

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

CONFIDENTIAL

Candidate/Tenderer 1-5 of 0

1	Commission manager		Project title		Processing number:	B-751059						
2	Commercial assessor		Service tendered:		Transaction number:							
3	Technical assessor											
4												
5												
6	A. General information (all procedures)											
7	I. Commercial eligibility assessment (if 'yes' in all instances, the tenderer is eligible)			Yes / No	Yes / No	Yes / No	Yes / No					
8	General administrative and/or legal documents (needs to be specified by country office)											
9	No compulsory grounds for exclusion according to self-declaration (If this is the case, enter 'yes'. If there are compulsory grounds for exclusion, enter 'no' and the tender is ineligible)											
10	No optional grounds for exclusion according to self-declaration (If this is the case, enter 'yes'. If there are optional grounds for exclusion, enter 'no' and the tender is ineligible)											
12	Information: Evidence of incorporation											
13	In case of candidate/tenderer consortium: Declaration by candidate/tenderer consortium											
14	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). If required: financial statements provided			At least:	(state the currency)							
15	Average number of employees and managers for the past three calendar years			At least:	persons							
16	Result											
17												
18	II. Technical eligibility assessment (if 'yes' in all instances, the tenderer is eligible)			Yes / No	Yes / No	Yes / No	Yes / No					
19	The technical assessment is only based on reference projects with a minimum commission value of:			(state the currency)								
20	At least	reference projects in the technical field	[fill technical field]									
21	and at least (if needed only complete with other minimum criteria or erase)	reference projects	[please select region/country]	In the last 36 months (for construction contracts 60 months) before the date of publication of this tender.								
22	Result											
23												
24	Overall result, commercial and technical											
25												
26	B. Ranking (in addition for calls for competitive tender with a limited number of candidates)											
27	III. Weighted criteria											
28	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
29	Criterion	Weighting in %	Score (max.10)	Assessment (2)x(3)	Score (max.10)	Assessment (2)x(5)	Score (max.10)	Assessment (2)x(7)	Score (max.10)	Assessment (2)x(9)	Score (max.10)	Assessment (2)x(11)
30	1. Technical experience											
31	Technical experience (up to five specialist areas, including cross-cutting themes)											
32	1. Certification from recognized printers, copier and Multifunctions manufacturers	20										
33	2. Relevant experience in maintenance and support of printers, copiers, and multifunction devices, including preventive and corrective maintenance services	15										
34	3. Experience in troubleshooting, fault diagnosis, system restoration, and performance verification of printing and copying equipment	15										
35	4. Availability of qualified technical personnel, tools, equipment, and resources required for service delivery	20										
36	5. Proposed service methodology, response time, and ability to meet service level requirements	10										
37	Total 1.	80										
38	2. Regional experience											
39	Regional experience in Djibouti	10										
40	3. Experience of development projects (ODA-financed)											
41	Experience in implementing assignments under development projects (minimum 50% ODA-financed)	10										
42	Overall total	100										
43	Ranking			1		1		1		1		1

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