|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. RFP Details** | | | | | | |
| **RFP Number** | *[Insert RFP number]**RFP Closing Date* | | | | | |
| **Description of the contract:** | *[Insert brief description of the goods/services required]* | | | | | |
| **Date of commercial evaluation:** | *[dd/mm/yyyy]* | | | | | |
| **Tender Evaluation Committee** | *[Insert name & designation]**[Insert name & designation]**[Insert name & designation]**[Insert name & designation]**[Insert name & designation]* | | | | | |
|  | | | | | | |
| **2. Summary result of commercial evaluation** | | | | | | |
| **Supplier** | | **Technical Accepted** **(Yes/ No)** | **Commercial Proposal (NGN)** | | **Commercial score** | **Weighted score** |
| *[Name]* | | *[Yes/ No]* | *[NGN XXX,XXX]* | | *[Score]* | *[Score calculated based on predetermined formula]* |
| *[Name]* | | *[Yes/ No]* | *[NGN XXX,XXX]* | | *[Score]* | *[Score calculated based on predetermined formula]* |
| *[Name]* | | *[Yes/ No]* | *[NGN XXX,XXX]* | | *[Score]* | *[Score calculated based on predetermined formula]* |
| *[Name]* | | *[Yes/ No]* | *[NGN XXX,XXX]* | | *[Score]* | *[Score calculated based on predetermined formula]* |
| *[Name]* | | *[Yes/ No]* | *[NGN XXX,XXX]* | | *[Score]* | *[Score calculated based on predetermined formula]* |
|  | | | | | | |
| **3. Sign-Off** | | | | | | |
| **Prepared by** | | | | **Signature** | | |
| *[Insert name]* | | | | *[Signature]* | | |
| Note: This template should be used only in cases where a fixed-fee/ lump-sum contract commercial model is used. If an alternative payment model is used, then this template will need to be modified on a case by case basis | | | | | | |