

**SECURITIES AND EXCHANGE COMMISSION
PROCUREMENT OF CONSULTANCY SERVICES FOR THE SEC 90TH ANNIVERSARY ACTIVITIES**

Detailed Evaluation Criteria

Technical Proposal (85%)

No.	Evaluation Criteria	
1	Experience and Capability of the Consultant	Maximum Score (30)
	Similar completed projects (Max:15 points) a. 15+ projects (15) b. 10–14 (12) c. 7–9 (9) d. 4–6 (6) e. 1–3 (3) Organizational capacity and resources (Max:5 points) Active/Completed similar projects in last 5 years (Max:10 points)	
2	Qualification of Key Personnel	Maximum Score (15)
	Professional experience of proposed Project Manager/Event Director, Technical/Production Director, Creative & Documentation Lead, and Logistics & Event Coordination Lead. Scores shall be averaged.	
3	Plan of Approach and Project Methodology	Maximum Score (40)
	a. Project implementation strategy and work plan (10 points) b. Event production and management approach (10 points) c. Technical and logistical approach including venue, catering, manpower and token production (20 points)	

Financial Proposal (15%)

No.	Evaluation Criteria	Maximum Score (15)
1	Clarity and completeness of the financial breakdown (Max: 15 points)	

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Detailed Evaluation Criteria for the Shortlisting of Consultants

The Firm must pass the required passing score of seventy (70) points in order to be shortlisted based on the following allocation:

No.	Evaluation Criteria	Maximum Score (50)
1	Experience and Capability of the Firm a. 15 or more similar completed projects in the last 10 years (50 points) b. 10–14 similar completed projects (40 points) c. 7–9 similar completed projects (30 points) d. 4–6 similar completed projects (20 points) e. 1–3 similar completed projects (10 points)	
2	Current Workload of the Personnel relative to Capacity a. Complete organizational structure and technical resources (30 points) b. Adequate organizational structure and resources (20 points) c. Meets the minimum organizational requirements (10 points)	Maximum Score (30)
3	Qualification of Key Personnel <i>Scores of all proposed key personnel shall be averaged.</i>	Maximum Score (20)
	<i>All experiences shall be related to events management, events production, or on-ground project management.</i> 3.1 Project Manager / Event Director (Events a. More than 5 years professional experience (20 points) b. 4-3 years professional experience (15 points) c. 2-1 years professional experience (10 points) d. Less than 1 year professional experience (5 points) 3.2 Technical / Production Director a. More than 5 years professional experience (20 points) b. 4-3 years professional experience (15 points) c. 2-1 years professional experience (10 points) d. Less than 1 year professional experience (5 points) 3.3 Creative and Documentation Lead a. More than 5 years professional experience (20 points) b. 4-3 years professional experience (15 points) c. 2-1 years professional experience (10 points) d. Less than 1 year professional experience (5 points) 3.4 Logistics and Event Coordination Lead a. More than 5 years professional experience (20 points) b. 4-3 years professional experience (15 points) c. 2-1 years professional experience (10 points) d. Less than 1 year professional experience (5 points)	

