

The maximum scores must correspond to the evaluation grid included in the tender dossier

C.2. EVALUATION GRID LSF/14/EvalCfP02-T

To be completed for each tender by each evaluator

	Maximum	Initial assessment	Revised assessment	Revised assessment after interviews *
Organisation and methodology				
Rationale	10			
Strategy	15			
Timetable of activities	15			
Total score for Organisation and methodology	40			
Team Proposed				
Coordinator / Team Leader				
Qualifications and skills	5			
General professional experience	5			
Specific professional experience	20			
Other Key Experts (to be assessed as a team)				
Qualification and skills	5			
General professional experience	5			
Specific professional experience	10			
Firm's experience				
At least 5 years' experience in software solutions	10			
Total score for Key experts	60			
Overall total score	100			

* In the case that interviews are held

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Signature	
Date	

INSTRUCTIONS TO EVALUATORS

Each evaluator must make an initial assessment of the technical offers and award scores on each sub-criterion according to his/her assessment.

Each evaluator should be able to justify his/her assessment and scores in a meeting of the Evaluation Committee. The justifications must relate to the description of the project needs in the terms of reference and, for the key experts, to the profile descriptions included in it. Evaluators must therefore make comments in the strengths and weaknesses boxes.

The assessments made will be discussed in the evaluation meeting(s) and each evaluator may make adjustments to the initial assessments after this discussion.

If interviews are held, each evaluator may revise his/her assessment of individual key experts on the basis of these but the justification for any such adjustment must be given to the Evaluation Committee.

Note that only tenders with average scores of at least 80 points qualify for the financial evaluation.