

**TECHNICAL EVALUATION SHEET**

The Potential Bidder must provide sufficient **information** in their proposal to demonstrate compliance with the requirements defined by UNICEF. The forms listed below contains the eligibility and minimum qualifying criteria that UNICEF will use to evaluate proposal for the award

* Information to be submitted in the Technical Proposal (ANNEX B):
* Form 1: Technical Proposal Submission
* Form 2: Technical Proposal Letter
* Form 3: Potential Bidder’s General Information
* Form 4: Potential Bidder’s Contact Details
* Form 5: List of Completed Similar Services Undertaken the Last 3 Years
* Form 6: List of Similar Services in Hand
* Form 7: List of Proposed Key Personnel
* Form 8: CV of the Proposed Team
* Form 9: List of Machine and Equipment
* Form 10: Potential Bidder’s Financial Information/ Adequacy of Working Capital
* Form 11: Proposed Project Implementation Plan
* Form 12: List of Current Litigations
* Information to be submitted in the Price Proposal (ANNEX C):
* Form 13: Price Proposal Letter
* Form 14: Price Proposal Submission

The Proposals prepared by Potential Bidders and all correspondence and documents relating to the Proposals exchanged by Potential Bidders and UNICEF shall be written in the [English] language.

* **Errors in the Proposals**
* Bidders are expected to examine all instructions and documentation of the RFP. Failure to do so will be at Bidders’ own risk.
* In the event of any discrepancy between the copies of the Proposals submitted as hard copies, the original shall govern. The original and each copy of the Technical and Price Proposals shall be prepared in indelible ink and shall be signed by the authorized Contractor’s representative.
* The Proposal shall contain no interlineations or overwriting except as necessary to correct errors made by the Bidders themselves. Any such correction shall be initialled by the person or persons signing the Proposal.

The following criteria will be considered for selection of Potential Bidders for the award:

* The capacity of the engineering firm to manage multiple assignments at different geographical locations.
* The engineering firm has demonstrable capacity (staff, equipment, logistics, finance) in similar types of assignment.
* The Potential Bidder must have wide range of experience and technical expertise in the field of construction engineering consultancy (at least 5 years).
* The Potential Bidder must be well informed of the construction engineering context of Sudan and is very familiar with Sudan National Building Code.
* The working experience with international and UN Organizations will be preferable.

Note: The interested bidder must submit all the above document, otherwise UNICEF reserve the rights to disqualify the bidder without any further notice.

* **Preliminary evaluation Criteria**

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| **Minimum Eligibility of the bidder: The bidder must submit the following documents** (Checklist)   |  |  | | --- | --- | | Company Profile, including printed brochures and product catalogues relevant to the goods and/or services being procured |  | | Certificate of Incorporation/ Business Registration in Republic of the Sudan as a Construction Company. |  | | ANNEX B-technical proposal forms | ☐ | | Quality Control procedures plan& Site Management plan construction& Proposed Methodology for each lot. | ☐ | | List and value of projects performed for the last 5 years, plus client’s contact details who may be contacted for further information on those contracts |  | | Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past Three years [2018-2019-2020]. |  | | Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value for similar projects completed within last 7 years |  | | Joint venture agreement if applicable |  | | Implementation timetable as per the requirement. For each lot | ☐ | | Confirmation of availability of the construction equipment with evidence for ownership | ