

Assessment grid for the technical evaluation of tenders for small-scale contracts (CV, concept + price)

CONFIDENTIAL



Organisational unit	1500	Project title		Services for communication purposes: Layout and Graphic Design								Date	
Officer responsible for the commission												PN	
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	7												
- Professional experience	20												
1.1.2 Experience in the region/knowledge of the country													
1.1.3 Language skills													
- English	5												
Subtotal for 1.1	32		0		0		0		0		0		0
1.2 Expert 2:													
1.2.1 General qualifications													
- Education	7												
- Professional experience	20												
1.2.2 Experience in the region/knowledge of the country													
1.2.3 Language skills													
- English	5												
Subtotal for 1.2	32		0		0		0		0		0		0
1.3 Expert 3:													
1.3.1 General qualifications													
- Education													
- Professional experience													
1.3.2 Experience in the region/knowledge of the country													
1.3.3 Language skills													
- Enter languages													
Subtotal for 1.3	0		0		0		0		0		0		0
1.4 Expert 4:													
1.4.1 General qualifications													
- Education													
- Professional experience													
1.4.2 Experience in the region/knowledge of the country													
1.4.3 Language skills													
- Enter languages													
Subtotal for 1.4	0		0		0		0		0		0		0
1.5 Expert 5:													
1.5.1 General qualifications													
- Education													
- Professional experience													
1.5.2 Experience in the region/knowledge of the country													
1.5.3 Language skills													
- Enter languages													
Subtotal for 1.5	0		0		0		0		0		0		0
Total for section 1	64		0		0		0		0		0		0
3. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)													
3.1 Strategy	7												
3.2 Steering Structure	7												
3.3 Processes	7												
3.4 Proficiency of proposed personnel	15												
3.5													
Total for section 2	36		0		0		0		0		0		0
Technical assessment	100		0		0		0		0		0		0
Technical assessment in %			0.00%		0.00%		0.00%		0.00%		0.00%		0.00%
3. Total for financial assessment													
Overall assessment in %													
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.
Please note: Staff with connections of a personal nature that could lead to conflicts of interest, or who have connections of a family or financial nature to GIZ business partners, participants in competitive tenders or their staff members may not be involved in decisions on corresponding contract awards – see P+R Rule 142. By submitting the completed grid for the technical assessment of tenders you officially confirm that none of the people involved in the assessment have any such connections.

Date, full first and last name, function, OU