

# Assessment grid for checking the eligibility of candidates/tenderers (all procedures)

1	Officer responsible for the commission	Sylvia Hoster	Project title	Job Partnerships and SME Promotion in Rwanda	Processing number:	19.4936.1-001.00
2	Commercial assessor	Kim Clemens	Service tendered:	Visual media for communication purposes (videography, photography)	Transaction number:	83488312
3	Technical assessor					
4						
5				Candidate/tenderer 1	Candidate/tenderer 2	Candidate/tenderer 4
6	A. General information (all procedures)					
7	I. Commercial eligibility assessment					
8	Information (if applicable): Evidence of commercial register entry (i.e. Registration Certificate issued by RDB)					
9	Information (if applicable): Evidence of tax registration (i.e. VAT certificate by RRA)					
10	Information (if applicable): Evidence of tax clearance (issued by RRA)					
12	Average annual turnover for the last three financial years (last-but-four financial year can be included in case of tenders held within six months of end of last financial year).	At least:	10,000,000 RWF			
13	Average number of employees and managers for the past three calendar years	At least:	2 person(s)			
14	### Result					
15						
16	II. Technical eligibility assessment					
17	The technical assessment is only based on reference projects with a minimum commission value of:	20,000,000 RWF				
18	At least	2 reference projects in the technical field	Videography/ Photography			
19	and at least	2 reference projects in Rwanda	in the last 3 years.			
20	Result					
22	Overall result, commercial and technical					

I hereby declare that I have filled out this assessment independently, to the best of my knowledge and in good faith.

For the technical assessment:

Date, full first and last names, function, OU

For the commercial assessment:

Date, full first and last names, function, OU