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| LOGO | *[Name of Employer / Purchaser]*ER3: Report on the evaluation of proposed contract or order which has been negotiated  |
| Tender / Project No:       |
| **Title:**(version 1: June 2016) |

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| The National Treasury Standard for Infrastructure Procurement and Delivery Management requires that:* + - 1. The evaluation report shall be prepared by one or more persons who are conversant with the nature and subject matter of the procurement documents or the framework contract, and who are registered as:
1. a professional architect or professional senior architectural technologist in terms of the Architectural Profession Act;
2. a professional engineer or professional engineering technologist in terms of the Engineering Profession Act;
3. a professional landscape architect or a professional landscape technologist in terms of the Landscape Architectural Profession;
4. a professional project manager or a professional construction manager in terms of the Project and Construction Management Professions Act; or
5. a professional quantity surveyor in terms of the Quantity Surveying Profession Act.
	* + 1. An evaluation report covering the application of the negotiated procedure for the award of a contract or the issuing of an order, shall confirm that the negotiated amounts are market-related and represent value for money. Where the total of the prices associated with a target cost contract is negotiated, the total of prices shall be certified as being fair and reasonable by a professional quantity surveyor registered in terms of the Quantity Surveying Profession Act or a professional engineer registered in terms of the Engineering Profession Act.
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**Section 1: Summary[[1]](#footnote-1)**

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| --- | --- |
| **Name of tenderer / contractor** |  |
| **Contract / Project No.** |  |
| **Contract / project description** |  |
| **Order no issued in terms of a framework contract** |  |
| **Brief description of the order** |  |
| **Estimated value of contract or orders which are likely to be awarded during the term of the contract[[2]](#footnote-2)** |  |
| **Recommended outcome of the process** |  |

**Section 2: Basis of the evaluation process[[3]](#footnote-3)**

The proposed contract that is to be entered into is based on the       / The proposed order issued in terms of a framework contract, based on

The basis for negotiating the cost parameters / total of the prices is as follows:

**Section 3: Tender evaluation outcomes[[4]](#footnote-4)**

* 1. **Compliance with legal requirements**

It is confirmed that the tenderer satisfies the following legal requirements:

**3.2 Acceptability of the proposed contract**

 The proposed contract is acceptable for the following reasons:

**3.3 Market relatedness of negotiated cost parameters / total of the prices**

The negotiated cost parameters / total of the prices are considered to be market related for the following reasons:

The certified of the target price in a target cost contract as being fair and reasonable is attached.[[5]](#footnote-5)

**Section 4: Recommendations**

 It is recommended that the contract be entered into / order be issued to

This evaluation report was prepared by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**  | **Category of registration (PrArch, PrSArchT, PrEng, PrTechEng, PrLArch, PrLTechno, PrCPM, PrCM or PrQs)**  | **Registration no** | **Signature** | **Date** |
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**Section 5: Confirmation of recommendations**

 The recommendations are confirmed. / The recommendations are confirmed subject to the following amendments being effected:[[6]](#footnote-6)

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| --- | --- | --- | --- |
| **Name**  | **Designation** | **Signature** | **Date** |
|  | Chairperson of the Evaluation committee |  |  |

The members of the Evaluation Committee were as follows:

|  |  |
| --- | --- |
| **Name**  | **Designation** |
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|  |  |
|  |  |

1. Include information as relevant. Delete lines in summary if not applicable. [↑](#footnote-ref-1)
2. Include only if a framework agreement. Value is indicative to give a sense of the likely value [↑](#footnote-ref-2)
3. Amend as necessary [↑](#footnote-ref-3)
4. Amend as necessary [↑](#footnote-ref-4)
5. Delete statement if not applicable [↑](#footnote-ref-5)
6. Amend as necessary [↑](#footnote-ref-6)