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| **Sample for the Form of Evaluation Report** **of Selecting Advisors**  | **عينة لنموذج تقرير تقييم****اختيار المستشارين** |

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| **Form of Evaluation Report** **of Selecting Advisors** | **نموذج تقرير التقييم****لاختيار الأستشاريين** |

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| **Introduction**Proposals: this document determines a form of evaluation report. It is prepared to be used by the government departments/employer to facilitate the advisors' evaluation and their later review of these proposals.The evaluation shall be carried out in accordance with the standards specified in the request of proposals and shall be executed by qualified evaluators. The request of proposals shall be prepared by using the unified form appropriate for the request of proposals.  | **مقدمة****مقترحات : تحدد هذه الوثيقة نموذج لتقرير التقييم. لقد تم أعدادها لأستخدامها من الجهات الحكومية/ صاحب العمل لتسهيل تقييم الاستشاريين ومراجعتهم اللاحقة لهذه المقترحات.****يجب أن يتم التقييم وفق المعايير المحددة في طلب المقترحات وأن يتم تنفيذها من مقيّمين مؤهلين. يجب إعداد طلب المقترحات باستخدام النموذج الموحد المناسب لطلب المقترحات.** |

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| **The Evaluation Report Includes Five Sections**

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| Section 1 | Brief Report Summarizing the Technical Evaluation Results;  |
| Section 2 | Technical Evaluation Report- Forms; |
| Section 3  | Brief Report Summarizing Financial Evaluation Results; |
| Section 4 | Financial Evaluation Report – Forms; |
| Section 5  | Annexes:  |  |
|  | Annex 1 | Individual Evaluations  |
|  | Annex 2 | Follow-up Data Information;  |
|  | Annex 3 | Minutes of Meeting of the Public Opening of the Financial Proposals;  |
|  | Annex 4 | Copy of the Request of Proposals;  |
|  | Annex 5 | Miscellaneous Annexes – Special. |
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It is possible to use the report for all the methods of selection described in the Law of the General Contracts or the instructions issued accordingly. Although it basically deals with the selection based on the quality and cost, however, each section contains a note that refers to the data and forms required to be provided for the other methods of selection. | **يتضمن تقرير التقييم خمسة أقسام:**القسم 1 تقرير موجز يلخص نتائج التقييم الفني؛القسم 2 تقرير التقييم الفني – نماذج؛القسم 3 تقرير موجز يلخص نتائج التقييم المالي؛القسم 4 تقرير التقييم المالي – نماذج؛القسم 5 الملاحق:

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| الملحق 1. | التقييمات الفردية؛ |
| الملحق 2. | معلومات بيانات المتابعة؛ |
| الملحق 3. | محاضر اجتماع الفتح العلني للمقترحات المالية؛ |
| الملحق 4. | نسخة عن طلب المقترحات؛ |
| الملحق 5. | ملاحق متنوعة – خاصة. |

  يمكن استخدام التقرير لجميع أساليب الاختيار الموصوفة في قانون العقود العامة **أو التعليمات الصادرة بموجبه** . ومع أنه يعالج بشكل أساس الاختيار على أساس النوعية و**الكلفة**، إلا أن كل قسم يحتوي على ملاحظة تشير إلى البيانات والنماذج المطلوب توفيرها لأساليب الاختيار الأخرى. |

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| **Advisors Evaluation Report**Country: [Insert Iraq]Project Name: [Insert Project Name]Financial Funding: [insert Project Classification in the Federal Budget]Name of Consulting Services: [Insert name]Submission Date: [insert: date] | **تقرير تقييم المستشارين****الدولة [أدخل:** العراق**]****اسم المشروع [أدخل: اسم المشروع]** **التمويل المالي: ]أدخل تبويب المشروع في الموازنة الفدرالية [****اسم الخدمات الاستشارية [أدخل: الاسم]****تاريخ التقديم [أدخل: التاريخ]** |

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| Contents[Section 1 – Technical Evaluation Report – Text1 7](#_Toc479617594)[Section 2 – Technical Evaluation Report2 8](#_Toc479617595)[Form 2 (A) – Technical Evaluation – Basic Data 9](#_Toc479617596)[Form 2 (B) Evaluation Summary 12](#_Toc479617597)[Form 2 (C) Individual Evaluations - Comparison 13](#_Toc479617598)[Section 3 – Financial Evaluation Report – and Recommendation of Award – Text6 14](#_Toc479617599)[Section 4 – Financial Evaluation Report and Recommendation of Award – Forms7 15](#_Toc479617600)[Form 4 (A) – Financial Evaluation – Basic Data 16](#_Toc479617601)[Form 4 (B) Adjustments – Prices Evaluated8 18](#_Toc479617602)[Form 4 (C) Selection based on the Quality and Cost – Joint/ Technical Financial Evaluation – Recommendation of Award 19](#_Toc479617603)[Form 4 (D) Selection based on the Fixed Balance Sheet and based on the Least Cost – Recommendation of Award9 20](#_Toc479617604)[Section 5 – Annexes 10 21](#_Toc479617605)[Annex 1 (A) Individual Evaluations 22](#_Toc479617606)[Annex 1 (B) Individual Evaluations – Key Staff 23](#_Toc479617607)[Annex 2 – Follow-up Data Information 24](#_Toc479617608)[Annex 3- Minutes of Meeting of the Public Opening of the Financial Proposals12 25](#_Toc479617609)[Annex 4 Request of Proposals 13 26](#_Toc479617610)[Annex 5 - Miscellaneous Annexes – Related to subject 27](#_Toc479617611) | **المحتويات**القسم 1 تقرير التقييم الفني – نصالقسم 2 تقرير التقييم الفني – نماذج نموذج 2 (أ) التقييم الفني – بيانات أساسية نموذج 2 (ب) ملخص التقييم نموذج 2 (ج) التقييمات الفردية – مقارنةالقسم 3 تقرير التقييم المالي – توصية **الإحالة** – نصالقسم 4 تقرير التقييم المالي – توصية **الإحالة** – نماذج نموذج 4 (أ) التقييم المالي – بيانات أساسية نموذج 4 (ب) التعديلات – الأسعار المقيّمةنموذج 4 (ج) الاختيار على أساس النوعية و**الكلفة** – التقييم الفني/المالي المشترك – توصية **الإحالة**نموذج 4 (د) الاختيار على أساس الميزانية الثابتة وعلى أساس الأقل تكلفة – توصية **الإحالة**القسم 5 الملاحق ملحق 1 (أ) التقييمات الفردية ملحق 1 (ب) التقييمات الفردية – الموظفون الرئيسيون ملحق 2 معلومات بيانات المتابعة ملحق 3 محاضر اجتماع الفتح العلني للمقترحات المالية ملحق 4 نسخة من طلب المقترحات ملحق 5 ملاحق متنوعة – خاصة |
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| Section 1 – Technical Evaluation Report – Text11. **Preface**

