

Quotation Evaluation Guideline

Local Consultancy service for “Development of Landslide AA simulation Script in Cox’s Bazar”

Project:	Accelerating Local Action in Humanitarian and Health Crisis of the Pilot Programmatic Partnership (PPP)
Cost center:	A612657

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 with work plan/timetable (refer to TOR).**
- At least 1 similar work samples (PDF copy or link)
- Consultant/Company’s Registration (Trade License).
- Certification - Declaration of Conformity.
- Federation General Terms & Conditions on Purchasing.

Without submitting above mentioned documentation may lead to disqualification of proposal.

Step 2: Criteria Evaluation:

(With qualified suppliers after following Step 1)

Overall criteria:

- A) Price/Financial proposal: 30%
- B) Program/technical: 70%

B.1 Educational Qualification (Lead Consultant/s)

B.2 Experience in similar Consultancy service (including work sample review)

B.3 Technical proposal and Work plan (Quality of the proposed Methodology and Work plan and adherence to the ToR)

B.4 Interview with the Consultant (Representative/Team leader)

Allocated points for Program/technical criteria:

B.1 Educational qualifications

- **5 points:** Lead consultant with a Master/bachelor’s degree or courses in relevant subjects and other team members all need to have minimum HSC degree mandatory.
- **4 points:** Lead consultant with a bachelor’s degree or courses in relevant subjects and other team members all need to have minimum SSC degree mandatory.
- **3 points:** Lead consultant with a bachelor’s degree or courses in the relevant subjects and other team members all need to have minimum class eight pass mandatory.
- **0 points:** Lead consultant with a bachelor’s degree or courses relevant subjects and other team members all need to have minimum class five mandatory

B.2 - Sample Work / Experience in Similar Assignments

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

- **3 points:** More than 1 experience for similar consultancy service in the last 5 years
- **0 points:** 1 or no experience for the similar consultancy service in the last 5 years

B.3 : Technical proposal and Work plan (Quality of the proposed Methodology and Work plan and 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 proposed 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.4: Interview of the Consultant (Representative/Team leader)

Only the shortlisted candidates will be invited to the interview, based on the initial screening of required documents (refer to step 1).

During the interview, the **Proficiency in Chittagong language** and **understanding in the landslide context in Cox's Bazar** of the Consultant (Representative/Team leader) **and other** requirements mentioned in the ToR will be also evaluated.