



**ANNEX-II: Evaluation Grid for the Selection of External Collaborator to Provide Graphic Design Services within the scope of the
“Strengthening Social Partners and Civil Society Capacities on Fundamental Principles and Rights at Work” Project**

Administrative Compliance Check Grid	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Experience in graphic design services for at least 5 years (Yes/No):					
Proficiency in Turkish at native level (Yes/No):					
Administrative Compliance Decision (Accept/Reject): (Reject if any of the minimum criteria are not met)					

Only those applications that pass the administrative compliance check will be subject to technical and financial evaluation.

Technical and Financial Evaluation Grid	Total points	Max. Points	Appl. 1	Appl. 2	Appl. 3	Appl. 4
Technical Evaluation* (60%) – max. 60 points	60						
Expertise along multiple communications disciplines, including but not limited to, creativity and visual language		25					
Ability to adapt agency creative processes and/or proprietary tools to address client needs		25					
Experience in providing graphic design services for projects for UN agencies and other international organizations		10					
Financial Evaluation** (40%) – max. 40 points	40						
TOTAL (Technical Evaluation Score + Financial Evaluation Score)	100						

* Attaching the proof documents reflecting the experience and the knowledge of the applicants (such as samples of previous similar design products etc.) is highly recommended.

** The financial score is calculated by comparing the applicant's financial proposal to the lowest proposal, with a weight of 40%. The weighting formula to be applied is as follows:
(Lowest Proposal ÷ Financial Proposal of the Applicant) * 40.

The applications will be ranked based on their total scores.

Score List of Applications (sorted from highest to lowest)		
Name Surname	Score	
Applicant (with the highest score)		Awarded to contract
Applicant (with the second highest score)		Reserve list
...		...