

UNIDO – Invitation to Bid – ITB no. 1100136746/CZ/mp

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

For evaluating the bids UNIDO will be based on the following qualification requirements for bidders as the first stage and when qualified, evaluation criteria for the selection of the qualified best bidder as a second stage. The bidders must provide together with their bids all necessary supporting documentation as specified in the ITB documents in order to prove fulfillment of the ITB qualification requirements. Please note that bids without the stipulated ITB conditions and documents run the risk of being rejected.

A. QUALIFICATION REQUIREMENTS

1. Certificate of Incorporation [*Handelsregistereintragung*]

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

2. Licenses /Authorizations

The Bidder must provide a copy of relevant licenses and/or authorizations where applicable enabling the company to perform the required services/work of the category of the services/work required under the ITB. These certifications must be according to the Austrian and/or the equivalent EU rules and standards [*Gewerbeberechtigungen, Konzessionen*].

3. Recognized Quality Standards

The Bidder is to indicate if and which, recognized Quality Control System/Standards are applied to their activity (i.e. ISO 9001, similar) and attach respective certificates.

4. Years in Business

The Bidder shall demonstrate at least five (5) years of experience in the field of requirements as specified in the Technical Specifications.

5. Profitability

Profit Margin Ratio: profit/turnover preferably > 0

6. Solvency Ratio

Solvency ratio: ratio of current assets/current liabilities preferably ≥ 1

B. EVALUATION CRITEREA

The bids will be evaluated against the following evaluation criteria:

I. TECHNICAL

1. Full compliance with the Technical Specifications (Appendix 2)

II. COMMERCIAL

1. Acquisition Cost

Total price of the offer and prices for individual items indicated in the Technical Specifications (Appendix 2).

2. Proposed Payment Terms

Adherence to the UNIDO's normal payment requirements (30 days net).

3. Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO Model Purchase Order and General Terms and Conditions