



Appendix A

BID EVALUATION CRITERIA

Reference Number: K4E21-13-0718 MUST appear on all submissions.

Submit the technical proposal (non-cost criteria) **separate from** the financial proposal (2 separate envelopes/files). **Submissions that do NOT separate technical proposals from the financial proposal will be disqualified.**

Basis of Selection

The Method of Selection to issue the resulting Contract is:

Calculation Technical and Financial Scores

Calculation of Technical Score: the technical score is calculated by prorating the technical score obtained by the proposal against the total possible score of 60.

$$\text{TECHNICAL SCORE} = \frac{\text{Bidder's TECHNICAL SCORE}}{\text{Total Possible TECHNICAL SCORE}} \times 60 \text{ points}$$

Calculation of Financial Score: the financial score is calculated by giving full points (20) to the lowest priced responsive proposal (based on the proposal's **Total Estimated Cost**) and prorating all other responsive proposal financial scores accordingly.

The calculation used to determine points for all other Bidders (other than the lowest) will be Lowest **Total Estimated Cost** (\$) divided by Bidder's **Total Estimated Cost** (\$), multiplied by 40 points, as follows:

$$\text{FINANCIAL SCORE} = \frac{\text{Lowest TOTAL ESTIMATED COST (\$)}}{\text{Bidder's TOTAL ESTIMATED COST (\$)}} \times 40 \text{ points}$$

Calculation of Total Score:

[Bidder's **TECHNICAL SCORE** (out of 60 points)] + [Bidder's **FINANCIAL SCORE** (out of 40 points)] = Bidder's **TOTAL SCORE** (out of 100 points).

**TECHNICAL EVALUATION**

Mandatory Requirements

Proposals must clearly indicate that the Bidder meets **all** of the mandatory requirements described below. This will be evaluated as either “**Yes**” or “**No**”. Proposals receiving “**No**” for any mandatory requirement will *not* be considered further.

Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.

Criteria: Bidders...	Page #	Yes	No
<ul style="list-style-type: none"><u>Must</u> clearly demonstrate capability of providing courier services on a daily scheduled basis			
<ul style="list-style-type: none"><u>Must</u> be proficient in written and oral English			
<ul style="list-style-type: none"><u>Must</u> include proof of license and bonding of driver (s)			



Point Rated Requirements

Criteria	Page #	Points allocated for the criteria	Score
The rated criteria should be based on the SOW, in sufficient detail.			
1. Experience of Contractor <ul style="list-style-type: none"> • Contractor has provided courier services for more than 10 years (40 points) • Contractor has provided courier services for a period between 5 and 10 years (25 points) • Contractor has less than 5 years' experience. (5 points) 		/40	
2. References <ul style="list-style-type: none"> • Contractor has 2 or more positive, related business references. (20 points) • Contractor has 1 positive, related business reference. (10 points) • Contractor has no related business references. (0 points) 		/20	
Total Technical Points		60	