It includes a brief description, context, scope and objectives of the services. Use about a quarter of page.[1. **Selection Process (before the Technical Evaluation)**

Elaborate on the information stated in Form 2 (A)Present a brief description for the selection process, starting with the announcement (if it is required); and based on the briefed list, data of interest and the withdrawn organizations before submitting the proposals, present a description for the main events that might have influenced the timing (delay, **advisors** complaints, the main correspondences with the **government department/employer**, the request of proposals, and the extension of submission date of the proposals and so on)Use about a half of page.1. **Technical Evaluation**

Describe briefly the meetings and the works implemented by the evaluation committee: forming of the technical evaluation team, general guidelines for the evaluation, justifications of the sub-standards and the weights associated therewith as shown in the unified request of proposals, the related correspondences with the **government party/employer** and the compliance of evaluation with the request of proposal. Present the technical evaluation results: marks and recommendation of **award** Explain the points of strength and weakness for each proposal (the most important part of the report).1. Points of Strength: An experience in similar projects **in Iraq**, quality of methodology, confirmation of the clear understanding of task scope, points of strength of the local partner and the experience of the suggested staff in similar tasks.
2. Points of Weakness: in a certain part of the proposal, in the lack of experience in the state, in the decrease of participation degree of the local partner, in the lack of practical experience (experience in studies not in execution), inthe **staff** experience in comparison with the experience of organization, in the key **employer** ( team leader for example), in the lack of response, and in the deprivation of eligibility (conflict of interests)

Comment on the individual evaluators marks (differences)The items that need extra negotiation Use up to three pages 1 Section 1 is applicable to the selection based on quality and cost and based on the fixed balance sheet and the selection based on the least cost. Present the appropriate information in case of selection based on the qualifications and the single-source selection. Section 2 – Technical Evaluation Report2Form 2 (A) Technical Evaluation – basic data Form 2 (B) Evaluation Summary Form 2 (C) Individual Evaluations – Comparison (Marks Average) 2 Section 2 is applicable to the selection based on quality and cost and based on the fixed balance sheet and the selection based on the least cost. Present the suitable information in case of selection based on the qualifications and the single-source selection in form 2(A).  | **القسم 1. تقرير التقييم الفني - نص[[1]](#footnote-1)**1- **تمهيد** يتضمن وصفا مختصرا وسياق ونطاق وأهداف الخدمات. استخدم ربع صفحة تقريبا.2- **عملية الاختيار (قبل التقييم الفني**)توسع في المعلومات المذكورة في النموذج 2 (أ).قدم وصفا موجزا لعملية الاختيار، بادئا بالإعلان (إن كان مطلوبا)، وبناء القائمة المختصرة وبيانات الاهتمام والمؤسسات المنسحبة قبل تقديم المقترحات. قدم وصفا للأحداث الرئيسة التي ربما أثرت في التوقيت (التأخير، وشكاوى **الاستشاريين** والمراسلات الرئيسة مع **الجهة الحكومية/صاحب العمل** وطلب المقترحات وتمديد تاريخ تقديم المقترحات وما إلى ذلك).استخدم نصف صفحة تقريبا.3- **التقييم الفني**صف بإيجاز الاجتماعات والأعمال المنفذة من لجنة التقييم: تشكيل فريق التقييم الفني، والإرشادات العامة للتقييم، ومبررات المعايير الفرعية والأوزان المقترنة بها كما هي مبينة في طلب المقترحات الموحد؛ المراسلات ذات العلاقة مع الجهةالحكومية**/صاحب العمل**؛ والتزام التقييم بطلب المقترح.قدم نتائج التقييم الفني: العلامات وتوصية **الإحالة**.وضح نقاط القوة والضعف لكل مقترح (الجزء الأهم في التقرير). (أ) نقاط القوة: خبرة في مشاريع مشابهة في ***العراق***؛ وجودة المنهجية؛ وإثبات الفهم الواضح لنطاق المهمة؛ ونقاط قوة الشريك المحلي؛ وخبرة ***العاملين*** المقترحين في مهام مشابهة. (ب) نقاط الضعف: في جزء معين من المقترح؛ وفي الافتقار للخبرة في الدولة؛ وفي انخفاض درجة مساهمة الشريك المحلي؛ وفي الافتقار للخبرة العملية (خبرة في الدراسات وليس في التنفيذ)؛ وفي خبرة ***العاملين*** مقارنة مع خبرة المؤسسة؛ وفي ***العامل*** الرئيس (مثلا قائد الفريق)؛ وفي الافتقار الى التجاوب وفي التجريد من الأهلية (تضارب المصالح).علق على علامات المقيمين الأفراد (الاختلافات)البنود التي تحتاج الى مفاوضات إضافية.استخدم لغاية ثلاث صفحات. ينطبق القسم 1 على الاختيار على أساس النوعية والتكلفة وعلى أساس الميزانية الثابتة والاختيار على أساس الأقل تكلفة. قدم المعلومات الملائمة في حالة الاختيار على أساس المؤهلات والاختيار أحادي المصدر**القسم 2. تقرير التقييم الفني - نماذج[[2]](#footnote-2)**النموذج 2 (أ). التقييم الفني – البيانات الأساسيةالنموذج 2 (ب). ملخص التقييمنموذج 2 (ج). التقييمات الفردية – مقارنة (معدل العلامات)2 ينطبق القسم 2 على الاختيار على أساس النوعية والتكلفة وعلى أساس الميزانية الثابتة والاختيار على أساس الأقل تكلفة. قدم المعلومات الملائمة في حالة الاختيار على أساس المؤهلات والاختيار أحادي المصدر في النموذج 2 (أ). |

