

## ANNEX C - REQUEST FOR PROPOSAL and EVALUATION AND WEIGHTING CRITERIA

### REQUEST FOR PROPOSAL and EVALUATION AND WEIGHTING CRITERIA

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared.

Submitted proposals will be assessed using Cumulative Analysis Method. All requests for proposal will be weighed according to the technical **(60%) and financial considerations (40%)**. Financial proposals will be opened only for those applications **that attained 42** points or above on the technical part. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Applicants shall prepare a proposal as an overall response to ToR ensuring that the purpose, objectives, and deliverables of the assignments are addressed.

| CATEGORY  | TECHNICAL CRITERIA  | MAX POINTS |
|---|---|------------|
| <b>Overall Response</b><br>(Max 15 points)                  | <ul style="list-style-type: none"> <li>General adherence to Terms of Reference and tender requirements</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>Elaborated and articulate understanding of scope, objectives and overall assignment and requirements</li> </ul>  | 5          |
| <b>Company Profile and Key Personnel</b><br>(Max 25 points) | <ul style="list-style-type: none"> <li>Names and CVs of team members entailing their specific academic, professional background, certification, and roles in the assignment.</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>The company has minimum (2) years of experience</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>The company has previously conducted similar work (i.e., provision of similar training; preferably with a similar scale and nature).</li> </ul>  | 5          |
|   | <ul style="list-style-type: none"> <li>Sound experience and proven ability to carry out the assignment</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>The company is properly registered and accredited a/o has required certifications, etc.</li> </ul>   | 2.5        |
|   | <ul style="list-style-type: none"> <li>Two Samples of previous relevant work undertaken successfully by the contractor</li> </ul>   | 2.5        |
| <b>Proposed methodology and approach</b><br>(Max 30 points) | <ul style="list-style-type: none"> <li>A comprehensive work plan provided to deliver the overall requirement (ToR) including the main activities of the assignment, their content and duration, phasing and interrelations, milestones, key performance indicators</li> </ul> | 10         |
|   | <ul style="list-style-type: none"> <li>Deliverables are addressed as per TOR</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>Quality assurance mechanism</li> </ul>   | 5          |
|   | <ul style="list-style-type: none"> <li>Proposed timelines promise successful delivery of the objectives and tasks under the work assignment.</li> </ul>   | 5          |
| <b>TOTAL SCORE</b>  |   | <b>60</b>  |