

TECHNICAL EVALUATION - RFP/24/019/RBAP/PSP

Name of evaluator:

Date:

BIDDERS:	<BIDDER'S NAME>		<BIDDER'S NAME>		<BIDDER'S NAME>		<BIDDER'S NAME>		<BIDDER'S NAME>	
Pre-selection criteria	Compliant YES/NO	Comment	Compliant YES/NO	Comment	Compliant YES/NO	Comment	Compliant YES/NO	Comment	Compliant YES/NO	Comment
Eligible to provide service in Korea and locally based; vendor registration form (Annex I) and Company registration certificate sent*	[select]		[select]		[select]		[select]		[select]	
Compliance with UNHCR General & Special Conditions of Contract for the Provision of Services	[select]		[select]		[select]		[select]		[select]	
Compliance with UNHCR Special Data Protection Conditions	[select]		[select]		[select]		[select]		[select]	
Compliance with UN Supplier Code of Conduct	[select]		[select]		[select]		[select]		[select]	
ALL pre-selection passed	[select]		[select]		[select]		[select]		[select]	

PART I - Company qualifications (15 points)																	
Max Score Obtainable		Rating Scale	Rating	Score	Evaluator's notes	Rating	Score	Evaluator's notes	Rating	Score	Evaluator's notes	Rating	Score	Evaluator's notes	Rating	Score	Evaluator's notes
General market experience : Scores will be allocated based on the number of years of service provided in Korea.		5 5 = more than 4 years 4 = 4 years 3 = 3 years 2= 2 years 1 = 1 year 0 = No info submitted	[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!	
Experience in providing design services for printed material. The scores will be allocated for the number of design projects for printed materials currently ongoing and/or completed (over the last 3 years)		5 5 = more than 4 design projects for printed materials 4 = 4 design projects for printed materials 3 = 3 design projects for printed materials 2= 2 design projects for printed materials 1 = 1 design projects for printed materials 0 = No info submitted	[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!	
Experience in providing design services for online/mobile materials The scores will be allocated based on the number of design projects for online/mobile materials currently ongoing and/or completed (over the last 3 years).		5 5 = more than 4 design projects for online materials 4 = 4 design projects for online materials 3 = 3 design projects for online materials 2= 2 design projects for online materials 1 = 1 design projects for online materials 0 = No info submitted	[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!	
SUB-TOTAL FOR CAMPANY QUALIFICATION			#VALUE!			#VALUE!			#VALUE!			#VALUE!			#VALUE!		

Signature:

* in case the company is a registered PO-supplier for UNHCR (i.e., UNHCR has sent already purchase orders for local service provision or having a signed frame agreement in place), no need to submit company registration certificate and vendor registration form, unless any information has changed and needs to be updated.

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PART B - Proposed Services (40 points)			BIDDERS:			<BIDDER`S NAME>			<BIDDER`S NAME>			<BIDDER`S NAME>			<BIDDER`S NAME>		
		Max Score Obtainable	Rating Scale			Rating	Score	Evaluator`s notes	Rating	Score	Evaluator`s notes	Rating	Score	Evaluator`s notes	Rating	Score	Evaluator`s notes
<p>Quality of the design for the printed materials Please submit in your technical proposal the sample as listed under section 3.2</p> <p>Design Task 1. Printed Material Design Task</p> <p>The sample should demonstrate design ability based on the design task (concept and message, creativity, design quality, compliance with the brand guide, print quality etc.)</p>		20	<p>5 = The provided sample as per the requirements clearly describes excellent elements of the quality of the design for the printed materials. The sample demonstrates the bidders ability on the design task concept and message, creativity, design quality and in complianbce with UNHCR Brand guide. There is clear evidence of the added value of their expertise to UNHCR. The submitted sample to illustrate accountability and quality of content is excellent.</p> <p>4 =Good understanding of what UNHCR is looking for, the provided sample as per the requirements clearly describes good elements of the quality of the design for the printed materials. The sample demonstrates the bidders ability on the design task concept and message, creativity, design quality and in compliance with UNHCR Brand guide. There is clear evidence of the added value of their expertise to UNHCR. The submitted sample to illustrate accountability and quality of content is good.</p> <p>3 = The proposed samples as per requirements describes satisfactory elements. Some understanding of what UNHCR is looking for. The proposal proves that the service provider has understanding on the service requirements, little evidence of the added value of their expertise to UNHCR. The submitted reporting sample to illustrate accountability and quality of data / content is satisfactory.</p> <p>2=Poor understanding of what UNHCR is looking for. The provided sample proves that the service provider has poor understanding on the service requirements, little evidence of the added value of their expertise to UNHCR. The submitted reporting sample to illustrate accountability and quality of data / content is poor.</p> <p>1 = No understanding of what UNHCR is looking for, poor presentation of the institution's way of responding to what is requested. There is no evidence of the added value of their expertise to UNHCR. Sample has poor quality.</p> <p>0 = No info submitted or the information is not in line with requirements at all</p>														
<p>Quality of the design for the printed materials Please submit in your technical proposal the sample as listed under section 3.2</p> <p>Design Task 2. e-DM Design Task</p> <p>The sample should demonstrate design ability based on the design task (concept and message, creativity, design quality, compliance with the brand guide, print quality etc.)</p>		20	<p>5 = The provided sample as per the requirements clearly describes excellent elements of the quality of the design for the printed materials. The sample demonstrates the bidders ability on the design task concept and message, creativity, design quality and in complianbce with UNHCR Brand guide. There is clear evidence of the added value of their expertise to UNHCR. The submitted sample to illustrate accountability and quality of content is excellent.</p> <p>4 =Good understanding of what UNHCR is looking for,the provided sample as per the requirements clearly describes good elements of the quality of the design for the printed materials. The sample demonstrates the bidders ability on the design task concept and message, creativity, design quality and in compliance with UNHCR Brand guide. There is clear evidence of the added value of their expertise to UNHCR. The submitted sample to illustrate accountability and quality of content is good.</p> <p>3 = The proposed samples as per requirements describes satisfactory elements. Some understanding of what UNHCR is looking for. The proposal proves that the service provider has understanding on the service requirements, little evidence of the added value of their expertise to UNHCR. The submitted reporting sample to illustrate accountability and quality of data / content is satisfactory.</p> <p>2=Poor understanding of what UNHCR is looking for. The provided sample proves that the service provider has poor understanding on the service requirements, little evidence of the added value of their expertise to UNHCR. The submitted reporting sample to illustrate accountability and quality of data / content is poor.</p> <p>1 = No understanding of what UNHCR is looking for, poor presentation of the institution's way of responding to what is requested. There is no evidence of the added value of their expertise to UNHCR. Sample has poor quality.</p> <p>0 = No info submitted or the information is not in line with requirements at all</p>														

