



### How the Benchmarking Public Procurement 2017 indicators are scored

| Indicator  | What is measured   | Scoring methodology  |
|--|--|--|
| <p><b>Needs assessment, call for tender, and bid preparation</b></p> | <ol style="list-style-type: none"> <li><b>1. Consultation with the private sector and internal market analysis</b> <ol style="list-style-type: none"> <li>a. Whether the procuring entity organizes a consultation with the private sector to assess its needs.</li> <li>b. If so, whether the consultation is publicly advertised.</li> <li>c. Whether there are internal market analysis guidelines during the market research phase.</li> </ol> </li> <li><b>2. Open tendering as the default method of procurement</b> <ol style="list-style-type: none"> <li>a. Whether open tendering is the default method of procurement.</li> </ol> </li> <li><b>3. Availability and accessibility of materials and information necessary for suppliers to be able to bid</b> <ol style="list-style-type: none"> <li>a. The availability of procurement portals specifically and exclusively dedicated to public procurement in operation at a supranational, national, subnational, and entity level.</li> <li>b. The online accessibility of procurement plans, public procurement laws and regulations, notice of calls for tender, tender documents, notice of award, or bidding results.</li> <li>c. Whether the tender notice and/or tender documents include technical and financial qualifications that bidders must meet, grounds for exclusion of bidders, amount of bid security, forms of bid security, criteria against which bids will be evaluated, method used to assess bids, main terms and conditions of the contract, payment schedule under the procurement contract.</li> <li>d. Whether the tender documents are available for free.</li> <li>e. Opportunities for bidders to ask questions for clarification to the procuring entity (either through regular channels of communication or during a clarification meeting with bidders organized by the procuring entity).</li> <li>f. Time frame for the procuring entity to address bidders' questions when the opportunity for clarification is provided.</li> <li>g. Whether the answers provided by the procuring entity are made available to all interested bidders (either by publishing responses or sending them to all bidders, or, if questions are addressed during a meeting, by making the minutes of the meeting available to all bidders).</li> </ol> </li> </ol> | <p>Questions 1.a, 1.b, 1.c, 2.a, 3.a, 3.d, and 3.e: Economies get a score of 1 if Yes; a score of 0 if No.</p> <p>Questions 3.f and 3.g: Economies also get a score of 0.5.</p> <p>Questions 3.b and 3.c: Economies get a maximum of 1 point. Each Yes is a fraction of 1 (respectively, 1/5 and 1/8).</p> |

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|-----------------------|---|--|
| <b>Bid submission</b> | <ol style="list-style-type: none"> <li><b>1. Registration of suppliers</b> <ol style="list-style-type: none"> <li>a. Whether bidders are required to register on a government registry of suppliers.</li> </ol> </li> <li><b>2. Foreign firms' eligibility:</b> <ol style="list-style-type: none"> <li>a. Whether foreign firms are eligible to submit bids.</li> </ol> </li> <li><b>3. Procedure and requirements for bid submission</b> <ol style="list-style-type: none"> <li>a. Mandatory minimum time period for submission of bids to procuring entity.</li> <li>b. Bid submission method: e-mail, electronic procurement platform.</li> </ol> </li> <li><b>4. Existence and requirements for bid security</b> <ol style="list-style-type: none"> <li>a. Form of bid instrument to guarantee bidders' offer: bid security, bid declaration.</li> <li>b. Bid security amount: no more than a certain percentage of the contract value or value of the submitted bid, no more than a certain flat amount.</li> <li>c. Form of bid security instrument: cash deposit, bank guarantee, insurance guarantee.</li> <li>d. Whether suppliers have the choice regarding the form of bid security instrument.</li> <li>e. If bidders are required to post a bid security instrument, whether there is a time frame for the procuring entity to return the instrument.</li> </ol> </li> </ol> | <p>Question 1.a: Economies get a bonus point of 1 if Yes; 0 if No.</p> <p>Questions 2.a, 3.a, 4.d, and 4.e: Economies get a score of 1 if Yes; a score of 0 if No.</p> <p>Questions 3.b and 4.a: Economies get a score of 0.5 for each option provided.</p> <p>Questions 4.b: Economies get a score of 1 for either option they provide.</p> <p>Question 4.c: Economies get a maximum of 1 point. Each Yes is 1/3.</p> |





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|--|---|--|
| <p><b>Bid opening, evaluation, and award</b></p> | <p><b>1. Procedure for bid opening</b></p> <ul style="list-style-type: none"> <li>a. Whether the procuring entity proceeds to the bid opening immediately after the deadline for bid submission.</li> <li>b. Frequency of electronic opening of bids: always, sometimes, never.</li> <li>c. For bids not opened electronically, whether bidders or their representatives, or any other parties are allowed to attend the bid opening session.</li> <li>d. For bids opened electronically, whether the minutes of the opening session are published online, or sent electronically to all bidders.</li> </ul> <p><b>2. Criteria for bid evaluation</b></p> <ul style="list-style-type: none"> <li>a. Price and other qualitative elements.</li> </ul> <p><b>3. Notification to unsuccessful bidders</b></p> <ul style="list-style-type: none"> <li>a. Whether unsuccessful bidders are individually notified by the procuring entity.</li> <li>b. Whether unsuccessful bidders can obtain feedback on the reasons for their unsuccessful bid.</li> <li>c. When no feedback is available, whether there is a debriefing for unsuccessful bidders to obtain feedback or to access the bids evaluation method.</li> </ul> <p><b>4. Standardized documents</b></p> <ul style="list-style-type: none"> <li>a. Existence of model contracts with standard clauses that the purchasing entity uses when awarding a contract.</li> </ul> | <p>Question 1.a: Economies receive a score of 1 if opening of bids takes place immediately.</p> <p>Question 1.b: Economies get a score of 1 if Always; 0.5 if Sometimes.</p> <p>Question 1.c: Economies get a score of 1 if Yes to Bidders or their representatives. A bonus of 0.5 is given for Any other party.</p> <p>Question 1.d. Economies get a 0.5 score for each option they select.</p> <p>Question 2.a. Economies get a score of 1.</p> <p>Questions 3.a and 3.b: Economies get a score of 1 if Yes; 0 if No.</p> <p>Question 3.c: Economies get a score of 0.5.</p> <p>Question 4.a: Economies get a score of 1 if Yes; 0 if No.</p> |

