

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

|  |   |                       |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|--|---|-----------------------|------------------------|---|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|
| Organisational unit  | G120  |                       | Project title          | Supporting Sustainability Aspects in the Implementation of EU Economic Partnership Agreements (NEW)<br>Support the data capture and evaluation of NEW project indicators. (ANNEX 2) |                        |                           |                        |                           |                        |                           |                        | Date                      | 14.08.2023             |                           |
| Officer responsible for the commission   |   |                       |                        |   |                        |                           |                        |                           |                        |                           |                        | PN                        | PN:20.2165.7-004.00    |                           |
| Assessor   |   |                       |                        |   |                        |                           |                        |                           |                        |                           |                        | Contract no.              | 83442885               |                           |
|  | (1)<br>Criterion                                    | (2)<br>Weighting in % | Enter tenderer 1       |   | Enter tenderer 2       |                           | Enter tenderer 3       |                           | Enter tenderer 4       |                           | Enter tenderer 5       |                           | Enter tenderer 6       |                           |
|  |   |                       | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3)   | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>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   | 7                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | - Professional experience                           | 20                    |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1.2  | Experience in the region/knowledge of the country   | 3                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1.3  | Language skills                                     |                       |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | English   | 5                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | <b>Subtotal for 1.1</b>                             | <b>35</b>             | <b>0</b>               | <b>0</b>  | <b>0</b>               | <b>0</b>                  | <b>0</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   | 7                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | - Professional experience                           | 20                    |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.2.2  | Experience in the region/knowledge of the country   | 3                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.2.3  | Language skills                                     |                       |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | English, Portuguese                                 | 5                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | <b>Subtotal for 1.2</b>                             | <b>35</b>             | <b>0</b>               | <b>0</b>  | <b>0</b>               | <b>0</b>                  | <b>0</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 section 1</b>                          | <b>70</b>             | <b>0</b>               | <b>0</b>  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  |
| <b>2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)</b>  |   |                       |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.1  | Understanding of objectives and needs               | 5                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.2  | Understanding of partners, stakeholders and targets | 5                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.3  | Monitoring and evaluation methodology               | 15                    |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.4  | Work plan and logistical proposal                   | 5                     |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.5  |   |                       |                        |   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|  | <b>Total for section 2</b>                          | <b>30</b>             | <b>0</b>               | <b>0</b>  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  | <b>0</b>               | <b>0</b>                  |
|  | <b>Technical assessment</b>                         | <b>100</b>            | <b>0</b>               | <b>0</b>  | <b>0</b>               | <b>0</b>                  | <b>0</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 %                           |                       | 0.00%                  | 0.00%   | 0.00%                  | 0.00%                     | 0.00%                  | 0.00%                     | 0.00%                  | 0.00%                     | 0.00%                  | 0.00%                     | 0.00%                  | 0.00%                     |
| 3.   | <b>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