



EVALUATION REPORT— Procurement of Stationery Supplies

BUREAU OF STANDARDS JAMAICA

EVALUATION REPORT

FOR

Name of Project: Procurement of Chair

Reference No. OFMB/AUG/2025/015

Date October 16, 2025

PRO_70_F_14/00

Issue Date: August 01, 2025

Revision Date: N/A

Revision #: 0



EVALUATION REPORT– Procurement of Stationery Supplies

BACKGROUND: To arrange for the procurement and provision of a chair for Mr. Javaughn Anderson from the Chemistry Branch. This chair should be ergonomic to ensure comfort during long working hours.

DATE SUBMISSION WAS CONSIDERED: October 16, 2025

REPORT COMPLETION DATE: _____

Section A to be completed by the Assigned Procurement Officer. **Must be verified by the Evaluation Committee**

1. **COMPARABLE ESTIMATE:** \$49,680.00
2. **FUNDED BY:** BSJ
3. **TENDER CLOSING DATE & TIME:** October 7, 2025 @ 2:30pm
4. **TENDER OPENING DATE & TIME:** October 7, 2025 @ 2:45pm
 - a. **ACTUAL OPENING DATE & TIME:** October 7, 2025 @ 2:45pm
5. **Procurement Method:** International Competitive Bidding National Competitive Bidding Restricted Bidding Single Source Emergency Single Source
6. **Method of Advertisement:** International Advertisement National Advertisement GOJEP Email
7. **Contract Type:** Goods Consulting Services Non-Consulting Services Works
8. **Bid Security:** Yes No N/A
9. **Tender Period:** October 6, 2025 to October 7, 2025 a. **Number of Days:** 1
10. **Bid Validity Period: 30 Days** a. **Bid Validity Expiration Date:** November 5, 2025
11. **Number of Bids Requested:** 1 a. **Number of Bids Received:** 1
12. **Arithmetic Error Identified:** Yes No
13. **Re-tendered:** Yes No

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14. Reason for re-tender:

- a. All bids non-responsive
- b. Awarded supplier refused to enter into contract
- c. Bid price exceeding comparable estimate
- d. Cancelled due to procedural irregularity
- e. Change in bill of quantities
- f. Incorrect specification
- g. Material irregularities in tender documents issued by Procuring Entity
- h. No bid received
- i. Re-scoping of requirements
- j. VFM cannot be achieved
- k. Other

15. Contract Award Criteria: a. Lowest Cost b. Most Advantageous Bid

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Section B to be drafted by the Assigned Procurement Officer. Must be verified by the Evaluation Committee

A. Eligibility Requirements

ELIGIBILITY REQUIREMENTS	Stationery & Office Supplies
PPC Reg in the category of:	N/A
TCL/TRN	000-002-852
Bid Amount (inclusive of GCT)	\$49,680.00

B. Compliance Matrix

Clause	COMPLIANCE MATRIX	Stationery & Office Supplies
ITB 14.1	Signed Letter of Quotation	N/A
	Signed price and delivery schedules	N/A
	Signed and Statement of Compliance	N/A
	Bid Validity of 30 day	YES
	Quotation	YES
	Bid Amount (inclusive of GCT)	\$49,680.00

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Technical Evaluation

Specifications	Quantity	Stationery & Office Supplies
AA-532BK Image 3 Lever H/Duty Task Chair w/Arms - Black	1	
	Bid Amount (inclusive of GCT)	\$49,680.00

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Section C to be completed by the Evaluator

Comments/Critical Issues Examined:

Action Taken: (a) Recommended (b) Rejected (c) Deferred

If rejected or deferred, please give details below:

Recommended Contractor/Supplier: _____

Recommended Contract Amount (*inclusive of GCT*): _____

Evaluator's Name: _____

Job Title: _____

Signature: _____

Date: _____

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Section D to be completed by the Assigned Procurement Officer

Summary of Evaluation

The technical team have met and concluded that Stationery & Office Supplies for the supply of Stationery Items as they are the most advantageous bidder and they have met the requirements.

Section E to be completed by the Assigned Procurement Officer

Recommendation:

Based on the foregoing, a recommendation is being made for the award of contract to Stationery & Office Supplies in the amount of \$49,680.00.

The percentage difference between the recommended contract amount and the internal estimate 0% which is within the recommended (+/-) fifteen (15) percent variance.

Prepared By: Kristina Brown

Signature: _____

Date: _____

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