

**EVALUATION TABLE – FOR BIDDERS OF TENDER FOR COUNSELLING**

Evaluation Criteria	Maximum Marks	Marking Scheme
<b>1. Quality and Comprehensiveness of Proposal</b>	30	<ul style="list-style-type: none"> <li>- Proposal covers all scope points + additional services: <b>30 marks</b></li> <li>- Covers all scope points: <b>30 marks</b></li> <li>- Covers 80% of scope points: <b>20 marks</b></li> <li>- Covers less than 80% of scope points: <b>15 marks</b></li> <li>- Incomplete proposal: <b>10 marks</b></li> </ul>
<b>2. Experience and Qualifications of Counsellors</b>	25	<p><b>Experience (10 marks):</b></p> <ul style="list-style-type: none"> <li>- 5+ years: <b>10 marks</b></li> <li>- 3-5 years: <b>7 marks</b></li> <li>- Less than 3 years: <b>4 marks</b></li> </ul> <p><b>Qualifications (15 marks):</b></p> <ul style="list-style-type: none"> <li>- All counsellors are certified professionals + specialists: <b>15 marks</b></li> <li>- All counsellors certified but fewer specialists: <b>10 marks</b></li> <li>- Some uncertified counsellors: <b>5 marks</b></li> </ul>
<b>3. Cost-Effectiveness</b>	20	<ul style="list-style-type: none"> <li>- Best value for money, within budget: <b>20 marks</b></li> <li>- Slightly higher cost but additional benefits: <b>15 marks</b></li> <li>- High cost for basic services: <b>10 marks</b></li> <li>- Exceeds budget with no extra benefits: <b>5 marks</b></li> </ul>
<b>4. References and Past Performance</b>	15	<p><b>Number of references (7 marks):</b></p> <ul style="list-style-type: none"> <li>- 3+ references with excellent feedback: <b>7 marks</b></li> <li>- 2 references with positive feedback: <b>5 marks</b></li> <li>- 1 reference with mixed feedback: <b>3 marks</b></li> </ul> <p><b>Institutional experience (8 marks):</b></p>

Evaluation Criteria	Maximum Marks	Marking Scheme
		- Extensive experience with educational institutions: <b>8 marks</b> - Moderate experience: <b>5 marks</b> - Little to no experience: <b>3 marks</b>
<b>5. Presentation</b>	10	- Clear, concise, professional, addresses all points: <b>10 marks</b> - Addresses most points, fairly clear: <b>7 marks</b> - Unclear or misses key points: <b>5 marks</b>

**Total Marks: 100**

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**Objective Marking Summary:**

- **Quality & Comprehensiveness:** Defined by specific scope coverage percentages and additional services.
- **Experience & Qualifications:** Clearly separated into experience (years) and qualifications (certifications, specialists).
- **Cost-Effectiveness:** Linked directly to budget and value-for-money assessment.
- **References & Past Performance:** Broken into number of references and experience in similar engagements.
- **Presentation:** Defined by clear and measurable delivery of proposal content.

**Payment Terms:**

- No advance payment, and payments will be done only against the completed services of calendar month.