for award had the lowest price at bid opening and is not conditional, (ii) the EA does not recommend price negotiations with the winning bidder or rejection of all bids, and (iii) the EA does not recommend, due to Abnormally Low Bid considerations, to reject a bid or increase the performance security of the bidder recommended for award. PFP1/PFP2 director assesses the procurement risk of each contract proposed for award at \$70 million and above, in consultation with the SD/RM and OGC if necessary.

	from receipt of bid/PQ evaluation report, except if the matter is elevated to the Procurement Committee.	
Below \$20 million (ICB or NCB)	<ul style="list-style-type: none"> <li>• SD/RM reviews and SCD gives no- objection to EA action, with endorsement from PASS accredited staff.</li> <li>• SD/RM shall ensure ADB action within a total of 8 working days</li> <li>• SD/RM may consult PPF/OGC on specific issues</li> </ul>	Same procedure as for prior review but the review includes the bidding documents issued.
Contracts under post review sampling	NA	<ul style="list-style-type: none"> <li>• EA awards contract</li> <li>• ADB/SCD requests for documents of contracts in sample for review after award</li> </ul>

Notes: SD/RM=sector division or resident mission; PFP1/PFP2=PPFD divisions; SCD=sector or resident mission country director; EA=executing agency; OGC=Office of the General Counsel

25. Directors of project divisions should see to it that information similar to what is presented to the Procurement Committee is also made available to them as a basis for their own actions and that such information is secured to facilitate reviews and audits.

**Procurement Approval Form**  
(Refer to OpsPedia for forms appropriate to requested action)

**Request for No-Objection on Bid Evaluation Report** {Give a brief statement of the matter requiring Procurement Committee action}

**PART A. MATTER for CONSIDERATION**  
No-Objection on:

<input type="checkbox"/> Prequalification Evaluation Report (PQER)	<input type="checkbox"/> Technical BER for 1S2E	<input type="checkbox"/> 1 <sup>st</sup> Stage BER for 2S (or 2S2E)
<input checked="" type="checkbox"/> Bid Evaluation Report (BER) for 1S1E	<input type="checkbox"/> Financial BER for 1S2E	<input type="checkbox"/> 2 <sup>nd</sup> Stage BER for 2S (or 2S2E)

[Give a statement of the matter requiring Procurement Committee action.]

**PART B. BID EVALUATION INFORMATION SUMMARY SHEET**

**1. PROJECT and PACKAGE DATA**

Project Number _____ Project Name _____ Project Status _____ Approval Number _____ Country _____ State _____ Sector _____ Department _____ Division _____	Executing Agency _____ Implementing Agency _____ Procurement Agent / Consultant _____ Contact Info _____  Review Requirement: <input type="checkbox"/> Prior Review <input type="checkbox"/> Post Review <input type="checkbox"/> Post Review (Sample)								
Package Number _____ Package Name _____ With Prequalification: <input type="checkbox"/> Yes <input type="checkbox"/> NoMore than One Lot: No _____ Yes _____	Estimate Contract Value: Original Currency _____  Exchange Rate _____ as of _____ US\$ Equivalent _____ Contract Duration (in month) _____								
Co-financed _____ Advance Contracting/Retroactive Financing _____	<table style="width: 100%; border: none;"> <tr> <th style="width: 25%;">Lot No.</th> <th style="width: 50%;">Lot Description</th> <th style="width: 25%;">Lot Estimated Value</th> <th style="width: 25%;">Lot Duration</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Lot No.	Lot Description	Lot Estimated Value	Lot Duration				
Lot No.	Lot Description	Lot Estimated Value	Lot Duration						

**2. PROCUREMENT MODALITY**

Bidding Document: <input type="checkbox"/> Large Works <input type="checkbox"/> Small Works <input type="checkbox"/> Goods <input type="checkbox"/> Plant <input type="checkbox"/> Design-Build <input type="checkbox"/> _____ Other (specify) _____	Procurement Method: <input type="checkbox"/> ICB <input type="checkbox"/> LIB <input type="checkbox"/> NCB <input type="checkbox"/> Shopping <input type="checkbox"/> Direct Contracting <input type="checkbox"/> _____ Other (specify) _____	Bidding Procedure: <input checked="" type="checkbox"/> Single Stage – One Envelope (1S1E) <input type="checkbox"/> Single Stage – Two Envelope (1S2E) <input type="checkbox"/> Two Stage (2S) <input type="checkbox"/> Two Stage – Two Envelope (2S2E)(1S1E)
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Application of Domestic	Yes	Allow Bidders from	Yes	With Waiver to Procure from	Yes
Preference:	No	Non-member Countries:	No	Non-member Countries:	No