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| Form 2 (A) – Technical Evaluation – Basic Data

|  |  |
| --- | --- |
| 2.1 | Name of Ministry/Department not related to a ministry  |
|  | Project Name |  |
| 2.2 | **Employer:** |
|  | 1. Name
 |
|  | 1. Address, Phone, Fax
 |  |
| 2.3 | Task type (**feasibility study**, or preparation or execution ) and brief description of marks  |
| 2.4 | Method of Selection3 :  | Based on quality and cost \_\_\_\_\_\_ |
|  |  | Fixed Balance Sheet \_\_\_\_\_\_ Least Cost\_\_\_\_\_\_\_ |
|  |  | Qualifications\_\_\_\_\_\_ Single Source\_\_\_\_\_\_\_ |
| 2.5 | Pre Review Limits  | US Dollar/Iraq Dinar |
| 2.6 | Request of Interest Data: |  |
|  | 1. Publication **in the media and the website of the related Government Department/Employer** and (UNDB and gd Market) website
 | Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. Publication in the National Journalism
 | Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. No. of Replies
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.7 | Briefed List  |  |
|  | 1. Names/Nationality of Organizations/Companies (mark the local organizations and the organizations that showed interest
 | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_
 |
|  | 1. Submission to **the** **government department/employer authorized to approve**
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 | **النموذج 2 (أ). التقييم الفني – البيانات الأساسية**

|  |  |  |
| --- | --- | --- |
| 1.2 | أسم الوزارة /الدائرة غير المرتبطة بوزارةاسم المشروع |  |
|  |
|  |  |  |
| 2.2 |  **صاحب العمل**: |  |
|  | (أ) الاسم |  |
|  | (ب) العنوان والهاتف والفاكس |  |
|  |  |  |
| 3.2 | نوع المهمة ( **دراسة جدوى**، أو إعداد أو تنفيذ)، ووصف موجز للعلامات |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 4.2 | أسلوب الاختيار[[3]](#footnote-3): | على أساس النوعية والتكلفة\_\_\_ |
|  |  | الميزانية الثابتة\_\_\_ | الأقل تكلفة \_\_\_ |
|  |  | المؤهلات \_\_\_ | مصدر أحادي \_\_\_ |
|  |  |  |
| 5.2 | حدود المراجعة المسبقة: | دولار أمريكي / دينار عراقي \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| 6.2 | طلب بيانات الاهتمام: |  |
|  | (أ) النشر في **وسائل الاعلام وموقع الجهة الحكومية/صاحب العمل ذات العلاقة الالكتروني** والموقع الألتروني ل (UNDB و dgMarket) | نعم\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  لا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (ب) النشر في الصحافة الوطنية | نعم\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ لا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (ج) عدد الردود |  |
|  |  |  |
| 7.2 | القائمة المختصرة: |  |
|  | (أ) أسماء/جنسية المؤسسات/الشركات (**أشِر** على المؤسسات المحلية والمؤسسات التي أبدت اهتمام) | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (ب) التقديم إلى **الجهة الحكومية/صاحب العمل المخولة بالموافقة** | التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. Non- objection of the authorized Government Department/Employer
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 8.2  | Request of Proposals  |  |
|  | 1. Submission to **the** **Government Department/Employer authorized to approve**
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Non- objection of the Authorized Government Department/Employer**
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  | 1. Addressing the invitation **to the advisors**
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.9 | Amendments on the Request of Proposals and Clarifications  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.10 | **Type** of Contract  |  |
|  | (A)Unified based on the Period | Yes\_\_\_\_\_\_\_ |
|  | B) Unified Total | Yes\_\_\_\_\_\_\_ |
|  | C) Last (Description) |  |
| 2.11  | Conference before the Proposal  |  |
|  | 1. Published Minutes of Meeting
 | Yes \_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_ |
| 2.12 | Submission of Proposal  |  |
|  | A- Two envelopes (the Technical and Financial Proposals) | Yes\_\_\_\_\_\_ |
|  | B- Original Submission | Date\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_ |
|  | C- Extension(s) | Date\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_ |
| 2.13 | Opening the Technical Proposals by the Advisors' Selection Committee  | Date\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.14 | No. of Submitted Proposals  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.15 | Evaluation Committee4 |  |
|  | Names of Members and their Positions (usually 3 to 5) | 1. \_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_
 |

