

FORM SBD – G – 10
REJECTION OF BIDS (GOODS)
PROCUREMENT POLICY UNIT- MINISTRY OF FINANCE
KABUL, AFGHANISTAN- 10,06,2009



FORM SBD-G-10
REJECTION OF BIDS (GOODS)
(INSTRUCTIONS, REMINDERS AND FORM)

INSTRUCTIONS FOR REJECTION OF BIDS

- 1) *REJECTION OF BIDS AT OPENING – LATE ARRIVAL OR NOT SEALED: Where a bid is received after the date and time for bid opening or at the wrong location, or otherwise is not sealed.*
- 2) *REJECTION OF BIDS AT EXAMINATION – MAJOR DEVIATIONS: Where at examination, major deviations are found.*
- 3) *REJECTION OF BIDS AT EVALUATION – FOUND NOT SUBSTANTIALLY RESPONSIVE: Where at evaluation and comparison, a bid is found “not substantially responsive”.*
- 4) *REJECTION OF ALL BIDS AND CANCELLATION OF PROCEEDINGS: where a decision is made in “national interest” to cancel the bidding process and to reject all bids.*
- 5) *REJECTION OF A BID OF ANY BIDDER WHO OFFERS, OR GIVES A BRIBE.*

Note: the users of this form must refer to PPL and Rules of Procedure for Public Procurement for Afghanistan

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TEMPLATE FOR REJECTION OF BIDS – LETTER TO BIDDER (GOODS)

	Letter Head of the Procuring Entity with Address of the Procuring Entity	At Opening	At Examination	At Evaluation	All Bids Rejected
1	Sent to				
	<ul style="list-style-type: none"> • Name of Firm, • Address of Firm • Name of Contact Person • E-mail address of the contact person 	X	X	X	X
2	Heading Reference				
	Rejection of Bids (Goods) <i>[Insert: name of Country - Afghanistan]</i> <i>[Insert: name of Project]</i> <i>[Insert: Title of Procurement]</i> <i>[Insert: Procurement Number]</i>	X	X	X	X
3	Rejection of Bid at Opening				
	Your bid has been rejected at opening of bids. This decision is based on: Your bid was not submitted within the time and date stipulated in the bidding documents and addendum (if any) made under; OR / AND This decision is based on: Your bid was not submitted at the location stipulated In the bidding documents and addendum (if any) made under; OR / AND This decision is based on your bid was not properly sealed; OR / AND This decision is based on the Bid Security is missing.	X			
3	Rejection based at examination				
	Your bid has been rejected at examination based on major deviations found: <i>[list major deviations found]</i>		X		
3	Rejection based at evaluation				

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	Your bid has been rejected at evaluation <i>[list the rationale for the bid evaluated as incomplete or otherwise "not substantially responsive"]</i> .			X	
3	Rejection of all Bids				
	The paragraph shall include <ul style="list-style-type: none"> • Cancellation of the procurement proceedings in the national interest. • The reason for rejecting all bids, and for cancellation of procurement proceedings, shall be noted in the record of the procurement proceedings and promptly communicated officially to the bidders. • A procuring entity shall not be liable to a bidder by reason of rejection of [all] bids or cancellation of procurement proceedings. • If a decision to cancel the procurement proceedings is taken before the deadline for submission of bids, any bids received shall be returned unopened to the bidders. 				X
4	Conclusive Paragraph				
	<ul style="list-style-type: none"> • Greetings for participation in this competitive proceedings 	X	X	X	X
5	Signatory				
	<ul style="list-style-type: none"> • Name printed • Title • Signature • Date of signature 	X	X	X	X