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

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

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|---|---|---|---|---|---|
| Organisational unit | **2A00** | Project title | **Consultancy Service: Content Writer** | Date | **24.08.2023** |
| Officer responsible for the commission | **Name** | | | PN | **12.9097.2-135.00** |
| Assessor | **Name** | | | Contract no. | **83446769** |

| | | | **Enter tenderer 1** | | **Enter tenderer 2** | | **Enter tenderer 3** | | **Enter tenderer 4** | | **Enter tenderer 5** | | **Enter tenderer 6** | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | (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) |
| **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 | 50 | | | | | | | | | | | | |
| 1.1.2 | Experience in the region/knowledge of the country | 10 | | | | | | | | | | | | |
| 1.1.3 | Language skills | | | | | | | | | | | | | |
| | Bahasa Indonesia and English | 20 | | | | | | | | | | | | |
| **Subtotal for 1.1** | | **100** | | **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 | | | | | | | | | | | | | |
| | Enter languages | | | | | | | | | | | | | |
| **Subtotal for 1.2** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** |
| 1.3 | Expert 3: | | | | | | | | | | | | | |
| 1.3.1 | General qualifications | | | | | | | | | | | | | |
| | - Education | | | | | | | | | | | | | |
| | - Professional experience | | | | | | | | | | | | | |
| 1.3.2 | Experience in the region/knowledge of the country | | | | | | | | | | | | | |
| 1.3.3 | Language skills | | | | | | | | | | | | | |
| | Enter languages | | | | | | | | | | | | | |
| **Subtotal for 1.3** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** |
| 1.4 | Expert 4: | | | | | | | | | | | | | |
| 1.4.1 | General qualifications | | | | | | | | | | | | | |
| | - Education | | | | | | | | | | | | | |
| | - Professional experience | | | | | | | | | | | | | |
| 1.4.2 | Experience in the region/knowledge of the country | | | | | | | | | | | | | |
| 1.4.3 | Language skills | | | | | | | | | | | | | |
| | Enter languages | | | | | | | | | | | | | |
| **Subtotal for 1.4** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** |
| 1.5 | Expert 5: | | | | | | | | | | | | | |
| 1.5.1 | General qualifications | | | | | | | | | | | | | |
| | - Education | | | | | | | | | | | | | |
| | - Professional experience | | | | | | | | | | | | | |
| 1.5.2 | Experience in the region/knowledge of the country | | | | | | | | | | | | | |
| 1.5.3 | Language skills | | | | | | | | | | | | | |
| | Enter languages | | | | | | | | | | | | | |
| **Subtotal for 1.5** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** |
| | **Total for technical assessment** | **100** | | **0** | | **0** | | **0** | | **0** | | **0** | | **0** |
| | Technical assessment in % | | | **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.

Date, full first and last name, function, OU