



**EVALUATION GRID**  
**Event Support Services - 13 - PRO641LAD-2026**

Criteria	Information to be provided	Maximum	Minimum
<b>1. Quality, creativity and relevance of the proposed approach</b>	<ul style="list-style-type: none"><li>✘ tenderers must outline their <b>approach</b> to achieve the objectives pursued by the UFM and to deliver the services requested in this invitation to tender;</li><li>✘ tenderers must identify the major <b>challenges or risks</b> and propose solutions and suggestions of improvement when relevant;</li><li>✘ tenderers must explain the <b>quality control mechanisms and the key performance indicators</b> they intend to use to guarantee the quality of the services and compliance with deadlines;</li></ul>	<b>20</b>	<b>10</b>
<b>2. Methodology of work &amp; Management of the team</b>	<ul style="list-style-type: none"><li>✘ tenderers must describe the <b>composition and organisation of their team</b>, ensuring that they meet the requirements of the assignment in terms of experience, skills and languages.</li><li>✘ tenderers should demonstrate their capacity to organise <b>events around the Euro-Mediterranean region</b>.</li><li>✘ tenderers must describe the various <b>staff management measures</b> taken to guarantee a consistently high level of performance and identify the mechanisms for supervising the tasks they intend to subcontract.</li><li>✘ tenderers must outline their approach to the <b>daily management of the contract</b> with the competent UFM services.</li><li>✘ tenderers must outline the way they will commit to respecting the "green life-cycle" and apply <b>environmentally sustainable</b> criteria to the organization of events.</li></ul>	<b>35</b>	<b>20</b>



<b>3. Local Market Capacity (Barcelona)</b>	<ul style="list-style-type: none"> <li>✕ tenderers must outline the experience they have in organising events in <b>Barcelona</b>.</li> <li>✕ tenderers must describe their organizational arrangements to assure the <b>availability of their management staff in Barcelona</b> on a regular basis and ad hoc within 48 hours following the fixing of a meeting date by the UFM.</li> <li>✕ Tenderers should detail how they will constitute a network of <b>local suppliers</b> that will provide high-standard services at the best value for money</li> <li>✕ Explain any fall-back arrangements in case of deficiency of one or several local suppliers to ensure business continuity.</li> </ul>	<b>30</b>	<b>15</b>
<b>4. Case Studies</b>	<ul style="list-style-type: none"> <li>✕ Achievement of the objectives of the Case Studies.</li> <li>✕ Technical and deliverables proposed for the Case Studies, including: <ul style="list-style-type: none"> <li>- List of services and suppliers responsible for their provision.</li> <li>- Description of the working methodology behind the provision of the services.</li> <li>- Applicable deadlines for all services.</li> <li>- Risk assessment and suggestions of improvements, when applicable.</li> </ul> </li> </ul> <p><b>NB: Any financial detail in the case studies or in the email A - technical offer - will lead to exclusion of the concerned tenderer.</b></p> <p><b>NB 2: Case studies must be as clear and concise as possible, and exclude unnecessary information such as copy-and-pastes from the terms of reference or information contained in the annexes. The technical offer should not exceed the following number of pages (excluding annexes):</b></p> <ul style="list-style-type: none"> <li>• 3 pages for categories 1,2 and 3</li> <li>• 10 pages for category 4</li> </ul>	<b>15</b>	<b>8</b>
<b>TOTAL SCORE</b>		<b>100</b>	

**Tenders minimum threshold to be considered technically acceptable and qualify for the financial evaluation: overall total score of at least 75 points.**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.