

Quotation Evaluation Guideline

Consultancy service for Microsoft Office Training

Project:	HAPCC – Humanitarian Assistance to the Protracted Crisis in Cox’s Bazar
Cost center:	G613.317

Step 1: Initial screening based on the required documents:

(Lacking below details or documents lead disqualification from tender process)

- Basic Quotation Requirement: Specifications as indicated in the ToR, date, stamped, signed:
 - Detailed Financial proposal.
 - Technical proposal, including Training modules (according to the Terms of Reference)
 - Work plan/Timetable.
- Consultant/Company’s Registration (Trade License).
- Certification - Declaration of Conformity.
- Federation General Terms & Conditions on Purchasing.
- Provide maximum 5 Proof of previous similar experience or credentials (purchase/service order) for similar Consultancy service.
- Consultancy Team composition (mentioning the function and responsibility of each of the team members in the Consultancy Team and attaching the CV of each of the team members).

The following documents are not mandatory, but preferable:

- License or Certificate qualifying the consultant/team member as a Microsoft Office Trainer (preferably released by Microsoft).

Step 2: Criteria Evaluation:

(With qualified suppliers after following Step 1)

Overall criteria:

- A) Price/Financial proposal: 50%
- B) Program: 50%

B) Program criteria:

- B.1 - Experience in similar Consultancy service.
- B.2 - Technical proposal and Work plan.
- B.3 - Capacity and Qualification of the Consultant.

Allocated points for Program criteria:

B.1 - Experience in similar Consultancy service, in conformity with the ToR

- 5 points: 5 experiences for similar consultancy service in the last 5 years
- 4 points: 4 experiences for similar consultancy service in the last 5 years
- 3 points: 3 experiences for similar consultancy service in the last 5 years
- 2 points: 2 experiences for similar consultancy service in the last 5 years
- 0 points: less than 2 experiences for similar consultancy service in the last 5 years

B.2 - Technical proposal and Work plan: Quality of the proposed Methodology and Work plan and their adherence to the ToR

- 5 points: The quality and details of the Technical proposal and the Work plan correspond exactly to what is required in the ToR and expected, and also propose an added value to it.
- 4 points: The quality and details of the Technical proposal and the Workplan correspond exactly to what is required in the ToR and expected.

- **3 points:** The quality and details of the Technical proposal and the Workplan correspond partially to what is required in the ToR and expected.
- **0 points:** The quality and details of the Technical proposal and the Workplan do not fully correspond to what is required in the ToR and expected.

B.3 - Capacity and Qualification of the Consultancy Team and their suitability for the consultancy service

- The experience of the Team members proposed to the assignment are evaluated based on the qualifications and experience stated in their curriculum vitae (CV).
- When evaluating the Team members, **only those conducting essential/key part of the assignment will be evaluated**.
- **Each Team member will be assessed separately** based on the following criteria.
- **The total score for the evaluation of the Capacity and Qualification of the Consultancy Team will be calculated as the average** of all team member's score.
- In case **even just one of the team members is scored with 0 (zero) point for "General qualification", the Consultancy Team will be not considered and not recommended for further step of the process**, and the total score for Capacity and Qualification of the Consultancy Team will be 0 (zero).

The criteria for evaluating each team member are the following:

- **General qualifications of the team member**
 - **5 points (Excellent):** The proposed consultant has more than 10 years of professional experience and an educational background or a professional qualification in the field of assignment.
 - **4 points (Good):** The proposed consultant has 9-10 years of professional experience and an educational background or a professional qualification in the field of assignment.
 - **3 points (Average):** The proposed consultant has 6-8 years of professional experience and an educational background or a professional qualification in the field of assignment.
 - **2 points (Below average):** The proposed consultant has 3-5 years of professional experience, but has an educational background or a professional qualification in the field of assignment.
 - **0 points (Poor):** The proposed consultant has less than 3 years of professional experience and does not have an educational background or a professional qualification in the field of assignment.
- **License or Certificate qualifying the Team member as a Microsoft Office Trainer**
 - **5 points:** The proposed consultant has a License or Certificate.
 - **0 points:** The proposed consultant doesn't have a License or Certificate.