



**Guideline for the
Evaluation of
Application for Qualification
and Preparation of Report**

**Public Private
Partnership
Projects**

Public Procurement Regulatory Authority
P. O. Box 49,
Dar es Salaam

February, 2008

PREFACE

This Standard Guideline for Evaluating Applications for Qualification has been prepared by the Public Procurement Regulatory Authority (PPRA) for use by public authorities and their implementing agencies in the Evaluation of Applications for Qualification (AFQ), in accordance with the provisions of the Public Procurement Act No. 21 of 2004 (hereinafter called *the Act*), the Public Procurement (Selection and Employment of Consultants) Regulation, 2005- Government Notice No. 98 and the Public Procurement (Goods, Works and Non-consultancy Services and Disposal of Public Assets by Tender) Regulation, 2005- Government Notice No. 97 (hereinafter called *Procurement Regulations*).

This document is intended specifically for assisting in the Evaluation of AFQ and preparation of Evaluation Report for Public Private Partnership (PPP) Projects which have been obtained through International Competitive Bidding (ICB). Upon approval of the Evaluation Report of Applications for Qualification, Proposals will be invited from the short listed Applicants.

All users are invited to submit comments on their experience with this document to:

Chief Executive Officer

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Standard Cover

(Insert PE Logo)

**EVALUATION REPORT AND
RECOMMENDATIONS FOR SHORTLISTING**

FOR

**TENDER No. *(Insert the number)* OF *(Insert financial year)*
FOR THE APPLICATION FOR QUALIFICATION FOR
PUBLIC PRIVATE PARTNERSHIP (PPP) IN THE *(Insert
title of project)***

(Insert month and year)

LETTER OF TRANSMITTAL

1. The Application for Qualification (AFQ) Evaluation Report should be attached with a Letter of Transmittal from the Evaluation Committee. The letter should highlight conclusions and offer any additional information that would help to expedite approval by the appropriate Tender Board. In addition, any unresolved or potentially contentious issues should be highlighted. The Evaluation Report (*in the required number of copies*) together with the letter of transmittal should be sent to the Secretary of the appropriate Tender Board.
2. The Evaluation Report and recommendation for Short listing of Applicants shall be forwarded to the appropriate Tender Board for approval before the procuring entity, ministry, department or agency invites the proposals from the approved short listed Applicants. The report shall be accompanied by originals of all the AFQs received.

EVALUATION REPORT FOR TENDER No [Insert tender number] OF [Insert financial year] FOR THE APPLICATION FOR QUALIFICATION FOR PUBLIC PRIVATE PARTNERSHIP (PPP) IN THE [Insert name of project]

1.0 INTRODUCTION

1.1 The Government of the United Republic of Tanzania, Ministry of [Insert the name of the Ministry/Procuring Entity (PE)] has, as part of its [insert development strategy], identified an investment/growth opportunity at [insert location] and intends to enter into a Public Private Partnership (PPP) agreement with a private investor(s) in order to exploit this opportunity.

1.2 The Partnership shall include [insert name of project] for the [Insert name of the PE] for the period [Insert duration of the project].

The scope of the project shall include but shall not limited to: [List the project scope]

- a)
- b)
- c)
- d)
- e)

2.0 REQUEST FOR QUALIFICATION NOTICE

The Request for Qualification notice for Tender No [Insert the number] of [Insert the financial year] for the [Insert title of project] was advertised in local news papers as follows:-

[Insert name of the newspaper and the date issued]. Example “The Daily News of Tuesday 18th April, 2008”

The deadline for submission of the Application for Qualification was set on [Insert day, date, month and year] at [Insert time] local time.

The [Insert name of PE] Tender Board invited eligible firms/consortia to apply for /indicate their interest by providing statements indicating that they are eligible and have the technical as well financial capacity, as detailed in the RFQ. A copy of the advertisement is appended in this report as **Appendix 1**

3.0 SUBMISSION OF APPLICATION FOR QUALIFICATION

[Insert number of envelopes in word and in figures] envelopes of Applications for Qualification were received and opened in Public in the [Insert the physical address of opening] on [Insert date, month and year] at [Insert time] hours local time.

3.1 The list of firms that submitted Applications for Qualification for the project is summarized in **Table 1** below:-

Table 1: Summary of Read out Firms

Applicant ID.	Name of Firm	Address	Country
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

4.0 EVALUATION OF APPLICATIONS FOR QUALIFICATION

4.1 On *[Insert date]* the Secretary of *[Insert name of the PE]* Tender Board informed the evaluation team to carry out the evaluation of this Application for Qualification (AFQ) through a letter with Ref. No. *[Insert ref number]*. The letter is attached to this report as **Appendix 2**.

4.2 The Evaluation Team Comprised of the following members:-

- a) - Chairperson
- b) - Member
- c) - Member
- d) - Secretary

[Due to the complexity of PPP projects, the evaluation team may comprise more than the above number of mentioned members depending on the specific project type and the expertise required].

4.3 Opening proceedings are appended to this report as **Appendix 3**.

4.4 Applications for Qualification were evaluated for the purpose of shortlisting eligible Applicants with the necessary qualification for the intended PPP to be invited to submit their proposals for implementing the project mentioned in the introductory note above. The evaluation was carried out based on the evaluation criteria set out in Clause 15 of the General Instructions to Applicants (GITA) in the RFQ document.

4.5 Criteria for short listing

The following are the criteria used for shortlisting of Applicants as per Clause 15 of the Request for Qualification. Interested Applicants were to provide a statement indicating that they are qualified to implement the project by providing evidence of:-

- a) Eligibility;
- b) Financial capacity to implement the project; and
- c) Technical capacity in regard to the project.

