

Assessment grid for the technical evaluation of tenders for contracts up to the value of EUR 20,000 (CV, concept + price)



Organisational unit	1400	Project title	Framework Contract for Office Cleaning Services										Date	24.03.2023		
Officer responsible for the commission	Mamadou Diarrassouba														PN	22.2194.3-001.00
Assessor	Julia Gabriel														Contract no.	83435135
(1) Criterion	(2) Weighting in %	(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)	(3) Points (max.10)	(4) Assessment (2)x(3)	
1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)																
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															
	English, French, Kinyarwanda															
	Subtotal for 1.1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.2	Expert 2:															
1.2.1	General qualifications															
	- Education															
	- Professional experience															
1.2.2	Experience in the region/knowledge of the country															
1.2.3	Language skills															
	English, French															
	Subtotal for 1.2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total for section 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)																
2.1	Mandatory Administrative documents	45														
2.2	Experience in cleaning services	25														
2.3	Strategy to ensure flexibility	10														
2.4	On site personnel deployment plan	20														
2.5																
	Total for section 2	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Technical assessment	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	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%	0.00%	0.00%
3.	Total for financial assessment															
	Overall assessment in %															
= (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 %																
Specific advantages/risks (see supplementary sheet)																
	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, Name