

**(RFP) QUALIFICATION REQUIREMENTS**

**1.0 OPERATIONAL**

Certificate of Incorporation

The Bidder must be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the Bidder must provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company.

Internationally Recognized Quality Standards (if applicable/relevant)

The Bidder should indicate any established Quality System/Standards and accreditations certified by an internationally recognized body, i.e., ISO 9001, etc., as indicated in the Terms of Reference. If applicable, certificates will have to be provided.

**2.0 ELIGIBILITY**

Statement of Confirmation, incl. compliance with UNIDO Policy on Exclusion from Funding and UNIDO Policy on the Protection of Personal Data.

The Bidder must comply with the statements listed in the Statement of Confirmation document provided in Appendix 5 - Statement of Confirmation.

The Bidder must meet all requirements listed in Appendix 8 - Mandatory Statements and Confirmations.

**3.0 EXPERIENCE**

Years in Business

The bidder must have been in operation for an uninterrupted period of at least three (3) years immediately prior to submission of their Proposal.

**4.0 FINANCIAL**

Required Financial Information

The Bidder shall provide a certified copy of their Financial Statements for the last three (3) years of business.

The bidder shall submit the UNIDO Financial Statement and Certification form (Appendix 6). In addition, information regarding all claims, arbitration and other pending legal action shall also be provided.

The bidder shall submit the duly filled and signed UNIDO Bank Information Form (Appendix 7).

Financial Qualification Requirements

The following basic commercial qualification requirements shall be met by the Bidder:

Profitability: Profit Margin Ratio should be positive and preferably in excess of 1%.

Solvency Ratio: A minimum solvency ratio (ratio of current assets to current liabilities) should be positive and preferably of more than 1.

Turnover: The average annual turnover of the past three (3) years should be at least two (2) times the proposed contract value.

**5.0 LITIGATION**

Litigation in Progress

The impact of any pending claims, arbitration and other pending legal action must be disclosed.

**(RFP) EVALUATION CRITERIA**

**1.0 TECHNICAL**

The following technical evaluation criteria shall be applied to bids received.

In case of an associated group of organizations, a letter of intent signed by all members and indicating the representative/leader both during the bidding process and the execution of the Contract shall be required. In case of an associated group of organizations, the qualification requirements, including the financial qualification requirements, will **only** apply to the lead organization of the associated group participating in the tender. The following technical criteria will be applied to the totality of its members.

1	Technical Evaluation Criteria	Score	Documents to establish compliance with the criteria
<b>1</b>	<b>Quality of the proposal:</b>	<b>(30)</b>	
1.1	Description of the Contractor’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference.	20	<i>Technical offer: description of the approach and methodology, work plan</i>
1.2	Time schedule: scheduling of tasks to achieve the results and outputs according to the scope required in the Terms of Reference. The proposal of shorter timelines to achieve the project aims is also accepted and welcomed.	10	
<b>2</b>	<b>Contractor’s (together with sub-contractors, if any) qualification, expertise in the following:</b>	<b>(45)</b>	
2.1	Cutting-edge knowledge and demonstrated expertise in industrial decarbonization plans/policy, including three samples/references/links of successfully executed projects (technologies and practices), and their applications, current developments, public acceptance, and respective technology and business model innovation processes.	15	<i>Technical offer: description of the organization(s), experience, and reference of similar projects.</i>
2.2	Proven track record working in the incubation of decarbonization technologies in the international stage.	15	
2.3	Proven track record of engaging with relevant industrial stakeholders in Brazil (list of stakeholders to be consulted in Brazil);	15	
<b>3</b>	<b>Key personnel compliance with terms of reference requirements:</b>	<b>(25)</b>	
3.1	The contractor’s team compliance with the following required background: <ul style="list-style-type: none"> <li>• A project team member with 10 years of experience in promoting innovation of decarbonization technologies.</li> </ul>	10	<i>Technical offer: Key personnel CVs</i>

	<ul style="list-style-type: none"> <li>Along with the team leader, the team should include a technical leader, who has experience in activities related to the development of strategies for innovation related to industrial decarbonization.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>The team must include a professional who has extensive experience in integrated assessment models in decarbonization.</li> </ul>	5	
3.2	<p>The contractor or the contractor`s team shall also demonstrate the following:</p> <ul style="list-style-type: none"> <li>Able to demonstrate proficiency in Portuguese within the team;</li> <li>The proposed Project team must be composed of at least 20% of females.</li> </ul>	5	

Only proposals which pass the **minimum score of 70** will be deemed technically compliant and considered for commercial evaluation.

**2.0 COMMERCIAL**

Total Cost (Currency – US \$)

Total price i.e., total sum of unit prices as per cost breakdown required in Appendix 3 of the Request for Proposal (RFP) documents.

Proposed payment terms

Requirement for progress payments plan, etc. will be evaluated versus UNIDO’s normal requirements indicated in the Terms of Reference.

Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO’s Model Contract and General Conditions of Contract in Appendix 4 of the RFP documents.