

**Notes for completing the assessment grid for the technical evaluation of tenders (CV + price)**

Weighting	New standard weighting in %	min./max. weighting in %
Qualifications of proposed staff	70	70
Price	30	30

1. The grid is to be adapted to each individual case. In so doing, any necessary sub-criteria should be added as further entries in the **yellow highlighted** fields. Criteria that are not relevant can be removed from the weighting (set value as zero).
2. Tenders with 500 points or fewer are eliminated from the competitive tender.

**Notes for completing the assessment grid for the technical evaluation of tenders (CV, concept + price)**

Weighting	New standard weighting in %	min./max. weighting in %
1 Appropriateness of suggested concept and of the work plan	35	35
2 Qualifications of proposed staff	35	35
3 Price	30	30

1. The grid is to be adapted to each individual case. In so doing, any necessary sub-criteria should be added as further entries in the **yellow highlighted** fields. Criteria that are not relevant can be removed from the weighting (set value as zero).
2. Tenders with 500 points or fewer are eliminated from the competitive tender.

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

Organisational unit		Project title		GIZ BMM								Date		19.04.2023	
Officer responsible for the commission												PN		21.2311.5.005.00	
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)
<b>1. Qualifications of proposed staff (according to rules and criteria in the Terms of reference)</b>													
1.1 Expert 1:													
1.1.1 General qualifications													
- Education													
- Professional experience													
1.1.2 Experience in the region/knowledge of the country													
1.1.3 Language skills													
French													
<b>Subtotal for 1.1</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
1.2 Expert 2:													
1.2.1 General qualifications													
- Education	0												
- Professional experience	0												
1.2.2 Experience in the region/knowledge of the country	0												
1.2.3 Language skills													
Enter languages	0												
<b>Subtotal for 1.2</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Total for technical assessment</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
Technical assessment in %			<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>
<b>3. Total for financial assessment</b>													
<b>Overall assessment in %</b>													
= (assessment score for qualifications of staff - highest score for qualifications of staff) x 70 % + (lowest financial bid - tenderer's financial bid) x 30 %													
<b>Specific advantages/risks (see supplementary sheet)</b>													
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, full first and last name, function, OU

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

Organisational unit		Project title	GIZ BMM								Date	11.02.2025	
Officer responsible for the commission											PN	21.2311.5.005.00	
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)
<b>1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)</b>													
1.1 Expert 1:													
1.1.1 General qualifications													
- Education	10												
- Professional experience	10												
1.1.2 Experience in the region/knowledge of the country	10												
1.1.3 Language skills													
French	5												
<b>Subtotal for 1.1</b>	<b>35</b>		0		0		0		0		0		0
1.2 Expert 2:													
1.2.1 General qualifications													
- Education	0												
- Professional experience	0												
1.2.2 Experience in the region/knowledge of the country	0												
1.2.3 Language skills													
Enter languages	0												
<b>Subtotal for 1.2</b>	<b>0</b>		0		0		0		0		0		0
<b>Total for section 1</b>	<b>35</b>		0		0		0		0		0		0
<b>2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)</b>													
2.1 proven expertise in the implementation of similar projects	15												
2.2 Clear strategy for the long-term durability and	10												
2.3 plans to train local technicians or immigration staff in the	10												
2.4.													
2.5 Price													
<b>Total for section 2</b>	<b>35</b>		0		0		0		0		0		0
<b>Technical assessment</b>	<b>70</b>		0		0		0		0		0		0
Technical assessment in %			0.00%		0.00%		0.00%		0.00%		0.00%		0.00%
<b>3. Total for financial assessment</b>													
<b>Overall assessment in %</b>													
= (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 %													
<b>Specific advantages/risks (see supplementary sheet)</b>													
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, full first and last name, function, OU