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|  |  |
| --- | --- |
| ج- عدم ممانعة الجهة الحكومية/ صاحب العمل المخولة | التاريخ  |

8.2طلب المقترحات:(أ) التقديم إلى **الجهة الحكومية المخولة**/ صاحب العملالتاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ب) عدم ممانعة **الجهة الحكوميةالمخولة /صاحب العمل**التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ج) توجيه الدعوة **الى الاستشاريين**التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.9التعديلات على طلب المقترح والتوضيحات10.2***نوع*** العقد:(أ) الموحد بناء على المدةنعم \_\_\_(ب) الموحد إجمالينعم \_\_\_(ج) آخر (وصف)11.2مؤتمر ما قبل المقترح:نعم\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  لا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(أ) محضر الاجتماع المنشورنعم\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  لا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_12.2تقديم المقترح:(أ) مظروفين (المقترحين الفني والمالي)نعم \_\_\_(ب) التقديم الأصليالتاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ج) التمديد (تمديدات)التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_13.2فتح المقترحات الفنية من لجنة إختيار الأستشاريينالتاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_14.2عدد المقترحات المقدمة15.2لجنة التقييم[[4]](#footnote-4):أسماء الأعضاء ومناصبهم(عادة 3 إلى 5)1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_ |
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| 2.16 | Validity Period of Proposal (in days)  |  |
|  | 1. Original Expiry Date
 | Date\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_ |
|  | 1. Extension(s), if any
 | Date\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_ |
| 2.17 | Evaluation Standards and Sub-Standards5  |  |
|  | 1. Experience/Advisors
 |  |
|  | 1. \_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_Weight\_\_\_\_\_\_\_ |
|  | 1. Methodology
 |  |
|  | 1. \_\_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. \_\_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Key Staff**
 |  |
|  | 1- Individual(s) |  |
|  | 1. \_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | B.\_\_\_\_\_\_\_\_\_ | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | C.\_\_\_\_\_\_\_\_\_ | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. Group(Groups)
 |  |
|  | 1. \_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | B.\_\_\_\_\_\_\_\_\_ | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | C.\_\_\_\_\_\_\_\_\_ | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | D-Training (Optional) |  |
|  | 1. \_\_\_\_\_\_\_\_\_
 | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  (2)\_\_\_\_\_\_\_\_\_\_\_\_ | Weight\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.18 | Technical Marks for each **Advisor**  | Minimum Qualification Mark\_\_\_\_\_\_\_\_\_\_\_  |
|  | **Advisor** Name | Technical Marks  |
|  | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. \_\_\_\_\_\_\_\_\_
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. \_\_\_\_\_\_\_\_\_
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. \_\_\_\_\_\_\_\_\_
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| 2.19 | Evaluation Report |  |
|  | 1. Submission to the **Authorized Government Department/Employer**
 | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.20 | Notice of Evaluation  |  |
|  | Notifying the Advisors about the result of the Technical Evaluation **and invite them** **to attend the Conference** **of Opening the Financial** **Bids**  |  |

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| 16.2مدة صلاحية المقترح (بالأيام): |
| (أ) تاريخ الانتهاء الأصليالتاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (ب) التمديد (تمديدات)، إن وجدتالتاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 17.2 معايير التقييم والمعايير الفرعية[[5]](#footnote-5): |
| (أ) خبرة ***ا*لاستشاريين** |
| (1)\_\_\_\_\_\_\_\_\_\_الوزن \_\_\_ |
| (2)\_\_\_\_\_\_\_\_\_\_الوزن \_\_\_\_\_\_ |
| (ب) المنهجية  |
| (1)الوزن \_\_\_\_\_\_\_ |
| (2)الوزن \_\_\_\_\_\_ |
| (ج) **العاملون** الرئيسيون |
| (1) الفرد (أفراد) |
| أ. الوزن \_\_\_\_\_\_ |
| ب. الوزن \_\_\_\_\_\_ |
| ج الوزن \_\_\_\_\_\_ |
| (2) مجموعة (مجموعات) |
| أ. الوزن \_\_\_\_\_\_ |
| ب. الوزن \_\_\_\_\_\_ |
| ج الوزن  |
| (د) التدريب (اختياري) |
| (1)\_\_\_\_\_\_\_\_\_\_ | الوزن  |
| (2)\_\_\_\_\_\_\_\_\_\_ | الوزن  |
| 18.2 العلامات الفنية لكل **استشاري** علامة التأهيل الدنيا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| اسم **الاستشاري**العلامات الفنية |
| 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 19.2 تقرير التقييم: |
| (أ) التقديم إلى **الجهة الحكوميةالمخولة/صاحب العمل** | التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 20.2 إشعار التقييم |
|  اعلام الاستشاريين بنتيجة التقييم الفني ودعوتهم لحضور مؤتمر فتح العطاءات المالية |

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| **النموذج 2 (ب). ملخص التقييم****العلامات الفنية/الترتيب**

