

## Appendix1: Technical Proposal Evaluation Sheet

Name of Evaluator:			
Evaluation Item	Description	Max Points	Evaluation
1. Company Profile	Appropriateness, size, stability, and overall suitability of the company	10	
2. Relevant Experience	Experience in projects similar in scope and scale	10	
3. Understanding of Requirements	Level of understanding of the objectives and requirements of this project	10	
4. Flight Arrangement Capability	Ability to arrange appropriate flights based on the project requirements	13	
5. Airline Options	Availability and suitability of airlines that can be actually arranged	13	
6. Hotel Arrangement Capability	Availability and suitability of hotels that can be actually arranged	13	
7. Overall Travel Arrangement Feasibility	Feasibility and reliability of the proposed travel arrangements as a whole	13	
8. Staffing Structure	Clarity and adequacy of proposed staff structure and roles	10	
9. Japan-Based Support	Availability and effectiveness of Japan-based staff support (if applicable)	8	
Total		100	