

PROCUREMENT GUIDELINE REFERENCE: 2.11.3
Format for TEC Meeting Minutes

The following format may be used to record the proceeding of a TEC meeting. The summary of the TEC report and the detailed Bid Evaluation Report (BER) shall be prepared and submitted in addition to these minutes. The minutes shall be signed by each member of the TEC. However, any member may record a dissent. Copies of these minute sheets shall be forwarded to PC when submitting the TEC report.

REPORT OF THE TEC MEETING

Nature of the Procurement Committee	CAPC/MPC/DPC/PPC /RPC	Name of the Procurement Entity	
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Title of Procurement	
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Meeting no:		Date		Purpose/s ⁸	
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Present

Members of the TEC	Others (capacity)
1.	1.
2.	2.
3.	
4.	

Main observations made: (The summary of key observations may be outlined here. The details can be attached by making references. Some essential information that should be listed below are:

1. Proceedings of the meeting and follow up actions from previous meeting (if any)
2. Comments (if any) on presence and absence of members;
3. Comments on entire procurement process;
4. Documents forwarded and discussed;
5. Any special features/methods adopted).

⁸ Indicate Scrutin Ise Pre-qualification documents, Pre-qualification evaluation, Scrutin Ise bidding documents, bid evaluation and contract award etc.

Summary of the main decisions taken/recommendations made:

(The summary of each main decision/s taken/recommendation made should be outlined here. The details can be attached by making references). Some essential information that should be listed below are:

1. For Scrutinizing documents: Use of SBDs and appropriateness of bidding documents;
2. For pre-Qualification/Short listing: Number of applications received; Names and addresses of the bidders pre-qualified/short listed;
3. For contract Award Recommendation: Name and address of the successful bidder; contract amount in various currencies if applicable;
4. For intermediate decisions: State clearly the direction given to the PE
5. Justification (if required) for their decision/s the TECC wishes to add.

Name	Capacity ⁹	Agree with the above decision/s (yes/no) ¹⁰	Signature

In addition to the main TEC report prepared following the standard format, TEC should submit a summary report in the format given in next page

⁹ Indicate chairperson/member

¹⁰ The member shall write yes or no; if no attach the comment/observation/decision as an attachment

**PROCUREMENT GUIDELINE REFERENCE: 2.11.3 (Contd.)
 FORMAT FOR BID EVALUATION SUMMARY REPORT**

TEC shall prepare a detailed Bid Evaluation Report in addition to this summary report

1	Name of the Procuring Entity:	
2	Title of the Procurement:	
3	Source of Financing	
4	Pre-bid estimated amount of the Procuring Entity::	
5	Method of Procurement (ICB/NCB/LIB/LNB etc.)	
6	Number of bidding documents issued	
7	Number of bids received	
8	Number of bids determined as substantial responsive	
9	Any common reason/s found for determining many bids as non responsive (if a common reason/s observed describe the departure)?	
10	Was the lowest evaluated bidder recommending for the contract award? (Yes/No)?	
11	If reason answer for “10” above is “No”, give reason/s for not recommending.	
12	What is the recommended contract award price?	
13	What was the bid price of the recommended bidder at the bid opening?	
14	If there is a difference between “12” and “13” above what are the reasons?	

