

## TENDER EVALUATION METHODOLOGY

for the tender procedure [www.surfandsound.eu](http://www.surfandsound.eu)

### Improving and sharing knowledge on the Internet role in the human trafficking process

The tenders will be evaluated by the criterion **Best Value for Money**. Eligible tenders will be ranked by their **Comprehensive Score (CS)**, which will be the sum of the scores awarded according to the criteria listed below.

Tenderers conforming to all requirements for professional, economic, financial and technical capacity shall be considered eligible.

This Tender Evaluation Methodology contains a list and definitions of the individual criteria and their relative weight in the Comprehensive Score.

1. Each tender will be evaluated on the basis of the Comprehensive Score which shall be computed in the same way for all submitted tenders. The Comprehensive Score shall be computed as follows:

$$CS = S_T + S_P,$$

where:

CS – Comprehensive Score

$S_T$  – Technical Score

$S_P$  – Price Score

2. The tender with the lowest price bid shall be awarded the highest score – 70 points. The price score shall be computed by the following formula

$$S_{Pn} = 70 \times \left( \frac{P_{\min}}{P_n} \right)$$

where:

$S_{Pn}$  – Price Score for the  $n^{\text{th}}$  offer

$P_{\min}$  – Lowest price bid among all submitted tenders

$P_n$  – Price of the  $n^{\text{th}}$  offer



### 3. The Technical Offer Score shall be formed as follows:

#### 3.1 Lot 1:

3.1.1 The highest technical offer score shall be 30 points and shall be computed by the following formula:

$$S_T = \frac{10 \times S_{C1} + 10 \times S_{C2} + 10 \times S_{C3}}{3}$$

where

$S_T$  – Total Technical Offer Score

$S_{C1}$  – Criterion 1 (*Respondent Selection Methodology*) Score

$S_{C2}$  – Criterion 2 (*Data and Field Work Quality Control Procedures*) Score

$S_{C3}$  – Criterion 3 (*Overall Logical Coherence and Justification of the Technical Offer*) Score

3.1.2 For each score from  $S_{C1}$  to  $S_{C3}$  the tenderer will be awarded from 0 (minimum) to 3 (maximum) points in compliance with the following evaluation criteria:

Score Criterion	3	2	1	0
<b>C1</b>	The procedures for the selection of respondents for the in-depth interviews and sites for exploration of the Web have been described in full detail and all stages have been made explicitly clear.	Basic principles and certain details have been mentioned, but not all stages of the selection procedure have been made clear	Only the basic principles of the methodology have been listed	No information has been provided
<b>C2</b>	The procedures for data and field work quality control have been described in full detail and all elements of the proposed procedures have been made explicitly clear	Basic principles and certain details have been mentioned, but not all stages of the quality control procedures have been made clear	Only the basic principles of the quality control procedures have been listed	No information has been provided
<b>C3</b>	All Tender Specification (TS) elements are present	1 or 2 elements of the TS are missing	More than 2 elements of the TS are missing	All elements of the TS are missing

#### 3.2 Lot 2:

3.2.1 The highest technical offer score shall be 30 points and shall be computed by the following formula:

$$S_T = \frac{10 \times S_{C1} + 10 \times S_{C2} + 10 \times S_{K3}}{3}$$

where

$S_T$  – Total Technical Offer Score

$S_{C1}$  – Criterion 1 (*Selection of Websites and Respondent Attraction Methods*) Score

$S_{C2}$  – Criterion 2 (*Data Quality Control Procedures*) Score

$S_{K3}$  – Criterion 3 (*Overall Logical Coherence and Justification of the Technical Offer*) Score

3.2.2. For each score from  $S_{C1}$  to  $S_{C3}$  the tenderer will be awarded from 0 (minimum) to 3 (maximum) points, in compliance with the following evaluation criteria:

