



Evaluation Scheme for Technical Assessment of Offers

Section/ Division: 3200	Assignment Title: Support the Project to conduct events for: a) The presentation of the National Guidelines for Quality Honey Production b) The Final Meeting of the SME DCFTA Project Advisory Committee	Project title:	SME Development and DCFTA in Georgia / Private Sector Development and TVET South Caucasus (PSD TVET SC)						
			Weighting in % (2)	points (max. 100) (3)	assessment (2)x(3) (4)	points (max. 100) (5)	assessment (2)x(5) (6)	points (max. 100) (7)	assessment (2)x(7) (8)
1	Experience of the company / organization								
1.1.	<i>The technical proposal shall provide evidence of the company's capabilities and assignment-related experience in executing similar projects in the areas of event management of similar size, scope and complexity</i>		30.0%						
	Subtotal for 1		30.0%						
2	Technical proposal								
2.1.	<i>The technical proposal shall explain in details how the company will plan the event and deliver the milestones listed in the Terms of Reference (ToR) document considering such aspects as relevance, consistency, cost-effectiveness and timeliness of actions included in the technical proposal</i>		15.0%						
2.2.	<i>A work plan, including the budget and implementation schedule of number of work days per tasks to be performed by the Contractor for completion of this assignment</i>		15.0%						
	Subtotal for 2		30.0%						

3	Qualification of proposed staff / experts							
3.1	<i>Lead staff member assigned to executing the tasks outlined in the ToR shall have a demonstrated experience (at least 5 years) of coordinating and conducting the events of similar scope. Reference to similar work/projects completed shall be included in his/her CV to be attached to the offer</i>	20.0%						
3.2	<i>Other staff assigned shall possess relevant experience to the scope of the assignment and contribute to execution of tasks outlined in the ToR; they shall demonstrate adequate qualifications and work experience (at least 5 years). List of similar work/projects completed shall be included in the CVs of the proposed staff.</i>	20.0%						
Subtotal for 3		40.0%						
Grand Total		100.0%						