

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:

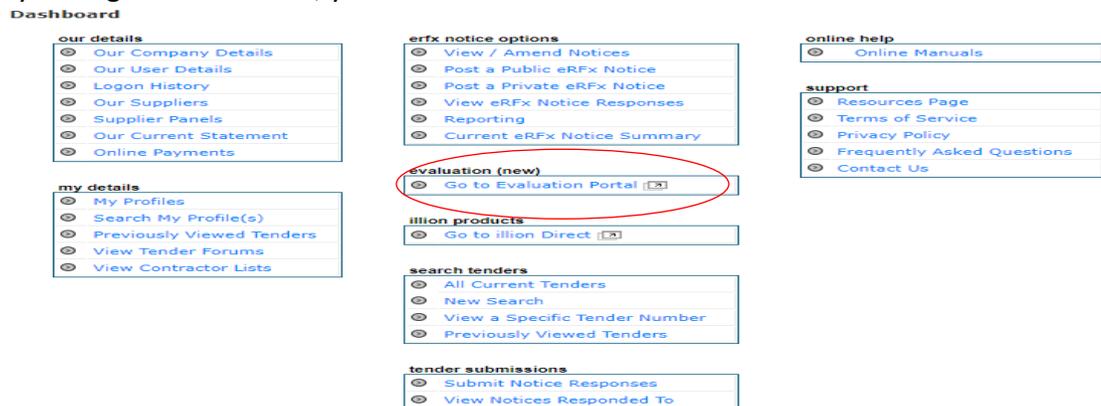
- Title
- Full Name
- Email address
- Mobile

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

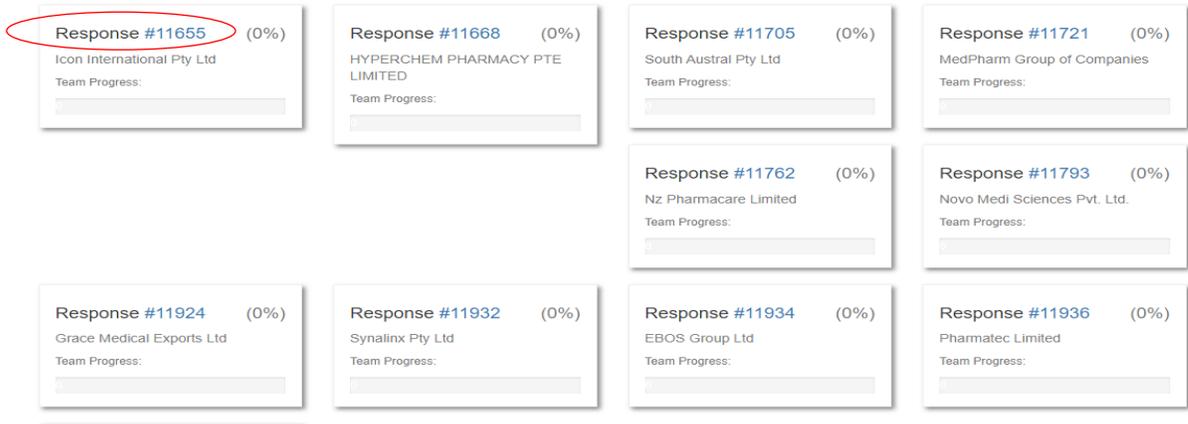
1. Once your log in is successful, you will view the dashboard. Click on “**Evaluation Portal**” to view.



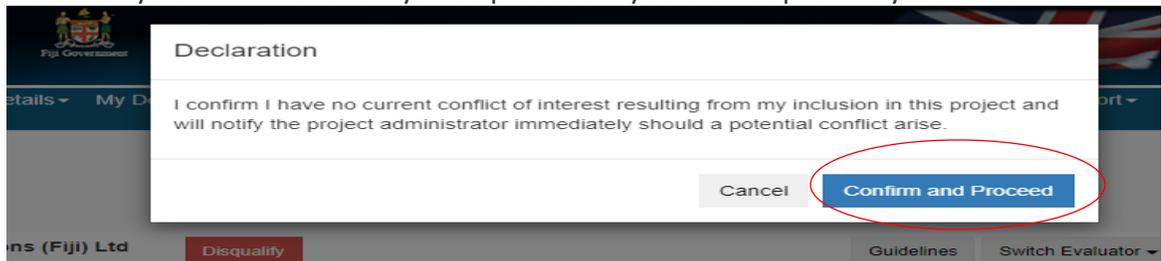
2. The system will only show tenders that is assigned to you. Depending on the level of permission for each tenders, you can either view, access the bids and/or evaluate. When a tender closes, the number of bids will show on the “**Responses**” tab. Click on “**Responses**”.



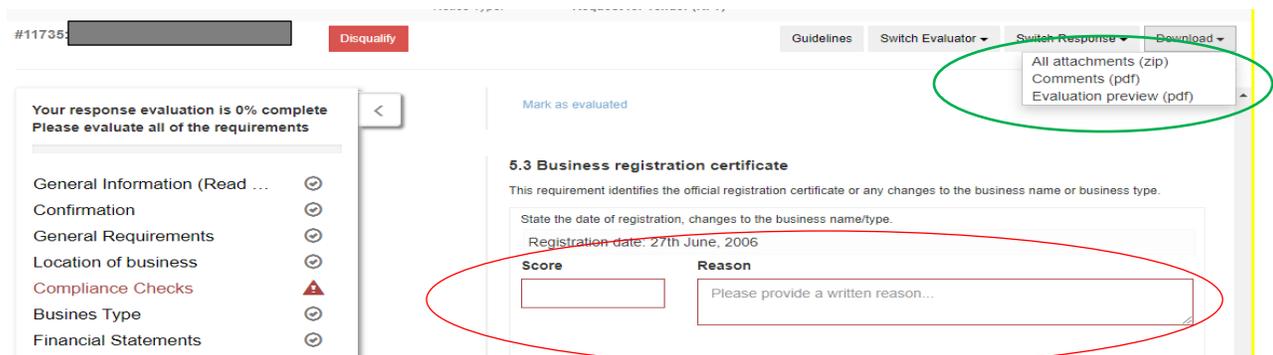
- Each company's bids will appear in response numbers. You will notice the progress rate in brackets indicating the stage of evaluation being done. Click on the response number to start evaluating.



- 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.



- 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.



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.



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