

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

1	Officer responsible for the commission		Project title	Partnerships for Prevention of Gender-based Violence in Southern Africa							Processing number:	21.2026.9-005.00
2	Commercial assessor		Service tendered:	Event Management for SADC Regional Exchanges							Transaction number:	
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	I. Commercial eligibility assessment											
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:	200000	EUR								
15	Average number of employees and managers for the past three calendar years	At least:	5	persons								
16	Result											
17												
18	II. Technical eligibility assessment											
19	The technical assessment is only based on reference projects with a minimum commission value of:		70000	EUR								
20	At least	3	reference projects in the technical	high level event management								
21	and at least	2	reference projects	in Southern Africa	in the last 3 years.							
22	Result											
23												
24	Overall result, commercial and technical											
25												
26	B. Ranking (in addition for calls for competitive tender with a limited number of candidates)											
27	III. Weighted criteria											
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)
31	1. Technical experience											
32	Technical experience (up to five specialist areas, including cross-cutting themes)											
33	1. Management of high level events for at least 2 years		30									
34	2. Management of logistics		20									
35	3. Protocol management		15									
36	4.											
37	5.											
38	Total 1.		65									
39	2. Regional experience											
40	Regional experience		30									
41	3. Experience of development projects (ODA-financed)											
42	Experience of development projects (at least 50% ODA-financed)		5									
43	Overall total											
44			100									
44	Ranking											
				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