

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

CONFIDENTIAL

Candidate/Tenderer 1-5 of 0

1	Officer responsible for the commission		Project title	Sector Project Corporate and Public Responsibility for Sustainable Sup				Processing number:	G-012017-004
2	Commercial assessor		Service tendered:	Outreach, publicity, and communications for the EU-Navigator				Transaction number:	81321585
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:	500000	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:		70000	EUR									
20	At least	5	reference projects in the technical field	Outreach in HR EED (human rights and environmental due diligence)									
21	and thereof at least	3	reference projects	in Africa and/or Latin America and/or Asia and/or West Balkans	In the last 36 months (deadline: date of publication of invitation to tender).								
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	Criterion	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	<b>1. Technical experience</b>												
32	Technical experience (up to five specialist areas, including cross-cutting themes)												
33	1. Development of communication or outreach strategies		20										
34	2. Inclusive and participatory methods (i.e. actively engaging stakeholders)		20										
35	3. Organization and management of digital and physical events in partner countries of EU development cooperation		15										
36	4. Graphic design, video production/editing, web design, creation of visuals for social media for clients		15										
37	5. Design and implementation of M&E systems for projects, programs or multistakeholder initiatives		15										
38	<b>Total 1.</b>		<b>85</b>										
41	<b>2. Experience of development projects (ODA-financed)</b>												
42	Experience of development projects (at least 50% ODA-financed)		15										
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