

Technical Evaluation Criteria

Criteria	Evaluation Strategy	Source of Evidence	Scoring: 1 – Partially complies 2 – Fully complies	Evidence and Comments
Evaluation Criteria 1 – Course Certification (25% weight)				
Evidence that the courses are accredited with certification from international accreditation bodies / associations (i.e. Certified Process Professional – CPP)	90% of scope (Score 1=15%) 100% of scope (Score 2 = 25%)	Attach accreditation & certification program documentation as per the scope of work	Score: _____	
Evaluation Criteria 2 – Supplier / Company Experience (15% weight)				
Years of supplier / company experience in training, as per the scope of work	<7 years' of experience (Score 1=10%) 7years' and more experience (Score 2= 15%)	5x signed letters confirming that training interventions were successfully conducted at large corporate organizations (local presence) on a company letterhead	SCORE _____	
Evaluation Criteria 3 – Training Facilitators Qualification & Experience (25% weight)				
Evidence that the company's instructors/facilitators are qualified to present the courses as per the scope of work with relevant years of experience	4x CV's plus 10-signed training feedback forms (Score 1=15%) 5x CV's plus 10-signed training feedback (Score 2=25%)	Provision of trainer's CV's, Copy of their qualifications and training feedback forms from learners who attended training interventions	Score: _____	
Evaluation Criteria 4 – Training format (15% weight)				

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Classroom-based and online training formats	Online training (Score 1= 10%) Online & Classroom based training (Score 2=15%)	Confirmation required from supplier on the type and format of training interventions provided.	Score: _____	
Evaluation Criteria 5 – Exam Certification Preparation (10% weight)				
Supplier provides candidates with certification exam preparation	70% of training scope (Score 1=5%) 90% of training scope (Score 2=10%)	Confirmation required from supplier that certification exam preparation will be conducted towards the exam date	Score: _____	
Evaluation Criteria 6 – Minimum training course information (10% weight)				
Supplier submits the training intervention curriculum and other relevant information: - <ul style="list-style-type: none">• Course curriculum• Number of days required to attend the course• Course notes Electronic <ul style="list-style-type: none">• Certification exam information• Certification preparation information	70% of training information provided (Score 1= 5%). 90% of training information provided (Score 2=10%)	Supplier provides sufficient information on the training intervention and discussed during clarification sessions.	Score: _____	
Total 100%				



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