**EVALUATION GRID**

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| Please beare in mind:   1. Criteria for the best price-quality ratio **must be related to the subject-matter of the procurement. They are considered related** where they relate to the services procured under the contract in any respect and in any stage of their life cycle, which includes and the factors involved in the special production process, purchase and exchange of services, or a specific process. 2. The best price to quality ratio criteria **must be quantified, and must clearly state the relative weighting (importance)** that is assigned to each individual criterion chosen to determine the most economically advantageous tender (best price to quality ratio). Therefore, scoring system and methodology to be applied for the evaluation must be elaborated – please state clearly:  * Subcriteria * Points awarded for each (sub)criteria  1. Evaluators must present their scores according to the criteria provided in the Evaluation grid. Criteria or scores cannot be modified after the deadline for informing potential tenderers of any clarifications.   Evaluators should independently from each other carry out the evaluation of the technical offers in a consistent manner by applying the same methodology, interpretation and understanding. This means that each evaluator applies the same standards and provides a well substantiated opinion supporting his/her individual scores.  Each evaluator should be able to justify his/her assessment and scores in a meeting of the Evaluation Committee. The justifications must relate to the description of the project needs in the terms of reference and, for the key experts, to the profile descriptions included in it.  **Evaluation of the back-up function:**  The tenderer shall give a description of the support facilities (back-stopping) that they will provide to their team of experts during the implementation of the contract.  **Evaluation of experts:**  Key-experts should be scored against the requirements stated in the Terms of Reference, through CVs and other proofs.  The key experts must fulfil the minimum requirement for all of the criteria. If any of the key experts do not fulfil the minimum requirements in any criterion the offer should be rejected. For the non-key experts the only aspect to be considered is whether the number of working days estimated for each month for each type of expert proposed in the Organisation and Methodology are sufficient for the requirements of the Terms of Reference to be achieved. This is judged on the basis of the profiles identified in the Terms of Reference and/or the Organisation and Methodology. |

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|  | **Maximum** | **Score awarded** |
| **Organisation and methodology** |  |  |
|  |  |  |
| Rationale | [points] |  |
| Strategy | [points] |  |
| Back-up function | [points] |  |
| Timetable of activities | [points] |  |
|  |  |  |
| **Total score for Organisation and methodology** | [points] |  |
|  |  |  |
| **Key experts** |  |  |
|  |  |  |
| **<Key expert 1> (Max <x> points)** |  |  |
| **[Qualifications and skills]** | [points] |  |
| **[General professional experience]** | [points] |  |
| **[Specific professional experience]** | [points] |  |
|  |  |  |
| **<Key expert 2> (Max <x> points)** |  |  |
| **[Qualifications and skills]** | [points] |  |
| **[General professional experience]** | [points] |  |
| **[Specific professional experience]** | [points] |  |
|  |  |  |
| **…** |  |  |
|  |  |  |
| **Total score for Key experts** | [points] |  |
|  |  |  |
| **Overall total score** | 100 |  |

**Evaluation performed by:**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

NB Only tenders with average scores of at least 75 points qualify for the financial evaluation