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| --- | --- | --- | --- | --- |
| **أسماء الاستشاريين** | **[أدخل اسم الاستشاريين1 ]** | **[أدخل اسم الاستشاري2]** | **[أدخل اسم الاستشاري 3]** | **[أدخل اسم الاستشاري 4]** |
| المعايير | العلامات | العلامات | العلامات | العلامات |
| الخبرة |  |  |  |  |
| المنهجية |  |  |  |  |
| الموظفون المقترحون |  |  |  |  |
| التدريب |  |  |  |  |
|  |  |  |  |  |
| **العلامة النهائية أ** |  |  |  |  |
| الترتيب |  |  |  |  |

أ. لقد تم رفض المقترحات التي سجلت تحت علامة التأهيل الدنيا [عدد] نقطة. |
| Form 2 (B) Evaluation Summary **Technical Marks / Order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advisors' Name** | **[insert Advisors Name 1]** | **[insert Advisors Name 2]** | **[insert Advisors Name 3]** | **[insert Advisors Name 4]** |
| Standards  | Marks  | Marks  | Marks  | Marks  |
| Experience  |  |  |  |  |
| Methodology  |  |  |  |  |
| Suggested Employers  |  |  |  |  |
| Training  |  |  |  |  |
|  |  |  |  |  |
| Final mark A |  |  |  |  |
| Order  |  |  |  |  |

1. The proposal recorded under the minimum qualification marks have been rejected [No.] points
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| **النموذج 2 (ج). التقييمات الفردية -مقارنة**

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| --- | --- | --- | --- | --- |
| **أسماء المستشارين**  | **[أدخل اسم الاستشاري 1]** | **[أدخل اسم الاستشاري 2]** | **[أدخل اسم الاستشاري 3]** | **[أدخل اسم الاستشاري 4]** |
| المعايير الخبرة | أ | معدل أ | ب |  |  |  |
| ج | د |
| المنهجية |  |  |  |  |
| الموظفون الرئيسيون |  |  |  |  |
| التدريب |  |  |  |  |
| **المجموع** |  |  |  |  |

أ. تساوي (أ)، (ب)، (ج)، و(د) العلامات التي أعطاه كل مقيّم؛ والمعدل هو معدل العلامات، راجع الملحق 1(أ). |
| Form 2 (C) Individual Evaluations - Comparison **Technical Marks / Order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advisors Name** | **[insert Advisor's Name 1]** | **[insert Advisor's Name 2]** | **[insert Advisor's Name 3]** | **[insert Advisor's Name 4]** |
| Standards Experience | A B Average A C D |  |  |  |
| Methodology |  |  |  |  |
| Key staff |  |  |  |  |
| Training  |  |  |  |  |
| Total  |  |  |  |  |

1. (A), (B), (C) and (D) equal the marks given to him by the evaluator, and the average is the marks average, refer to annex 1(A)
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| Section 3 – Financial Evaluation Report – and Recommendation of Award – Text6[The text refers to the following:1. Any matters encountered during the evaluation;
2. Adjustment on the price(s) of proposal(s) (basically in order to ensure consistency with the technical proposal), and specifying the evaluated price (not applicable to the selection based on qualifications and single-source selection);
3. Tax-related problems;
4. Recommendation of Award;
5. Any other important information.]

6 Applicable to the selection based on the quality and cost and based on the fixed balance sheet. Submit the appropriate information, as mentioned, in case of selection based on the qualification and single-source selection.  | **القسم 3. تقرير التقييم المالي – وتوصية الإرساء - نص[[6]](#footnote-6)**[يشير النص إلى ما يأتي:1. أية قضايا تمت مواجهتها أثناء التقييم؛
2. التعديلات على سعر (أسعار) المقترح (مقترحات) (بالأساس لضمان الاتساق مع المقترح الفني) وتحديد السعر المقيّم (لا ينطبق على الاختيار على أساس المؤهلات والاختيار أحادي المصدر)؛
3. المشكلات المتعلقة بالضرائب؛
4. توصية الإرساء؛
5. أية معلومات مهمة أخرى.]

 ينطبق على الاختيار على أساس النوعية **والكلفة** وعلى أساس الميزانية الثابتة والاختيار على أساس الأقل **كلفة**. قدم المعلومات الملائمة، كما مشار إليها، في حالة الاختيار على أساس المؤهلات والاختيار أحادي المصدر. |

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| Section 4 – Financial Evaluation Report and Recommendation of Award – Forms7Form 4 (A) Financial Evaluation – Basic DataForm 4 (B) Amendments – evaluated prices Form 4 (C) Section based on the Quality and **Cost** – Joint Technical/Financial Evaluation – Recommendation of **Award** Form 4 (D) Selection based on the Fixed Balance Sheet and based on the Least Cost - Recommendation of **Award**7 Applicable to the selection based on the quality and cost and based on the fixed balance sheet. Submit the appropriate information, as mentioned, in case of selection based on the qualification and single-source selection | **القسم 4. تقرير التقييم المالي – وتوصية الإرساء - نماذج[[7]](#footnote-7)**نموذج 4 (أ) التقييم المالي – بيانات أساسيةنموذج 4 (ب) التعديلات – الأسعار المقيّمةنموذج 4 (ج) الاختيار على أساس النوعية و**الكلفة** – التقييم الفني/ المالي المشترك – توصية **الإحالة**نموذج 4 (د) الاختيار على أساس الميزانية الثابتة وعلى أساس الأقل **كلفة** – توصية **الإحالة** 7 ينطبق على الاختيار على أساس النوعية والتكلفة وعلى أساس الميزانية الثابتة والاختيار على أساس الأقل تكلفة. قدم المعلومات الملائمة، كما هو مشار إليها، في حالة الاختيار على أساس المؤهلات والاختيار أحادي المصدر. |

