Section lV: Evaluation and Scoring Method

**RFP Reference No:**  **RFP/2020/15174**

**Description of the Consultancy Service:** **Consultant Services for New Design and/or Repair of Road Drainage Structures in South Kordofan State, Sudan**

1. **EVALUATION METHOD**

Proposals shall be initially evaluated to check their compliance in accordance with the RFP. Proposals that have passed the preliminary evaluation shall be evaluated according to a two-step procedure. Evaluation of the Technical proposal shall be completed prior to the financial proposal being opened and compared.

First, upon opening of the proposals, UNOPS shall proceed to a preliminary examination of the proposal. UNOPS may reject any proposal during the preliminary examination which does not comply with the formal requirements set out in this RFP, without further consultation with the offeror.

Second, proposals that pass the preliminary evaluation shall be evaluated for technical compliance based on the summary below:

**Summary of points allocated to the technical evaluation**

|  |  |
| --- | --- |
| **Technical Evaluation Criteria** | Max. Points |
| Returnable Proposal Schedule 6 – Capacity Experience, Work in Hand and Completed. | 20 |
| Returnable Proposal Schedule 8 – Key Personnel | 20 |
| Returnable Proposal Schedule 9 – Implementation/Quality Management System | 10 |
| Returnable Proposal Schedule 11 – Outline Statement of Proposed Methods | 20 |
| TOTAL SCORE POSSIBLE:  *Minimum pass score: 70% of maximum 70 points = 49 points* | 70 |

**Returnable Proposal Schedule 6 – Capacity Experience, Work in Hand and Completed.**

1. Five (5) similar contracts (Causeways and similar drainage structures) executed successfully during the last 10years: **(10 Points)**

|  |  |
| --- | --- |
| **Description** | **Max Points (10)** |
| Completed Similar 5 or more projects | 10 |
| Completed Similar 4 projects | 8 |
| Completed Similar 3 projects | 6 |
| Completed Similar 2 projects | 2 |
| Completed Similar 1 project | 0 |

1. USD 400,000 of Average annual turnover of all contracts within the last [3] years: **(4 Points)**

|  |  |
| --- | --- |
| **Description** | **Max Points (4)** |
| Average annual turnover not less than USD 400,000.00 during the last three years | 4 |
| Average annual turnover between USD 400,000and USD 300,000 | 3 |
| Average annual turnover between USD 300,000 and USD 200,000 | 2.5 |
| Average annual turnover between USD 200,000 and USD 100,000 | 2 |
| Average annual turnover less than USD 100,000 | 1 |

1. Capacity to undertake this contract within current workload: **(3 Points)**

|  |  |
| --- | --- |
| **Current projects underway or committed to start in Sudan:** | **Max Points (3)** |
| Less than 5 projects | 3 |
| 5 or more projects but the company score 15 points for criteria 1 above and 5 points for criteria 2 above | *2* |
| 5 or more projects but the company score less than 15 points for criteria 1 above and less than 5 points for criteria 2 above | *1* |

Note: This criteria is established  to check whether the service provider is overloaded  and can handle this project and complete the works ontime. While evaluating against this criteria, the client will consider the capacity of the firm against and the number of projects under way.

1. Key assets that the offeror shall demonstrate adequate ownership of, or access to: **(3 Points)**

|  |  |  |
| --- | --- | --- |
| **Evaluation component** | **Evaluation Criteria** | **Max Points (3)** |
| Access to foundation investigation and testing equipment | *Offeror’s confirmation on access to foundation investigation and testing facility* | 3 |
| Survey instruments | *Offeror’s confirmation on access to surveying equipment* | 3 |
| Design facilities | *Offeror’s confirmation on access to plotting equipment, design software, printers etc.* | 3 |

**Returnable Proposal Schedule 8 – Key Personnel: (20 Points)**

The offeror’s Key Personnel demonstrate the capacity of the offeror’s core team to provide the Services and should include all essential roles filled with people of the required experience. CV’s shall be used to verify the expertise and experience of the offeror’s personnel if required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **No.** | **Minimum Qualification** | **Preferred experience** | **Marking** | **Max Points**  **(20)** |
| 1 | Design Team Leader Civil/Structural Engineer | 1 | Master’s degree in Civil Engineering or Structural Engineering | 10 years (minimum 7 years in Road drainage design) | Experience   * 08 points for >10 years * 06 points for 5-10 years * 04 points for < 5 years | 06 |
| 2 | Geotechnical Engineer | 1 | Masters or Bachelor’s degree in Engineering | 10 years (minimum 5 years in drainage structures design) | Experience   * 08 points for >10 years * 06 points for 5-10 years * 04 points for < 5 years | 06 |
| 3 | Hydrological/ Hydraulic Engineer | 1 | Masters or Bachelor’s degree in Engineering | 10 years (minimum 5 years in drainage structures design) | Experience   * 04 points for >10 years * 03 points for 5-10 years * 02 points for < 5 years | 04 |
| 4 | Environmental Specialist |  | Bachelor’s degree in relevant discipline | 4 years in environmental studies | Experience   * 04 points for >10 years * 03 points for 5-10 years   02 points for < 5 years | 04 |

The recommended additional design team members are:

* Project specific architectural / engineering staff, minimum 5years experience.
* Civil/Structural Engineer
* Geotechnical Engineer
* Hydrographic Surveyor
* Quantity Surveyor

**Returnable Proposal Schedule 9 – Implementation/Quality Management System**

**The Offeror’s quality or implementation manual and preliminary plan demonstrate the offeror’s capacity to, consistently, be able to provide the services to the required quality. (10 points)**

**Returnable Proposal Schedule 10 – Outline Statement of Proposed Methods: (20 Points)**

The offeror’s proposed method statement demonstrates the offeror’s capacity to provide the services in a professional and properly staged manner

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation component | Evaluation Criteria | Marking | Max Points (20) |
| Method statement/ Design approach | The offeror’s proposed method statement/design methodology demonstrates the offeror’s understanding of:   * *design objective*, * *scope of works,* * *available requirements,* * *methods to be deployed for data collection,* * *methods to be deployed for field studies,* * *technologies to be deployed for design work capacityto plan and execute the work* in a *professional and stage manner* * *the interaction of Civil/Structural/Hydraulic/Geotechnical design* * *ability of facility to withstand significant shock events from weather, eathquake, flooding etc.* | * Each of the evaluation criteria carries maximum of 1.5 points | 9 |
| Plan | Realistic time lines for the achievement of the proposed milestones and resources assigned for the durations of the assignement | * Time line is in line with the UNOPS requirement – 3 points * Sufficient resources proposed- 2 points | 5 |
| Sustainability | The proposal adequately demonstrates how the offeror plans to integrate sustainability issues in to the execution of design services considering all aspects of:   * social, * environmental and * economic considerations | * Each aspect carries 2 points | 6 |

**UNOPS RIGHT TO VARY REQUIREMENTS**

| **UNOPS Requirements** | **Is Offeror Compliant?** Offeror to complete | **Offeror Clarification**  If Offeror Cannot Comply, indicate the reason(s) |
| --- | --- | --- |
| At the time the Contract is awarded, UNOPS reserves the right to vary the services specified above, provided this does not exceed **+/- 20%**, without any change in the unit prices or other terms and conditions of the RFQ. | ☐ Yes ☐ No | Insert details |