Guide to Tender e-Evaluation

How to view, download bids and evaluate a tender online

A. How to become an e-Evaluator?

The purpose of this Guide is to provide information to evaluators on the step-by-step procedure when conducting online evaluation. An evaluator is appointed by the procuring agency during the Planning Assessment Meeting ("PAM"). This confirmation is part of the checklist that is prepared by the Fiji Procurement Office ("FPO") representative prior to tender advertisement.

The following procedures is necessary:

1. Evaluator's Details

Evaluator has to provide his or her details:

- Title
- Full Name
- Email address
- Mobile

2. Registration

Fiji Procurement Office's system administrators will register the evaluator as a "Basic User". A basic user has limited access to **view, download bid and/or evaluate** any assigned tender. Fiji Procurement Office reserves the right to the provision of access due to confidentiality and compliance matters.

B. Evaluation Process

1. Once your log in is successful, you will view the dashboard. Click on "Evaluation Portal" to view.



2. The system will only show tenders that is assigned to you. Depending on the level of permission for each tenders, you can either view, access the bids and/or evaluate. When a tender closes, the number of bids will show on the "**Responses**" tab. Click on "**Responses**".

RFT 59/2021 - Supply of Veterinary Consumables - Ministry of Agriculture	RFT 58/2021 -Supply of Veterinary Drugs - Ministry of Agriculture	RFT 66/2021 -Purchase of Essential Medicines for Ministry of Health and Medical Services
ECONFJ-993047 Published	ECONFJ-993045 Published	
Open 1	Open 1	Ogen Responses (1)

3. Each company's bids will appear in response numbers. You will notice the progress rate in brackets indicating the stage of evaluation being done. Click on the response number to start evaluating.

Response #11655 (0%) Icon International Pty Ltd Team Progress:	Response #11668 (0%) HYPERCHEM PHARMACY PTE LIMITED Team Progress:	Response #11705 (0%) South Austral Pty Ltd Team Progress:	Response #11721 (0%) MedPharm Group of Companies Team Progress:
		Response #11762 (0%) Nz Pharmacare Limited Team Progress:	Response #11793 (0%) Novo Medi Sciences Pvt. Ltd. Team Progress:
Response #11924 (0%) Grace Medical Exports Ltd Team Progress:	Response #11932 (0%) Synalinx Pty Ltd Team Progress:	Response #11934 (0%) EBOS Group Ltd Team Progress:	Response #11936 (0%) Pharmatec Limited Team Progress:

4. You need to confirm your "Declaration" that you have no current conflict of interest in the tender. The system will not allow you to proceed if you did not provide your declaration.

Fiji Government	Declaratio	n	
etails≁ My De	I confirm I have will notify the	ve no current conflict of interest resulting from my inclusion in this proproject administrator immediately should a potential conflict arise.	eject and
		Cancel Confirm and F	Proceed
ns (Fiji) Ltd	Disqualify	Guidelines	Switch Evaluator -

5. At this stage, you can either view, download bids or proceed with evaluation. To award points, you will notice that the evaluation criteria selected for scoring will appear with a "Score" box and "Reason" box.

Your response evaluation is 0% complete Please evaluate all of the requirements General Information (Read @ Confirmation @ General Requirements @ Location of business @ Compliance Checks A	Mark as evalual	All attachments (zip) Comments (pdf) Evaluation preview (pdf)
General Information (Read Image: Confirmation Image: Confirmation Confirmation Image: Confirmation Image: Confirmation General Requirements Image: Confirmation Image: Confirmation Location of business Image: Confirmation Image: Confirmation Compliance Checks Image: Confirmation Image: Confirmation		
Confirmation Cread Confirmation Confirma	5.3 Business	registration certificate
General Requirements Compliance Checks	This requirement i	identifies the official registration certificate or any changes to the business name or business type.
Location of business Compliance Checks	State the date o	of registration, changes to the business name/type.
Compliance Checks	Registration	-date: 27th June, 2006
	Score	Reason Please provide a written reason
Busines Type 🥥		
Financial Statements		

As an evaluator, you need to justify your score(s) as it will be shown in the report. Please note, the system only allows scoring from 0-10. It will automatically convert these score(s) to the agreed percentage (or weightings) confirmed in the PAM.

- 6. Click "Evaluated" and again select "Mark as evaluated" to confirm the score.
- 7. Please note the options available on top of the bid response. The table below explains its functions.

Disqualify	Retract Evaluation	Switch Evaluator \bullet	Switch Response $ extsf{-}$	Download 🗸

Options	Purpose	Explanation
Disqualify	To disqualify a bidder	A proper justification is
		needed when a bidder is
		being disqualified.
	Change of scores	If an evaluator feels that a
		score needs to be adjusted,
		this option allows
Retract Evaluation		reconsideration of scores
		provided that a declaration is
		confirmed and justify
		accordingly.
	Available if there is more	In case another evaluator
Switch Evaluator	than one evaluator	needs to view the other
Switch Evaluator		evaluator's scoring for
		comparison purposes
	Easy swapping of bids	Instead of selecting bids
Switch Response		from the response numbers,
Switch Response		an evaluator can easily
		toggle between bidders
	All attachments (zip)	Downloads the original bids
		in zip format
	Comments (pdf)	Only available once
		evaluation is complete.
		Specifically shows the
Download (circled in		requirement and how it is
green)		scored with reasons. This
		report must be attached
		with the procuring agency
		submission to FPO
	Evaluation preview (pdf)	Allows you to download how
		bidders respond to all

criteria including scores with
its justification

- 8. Once you have evaluated all the criteria, click on "**Preview**" and "**Sign off**" to complete the evaluation process. Repeat the same process for all bidders.
- 9. To determine which bidder scores the most point, a separate report is available for download until and unless the assigned evaluator completes all evaluation. This report can be accessed by FPO staff only who are involved in the tender process. It is produced as a summary report (in excel format).

Note: All activities in the system are monitored. Audit trail report can be generated by system administrators to track the trail of activities per tender.

Contact the FPO support team

To request a demonstration, get more information or schedule a PAM, please contact us on fpo_tenders@economy.gov.fj