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|---|---|---|
| <b>Content and management of the procurement contract</b> | <p><b>1. Signing, form, and content of the procurement contract</b></p> <p>a. Whether the winning bidder can sign the procurement contract through an online platform.</p> <p><b>2. Modification and termination of the procurement contract</b></p> <p>a. Possibility of renegotiation of contract terms when the contract is awarded and prior to its signature, including the price, time frame for delivery, and payment schedule.</p> <p>b. Procedures for contract variations.</p> <p>c. Purchasing entity obligated to: inform other bidders of the post-award contract variations, publish post-award contract variations.</p> <p>d. Whether the purchasing entity unilaterally modifies the terms of the contract during contract execution.</p> <p><b>3. Acceptance of the completion of works</b></p> <p>a. Existence of procedures for the acceptance of the completion of works.</p> <p>b. Existence of procedures for termination of the contract:</p> <p>i) Whether such procedures are provided in the legal framework and/or the procurement contract.</p> | <p>Questions 1.a and 2.b: Economies get a score of 1 if Yes; 0 if No.</p> <p>Questions 2.a and 2.d. Economies get a score of 0 if Yes and 1 if No to each option.</p> <p>Question 2.c: Economies get a score of 1 for each option.</p> <p>Questions 3.a and 3b: Economies get a score of 1 if Yes; 0 if No.</p> <p>Question 3.b.i: Economies get a score of 0.5 for each option selected.</p> |
| <b>Performance guarantee</b>                              | <p><b>1. Existence and requirements of performance guarantee</b></p> <p>a. Amount of performance guarantee: fixed or a percentage of the value of the contract.</p> <p>b. Choice over the possible form of performance guarantee.</p> <p>c. Forms of performance guarantee: certified check, certificate of deposit, performance bonds, insurance guarantee, and letter of credit.</p> <p>d. Time frame for purchasing entity to return the performance guarantee.</p> <p>e. Circumstances that trigger the purchasing entity to cash or collect the performance guarantee.</p> <p>f. Existence of a separate entity to oversee the purchasing entity's decision to withhold the performance guarantee.</p>   | <p>Question 1.a. Economies receive a bonus point of 0.5 if Percentage value of the contract.</p> <p>Questions 1.b, 1.d, 1.e, and 1.f: Economies get a score of 1 if Yes; 0 if No.</p> <p>Question 1.c: Economies get a maximum of 1 point and each Yes is a fraction of 1 (1/5 for each option provided).</p>   |





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|----------------------|---|--|
| Payment of suppliers | <ol style="list-style-type: none"><li data-bbox="480 289 1179 405">1. <b>Procedure to request payment</b><ol style="list-style-type: none"><li data-bbox="521 342 1146 405">a. Possibility that supplier can request a payment through an online platform.</li></ol></li><li data-bbox="480 426 1179 657">2. <b>Time frame for the purchasing entity to process payment</b><ol style="list-style-type: none"><li data-bbox="521 478 1146 573">a. Existence of a mandated time frame to process the payment that starts from date the supplier submits the invoice.</li><li data-bbox="521 594 1170 657">b. Time that legal framework establishes purchasing entities to process the payment</li></ol></li><li data-bbox="480 678 1179 793">3. <b>Time frame for the supplier to receive payment</b><ol style="list-style-type: none"><li data-bbox="521 730 1170 793">a. Time frame for suppliers to actually receive payment from the date they submitted the invoice.</li></ol></li><li data-bbox="480 814 1179 982">4. <b>Procedure for payment delays</b><ol style="list-style-type: none"><li data-bbox="521 867 1000 898">a. Interest or penalties payable to suppliers.</li><li data-bbox="521 919 1146 982">b. If interest or penalties exist, whether they are disbursed automatically or upon supplier's request.</li></ol></li></ol> | <p data-bbox="1195 289 1487 384">Questions 1.a and 2.a:<br/>Economies get a score of 1 if Yes; 0 if No.</p> <p data-bbox="1195 457 1487 615">Question 2.b: Economies receive 0 when time frame is greater than 30 days; 1 when time frame is less than and equal to 30 days.</p> <p data-bbox="1195 688 1503 972">Question 3.a: Economies receive 1 when time frame is between 0 and 30 days; 2/3 when time frame is between 31 and 90 days; 1/3 when time frame is between 91 and 180 days; 0 when time frame is greater than 181 days.</p> <p data-bbox="1195 1056 1487 1203">Questions 4.a and 4.b:<br/>These are not taken into account if economies receive a score of 1 under question 3.a.</p> <p data-bbox="1195 1287 1487 1402">Questions 4.a and 4.b:<br/>Economies get a score of 1 and 0.5, respectively, if Yes; 0 if No.</p> |