

Number of companies/consultants invited to submit a tender:

Number of offers received:

Number of tenders examined/evaluated:

Grid for the technical assessment of bids below the EU threshold



Brief project title: Translations and Interpretation Services
Country: Indonesia
Procedure type: Public invitation to tender (republished)
Date:
Assessor:

Bidder	Weighting in %	Bidder 1		Bidder 2		Bidder 3		Bidder 4		Bidder 5	
		Points (max. 4 points)	Assessment (in %)	Points (max. 4 points)	Assessment (in %)	Points (max. 4 points)	Assessment (in %)	Points (max. 4 points)	Assessment (in %)	Points (max. 4 points)	Assessment (in %)
Technical assessment presented by single bidder											
8.1 Assessment of reference projects											
Reference project in the field of interpretation services (minimum contract volume of EUR 5.000,00) on topics such as Social Policy, Social Protection, Disaster Risk Management or Climate Change Adaptation (or related topics)	10%	0	0%	0	0%	0	0%	0	0%	0	0%
Reference project in the field of translation services (minimum contract volume of EUR 5.000,00) on topics such as Social Policy, Social Protection, Disaster Risk Management or Climate Change Adaptation (or related topics)	10%	0	0%	0	0%	0	0%	0	0%	0	0%
8.2 Assessment of interpreting services											
At least two (2) years relevant experience for interpreting services rendered to government and organs of state in Indonesia/Germany and/or to international organisations	5%	0	0%	0	0%	0	0%	0	0%	0	0%
Capable of consecutive and simultaneous interpreting	5%	0	0%	0	0%	0	0%	0	0%	0	0%
8.3 Assessment of translation services											
At least two (2) years relevant experience in translation services rendered for general texts and technical texts	5%	0	0%	0	0%	0	0%	0	0%	0	0%
Fully computer literate in MS office suite, the internet, email, etc.	5%	0	0%	0	0%	0	0%	0	0%	0	0%
8.4 Assessment of proposed staff											
Experience in interpreting and translation services (Bahasa – English / English – Bahasa)	5%	0	0%	0	0%	0	0%	0	0%	0	0%
Experience in working on topics such as Social Policy, Social Protection, Disaster Risk Management or Climate Change Adaptation	10%	0	0%	0	0%	0	0%	0	0%	0	0%
8.5 Assessment of translation of text sample											
Quality of translation of provided text sample	15%	0	0%	0	0%	0	0%	0	0%	0	0%
Total technical assessment presented by single bidder*	70%	0	0%	0	0%	0	0%	0	0%	0	0%
Financial assessment presented by single bidder											
Budget based on proposal**	30%	0.00 €	#DIV/0!	0.00 €	#DIV/0!	0.00 €	#DIV/0!	0.00 €	#DIV/0!	0.00 €	#DIV/0!
Overall total in***	100%	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Ranking / Place based on total percentage											

*Formula: Technical point of the respective bidder/ highest points * 70%

**Formula: Lowest price / price of the respective bidder * 30%

*** Formula: Total technical assessment presented by single bidder + Total financial assessment presented by single bidder

I hereby declare that I completed this assessment independently, to the best of my knowledge and in good faith. I will treat the information confidentially and will not pass on any details of the ongoing assessment procedure.

Explanatory statement - remark

Date, signature

- | | |
|---|--------------------------------|
| 0 | Not applicable |
| 1 | Requirements are not fulfilled |
| 2 | Requirements are partly met |
| 3 | Requirements are fully met |
| 4 | Requirements are exceeded |