

ANNEX B

TECHNICAL EVALUATION CRITERIA

CRITERIA	POINTS
I. Qualifications of the Service Provider	
1. Multi-media materials portfolio in handling other production, project management and key accounts	30 pts
a. 10 years and above30 pts b. 6-9 years25 pts c. 4-5 years20 pts d. 3-2 years15 pts e. 1 year10 pts f. No experience0 pt	
2. Proven expertise in developing/ managing multi-media materials (i.e. promotional video, informative video)	20 pts
a. 20 materials and above20 pts b. 10-19 materials.....15 pts c. 1-9 materials.....10pts d. No materials produced.....0 pt	
3. Has its own digital office/equipment (tools and software) with a competent and efficient technical team	20 pts
a. Has its own digital office/equipment with a competent and efficient technical team 20 pts b. No digital office/equipment 0 pt	
II. Plan of Approach and Methodology	
1. Current workload relative to the capacity to undertake the project	15 pts
a. 6 and above.....6 pts b. 4 - 59 pts c. 2 - 312 pts d. 0 - 1.....15 pts	
2. Completeness of the concept and video production shall be delivered as outlined in the Terms of Reference (TOR)	15 pts
a. Well detailed concept and video production with reference to the TOR 15 pts b. Partially detailed concept and video production with reference to the TOR 5 pts c. Note detailed and incomplete concept and video production 0 pt	
TOTAL POINTS	100 pts
Total Minimum Points to Qualify	70 pts

SHORTLIST CRITERIA

CRITERIA	POINTS
1. Multi-media materials portfolio in handling other production, project management and key accounts	30 pts
<ul style="list-style-type: none"> a. 10 years and above 30 pts b. 6-9 years 25 pts c. 4-5 years 20 pts d. 3-2 years 15 pts e. 1 year 10 pts f. No experience 0 pt 	
2. Proven expertise in developing/ managing multi-media materials (i.e. promotional video, informative video)	20 pts
<ul style="list-style-type: none"> a. 20 materials and above 20 pts b. 10-19 materials 15 pts c. 1-9 materials 10 pts d. No materials produced 0 pt 	
3. Has its own digital office/equipment (tools and software) with a competent and efficient technical team	20 pts
<ul style="list-style-type: none"> a. Has its own digital office/equipment with a competent and efficient technical team 20 pts b. No digital office/equipment 0 pt 	
4. Availability of resources to perform all responsibilities and specifications as indicated and required in the responsibilities of the Service Provider	20 pts
<ul style="list-style-type: none"> a. Have met all requirements 20 pts b. didn't meet all the requirements 0 pt 	
5. Job Capacity and Overall Work Commitments	
1. Current workload relative to the capacity to undertake the project	10 pts
<ul style="list-style-type: none"> a. 6 and above 1 pt b. 2-5 5 pts c. 0-1 10 pts 	
TOTAL POINTS	100 pts.
<i>(TOTAL MINIMUM POINTS TO QUALIFY)</i>	70 pts.