

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

|  |      |               |   |              |                  |
|--|------|---------------|---|--------------|------------------|
| Organisational unit                    | 1300 | Project title | Communication Strategy for Energy Partnership | Date         | 29/06/2023       |
| Officer responsible for the commission |      |               |   | PN           | 18.9022.7-004.00 |
| Assessor                               |      |               |   | Contract no. | 83443909         |

| (1)<br>Criterion  | (2)<br>Weighting in %  | Enter tenderer 1       |                           | Enter tenderer 2       |                           | Enter tenderer 3       |                           | Enter tenderer 4       |                           | Enter tenderer 5       |                           | Enter tenderer 6       |                           |
|---|--|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|
|   |  | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) | (3)<br>Points (max.10) | (4)<br>Assessment (2)x(3) |
| <b>1. Qualifications of proposed staff (as per the rules and criteria in the Terms of reference)</b>              |  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1   | Expert 1:  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1.1   | General qualifications   |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | - Education  | 5                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | - Professional experience  | 20                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1.2   | Experience in the region/knowledge of the country  | 0                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.1.3   | Language skills  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | Enter languages  | 0                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | <b>Subtotal for 1.1</b>  | <b>25</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  | 5                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | - Professional experience  | 20                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.2.2   | Experience in the region/knowledge of the country  | 0                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 1.2.3   | Language skills  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | Enter languages  | 0                      |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | <b>Subtotal for 1.2</b>  | <b>25</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 section 1</b>   | <b>50</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>2. Appropriateness of the proposed concept (according to the rules and criteria in the Terms of Reference)</b> |  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.1   | Strategy   | 10                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.2   | Methodology  | 10                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.3   | Expertise  | 10                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.4   | Previous experiences   | 20                     |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
| 2.5   |  |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | <b>Total for section 2</b>   | <b>50</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>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 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 % |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |                        |                           |
|   | <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