

Date:

Evaluation Form  
Firm:

I. Company Profile NCB			
		Max.	Mark
1	Company Name		
2	Paid-up Capital <b>2 points for more than QAR</b>	2	
3	Firm Capability Statement	6	
4	Contact Person		
5	Contact Number		
6	Designation		
7	Website	6	
8	Email		
9	Fax		
10	Address		
Total		14	
II. Quality Management			
		Max.	Mark
1	Quality Assurance Certificates	4	
2	Awards	4	
3	Training material <b>attached with documents requested</b>	2	
Total		10	
III. Manpower			
		Max.	Mark
<i>Human Resources</i>			
1	Key Person	3	
<i>Supporting Staff</i>			
2	Help Desk	1	
3	Receptionist	1	
<i>Instructors</i>			
4	Full / Part-time <b>cv's combined with the topics on offer</b>	20	
Total		25	
IV. Physical Status			
		Max.	Mark
1	Branches	2	
2	Facilities <b>class rooms, workshops, laboratories</b>	4	
Total		6	
V. Capabilities			
		Max.	Mark
<i>Areas of Speciality</i>			
1	Well represented areas of speciality <b>Two areas</b>	9	
<i>Top Programs Offered</i>			
2	<b>Depending on the justification and the level of relevance with the firm's speciality / Ashghal's needs</b>	8	
<i>Certified Programs</i>			
3	<b>Depending on the documentation presented and the level of relevance with the firm's speciality / Ashghal's needs</b>	14	
<i>Affiliations</i>			
4	<b>Depending on the documentation presented and the level of affiliation</b>	8	
5	Training provided within the sector ( <i>availability of reference</i> )	4	
6	Clients list	2	
Total	Total	41	
Grand Total			
Result		B Qualified	
Recommended Areas of Speciality			
English Language & management soft skills training			
Comments			
non			
No.	Committee Member	Approval	

Convincing CVs

Proper Profile

Proper Documentation

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