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| **النموذج 4 (أ). التقييم المالي – بيانات أساسية**

|  |  |  |
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| 1.4 | **حصول الموافقة على تقرير لجنة التحليل الفني** |  |
| التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2.4 | الفتح العلني للمقترحات المالية | التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_ الوقت\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **اسماء الاستشاريين المتقدمين لمقترحاتهم مؤشر ازاءهم اسعار عطائهم (تتلى بحضور الحاضرين للفتح العلني)** | 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.4 | لجنة التقييم: أسماء الأعضاء  |  |
|  | ومناصبهم (إن لم تكن نفسها |  |
|  | للتقييم الفني – على أساس النوعية |  |
|  | والمؤهلات وأحادي المصدر) |  |
| 4.4 | منهجية (معادلة) تقييم **الكلفة** (على أساس **النوعية** و**الكلفة** فقط؛ أشطب كما هو ملائم) | الوزن بتناسب عكسي **للكلفة** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_أخرى \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Form 4 (A) – Financial Evaluation – Basic Data

|  |  |
| --- | --- |
| 4.1 | Obtaining of approval on the Report of the Technical  |
| Analysis Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 4.2 | **Public opening of the financial proposals:****Names of the advisors who submitted their proposals, marked against them their bid prices (to be read in the presence of the attendants of the public opening**  | Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 4.3 | Evaluation Committee: Names and Positions of Members (if not the same for the technical evaluation – based on the Quality, Qualifications and Single Source  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.4 | Methodology (Equation) of Cost Evaluation (based on Quality and Cost only, write off as appropriate)  | Weight is inversely proportional to the **cost** \_\_\_\_\_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| 5.4 | تقديم تقرير التقييم الفني/ المالي النهائي إلى **الجهة الحكومية/ صاحب العمل** (المؤهلات وأحادي المصدر) | التاريخ\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6.4 | الاختيار على أساس النوعية و**الكلفة** |

|  |  |  |  |
| --- | --- | --- | --- |
| أسماء **الاستشاريين** | العلامات الفنية | العلامات المالية | العلامات النهائية |
|  |  |  |  |

 |
|  | (أ) العلامات الفنية والمالية و النهائية  |  |
|  | (ب) توصية **الإحالة** |  |
| 7.4 | لميزانية الثابتة والأقل **كلفة** |

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| أسماء **الاستشاريين** | العلامات الفنية | العلامات المالية | العلامات النهائية |
|  |  |  |  |

 |
|  | (أ) العلامات الفنية وأسعار المقترح والأسعار المقيّمة |  |
|  | (ب) توصية **الإحالة** |  |
|  | (ج) الميزانية الثابتة: أفضل مقترح فني في حدود الميزانية (السعر المقيّم) | الاسم \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (د) الأقل **كلفة**: المقترح الأقل سعرا مقيما وفوق علامة التأهيل الدنيا | الاسم \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 4.5 | Submission the Report of the Final Technical/Financial Evaluation to **the Government Department/Employer** (Qualification And Single Source) | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.6 | Selection based on **Quality** **and** **Cost**1. Final Technical and Financial Marks

B) Recommendation of **Award** |

|  |  |  |  |
| --- | --- | --- | --- |
| Advisors Names | Technical Marks | Financial Marks | Final Marks |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

 |
| 4.7 | Fixed balance sheet and the Least **Cost** 1. Technical Marks , Proposal Pricesand Evaluated Prices
2. Recommendation of **Award**
3. Fixed Balance Sheet: best technical proposal within the limits of the balance sheet (evaluated prices)

D) Least Cost: proposal with least evaluated price and above the minimum qualification mark  |

|  |  |  |  |
| --- | --- | --- | --- |
| Advisors Names | Technical Marks | Proposal Prices  | Evaluated Prices  |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **النموذج 4 (ب). التعديلات – الأسعار المقيمة[[8]](#footnote-8)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **أسماء****الاستشاريين** | **أسعار المقترحات أ** | **التعديلات ب** | **السعر (أسعار) المقيمة** | **العلامات المالية ج** |
| دينارعراقي | المبلغ(1) | (2) | (3) = (1) + (2) |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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أ. تعليقات، إن وجدت.ب. الأخطاء الحسابية والسهو في بنود دخلت في المقترحات الفنية. يمكن أن تكون التعديلات بالموجب أو بالسالب.ج. فقط للاختيار على أساس النوعية و**الكلفة**: 100 نقطة لأدنى المقترحات تقييما؛ تحدد العلامات الأخرى وفق أحكام طلب المقترح. عبء فقط إلى العامود 3 للاختيار على أساس المؤهلات وأحادي المصدر. |
| Form 4 (B) Adjustments – Prices Evaluated8

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Advisors' Names** | **Proposal Prices A** | **Adjustment B** | **Price (s) Evaluated** | **Financial Marks C** |
| Iraqi Dinars | Amount (1) | (2)  | (1)+(2) = (3)  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

1. Comments, if any
2. Arithmetic errors and omissions in items included in the technical proposals. The adjustments may be in negative or positive.
3. Only for selection based on Quality and Cost: 100 points for the proposals with minimum evaluation; the other marks are determined in accordance with the provisions of the request of proposals.

