

# Assessment grid for checking the eligibility of candidates/tenderers (all procedures)

1	Officer responsible for the commission		Project title	Partnerships for Prevention of Gender-based Violence in southern Africa	Processing number:	21.2026.9-005.00
2	Commercial assessor		Service tendered:	Event management for SADC Regional GBV Prevention Conference	Transaction number:	83445994
3	Technical assessor					
4						
5						
				Candidate/tenderer 1	Candidate/tenderer 2	Candidate/tenderer 3
				Candidate/tenderer 4	Candidate/tenderer 5	

## 6 A. General information (all procedures)

7	<b>I. Commercial eligibility assessment</b>					
8	Mandatory grounds for exclusion as per section 123 GWB					
9	Optional grounds for exclusion as per section 124 para. 1 GWB					
10	Optional grounds for exclusion as per section 124 para. 2 GWB					
11	Optional grounds for exclusion as per section 22 LKSG					
12	Information: Evidence of commercial register entry					
13	In case of candidate/tenderer consortium: Declaration by candidate/tenderer consortium					
14	Average annual turnover for the last three financial years (last-but-four financial year can be included in case of tenders held within six months of end of last financial year).	At least:	131000	EUR		
15	Average number of employees and managers for the past three calendar years	At least:	5	persons		
16	<b>Result</b>					
17						
18	<b>II. Technical eligibility assessment</b>					
19	The technical assessment is only based on reference projects with a minimum commission value of:		100000	EUR		
20	At least	3	reference projects in the technical	high level event management		
21	and at least	2	reference	in Southern Africa	in the last 3 years.	
22	<b>Result</b>					
23						
24	<b>Overall result, commercial and technical</b>					
25						

## 26 B. Ranking (in addition for calls for competitive tender with a limited number of candidates)

27	<b>III. Weighted criteria</b>											
28	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
29	Critereon	Weighting in %	Score (max.10)	Assessment (2)x(3)	Score (max.10)	Assessment (2)x(5)	Score (max.10)	Assessment (2)x(7)	Score (max.10)	Assessment (2)x(9)	Score (max.10)	Assessment (2)x(11)
31	<b>1. Technical experience</b>											
32	Technical experience (up to five specialist areas, including cross-cutting themes)											
33	1. Management of high level events for at least 2 years		30									
34	2. Management of logistics		20									
35	3. Protocol management		15									
36	4.											
37	5.											
38	<b>Total 1.</b>		<b>65</b>									
39	<b>2. Regional experience</b>											
40	Regional experience in Southern Africa		30									
41	<b>3. Experience of development projects (ODA-financed)</b>											
42	Experience of development projects (at least 50% ODA-financed)		5									
43	<b>Overall total</b>		<b>100</b>									
44	<b>Ranking</b>			1		1		1		1		1

I hereby declare that I have filled out this assessment independently, to the best of my knowledge and in good faith.

For the technical assessment:

Date, full first and last names, function, OU

For the commercial assessment:

Date, full first and last names, function, OU