

Grid for the technical assessment of bids below the EU threshold

Org. unit	1300	Project title	Date	Date:12.07.2023
Officer responsible for the commission	Name	GIZ Botswana Country Office - Framework Agreement for Provision of Travel Management Service (ANNEX 2)	PN	11.9269.9-001.00
Assessor	Name		Contract no.	Contract no. 83439491
Version	Individual assessment/overall assessment			Bidder 1 to 5 of 5

(1) Criterion	(2) Weighting in %	Enter bidder 1		Enter bidder 2		Enter bidder 3		Enter bidder 4		Enter bidder 5	
		(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	Assessment of technical-methodological design										
1.1	Strategy										
1.1.1	Interpretation of the objectives in the ToRs, critical examination of tasks	7%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.1.2	Description and justification of the contractor's strategy for delivering the services put out to tender.	13%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.1		20%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.2	Cooperation										
1.2.1	Presentation and interaction between the relevant actors in the contractor's area of responsibility	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.2.2	Strategy for establishing cooperation and then cooperating with the relevant actors	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.2		0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.3	Steering structure										
1.3.1	Approach and procedure for steering the measures with the project partners	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.3.2	Description of contractor's contribution to results monitoring and the associated challenges	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.3		0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.4	Processes										
1.4.1	Presentation and explanation of the implementation plan: work steps, milestones, schedule	10%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.4.2	Presentation and explanation of the integration of the partner contributions	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.4		10%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.5	Learning and innovation										
1.5.1	Contractor's contribution to knowledge management at the partner and at GIZ	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.5.2	Presentation and explanation of the measures undertaken by the contractor to promote scaling-up effects	0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.5		0%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.6	Project management of the contractor										

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1.6.1	Approach and procedure for coordination with/in GIZ project	8%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1.6.2	Personnel assignment plan (who, when, what work steps) incl. explanation and specification of expert months	3%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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1.6.3 Contractor's backstopping strategy (incl. CVs of the technical and administrative backstopper)	2%		0.0		0.0		0.0		0.0		0.0
Interim total 1.6	13%		0.0		0.0		0.0		0.0		0.0
1.7 Further requirements	10%		0.0		0.0		0.0		0.0		0.0
Total 1	53%		0.0		0.0		0.0		0.0		0.0
2 Assessment of proposed staff											
2.1 Focal Point (in accordance with ToR provisions/criteria)											
2.1.1 - Qualifications	5%		0.0		0.0		0.0		0.0		0.0
2.1.2 - Language	1%		0.0		0.0		0.0		0.0		0.0
2.1.3 - General professional experience	8%		0.0		0.0		0.0		0.0		0.0
2.1.4 - Specific professional experience	5%		0.0		0.0		0.0		0.0		0.0
2.1.5 - Leadership/management experience	3%		0.0		0.0		0.0		0.0		0.0
2.1.6 - Regional experience	3%		0.0		0.0		0.0		0.0		0.0
2.1.7 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.1.8 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.1	25%		0.0		0.0		0.0		0.0		0.0
2.6 Short-term expert pool 1 (in accordance with ToR)											
2.6.1 - Qualifications	3%		0.0		0.0		0.0		0.0		0.0
2.6.2 - Language	1%		0.0		0.0		0.0		0.0		0.0
2.6.3 - General professional experience	8%		0.0		0.0		0.0		0.0		0.0
2.6.4 - Specific professional experience	7%		0.0		0.0		0.0		0.0		0.0
2.6.5 - Regional experience	3%		0.0		0.0		0.0		0.0		0.0
2.6.6 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.6.7 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.6	22%		0.0		0.0		0.0		0.0		0.0
Total 2	47%		0.0		0.0		0.0		0.0		0.0
Overall total 1 + 2	100%		0.0		0.0		0.0		0.0		0.0
Assessment in %			0.0		0.0		0.0		0.0		0.0
Ranking			1.0		1.0		1.0		1.0		1.0

I hereby declare that I completed this assessment independently, to the best of my knowledge and in good faith. I will treat the information confidentially and will not pass on any details of the ongoing assessment procedure.

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Date, signature