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Subject: DIRECTIVE Eliminary Quality Evaluation Criteria

AUTHORITY

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

PART I – PURPOSE AND SCOPE

- 1.1 Quality evaluations rely on the predetermination of quality criteria, each composed of quality elements which require appraisal by a selection committee (i.e., empirical parameters and calculations are typically not valid quality elements). A tender can be deemed unacceptable because it failed to meet the overall “minimum acceptable level of performance” OR because it has failed to meet such for a single eliminatory criterion. Because of this important consequence, not only should the use of eliminatory criteria be exceptional, but their drafting and application must also meet certain specific requirements, or risk backfiring by forcing the elimination of tenders in ways unforeseen.
- 1.2 To ensure that eliminatory evaluation criteria are used only in exceptional circumstances fully warranting their use as well as to make them clear to bidders and of predictable consequences to selection committees, the Director of Procurement Services hereby issues this **Directive**.

PART II - INSTRUCTIONS

- 2.1 Eliminatory criteria can only be used if at least one of the quality elements that they are composed of is deemed essential to the object of the contract and that this essential character is logically described.
- 2.2 Eliminatory criteria must specify a minimum acceptable level of performance, which must include the description of the minimum expectations the tender must meet and how these can be met, for each quality element that is made part of the minimum acceptable level of performance.
- 2.3 Selection committee secretaries meaning to use eliminatory criteria as part of their tendering process must obtain the written authorization of the RARC prior to publishing their call for tenders on SEAO.