8 fill out to column 3 for the selection based on qualifications and single source  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **النموذج 4 (ج). الاختيار على أساس النوعية والكلفة – التقييم الفني/ المالي المشترك – توصية الإحالة**

|  |  |  |  |
| --- | --- | --- | --- |
| **أسماء الاستشاريين** | **التقييم****الفني** | **التقييم** **المالي** | **التقييم****المشترك** |
| العلاماتالفنيةأع(فـ) | وزنالعلاماتع(فـ) × فب | الترتيبالفني | العلاماتالماليةجع(مـ) | وزنالعلاماتع(مـ) × مد | العلاماتع(فـ) ف + ع(مـ) م | الترتيب |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| توصية ألإرساء | إلى أعلى علامة فني/مالي مشترك.اسم **الاستشاري**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

أ. راجع النموذج 2 (ب).ب. ف = بناء على طلب المقترح.ج. راجع النموذج 4 (ب).د. م = بناء على طلب المقترح. |
| Form 4 (C) Selection based on the Quality and Cost – Joint/ Technical Financial Evaluation – Recommendation of Award

|  |  |  |  |
| --- | --- | --- | --- |
| Advisors' Names | **Technical Evaluation** | **Financial Evaluation** | **Joint Evaluation** |
| Technical marks AM(T)  | Marks weightM(T) x TB | Technical Order | Financial MarksCM(F) | Financial OrderM(F) x Fb | MarksM(T) T + M(F) FD | Order |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Recommendation of Award  | To highest mark of Joint/ Technical Financial high Advisor's name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Refer to Form 2(B)
2. F= based on the request of proposal
3. Refer to Form 4 (B)
4. F= based on the Request of Proposal
 |

|  |
| --- |
|  |
| **النموذج 4 (د). الاختيار على أساس الميزانية الثابتة وعلى أساس الأقل كلفة –** **توصية الإحالة[[9]](#footnote-9)**

|  |  |  |
| --- | --- | --- |
| أسماء  **الاستشاريين** | الاختيار على أساس الميزانية الثابتة | الاختيار على أساس الأقل **كلفة** |
| العلامات الفنيةأ | الأسعار المقيمةب | العلامات الفنية | الأسعار المقيمة |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| توصية **الإحالة** | إلى أفضل علامة فنية بسعر مقيّم ضمن الميزانية.اسم **الاستشاري**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | إلى أدنى سعر مقيم فوق **علامة** التأهيل الدنيا.اسم **الاستشاري**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

أ. راجع النموذج 2 (ب).ب. راجع النموذج 4 (ب). عبء الأجزاء الملائمة من النموذج. |
| Form 4 (D) Selection based on the Fixed Balance Sheet and based on the Least Cost – Recommendation of Award9

|  |  |  |
| --- | --- | --- |
| Advisors' Names | **Based on the Fixed Balance Sheet** | **Based on the least Cost**  |
| Technical marks A | Evaluated Prices B | Financial Marks C | Evaluated Prices  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Recommendation of Award**  | To the best technical mark with an evaluated price within the Balance SheetAdvisor's name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To the least evaluated price above the minimum qualification mark Advisor's name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Refer to Form 2 (B)
2. Refer to Form 4(B)

9 Fill out the appropriate parts or the form |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 5 – Annexes 10

|  |  |
| --- | --- |
| Annex 1 | Individual evaluations  |
|  | Annex 1 (A) Individual evaluationsAnnex 1 (B) Individual evaluations – Key Staff |
| Annex 2 | Follow-up Data Information  |
| Annex 3 | Minutes Of Meeting of The Public Opening of The Financial Proposals  |
| Annex 4 | Copy of the Request of Proposals  |
| Annex 5 | Miscellaneous Annexes – Special |

10 Applicable to the selection based on the quality and cost and based on the fixed balance sheet and the least cost. And to be replaced based on the qualifications and single source by reviewing the points of strength and weakness for the proposal, which can be amended by one or more of the evaluators  | **القسم 5. الملاحق[[10]](#footnote-10)**ملحق 1 التقييمات الفرديةملحق 1 (أ) التقييمات الفرديةملحق 1 (ب) التقييمات الفردية – الموظفون الرئيسيونملحق 2 معلومات بيانات المتابعةملحق 3 محاضر اجتماع الفتح العلني للمقترحات الماليةملحق 4 نسخة عن طلب المقترحاتملحق 5 ملاحق متنوعة – خاصة ينطبق الملحق 1 على الاختيار على أساس النوعية **والكلفة** الميزانية الثابتة والأقل تكلفة. ويستبدل للاختيار على أساس المؤهلات وأحادي المصدر بمراجعة بنقاط القوة والضعف للمقترح، والتي يمكن تعديلها من قبل واحد أو أكثر من المقيّمين. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Annex 1 (A) Individual Evaluations Advisor's Name: --------------------------------

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards / substandard**  | **Marks Maximum Limit**  | **Evaluators**  | **Marks Average**  |
| 1 | 2 | 3 | 4 | 5 |
| Experience  |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| Methodology |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| Key Staff  |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Transfer of knowledge (Tairning1)  |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
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| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total  | **100**  |  |  |  |  |  |  |

1. Evaluator's Name \_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_1. Evaluator's Name \_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_1. Evaluator's Name \_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_1. Evaluator's Name \_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_1. Evaluator's Name \_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_ | **ملحق 1 (أ). التقييمات الفردية**اسم الأستشاري: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **المعايير/ المعايير الفرعية** | **الحد الأعلى للعلامات** | **المقيمون** | **معدل العلامات** |
| **1** | **2** | **3** | **4** | **5** |
| الخبرة |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| المنهجية |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| **العاملون** الرئيسيون |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| نقل المعرفة (التدريبأ) |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |
| **المجموع** | **100** |  |  |  |  |  |  |

