

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

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|----|--|--------------|-------------------|---|----------------------|----------------------|
| 1 | Officer responsible for the commission | Maik Schwarz | Project title | Country Office Rwanda/Burundi | Processing number: | B100012 |
| 2 | Commercial assessor | | Service tendered: | Framework Agreement: Provision of Travel Management Services for GIZ Rwanda | Transaction number: | 7000012114 |
| 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 | 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) | | | | | |
| 11 | In case of candidate/tenderer consortium: Declaration by candidate/tenderer consortium | | | | | |
| 12 | Accredited IATA Travel Agency duly licensed in the country (i.e., IATA Certificate) | | | | | |
| 11 | Valid Travel License issued by RDB | | | | | |
| 12 | Valid certificate of Registration as a Data controller issued by National Cyber Security Authority – Data Protection and privacy office | | | | | |
| 13 | Financial Stability (i.e., last 2 annual reports must be provided) | | | | | |
| 14 | Average annual turnover for the last two financial years (last-but-four financial year can be included in case of tenders held within six months of end of last financial year). If required: financial statements provided | At least: | 1,500,000,000 | RWF | | |
| 15 | Average number of employees and managers for the past two calendar years | At least: | 5 | persons | | |
| 14 | Result | | | | | |
| 15 | | | | | | |
| 18 | II. Technical eligibility assessment | | | | | |
| 21 | The technical assessment is only based on reference projects with a minimum commission value of: 500,000,000 RWF | | | | | |
| 22 | Provision of Travel services for at least three years | | | | | |
| 23 | Maintains a good track record in serving international organizations, embassies and medium to large multi-national corporations (i.e., 2 references must be provided) | | | | | |
| 24 | Result | | | | | |
| 26 | 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