4.6 The evaluation process followed the form given below. Each Applicant was evaluated on a separate form and the recommendation whether or not to shortlist the firm clearly stated on the second column of the first row. The evaluation forms are appended to this document as **Appendix 4**.

Table 2: Preliminary and Eligibility Evaluation Form

Name of Applicant:				Applicant ID ¹
Nationality of Applicant:				Date:
Criteria	Sub criteria	Yes	No	Remarks
Preliminary Evaluation	Was AFQ submitted late?			
	Has the AFQ been withdrawn?			
	Are there any conditions or qualifications?			
	Is all required information submitted as per Sub-clause 14.3(b)?			
Eligibility	Is this a single company?			
	If joint venture/consortium, is joint venture agreement/letter of intent submitted?			
	Has lead member of the joint venture/consortium been specified?			
	Are all members of joint venture/consortium eligible?			
	If local company, is certificate of incorporation in Tanzania submitted?			
	Is nationality of Applicant specified and evidence provided?			
	Is there any evidence to indicate conflict of interest as per Sub-clause 2.2 of GITA?			
	Has the power of attorney been submitted?			
	Has statement of anti-bribery and anti-money laundering been signed and submitted?			

Note:

1. The contents of this table may be modified depending on project specific criteria for evaluation as provided in Section 3 of the RFQ.
2. Each applicant shall be evaluated on a separate form.
3. ID No. means identification number.

¹ Same as the ID in Table 1

The following [*Insert number in words and in figures*] Applicants have qualified under the above evaluation of the Applications for Qualification:

4.6.1 Applicant No. (*Insert Applicant ID number and name*) Qualified.

Justifications:

- (a).....
- (b).....
- (c).....
- (d).....

Note: (*List all Applicants who qualified under the criteria specified in the Request for Qualification, ” format shown in 4.7.1 above”*).

4.7 The following [*Insert number in word and in figure*] Applicants have **not** qualified under the requirements of the evaluation for the Applications for Qualification as per Clause 15.

4.7.1 Applicant No. (*Insert number and name of the Applicant*) Not qualified.

Justifications:

(a).....

(b).....

(c).....

Note: (*List all Applicants not qualified under the criteria specified in the Request for Qualification, “format shown in 4.7.1 above”*).

5.0 CONCLUSION

From the above analysis, the evaluation Team has identified strengths and weaknesses of individual Applicants and their joint ventures as stated in the justifications stated above.

Based on the above information, *[Insert number in word and in figure]* Applicants have met the criteria set out in the RFQ and therefore can be invited to submit proposals to enter Public Private Partnership with *[insert name of PE]* in the *[Insert title of project]*.

6.0 RECOMMENDATIONS

6.1 According to the evaluation results, *[Insert number in words and in figures]* Applicants out of *[Insert number in words and in figures]* Applicants, who submitted their Applications for Qualification to *[Insert name of the PE]* Tender Board on *[Insert date, month and year]* at *[Insert time]* hrs local time qualified under the criteria for shortlisting.

6.2 The list of the qualified Applicants is shown below:-

Table 3: List of Qualified Applicants

Applicant ID.	Name of Applicant	Nationality

7.0 EVALUATION TEAM MEMBERS

Table 4: List of Evaluation Team Members

Name	Signature	Date

8.0 COVENANT FORM

THE PUBLIC PROCUREMENT ACT No. 21 OF 2004

CODE OF ETHICAL CONDUCT

I..... [*Insert full name of the member*] [*Insert designation of a member*] of [*Insert name of the Institution*] being a [*Insert Member or Secretary or Chairperson*] of the Evaluation Committee for tender No. [*Insert tender number*] for the Application for Qualification for the Public Private Partnership for [*Insert title of project*] constituted under Section 37 of the Public Procurement Act, 2004 DO HEREBY state as follows:-

- (a) That, I do not have any interest, pecuniary or otherwise, directly or indirectly in any of the Applicants that have submitted their Applications for Qualification for the above mentioned project ; that is to say:-
 - i) M/S.....
 - ii) M/S.....
 - iii) Etc.....
- (b) That, all the knowledge, reports or any other materials not within the public domain which I may acquire from the evaluation process, by virtue of performance of my duties as a [*Insert Member or Secretary or Chairperson*] of the said Evaluation Committee, shall for all the time and all the purposes be regarded by me as strictly confidential and I shall not divulge them to persons not officially concerned with this evaluation process.
- (c) That, as a (*Insert Member or Secretary or Chairperson*) of Evaluation Committee shall at all times adhere fully with the terms and conditions contained in the Public Procurement Act, 2004, the Public Procurement (Selection and Employment of Consultants) Regulations, 2005 - Government Notice No.98 of 15th April 2005 and the Public Procurement (goods, works and non-consultancy services and disposal of public assets by tender) Regulations, 2005 - Government Notice No.97 of 15th April 2005.
- (d) That the breach of this covenant or any provision of the Public Procurement Act,2004 shall not preclude the institution of Criminal Proceedings pursuant to Penal Code, Cap 16, the Prevention of Corruption Act, 1971 or any other written laws against me.

Signed by the said: [*Insert name of the Evaluation Team Member or Secretary or Chairperson*]

This [*Insert date*] day of [*Insert month and year*]

Appendix 1

Copy of Request for Qualification Notice

Appendix 2

Appointment Letter for the Evaluation Committee

Appendix 3

Minutes of the Opening Ceremony of the Applications for Qualification

Appendix 4
Evaluation Forms