1. اسم المقيّم:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_2. اسم المقيّم:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_3. اسم المقيّم:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_4. اسم المقيّم:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_5. اسم المقيّم:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ملحق 1 (ب). التقييمات الفردية –** العاملون **الرئيسيون**اسم الأستشاري: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **أسماء العاملون الرئيسيون** | **الحد الأعلى للعلامات** | **المؤهلات العامة**( )ب | **يفي بمتطلبات المهمة**( )ب | **الخبرة في المنطقة**( )ب | **مجموع العلامات**(100) | **العلامات** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **المجموع** |  |  |  |  |  |  |

أ. يقوم بالتقييم أحيانا مجموعات بدلا من أفراد. لكل مجموعة (مثلا المجموعة المالية) وزن. يتم تحصيل علامة المجموعة من وزن علامات أعضاء المجموعة. على سبيل المثال، علامة مجموعة من ثلاثة أفراد يسجلون (أ) و(ب) و(ج) ستكون (أ) س + (ب) ص + (ج) ع، حيث تمثل س، ص، ع الأوزان الخاصة بأعضاء المجموعة (س + ص + ع = 1).ب. الحد الأعلى للعلامات بناء على طلب المقترح.اسم المقيّم: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التوقيع: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ التاريخ: \_\_\_\_\_\_\_\_ |
| Annex 1 (B) Individual Evaluations – Key Staff **Advisor's Name: --------------------------------**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Key Staff Name | Marks maximum | General Qualification( ) B | Fulfilling task requirement  | Experience in Area( ) B | Total of Marks (100) | Marks |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total  |  |  |  |  |  |  |

1. The evaluation may be done by groups instead of individuals. For each group (financial group for example) the group mark of the group is obtained from the weight of group members marks. For example, the mark of a group of three members record (A), (B) and (C), (A) will be S+ (B) Q + (C)P, where S, Q, and P represents the weights of the group (S+P+Q=1).
2. The maximum limit of marks based on the request of proposal

Evaluator Name ---------------- Signature ------------------------- Date ----------------- |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Annex 2 – Follow-up Data Information

|  |  |  |
| --- | --- | --- |
| 5.1 | **Allocation**  |  |
|  | 1. No.
2. Effective Date
3. Closing Date
4. Original
5. Amended
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5.2 | **Notice of General Supplying**  |  |
|  | 1. First Issuance Date
2. Late Update
 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5.3 | Request of Interest Data  |  |
|  | 1. Publication **in the media and the website of the related government department/employer** and (UNDB and dgMarket) website
2. Publication in the national local newspapers
 | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Newspaper(s) names and date(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5.4 | Did the use of price as a factor in the selection has changed in the final order11  | Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

11 Compare the technical order with the order in form 4(C |

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| **ملحق 2. معلومات بيانات المتابعة** |
| 1.5 | **التخصيص** |  |
|  | (أ) الرقم |  |
|  | (ب) تاريخ السريان |  |
|  | (ج) تاريخ الإقفال  |  |
|  | (1) | الأصلي |  |
|  | (2) | المعدل |  |
| 2.5 | إشعار التوريد العام |  |
|  | (أ) تاريخ أول إصدار |  |
|  | (ب) آخر تحديث |  |
| 3.5 | طلب بيانات اهتمام: |  |
|  | (أ) **النشر في موقع الحهة الحكومية الالكترونية** و الموقع الألكتروني ل ( UNDB وdgMarket) | التاريخ \_\_\_\_\_\_\_\_\_ |
|  | (ب) النشر في الصحف الوطنية المحلية | اسم الصحيفة (صحف) والتاريخ (تواريخ) \_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.5 | هل أن استخدام السعر كعامل في الاختيار قد غير في الترتيب النهائي؟[[11]](#footnote-11) | نعم\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ لا\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 قارن الترتيب الفني مع الترتيب في النموذج 4 (ج). |

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| Annex 3- Minutes of Meeting of the Public Opening of the Financial Proposals12**Minutes of Meeting**[The minutes of meeting shall refer to the names of participant in the session of proposal opening, proposals prices, technical marks and any details that the employer, from his point of view, may consider them as appropriate, **taking into account the provisions of the General Contracts Law and the instructions issued accordingly**.All the attendants shall sign the minutes] 12 annex 3 is applicable to the selection based on quality, cost, fixed balance sheet and the least cost | **ملحق 3. محاضر اجتماع الفتح العلني للمقترحات المالية[[12]](#footnote-12)**محاضر الاجتماع[يجب أن تشير محاضر الاجتماع إلى أسماء المشاركين في جلسة فتح المقترح، وأسعار المقترحات والحسومات والعلامات الفنية وأية تفاصيل قد يعتبرها **صاحب العمل**، من وجهة نظره، ملائمة **مع مراعاة أحكام قانون العقود العامة والتعليمات الصادرة بموجبه .**على جميع الحاضرين توقيع المحضر] ينطبق الملحق 3 على الاختيار على أساس النوعية والتكلفة والميزانية الثابتة والأقل تكلفة. |

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| Annex 4 Request of Proposals 1313 Annex 4 is applicable to all parts of selection procedure  | **ملحق 4. طلب مقترحات[[13]](#footnote-13)** ينطبق الملحق 4 على جميع إجراءات الاختيار. |

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| **ملحق 5. ملاحق متنوعة – خاصة بالموضوع** | Annex 5 - Miscellaneous Annexes – Related to subject |

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. [↑](#footnote-ref-10)
11. [↑](#footnote-ref-11)
12. [↑](#footnote-ref-12)
13. [↑](#footnote-ref-13)