

## QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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### **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.

##### **Mandatory Statements and Confirmation**

The bidder must comply with all mandatory statements and confirmations, as requested in the SAP system's Questions part (and as mentioned in the *Section I – Instruction to bidders*) as well as with the *Section V-Statement of Confirmation*. Non-compliance with any of the mandatory statements and confirmations will result in the rejection of the bidder's offer.

##### **Recognized Quality Standards**

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

#### **2.0 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 offer.

##### **Experience Fulfilling Contracts with Similar Requirement**

The bidder should demonstrate experience in implementation contracts with similar requirements. The bidder shall list references (within the past three years) of projects and previous experiences in successfully fulfilling contracts of a similar nature. The references shall include the contact details of the relevant contact person (e-mail and telephone number).

#### **3.0 FINANCIAL**

##### **Required Financial Information**

The Bidder shall provide a certified copy of their Financial Statements for the last two (2) - three (3) years of business as well as a certified copy of UNIDO Financial Statement and Certification form. In addition, information regarding all claims, arbitration and other pending legal action shall be also provided.

##### **Financial Qualification Requirements**

The following basic commercial qualification requirements shall be met by the supplier(s):

- **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 for the past 3 years should be approximately three times the amount of the proposed contract

*Note:* In case of associated group of organizations/sub-contracting the Financial Qualification Requirements are considered in relation to the totality of its members.

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### **EVALUATION CRITERIA**

#### **TECHNICAL**

##### Full compliance with the Technical Specifications

Including but not limited to quantities, delivery terms, etc.

##### Guarantee

A minimum of 1 year legal guarantee from the date of acceptance by the beneficiary.

##### Compliance with the proposed delivery of the Technical Specifications

##### Personnel requirements

The bidder must have a team of qualified engineers to supply and install the equipment and provide all services needed for the technical commissioning of the equipment at the time of the installation as well as 5 day training. The team proposed by the bidder must be able to communicate fluently in English.

Only offers which comply with all of the above criteria will be deemed technically compliant and considered for commercial evaluation.

In case of a Joint Venture associated group of organizations, whose intent shall be supported by a letter of intent signed by all members and indicating the representative/leader both during the bidding process and the execution of the Contract, the following criteria are applied to the totality of its members.

#### **COMMERCIAL**

##### Total cost

Total price i.e. total sum of unit prices as per cost breakdown required in Section III of the ITB documents.

##### Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO's Model Contract and General Conditions of Contract.

##### Agreement to UNIDO payment terms and conditions

Acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the goods/services provided.

##### Offer Validity

Confirmation that offer is valid for at least 90 days.