



ANNEX VIII

Evaluation criteria

The award will be made based on the “**most economically advantageous tender**”: following an evaluation carried out by the appropriate internal commission of the Institute (the Consultative Committee for Procurements and Contracts), which will attribute a score to each bid, out of a maximum score of 100, assigned according to specific criteria.

There are 3 evaluation criteria (A, B,C). Each criterion is made up of one or more components (a1, b1, c2, etc.). For each component, the maximum points available for each bid are specified. The sum of the points thus awarded adds up to the final score of each bid. The maximum score possible is 100.

	EVALUATION CRITERIA	MAXIMUM score
A	Economic offer	35
a1	<i>Cost maintenance</i>	15
a2	<i>All other costs (implementation, licences, etc)</i>	20
B	Technical Offer (as listed in Annex IV)	50
b1	<i>Section III</i>	5
b2	<i>Section IV</i>	15
b3	<i>Section V</i>	5
b4	<i>Section VI.2 to Section VI.10</i>	15
b5	<i>Section VI.11 to Section X</i>	10
C	Overall quality of the technical proposal.	15
c1	<i>Overall technical contents</i>	5
c2	<i>Presentation</i>	2
c3	<i>Answers to Annex V</i>	8

The following method is used to assign the points for the Economic offer (Criterion A):

The maximum score (Pmax) available for the economic evaluation shall be assigned to the Company which offers the lowest price ($P_{max}=35$). The other tenderers will be awarded points (rounded to two decimal places, where necessary) according to the ratio between the lowest price and the price bid by each of them, according to the following formula:



$$P_i = \frac{O_{min}}{O_i} \times P_{max}$$

Where:

O_i = is the n th tenderer's bid

O_{min} = the lowest price bid

P_i = points awarded to the n th tenderer

P_{max} = points awarded to the lowest economic offer (lowest price)

In awarding the points deriving from the operational aspects (Criterion B), the Commission shall determine the relative score at its own discretion, providing reasons for the evaluations made.

In order to assign the points relative to the evaluation of the profiles of the on-site support staff (Criterion C), the candidates will be examined in interviews designed to evaluate whether they possess the requisites listed in Article 16.