**3. MILESTONE DATES**

Loan/Grant Approval _____	Loan/Grant Signing _____	Loan/Grant Effectiveness _____
Loan/Grant Closing _____	Project / Physical Completion _____	
Receipt of First Draft Bidding Documents	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
ADB Approval of Bidding Documents	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Invitation for Bids (IFB):		
ADB website	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Newspaper of General Circulation [Indicate name _____]	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
EA website [Indicate address _____]	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
International/freely accessible website [Indicate address _____]	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A

(a) Original	Date _____ Time _____	
+ (b) Extension	<input type="checkbox"/> Yes Date _____ Time _____	<input type="checkbox"/> N/A
Date of Pre-Bid meeting	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Date of Site Visit	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
Number of Bidding Documents Issued	No. _____	
Number of Bids Submitted	No. _____	
+ Clarification Requests Received from Bidders [Date received _____]	<input type="checkbox"/> Yes Date Responded _____	<input type="checkbox"/> N/A
+ Addenda Issued [Issuance Date _____] [Addenda No. _____]	<input type="checkbox"/> Date of ADB Approval _____	<input type="checkbox"/> N/A
Bid Opening	Date _____ Time _____	
EA's submission of Bid Evaluation Report (BER) to ADB	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
+ EA's submission of revised BER to ADB	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A

**4. BID MANAGEMENT**

**Earlier ADB No-Objection:**

Invitation for Prequalification	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A	Invitation for Bid Bidding Document	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
PQ Document	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A		<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A
PQ Evaluation Report	<input type="checkbox"/> Yes Date _____	<input type="checkbox"/> N/A			

**Bid Validity Expiration**

(a) Original	Number of days [ _____ ]	Date _____	
+ (b) Extension	Number of days [ _____ ]	Date _____	<input type="checkbox"/> N/A
Bid Securing Declaration / Bid Security Requirement	Amount _____	Remarks _____	
Bid Security Validity Expiration			
(a) Original		Date _____	
+ (b) Extension		Date _____	<input type="checkbox"/> N/A
+ Clarification Sought by EA from Bidder/s	Date _____	Responded by Bidder, Date _____	
+ Clarification Sought by ADB from EA	Date _____	Responded by EA, Date _____	
Exchange Rate used for Bid Comparison	[Insert Currency _____]	Source _____	Date _____
Signed Record of Bid Opening Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**PART C. EA's BID EVALUATION REPORT**

**1. Record of Bid Opening**

No	Name of Bidder	Composition of Bidder	Country	Bid Security Amount	Bid Security Validity	Bid Price at Opening	Discounts Offered	Ranking at Bid Opening	Comments / Remarks
1									
2									
3									
4									
etc									

**Note:**

1. In case of Joint Venture, list all joint venture partners.
2. For composition of Bidder, please indicate whether Joint Venture or Single Entity.

**2. Evaluation of Qualification**

No	Name of Bidder	Preliminary Examination	Eligibility	Pending Litigation	Financial Requirements	Experience	Qualification Evaluation Results
1							
2							
3							
4							
etc							

**Note:**

1. Indicate "Pass or Fail or Not Applicable" only for columns Preliminary Examination, Eligibility, Pending Litigation, Financial Requirements & Experience.
2. Indicate "Responsive or Non-responsive" only for column Qualification Evaluation Results.
3. Use Annex A for Qualification details.

3. Determination of Substantial Responsiveness of Bids				
No	Name of Bidder	Evaluation of Technical Requirements	Evaluation of Commercial Terms and Conditions	Remarks
1				
2				
3				
4				
etc				

Note:  
1. Only bidders marked as "Responsive" in section 2 (Evaluation of Qualification) should appear in this section.  
2. Indicate "Responsive or Non-responsive" only for the evaluation results.

4. Determination of Lowest Evaluated Substantially Responsive Bid													
No	Name of Bidder	Bid Price at Opening		Provisional Sum and Contingency		Bid Price without Provisional Sum and Contingency (3-4)		VAT		Bid Price without VAT (5-6)		Arithmetic Correction (+/-)	
		3	3	4	4	5	5	6	6	7	7	8	8
		Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency
1													
2													
3													
4													
etc													

Note:  
1. In case the VAT cannot be separated from the Bid Price, indicate " - " in column 6 and column 7 should be renamed as "Bid Price with VAT" and the value is equal to column 5.

