

Annex VI – Evaluation and Selection Criteria

1. Pass/Fail Eligibility Criteria

Criterion	Requirement	Evidence Required
Legal Registration	Registered legal entity in Iraq	Annex IV – Legal Entity Information
Authorized Signatory	Bid signed by authorized person	Power of attorney or equivalent
Ethical Compliance	No conflict of interest, no exclusion grounds	Signed declaration
Subcontracting	Not allowed	Declaration of compliance
Language	All documents in English or translated	Submission in English
Submission Format	ZIP folder with separate Technical and Financial folders	Properly structured ZIP file
Bank Information	Complete and signed bank details form	Annex III – Vendor Bank Account Info
Financial Offer	Completed and signed budget	Annex V – Budget Breakdown

2. Technical Evaluation (80 points)

Criterion	Max Points	Scoring Guide
Relevant Experience	20	5+ years in legal services in Iraq = 20 pts 3–5 years = 15 pts 1–2 years = 10 pts <1 year = 0 pts



Understanding of Scope	10	Clear, tailored understanding of ToR and risks = 10 pts General = 5 pts Vague = 2 pts
Methodology & Strategy	10	Detailed, realistic, responsive = 10 pts Generic = 5 pts Unclear = 2 pts
Team Composition & Capacity	10	Strong team with relevant legal expertise = 10 pts Limited = 5 pts
Simultaneous Case Management	10	Demonstrated ability to manage 3+ cases = 10 pts Moderate = 5 pts
Urgency Handling	5	Clear plan for urgent legal matters = 5 pts Basic = 3 pts
Backstopping & Support	5	Strong support structure = 5 pts Limited = 3 pts
References & Past Clients (Proof of previous work should be shared)	10	3+ strong references = 10 pts 1–2 = 5 pts

3. Financial Evaluation (20 points)

Scoring Formula:

$$\text{Score} = (\text{Lowest Price} / \text{Bidder's Price}) \times 20$$

Bidders must submit Annex V – Budget Breakdown with all unit prices in IQD, excluding VAT.

