

## QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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### **QUALIFICATION REQUIREMENTS**

#### **1.0 OPERATIONAL**

##### Certificate of Incorporation

The supplier should provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company/institution. This RfP is limited to Lebanese companies/institutions. This is understood for this project to be a company/institution that is located and registered as a legal entity in Lebanon. Geographical limitation will not apply for sourcing toolkit training, if training needs to be outsourced. Any sub-contracting should be limited to non-core services. Examples of non-core services would be services related to printing, translation, etc.

#### **2.0 EXPERIENCE**

##### Years in Business

The bidder should have been in business for at least four (4) years.

##### Experience Fulfilling Contracts with Similar Requirement

The bidder should have experience of fulfilling at least four (4) contracts of a similar nature. Details of previous experience with references should be provided to demonstrate this experience.

#### **3.0 FINANCIAL**

##### Profitability

Profit Margin Ratio or Return on Assets Ratio should be in excess of 1%.

##### Solvency Ratio

A minimum solvency ratio (ratio of current assets to current liabilities) of more than 1 is required.

##### Turnover

The average annual turnover for the past 3 years should normally be at least four times more than the anticipated value of the contract.

#### **4. EVALUATION CRITERIA**

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### COMMERCIAL

#### Acquisition Cost

- i) Total price;
- ii) Price for the item or expert fee rate.

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

Acceptance of UNIDO Model Contract and Conditions of Contract, including payment terms

### TECHNICAL EVALUATION CRITERIA

Criteria	Description	Page number in the bidder proposal
<b>1. Quality of the proposal:</b> demonstrating full compliance and sound understanding of the required activities		
1.1	Demonstrated understanding of the main issues linked to mercury emissions in Lebanon	
1.2	Clear approach and methodology for executing key elements of the TOR	
1.3	Sound and realistic COVID-19 contingency plan to reduce the impact of the pandemic on the execution of the activities	
<b>2. Management capacity of the national entity:</b> references should be provided to demonstrate sound experience of the national entity. A statement of satisfactory performance may be requested from each of the references.		
2.1	Four (4) years of practical experience of the contractor and positive track record of involvement and knowhow of the contractor and its staff on the execution of projects related to chemicals, preferably mercury	
2.2	Necessary infrastructure and capacity for the execution of the activities of the project	
2.3	Three (3) trainings and workshops of a similar nature designed and conducted over the last 5 years	
<b>3. Personnel qualifications:</b> The below section applies to the personnel proposed by the bidder specifically for this assignment		

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3.1	<p>The team leader should have at least five (5) years of experience in chemicals management and related environmental protection.</p> <p>CVs of team members and technical background of staff included in proposal identified by function/role for this contract, highlighting qualification and experience relevant for this TOR</p>	
	Trainer to deliver the Toolkit 2 training must be certified to deliver this training (see note 1 below)	
3.2	1 team member is identified to ensure gender-mainstreaming in the project activities	
3.3	Demonstrated capacity to write high quality technical reports in English. The personnel directly assigned to the execution or essential tasks of the project should be able to converse in Arabic translation	

Note 1 Toolbox 2 Training: must be provided by a qualified and certified trainer for this training. If necessary, UNIDO will provide the bidder (who is fully technically compliant and offers the lowest cost), contact details of a supplier /expert who can provide the training. However, the bidder must confirm that they will engage the supplier/expert and cover the cost as indicated in the TOR (Appendix 1). If the bidder requires UNIDO's assistance they should include USD 16,000 under sub-contractor to cover this expense.