

## 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 the provision of services and goods. As 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 and/or the proposed Laboratory should indicate any established Quality System/Standards certified by an internationally recognized body, i.e. ISO 9001, etc., as indicated in the Terms of Reference. If applicable, certificates must be provided.

#### **2.0 ELIGIBILITY**

##### Statement of Confirmation

The Bidder, as well as its associated group of organizations/sub-contractors, if any, must comply with the statements listed in the Statement of Confirmation document provided on the last page of the Instructions for the Preparation and Submission of Proposals.

#### **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;

##### Experience Fulfilling Contracts with Similar Requirements

The bidder must demonstrate experience in the implementation of international technical assistance or international collaboration projects similar to those constituting the object of this RFP as a direct contractor to organizations of the United Nations System, and/or other international and/or government agencies and/or private sector (at least 3 project references should be provided). Information regarding contract value, duration and type of work and services provided and contact information (company name, phone number, etc.) shall be provided, possibly along with a statement of satisfactory performance.

#### **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 as well as a certified copy of the UNIDO Financial Statement and Certification form. In addition, information regarding all claims, arbitration and other pending legal action shall also be provided.

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### Financial Qualification Requirements

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

#### 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 normally not be below USD 500,000.00/year.

## EVALUATION CRITERIA

### **5.0 TECHNICAL**

The following technical evaluation criteria are applied to bids received. In case of associated group of organizations/sub-contracting the following technical evaluation criteria are applied to the totality of its members.

Technical Evaluation Criteria		Score	Documents to establish compliance with the criteria
<b>1</b>	<b>Quality of the technical proposal</b>	<b>40</b>	
1.1	Understanding of the technical requirements and compliance with the Terms of Reference (i.e. Are the required services, activities and tasks under the scope of work of the ToR addressed in sufficient and satisfactory detail?)	20	<i>Technical offer: description of the approach and methodology, work-plan.</i>
1.2	Description of the Contractor's approach, methodology, organization, structure and overall facilities for meeting or exceeding the requirements of the Terms of Reference.	15	
1.3	Time schedule: adequate and optimized scheduling of tasks to achieve the results and outputs according to the scope required in the Terms of Reference.	5	
<b>2</b>	<b>Contractor's (and partner(s)/sub-contractor(s), if relevant) capacity, qualification, and expertise</b>	<b>40</b>	
2.1	Specialized knowledge on policy and programming for RECP implementation and promotion under Eco-Industrial Development concept including the eco-factory, eco-industrial zone/park/estate and eco-industrial town. as well	20	<i>Technical offer: description of the organization(s) its (their combined)</i>

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	as consolidated experience in RECP, industrial symbiosis and industry-urban symbiosis, as indicated in G of the ToR		<i>experience and project references for similar projects.</i>
2.2	Prior experience in carrying-out projects entailing large stakeholders' consultations with diverse roles, mandates and responsibilities through in-depth interviews and focus groups, in performing gap analysis, in defining of criteria and indicators o for RECP implementation and promotion under Eco-Industrial Development, as indicated in G of the ToR	10	
2.3	Prior experience and familiarity in the region as well as with the Thai industry environment, as indicated in G of the ToR	10	
<b>3</b>	<b>Key personnel qualifications</b>	<b>20</b>	
3.1	Compliance of the Contractor (and partner(s)/sub-contractors(s), if relevant)'s proposed expert compliance with the requirements indicated in H of the Terms of Reference.	15	<i>Technical offer: CV's of key staff</i>
3.2	Compliance of the Contractor (and partner(s)/sub-contractors(s), if relevant)'s proposed expert compliance with the language requirements (English and Thai), as indicated in H of the Terms of Reference.	5	
	<b>TOTAL</b>	<b>100</b>	

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

#### **6.0 COMMERCIAL**

##### Total cost

Total price i.e. total sum of unit prices as per cost breakdown required in Appendix 3 of the RFP documents.

##### Proposed payment terms

Requirement for progress payments plan, etc. evaluated versus UNIDO's normal requirements indicated in the TOR.

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

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