DEBRIEFING GUIDELINES FOR PROCURING ENTITIES

OBJECTIVES

- To assist contractors to improve their bids.
- To establish and maintain a reputation as a fair, honest and ethical entity, to ensure that high quality contractors are encouraged to submit tenders
- To act as a feedback mechanism and to ensure that tender Documents are understood fully.

WHEN TO DEBRIEF

The Timing of the debriefing process will depend on whether;

-Bidders have been eliminated at the Pre Qualification Stage, in which case the debriefing has to be conducted after the pre qualified list has been decided, or

-Where bidders were invited to tender and have submitted unsuccessful bids. In this case debriefing must take place after the award and once all unsuccessful bidders have been informed.

Debriefing should be done prior to the complaints raised by the contractors as it is not intended to be pre cursor to the litigation process.

APPROACH TO DEBRIEFING

A letter should be issued to the contractors, confirming the outcome of the award. This letter should include an offer to debrief unsuccessful bidders on request. It must also be stated that debriefing will be done within 15 days of receipt of such request to debrief.

The debriefing meeting must not be elaborate and bidders must be informed that only their bids will be discussed. It must be emphasized to bidders that the debriefing process will not be used to debate the merits of the award decision and that it is only their submissions which will be discussed.

It is essential that the bidder understands that the discussion is being carried out with the object of mutual longer term benefits and that the contractor will be told honestly of the strength and weaknesses of the bid. The meeting must not be viewed as a forum for debate as to the validity of a tender.

STRUCTURE OF DEBRIEFING
General Instructions

1. All the people in attendance will introduce themselves and identify their positions and role in the process to be discussed. The composition of the evaluation team may be stated together with the number of bids received and if applicable the number of contractors that were shortlisted.

The Bidder must be clearly informed that the award was made on value basis and in strict compliance with the requirements of the ITT.

The award process must be clearly described.

2. Composition of the Debriefing Team

3. The debriefing team should comprise of a minimum of three persons who should include the following;
   – A member of the evaluation team.
   – The Project Manager Responsible for the Project.
   – An additional member who may be a member of the PE or an awarding Committee where possible.

4. Tender Analysis and Summary

5.  
   - The team will explain the criteria that were used for the selection, and show how the bidder fared against the criteria.
   - Care must be taken not to divulge the confidential details of the tender and this discussion must be kept to general terms. Under no circumstances will innovative ideas put forward by another tenderer be discussed.

6. The recommendation made by the final evaluation report.

   - At this stage the team will outline the process, the methodology used, the criteria, and the role of adjudicators and evaluators.
   - The evaluation strategy will be described. This will include compliance issues, weighing, and scoring. Specific scoring by other bidders must not be discussed.
   - The team will indicate the number of bidders that participated in the tender without discussing particular competitor’s bids.
   - The recommendation as made in the evaluation report should be stated.
7. **Discussions of a particular invitee’s bid**

The purpose of this stage is to give a balanced view of the strengths and weaknesses of the bids in question vis-à-vis the requirements of the Tender Document. Emphasis must be made on the fact that the purpose is not to discuss the successful bidder’s bid but to indicate the strengths and weaknesses of the invited bidder.

- The team should explain how the invited bidder’s bid compared to the requirements of the ITT. It should show how the bidder scored against the main criteria, by highlighting their strengths and weaknesses.
- At all stages of the debriefing the team must avoid revealing anything about other bids, where information may be sensitive or has been supplied with confidence.
- Where the bid price was competitive, this must be acknowledged but it must be explained that this was outweighed by other technical factors in the award decision.
- It is important to avoid being drawn into a discussion on the assessment of bidder points or why the bidder disagrees with points allocated to them, or why they should have been allocated higher points.
- If the bidder disagrees, they must be advised to follow the procedure for lodging complaints.

8. **General discussion**

- The debriefing team must seek the views of the bidders about the process. It should be enquired from the bidders as to how the procurement process should be improved and whether the feedback was useful.

9. **Closing statement**

- The team should thank the bidder for attending the meeting and show an appreciation for effort made by the bidders in submitting the bid. The meeting should then be closed.

It is important to note that there should be a record of the meeting kept by the Secretary of the team, who will be recording the proceedings.