

**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										Date	
Officer responsible for the commission		Improving Quality and Attractiveness of TVET in Lebanon (QuA-VET)										PN	
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	25											
	- Professional experience	60											
1.1.2	Experience in the region/knowledge of the country	5											
1.1.3	Language skills												
	French and Arabic language skills	10											
<b>Subtotal for 1.1</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>
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												
	Enter languages												
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total for 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>
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%
3.	<b>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