Continuation...4. Determination of Lowest Evaluated Substantially Responsive Bid															
No	Name of Bidder	Adjustment for Missing Items / Technical Compliance (+/-)		Corrected Bid Price (7-8-9)		Discount		Bid Price after Discount (10-11)		Corrected Bid Price with Provisional Sum, Contingency and VAT (10+4+6)		Total Corrected Bid Price in (in currency of bid evaluation) 14	Total Corrected Bid Price in US\$ Equivalent 15	Variation from Engineer's Estimate 16	Ranking after Evaluation 17
		9	9	10	10	11	11	12	12	13	13				
		Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency	Foreign Currency	Local Currency				
1															
2															
3															
etc															

Engineer's Estimate: Provisional Sum and Contingency: VAT amount:

Note:  
1. Engineer's estimate should include provisional sum, contingency and VAT.  
2. Include any other evaluative adjustments in column 9  
3. For column 13, in case VAT is excluded, column 13 should be renamed as "Corrected Bid Price with Provisional Sum and Contingency" and the formula is (10+4).  
4. For column 14, use the same source as indicated in PART B table 4.  
5. Recommended Bidder for Contract Award

Name of Bidder	Composition of Bidder	Country	Type of Bidder	Recommended Contract Price	Recommended Contract Price in US\$ Equivalent	Remarks
						Inclusive of Tax / Exclusive of Tax
Lowest priced at <input checked="" type="checkbox"/>		Lowest Evaluated	<input checked="" type="checkbox"/>			Awarded due to <input type="checkbox"/> Y <input type="checkbox"/>

bid opening	No	Bidder	<input checked="" type="checkbox"/>	Domestic Preference	No
Provisional Sum Amount _____		Contingency Amount _____			

Complete Address: \_\_\_\_\_

**PART D: NARRATIVE SUMMARY OF BID EVALUATION REPORT**

**1. Preliminary Examination for Completeness of Bids**  
 [Describe deliberative process of the Bid Evaluation Committee, how many bidders were deemed eligible to bid, how many bidders provided complete information Detail here any bids rejected for reasons of ineligibility and material omissions.]

**2. Determination of Substantial Responsiveness of Bids**  
 [Briefly describe bid validity and bid security, bidders qualifications and the evaluation of the responsiveness to technical requirements detailing here any bid rejected for failure to meet the qualification requirements or with material deviations or reservations to the requirements of the bidding document]

**3. Detailed Evaluation of Bids**  
 [Briefly describe the detailed evaluation of bids pertaining to analysis of BOQ and unit rates, arithmetic correction, adjustment and unbalanced bids, multiple contract analysis (if applicable), conditions to be met prior to award of contract, etc.]

**4. PROCUREMENT GOVERNANCE and INTEGRITY**

+ Representations received      Yes    Details: \_\_\_\_\_    Date received: \_\_\_\_\_    No

Bidders (including associated firms or joint venture partners) on ADB's complete Sanctions List      Yes      No

**PART E: ISSUES AND STAFF VIEWS**

[All issues during the procurement process, if any, should be explained and fully addressed, including procurement complaints referred by the procurement complaints mechanism (See PAI 3.13). Identify the issues that require Procurement Committee consideration; and state the views of the originating unit staff, project counsel, procurement specialist, and other staff involved. Refer to the relevant ITB Clause when providing staff views. Describe actions taken by staff, if appropriate. Attach copies of the written comments of the project specialist, project counsel, procurement specialist, financial control specialist and other staff. Confirm that the bidders are not in ADB's complete Sanctions List. Representations received must also be explained and addressed fully. All relevant information must be included such that the Procurement Committee is in a position to make a fully informed decision. If the concerned ADB units had initially differing views but eventually resolved their differences, the circumstances should be adequately explained. ]

**Compliance with Loan Agreement.**

*[Confirm that loan/grant/financing agreement and all safeguards requirements as per ADB SPS 2009 have been or are being complied with, or not applicable in case of advance contracting when the financing agreement is not yet effective.]*

