Annex 3:

**Bid Evaluation Principle**

The proposal and related materials submitted according to the bidding requirements will be reviewed and evaluated by the Bid Evaluation Committee from China International Center For Economic And Technical Exchanges. The scoring and weighting of bid evaluation are as below. When determining the contractor, we will take into full account the requirements in this letter. The applicant whose proposal is the best, i.e. whose score is the highest (the technics meets the requirements of the task statement and the price is reasonable), will be awarded the contract. China International Center for Economic and Technical Exchanges will arrange the evaluation as soon as possible and announce the result in time.

**Project name:**

**Applicant:**

**Evaluator: Date of bid evaluation:**

**Technical and financial review sheets on bidding documents**

If the bidder does not own the business license necessary for taking up related business in China, he or she cannot participate in this bidding.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical and financial review sheets on proposal** | | | **Highest Score** | **Score** |
| **Technical evaluation on proposal** | | | | |
| **1．** The specialty and similar work experience of the company/organization submitting bidding documents (10 points) | | | | |
| **1.1** | | Organization and qualification, whether it has litigation and arbitration history | 4 |  |
| **1.2** | | Project experience (expertise, the experience of similar projects, the experience of regional projects, the experience of participating in UNDP projects, etc.) | 6 |  |
| **2.**  Personnel's qualifications (10 points) | | | | |
| **2.1** | | Project leader's qualifications (international experience, professional experience in professional fields, available time for participating in this research, etc.) | 9 |  |
| **2.2** | | Organization chart | 1 |  |
| **3．** Working plan and methods suggested (50 points) | | | | |
| **3.1** | | Whether the statement is clear, whether the activity design and planning is logical, and whether they promise to implement the project in an efficient way. | 30 |  |
| **3.2** | | Whether they have defined the scope of work reasonably and made it conform to the contract task statement, and whether they have made a detailed work plan. | 30 |  |
| **Financial evaluation on bidding documents** (If the bidder does not own the business license necessary for taking up related business in China, he or she is not qualified to participate in this bidding.) | | | | |
| **4**. Comprehensive financial budget (20 points) | | | | |
| **4.1** | Quotation and detailed budget | | 20 |  |
|  | **Total** | | **100** |  |