

EVALUATION CRITERIA MATRIX



Criteria	Evaluation phase	Means of verification	Weight	SCORING							Comment
				0	20	40	60	Weighted Score if 20 points	Weighted Score if 40 points	Weighted Score if 60 points	
Submission of ALL mandatory documents	Eligibility Evaluation	Bid	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Hotel should be located within 1 km from IMC office (Kyiv, Bohdana Khmelnytskoro str. 63A)	Security Assessment	Bid and Visit	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Meeting IMC minimum safety and security requirements	Security Assessment	Bid and Visit	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Must have minimum 49 rooms	Technical Evaluation	Bid and Visit	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Hotel has automatic off switch turning all AC and other appliances in hotel room once key card is removed	Technical & Capability Evaluation	Bid and Visit	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	2,5	Please provide photo of auto matic device, this could be verified during visit
Hotel does recycling (plastic, paper, metal).	Technical & Capability Evaluation	Bid and Visit	YES /NO	N/A	N/A	N/A	N/A	N/A	N/A	2,5	Proof is either contract for recycling or photo waybill from service provider or photo of receling bins. Please provide any of proofs. This could be verified during visit
Accommodation - Service Capacity	Technical & Capability Evaluation	Bid and Visit	15,00%	less than 50 rooms	50-69 rooms	70-99 rooms	100 or more rooms	5	10	15	
Conference room rental - Small, 30 - 69 seating capacity in classroom style and half round (4 seats per round table 180cm diameter)	Technical & Capability Evaluation	Bid and Visit	3,00%	less than 30 seats	31-50 seats	51-59 seats	60-69 seats	1	2	3	Please specify seating capacity: - in classroom style: - half round (4 seats per round table 180cm diameter)
Conference room rental - Large, 70+ seating capacity in classroom style and half round (4 seats per round table 180cm diameter)	Technical & Capability Evaluation	Bid and Visit	3,00%	less than 70 seats	71-80 seats	81-99 seats	100 or more seats	1	2	3	Please specify seating capacity: - in classroom style: - half round (4 seats per round table 180cm diameter)
Breakfast Buffet- Service Capacity	Technical & Capability Evaluation	Bid	3,00%	Only 1 breakfast option available not meeting standard package	1 breakfast option meeting standard package	2 breakfast options meeting standard package	3 or 3+ breakfast options meeting standard package	1	2	3	Please provide full description of this service you offer (lunch, breakfast etc.) in comments section in RFQ
Lunch Buffet- Service Capacity	Technical & Capability Evaluation	Bid	3,00%	Only 1 lunch option available not meeting standard package	1 lunch option meeting standard package	2 lunch options meeting standard package	3 or 3+ lunch options meeting standard package	1	2	3	Please provide full description of this service you offer (lunch, breakfast etc.) in comments section in RFQ
Catering/Food & Beverage package (1 coffee break) full package	Technical & Capability Evaluation	Bid	3,00%	Only 1 coffee break option available not meeting standard package	1 coffee break option meeting standard package	2 coffee break option meeting standard package	3 coffee break option meeting standard package	1	2	3	Please provide full description of this service you offer (lunch, breakfast etc.) in comments section in RFQ
Hotel accommodation, single room	Financial-Commercial Evaluation	Bid	32,5							32,5	
Hotel accommodation, double room (single use)	Financial-Commercial Evaluation	Bid	1							1	
Conference room rental - Large, 70+ seating capacity in classroom style and half round (4 seats per round table 180cm diameter)	Financial-Commercial Evaluation	Bid	5							5	Please specify seating capacity: - in classroom style: - half round (4 seats per round table 180cm diameter):
Conference room rental - Small, 30 - 69 seating capacity in classroom style and half round (4 seats per round table 180cm diameter)	Financial-Commercial Evaluation	Bid	6							6	Please specify seating capacity: - in classroom style: - half round (4 seats per round table 180cm diameter):
Meal, Breakfast	Financial-Commercial Evaluation	Bid	4							4	Please provide full description of this service you offer (lunch, breakfast etc.) in Annex 3 - Technical criteria - check list Section 3.3 Food and beverages of ITT
Meal, Lunch	Financial-Commercial Evaluation	Bid	4							4	Please provide full description of this service you offer (lunch, breakfast etc.) in Annex 3 - Technical criteria - check list Section 3.3 Food and beverages of ITT
Catering/Food & Beverage package (1 coffee break) full package	Financial-Commercial Evaluation	Bid	12,5							12,5	Please provide full description of this service you offer (lunch, breakfast etc.) in Annex 3 - Technical criteria - check list Section 3.3 Food and beverages of ITT
Total Technical										35	
Total Financial										65	
Total Additional											
Total										100	