**PART F: RECOMMENDATION for NO-OBJECTION**

[[Indicate the approval action recommended with reference to PAI. List separately qualified and disqualified bidders. If applicable, the following statement should be inserted in this paragraph: subsequent to approval of the recommendation by the Procurement Committee, the Project Unit when conveying the PC's decision to the EA will remind it that ADB's approval of advance contracting will not commit ADB to subsequently approve the project or to finance the procurement costs"]

Approved<sup>a</sup>:  
(1) \_\_\_\_\_

Name of Director

(2) \_\_\_\_\_

Name of Assistant General Counsel, OGC

(3) \_\_\_\_\_

Name of Director-General, PPF

<sup>a</sup> The above signing format is for contracts \$70 million and above. For contracts from \$20 million up to, but not including, \$70 million,

(1) remains unchanged, (2) is replaced with the Director PFP1/PFP2 (3) is deleted. For contracts below \$20 million (1) is the Sector Division or Resident Mission PASS accredited Staff (2) the Sector/Country Director and (3) is deleted.

Requirements	Bidder 1	Bidder 2	Bidder 3	Bidder etc
Preliminary Examination				
1. Eligibility				
Nationality				
Conflict of Interest				
ADB Eligibility [link ADB's complete Sanctions List]				
Government-Owned Entity				
UN Eligibility				
2. Pending Litigation and Arbitration				
Pending Litigation and Arbitration				
3. Financial Requirements				
Historical Financial Performance				
Average Annual Turnover				
Financial Resources Requirement				
4. Experience				
Contracts of Similar Size and Nature (for one contract)				
Contracts of Similar Size and Nature (for two contracts)				
Experience in Key Activities				
Qualification Evaluation Results				

Annex A: Qualification Details, Procurement Approval Form

**Contract Modification Approval Form<sup>a</sup>**

**Request for No-Objection on the Contract Modification**{Give a brief statement of the matter requiring Procurement Committee action}

Project Number _____	Executing Agency _____		
Project Name _____	Implementing Agency _____		
Project Status _____	Procurement Agent / Consultant _____		
Approval Number _____	Contact Info _____		
Country _____			
State _____			
Sector _____	Review Requirement:		
Department _____	Prior Review          Post Review          Post Review (Sample)		
Processing Division _____			
Package Number _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Package Name _____			
No-Objection to contract award on: _____			
ADB's complete Sanctions List? Y/N If yes consultation and clearance with OAI is mandatory. OAI's clearance of the proposed modification should be attached.			
Funding: Describe here how the costs of the modification will be met, e.g. through uncommitted financing, a change in cost sharing arrangements etc.			
Scope Change Required? Provide confirmation that either no change in scope is required or if it is confirm that the change in scope has been approved and on which date.			
Contract Value At Award	Currency(ies)	Exchange Rate	USD Equivalent
Previous Modification(s) <sup>b</sup>	Currency(ies)	Exchange Rate	USD Equivalent
Insert date and modification number			
Date approved by ADB (state not applicable if within the EA's authority to approve)			
Current Contract Value			
Proposed Modification	Currency(ies)	Exchange Rate	USD Equivalent
Contract Value Including Proposed Modification			
Original Time for Completion			
Modified Time for Completion (or state not applicable)			
Percentage Time Elapsed			
Percentage Disbursements Over Current Contract Value			
Rationale for Proposed Modification Describe here the reasons for modifying the contract including why a fresh competitive procurement exercise for the goods or additional works is not being proposed. Include the following information:			
<ul style="list-style-type: none"> <li>• rationale, and analysis of the cost effectiveness of, the proposed modification;</li> <li>• physical and financial status of the contract;</li> <li>• an assessment of contractor/supplier's performance to date;</li> <li>• the likelihood that the contract will be completed on time;</li> <li>• original contract amount;</li> <li>• brief description and amounts of prior contract modifications (if any);</li> </ul>			

Approved<sup>c</sup>

(2) \_\_\_\_\_

Name of Director

(2) \_\_\_\_\_

Name of Assistant General Counsel, OGC

(4) \_\_\_\_\_

Name of Director General, PPF

<sup>a</sup> Attach a copy of the Procurement Approval Form and any previously approved contract modifications

<sup>b</sup> Add lines as necessary.

<sup>c</sup> For contracts from \$20 million up to, but not including, \$70 million, (1) remains unchanged, (2) is replaced with the Director PFP1/PFP2 (3) is deleted. For contracts below \$20 million (1) is the Sector Division or Resident Mission PASS accredited Staff (2) the Sector/Country Director and (3) is deleted.