

Grid for the technical assessment of bids below the EU threshold

Org. unit	Org. unit: 1300	Project title	Date	Date: 1 April 2025
Officer responsible for the commission	Name:	Project title: Microsoft Office Training	PN	PN: 96.9250.0-001.99
Assessor	Name		Contract no.	83501843
Version	Individual assessment/overall assessment			Bidder 1 to 5 of 5

		Enter bidder 1		Enter bidder 2		Enter bidder 3		Enter bidder 4		Enter bidder 5	
(1)	(2)	(3)	(4)	(3)	(4)	(3)	(4)	(3)	(4)	(3)	(4)
Criterion	Weighting in %	Points (max.10)	Assessment (2)x(3)	Points (max.10)	Assessment (2)x(3)	Points (max.10)	Assessment (2)x(3)	Points (max.10)	Assessment (2)x(3)	Points (max.10)	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	5%	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.	5%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.1		10%	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	2%	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	5%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.2		7%	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	2%	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	2%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.3		4%	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	4%	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	2%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.4		6%	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	3%	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	2%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Interim total 1.5		5%	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	3%		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	4%		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)	4%		0.0		0.0		0.0		0.0		0.0
Interim total 1.6	11%		0.0		0.0		0.0		0.0		0.0
1.7 Further requirements	0%		0.0		0.0		0.0		0.0		0.0
Total 1	43%		0.0		0.0		0.0		0.0		0.0
2 Assessment of proposed staff											
2.1 Team leader (in accordance with ToR provisions/criteria)											
2.1.1 - Qualifications	3%		0.0		0.0		0.0		0.0		0.0
2.1.2 - Language	4%		0.0		0.0		0.0		0.0		0.0
2.1.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.1.4 - Specific professional experience	8%		0.0		0.0		0.0		0.0		0.0
2.1.5 - Leadership/management experience	0%		0.0		0.0		0.0		0.0		0.0
2.1.6 - Regional experience	4%		0.0		0.0		0.0		0.0		0.0
2.1.7 - Development cooperation experience	2%		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	21%		0.0		0.0		0.0		0.0		0.0
2.2 Expert 1 (in accordance with ToR provisions/criteria)											
2.2.1 - Qualifications	5%		0.0		0.0		0.0		0.0		0.0
2.2.2 - Language	5%		0.0		0.0		0.0		0.0		0.0
2.2.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.2.4 - Specific professional experience	3%		0.0		0.0		0.0		0.0		0.0
2.2.5 - Leadership/management experience	0%		0.0		0.0		0.0		0.0		0.0
2.2.6 - Regional experience	3%		0.0		0.0		0.0		0.0		0.0
2.2.7 - Development cooperation experience	3%		0.0		0.0		0.0		0.0		0.0
2.2.8 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.2	19%		0.0		0.0		0.0		0.0		0.0
2.3 Expert 2 (in accordance with ToR provisions/criteria)											
2.3.1 - Qualifications	0%		0.0		0.0		0.0		0.0		0.0
2.3.2 - Language	0%		0.0		0.0		0.0		0.0		0.0
2.3.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.3.4 - Specific professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.3.5 - Leadership/management experience	0%		0.0		0.0		0.0		0.0		0.0

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2.3.6 - Regional experience	0%		0.0		0.0		0.0		0.0		0.0
2.3.7 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.3.8 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.3	0%		0.0		0.0		0.0		0.0		0.0
2.4 Expert 3 (in accordance with ToR provisions/criteria)											
2.4.1 - Qualifications	0%		0.0		0.0		0.0		0.0		0.0
2.4.2 - Language	0%		0.0		0.0		0.0		0.0		0.0
2.4.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.4.4 - Specific professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.4.5 - Leadership/management experience	0%		0.0		0.0		0.0		0.0		0.0
2.4.6 - Regional experience	0%		0.0		0.0		0.0		0.0		0.0
2.4.7 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.4.8 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.4	0%		0.0		0.0		0.0		0.0		0.0
2.5 Expert 4 (in accordance with ToR provisions/criteria)											
2.5.1 - Qualifications	0%		0.0		0.0		0.0		0.0		0.0
2.5.2 - Language	0%		0.0		0.0		0.0		0.0		0.0
2.5.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.5.4 - Specific professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.5.5 - Leadership/management experience	0%		0.0		0.0		0.0		0.0		0.0
2.5.6 - Regional experience	0%		0.0		0.0		0.0		0.0		0.0
2.5.7 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.5.8 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.5	0%		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	3%		0.0		0.0		0.0		0.0		0.0
2.6.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.6.4 - Specific professional experience	5%		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	3%		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	17%		0.0		0.0		0.0		0.0		0.0

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2.7 Short-term expert pool 2 (in accordance with ToR)											
2.7.1 - Qualifications	0%		0.0		0.0		0.0		0.0		0.0
2.7.2 - Language	0%		0.0		0.0		0.0		0.0		0.0
2.7.3 - General professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.7.4 - Specific professional experience	0%		0.0		0.0		0.0		0.0		0.0
2.7.5 - Regional experience	0%		0.0		0.0		0.0		0.0		0.0
2.7.6 - Development cooperation experience	0%		0.0		0.0		0.0		0.0		0.0
2.7.7 - Other	0%		0.0		0.0		0.0		0.0		0.0
Interim total 2.7	0%		0.0		0.0		0.0		0.0		0.0
2.8 Assessment of proposed personnel for non-specified positions (provided permissible under ToRs)											
2.8.1 Composition and sufficient assignment duration of the team in order to perform the tasks specified in the schedule and personnel assignment plan	0%	8.0	0.0	8.0	0.0	8.0	0.0		0.0		0.0
2.8.2 Qualifications and sufficient assignment duration of the team (professional experience and other specific experience) in order to process theme 1	0%	8.0	0.0	8.0	0.0	8.0	0.0		0.0		0.0
2.8.3 Qualifications and sufficient assignment duration of the team (professional experience and other specific experience) in order to process theme 2	0%	8.0	0.0	8.0	0.0	8.0	0.0		0.0		0.0
Interim total 2.8	0%		0.0		0.0		0.0		0.0		0.0
Total 2	57%		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.

Please note: Staff with connections of a personal nature that could lead to conflicts of interest, or who have connections of a family or financial nature to GIZ business partners, participants in competitive tenders or their staff members may not be involved in decisions on corresponding contract awards – see P+R Rule 142. By submitting the completed grid for the technical assessment of tenders you officially confirm that none of the people involved in the assessment have any such connections.

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Date, full first and last name, function, OU