**EVALUATION CRITERIA**

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|  | **KEY CRITERIA** | **EXPLANATION** | **SCORE** |
| **S/NO** |
| **1** | Tender Requirements and /or Business Registration Documents | Evidence of business registration/legal documents of firm as spelt out in the TOR *(certificate to commence business, incorporation, Ministry of Works & Housing Certificate, Tax clearance etc)* |  |
|  |   |  |  |
| **2** | Certification (signature and stamped) letter of bid and bill of quantities | Letter of bid *(written in appropriate language as directed*) and all pages of bill of quantities should be signed and stamped  |  |
|  |   |  |  |
| **3** | Equipment Holding and Key Personnel | Evidence of CVs and certificates of key personnel to undertake the assignment (this should be checked vis-à-vis the number of years as specified in the TOR and have the experience and skill to execute the assignment with reference to works of similar nature). Evidence of equipment holding i.e whether owned or leased  |  |
|  |   |  |  |
| 4 | Demonstrated experience and expertise in setting up similar assignments in the water and sanitation sector | Demonstrated examples of similar assignment performed by the applicant(s), preferably in the WASH sector. *NB: check the evidence of works of similar nature executed by the firm(check for certified award letters or completion certificates). Similar works in the Upper West Region and/or Project district*  |   |
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NB: Firms must obtain a score of not less than 65 to meet the requirement for evaluation of financial proposal.

**FINANCIAL PROPOSAL**

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|  | **KEY CRITERIA** | **EXPLANATION** | **SCORE** |
| **S/NO** |
| 6 | Relevance of budget to scope of the assignment  | Cost effectiveness of budget; Technical relevance and within reasonable project budget  |   |
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