# REQUEST FOR PROPOSAL EVALUATION CRITERIA

## Procurement No: ****50-CS002-22****

## Evaluation Criteria and Method

From the last time and date of submission of the Proposals to the time the Agreement is awarded, if any Proposer wishes to contact the Procuring Entity on any matter related to its Proposal, it should do so via email to the official email address.

Proposals will not be opened by the Procuring Entity until after the deadline for submission of Proposals.

Selection will be based on the following process. The total possible score for the Technical Proposal is maximum 100 points. 80 % of the score received in the technical evaluation will be added to the financial score, which is maximum 20 points, and calculated as described below.

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### Evaluation of Technical Proposals

A Proposal will be rejected at this stage if it fails to respond to important aspects of the Specification. The detailed technical evaluation criteria and possible scores for each are as follows:

|  |  |  |
| --- | --- | --- |
| **For each Service** | **Ts** | **Tw** |
| Nominated Service Leader | /100 | 25% |
| Capacity to Undertake the Work | /100 | 65% |
| Additional Supporting Material | /100 | 10% |
| Total |  | 100% |

The separate result of the technical evaluation will be the accumulated score obtained for each Proposal multiplied with the weight of the technical Proposal, 80%, as defined above:

*tv = ts \* tw,* where*:*

tv = total technical value

ts = technical result (technical score)

tw = technical weight in % (technical weight)

This is integrated in the final evaluation of Technical and Financial Proposals as below.

### Evaluation of Financial Proposals

The total possible score for the Financial Proposal is 20 points. The maximum number of points assigned to Financial Proposal shall be allocated to the lowest priced Proposal. All other financial Proposals shall receive points in inverse proportion according to the following formula:

*p = y \* (x / z), where:*

p = points for the Financial Proposal being evaluated

y = maximum number of points available for the Financial Proposal

x = price of the lowest priced Proposal

z = price of the Proposal being evaluated

This is included in the Final evaluation of Technical and Financial Proposals as below.

### Evaluation of Technical and Financial Proposals for total scoring

To determine which Proposal that presents the best Value for Money, the score for the technical Proposal is added to the score for the financial Proposal. The totally highest score after this is the best Proposal. The formula used for the complete and final evaluation is:

**E = (ts \* tw) + ((tc / lc) \* fw)**, where

E = evaluation result for the relevant Proposal

ts = technical result (technical score)

tw = technical weight in % (technical weight)

lc = cost of the lowest financial Proposal (lowest cost)

tc = cost of the Proposal being evaluated (Proposal cost)

fw = financial weight

### Equal scoring result

In the case of equal results of the total scoring between two or more Proposals, the following shall apply:

1. The highest technical score is awarded the Contract.
2. If still equal, the equally scored Proposers will be invited to submit a ‘Best and Final Proposal’ on the Financial Proposal.
3. Should the above not result in determining the best value for money, the award of a Contract will be decided by drawing of lots.