

Assessment grid for the technical evaluation of tenders for contracts up to the value of EUR 20,000 (CV, concept + price)

Organisational unit		Project title		STEP								Date	20.8.2021	
Officer responsible for the commission												PN	17.2148.9.003.00	
Assessor												Contract no.		
(1) Criterion	(2) Weighting in %	Enter tenderer 1		Enter tenderer 2		Enter tenderer 3		Enter tenderer 4		Enter tenderer 5		Enter tenderer 6		
		(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	(3) Points (max.10)	(4) Assessment (2)x(3)	
1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)														
1.1	Expert 1:													
1.1.1	General qualifications													
	- Education	5												
	- Professional experience	10												
1.1.2	Experience in the region/knowledge of the country	5												
1.1.3	Language skills													
	English and Amharic	3												
	Subtotal for 1.1	23	0	0	0	0	0	0	0	0	0	0	0	
1.2	Expert 2:													
1.2.1	General qualifications													
	- Education	5												
	- Professional experience	10												
1.2.2	Experience in the region/knowledge of the country	5												
1.2.3	Language skills													
	English and Amharic	2												
	Subtotal for 1.2	22	0	0	0	0	0	0	0	0	0	0	0	
	Total for section 1	45	0	0	0	0	0	0	0	0	0	0	0	
2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)														
2.1	Quality of Training manual	5												
2.2	Technical Contents	15												
2.3	Availability of known reference projects	15												
2.4	Relevance of experience	15												
2.5	International Experience	5												
	Total for section 2	55	0	0	0	0	0	0	0	0	0	0	0	
	Technical assessment	100	0	0	0	0	0	0	0	0	0	0	0	
	Technical assessment in %		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
3.	Total for financial assessment													
	Overall assessment in %													
= (assessment score for the concept / highest score for the concept) x 35 % + (assessment score for qualifications of staff : highest score for qualifications of staff) x 35 % + (lowest financial bid - tenderer's financial bid) x 30 %														
Specific advantages/risks (see supplementary sheet)														
	Rank													

I hereby declare that I have carried out this assessment independently and to the best of my knowledge and belief. I will keep the data confidential and will not pass on any information regarding the current assessment procedure.

Date, Name