

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

Organisational unit		Project title		Date									
OE1300		German Lessons 2022		14 December 2022									
Officer responsible for the commission		Assessor		Contract no.									
				96.9250.0-001.00									
(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)										
1. Qualifications of proposed staff (according to rules and criteria in the Terms of reference)													
1.1	Expert 1:												
1.1.1	General qualifications												
	- Education	20											
	- Professional experience	40											
1.1.2	Experience in the region/knowledge of the country	20											
1.1.3	Language skills												
	Experience in teaching German	20											
Subtotal for 1.1		100	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												
	Enter languages												
Subtotal for 1.2		0	0										
Total for technical assessment		100	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%
3. Total for financial assessment													
Overall assessment in %													
= (assessment score for qualifications of staff - highest score for qualifications of staff) x 70 % + (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.

[Signature area]

Date, full first and last name, function, OU