

TECHNICAL BID/PROPOSAL RATING CRITERIA	% WEIGHT	
I. Quality of Personnel to be Assigned to the Project		30%
Profile and expertise of key personnel assigned to the project showing specialization and/or experience in the conduct of similar events, training or seminars with minimum experience of 3 years: <ul style="list-style-type: none"> • Project Manager (1 personnel) • Content Manager (1) • Graphic Designer (1) • Director / Technical Director / Production Manager (1) • Technical Support Team (2) Covering the suitability of the key staff to perform the duties of the particular assignments with general qualifications and competence including education, training, and similar projects handle by personnel (based on submitted CVs)		
II. The Firm's Experience and Capability		35%
A) Bidder has presented evidence in implementing/managing similar projects whose quality is acceptable to the hybrid seminar requirement.	20%	
More than 5 online/hybrid events, training or seminars conducted in the last 3 years (20%)		
5 online/hybrid events, training or seminars conducted in the last 3 years (15%)		
3-4 online/hybrid events, trainings or seminars conducted in the last 3 years (10%)		
Less than 3 online/hybrid events, training or seminars conducted in the last 3 years (0%)		
B. Bidder must have been in operation as an EMC/PCO/ETS for at least 5 years	15%	
More than 5 years of experience (15%)		
5 years of experience (10 years)		
Below 3 years of experience (0%)		
III. Plan of Approach and Methodology		35%
a. Adherence of the proposal to all the required components of the hybrid seminar as mentioned in this bid (15%)		
b. Relevance of the concept, proposed topics, and speakers. Profiles of speakers and list of topics to be submitted (15%)		
c. Feasibility of the planned execution of the overall scope of work (5%)		
TOTAL		

Passing Rate: 80%