

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

CONFIDENTIAL

Candidate/Tenderer 1-5 of 0

1	Commission manager		Project title	ABS Compliant Bio-trade in South(ern) Africa (ABioSA)	Processing number:	G-012159-201
2	Commercial assessor		Service tendered:	Integrated Marketing, Communications and Knowledge Product support to the imp	Transaction number:	7000016863
3	Technical assessor					
4						
5						

A. General information (all procedures)

7	I. Commercial eligibility assessment (if 'yes' in all instances, the tenderer is eligible)			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
8	General administrative and/or legal documents (CIPC Documents, Valid SARS Tax Clearance Certificate with PIN and the Bank Letter (not older than 3 months))							
9	No compulsory grounds for exclusion according to self-declaration (If this is the case, enter 'yes'. If there are compulsory grounds for exclusion, enter 'no' and the tender is ineligible)							
10	No optional grounds for exclusion according to self-declaration (If this is the case, enter 'yes'. If there are optional grounds for exclusion, enter 'no' and the tender is ineligible)							
12	Information: Evidence of incorporation							
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: 1,5million ZAR If required: financial statements provided							
15	Average number of employees and managers for the past three calendar years At least: 2 persons							
16	Result							
17								
18	II. Technical eligibility assessment (if 'yes' in all instances, the tenderer is eligible)			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
19	The technical assessment is only based on reference projects with a minimum commission value of: 1 million ZAR							
20	At least	2	reference projects in the technical field Media relations, public relations, journalism or communication, of which at least part of the experience is in the biotrade, natural products, agriculture or biodiversity-economy sector.					
21	and at least		reference projects n/a					
22	Result							
23								
24	Overall result, commercial and technical							
25								

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

27	III. Weighted criteria											
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)
30												
31	1. Technical experience											
32	Technical experience (up to five specialist areas, including cross-cutting themes)											
33	1. Social change communication strategy, facilitation, including evidenced experience in the biodiversity-economy											
34	2. Marketing and communications support for a large regional or international event.											
35	3. Private sector projects, ideally in the biotrade, natural products, agriculture or biodiversity-economy sector											
36	4. Demonstrable experience with secure website hosting environments, data protection and compliance with POPIA											
37	5. Conception, design, packaging, production and dissemination of communication products to a variety of audiences and channels											
38	Total 1.											
39	2. Regional experience											
40	Regional experience											
41	3. Experience of development projects (ODA-financed)											
42	Experience of development projects (at least 50% ODA-financed)											
43	Overall total											
44	Ranking											

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