Score Criterion	3	2	1	0
<b>C1</b>	The selection of websites for the online survey is justified and well-grounded. The methods for attraction of respondents have been described in full detail and all stages have been made explicitly clear	Some reasons, basic principles and certain details have been mentioned, but not all details have been made clear and/or the reasons for selection of websites are not justified enough.	Only the basic principles/reasons have been listed.	No information has been provided
<b>C2</b>	The procedures for data quality control (removal of duplicates, limitations per IP addresses etc.) have been described in full detail and all elements of the proposed procedures have been made explicitly clear.	Basic principles and certain details have been mentioned, but not all stages of the quality control procedures have been made clear.	Only the basic principles of the quality control procedures have been listed.	No information has been provided
<b>C3</b>	All Tender Specification (TS) elements are present	1 or 2 elements of the TS are missing	More than 2 elements of the TS are missing	All elements of the TS are missing

### 3.3 Lot 3:

3.3.1 The highest score for the technical offer shall be 30 points and shall be computed by the following formula:

$$S_T = \frac{10 \times S_{C1} + 10 \times S_{C2} + 10 \times S_{C3}}{3}$$

where

$S_T$  – Total Technical Offer Score

$S_{C1}$  – Criterion 1 (*Report Writing Methodology*) Score

$S_{C2}$  – Criterion 2 (*Capacity to Work and Draft a Report in English*) Score

$S_{C3}$  – Criterion 3 (*Overall Logical Coherence and Justification of the Technical Offer*) Score

3.3.2 For each score from  $S_{C1}$  to  $S_{C3}$  the tenderer will be awarded from 0 (minimum) to 3 (maximum) points, in compliance with the following evaluation criteria:

Score Criterion	3	2	1	0
<b>C1</b>	A detailed concept of the type and content of the national report has been provided, all its elements have been made explicitly clear and the comprehensiveness of data has been guaranteed	Basic principles and certain details have been mentioned, but not all elements of the national report have been made clear	Only the basic principles of the methodology have been listed	No information has been provided
<b>C2</b>	The tenderer's capacity to work and draft the report in English has been proven by providing one document of 5-10 pages (report, study, etc.) in this language that the tenderer has drafted and published or delivered in the last three years without spelling, grammatical and stylistic errors	The tenderer's capacity to work and draft the report in English has been proven by providing one document of 5-10 pages (report, study, etc.) in this language that the tenderer has drafted and published or delivered in the last three years with some minor spelling, grammatical and/or stylistic errors	The tenderer's capacity to work and draft the report in English has been proven by providing one document of 5-10 pages (report, study, etc.) in this language that the tenderer has drafted and published or delivered in the last three years with spelling, grammatical and/or stylistic errors moderate in quantity or quality	No document has been provided or the document provided contains substantial spelling, grammatical and/or stylistic errors
<b>C3</b>	All Tender Specification (TS) elements are present	2 elements of the TS are missing	More than 2 elements of the TS are missing	All elements of the TS are missing

### 3.4 Lot 4:

3.4.1 The highest score for the technical offer shall be 30 points and shall be computed by the following formula:

$$S_T = \frac{15 \times S_{C1} + 15 \times S_{C2}}{3}$$

where

$S_T$  – Total Technical Offer Score

$S_{C1}$  – Criterion 1 (*Proposed Organisation*) Score

$S_{C2}$  – Criterion 2 (*Identification of Participants*) Score

3.4.2 For each score from SC1 to SC3 the tenderer will be awarded from 0 (minimum) to 3 (maximum) points, in compliance with the following assessment criteria:

Score Criterion	3	2	1	0
<b>C1</b>	Specific organisation methods, agenda, venue and working materials are specified corresponding to the purpose and the target groups	One or two of the mentioned elements are missing or not specified in details or do not correspond to the purpose and/or the target groups	More than two of the mentioned elements are missing or not specified in details or do not correspond to the purpose and/or the target groups	No information has been provided
<b>C2</b>	An exhaustive list of all stakeholders, including particular representatives/acknowledged experts has been provided complying to all requirements for broad representation and target group balance	Some key stakeholders/organisations have been listed, but no particular representatives are mentioned and/or no compliance with all requirements for broad representation and target group balance is showed.	Only some key stakeholders/organisations have been listed	No information has been provided

4. Offers shall be ranked in a descending order and the tender with the highest Comprehensive Score shall be considered the winning tender.