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<div>Similar sample products and description: please submit in your technical proposal the sample as listed under section 3.2</div> <div>Sample Printed Materials</div> <div>The sample should demonstrate similar sample products and descriptions (concept and message, creativity, design quality, print quality etc.)</div>	10	<div>5 = (exceptional) There is a clear evidence of the added value of their expertise to UNHCR. The sample products and description is in line with UNHCR expectations with a clear outline how to achieve the proposed targets. The provided information fully exceeds UNHCR standards and expectations. The samples have exceptional quality.</div> <div>4= (Very Good) There is a clear evidence of the added value of their expertise to UNHCR. The sample products and description is in line with UNHCR expectations with a clear outline how to achieve the proposed targets. The provided information meets UNHCR standards and expectations. The samples have very good quality.</div> <div>3 = (Good) The sample products and description largely meets UNHCR standards and expectations. The project samples have good/satisfactory quality.</div> <div>2= (Acceptable). The proposed services largely meets UNHCR standards and expectations. The project samples have acceptable quality</div> <div>1 = There is no evidence of the added value of their expertise to UNHCR. The provided samples do not meet UNHCR standards and expectations. The samples have poor quality.</div> <div>0 = No samples submitted</div>													
SUB-TOTAL FOR PROPOSED SERVICES															

Signature:

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PART C - Personnel Qualifications (max 10 points)					BIDDERS:	<BIDDER'S NAME>			<BIDDER'S NAME>			<BIDDER'S NAME>			<BIDDER'S NAME>			<BIDDER'S NAME>					
Max Score Obtainable					Rating Scale			Rating		Score	Evaluator's notes	Rating		Score	Evaluator's notes	Rating		Score	Evaluator's notes	Rating		Score	Evaluator's notes
<u>Experience and skills of core team who will work on UNHCR project</u> Experience of core people who will work on the UNHCR project. (Including experience with similar projects) (max 5 points)					5	5= Core people have average 5 or more years experience and demonstrate expertise in the area.			[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!		[-]	#VALUE!	
						4= Core people have average 4 years experience and demonstrate expertise in the area.																	
						3= Core people have average 3 years experience and demonstrate expertise in the area.																	
						2= Core people have average 2 years experience and demonstrate expertise in the area..																	
						1= Core people have average 2 years experience and demonstrate expertise in the area..																	
						0= No info submitted																	
SUB-TOTAL FOR PERSONNEL QUALIFICATION						#VALUE!							#VALUE!								#VALUE!		
						#VALUE!							#VALUE!								#VALUE!		

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Date:

BIDDERS:	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>
Pre-selection passed	[select]	[select]	[select]	[select]	[select]
PART I- Company qualifications (15 points)	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>
General market experience	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Experience in providing design services for printed materials	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Experience in providing design services for online/mobile materials	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Sub-total company qualifications	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
PART II - Proposed Services (50 points)	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>
Quality of the design for the printed materials	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Quality of the design for the mobile/online materials	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Similar sample products and description	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Sub-total proposed services	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
PART C - Personnel qualification (max 10 points)	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>	<BIDDER`S NAME>
Experience and skills of core team who will work on UNHCR project	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Sub-total personnel qualification	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
TOTAL SCORES	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
COMPLIANT TECHNICALLY (42/70)	[select]	[select]	[select]	[select]	[select]

Signature: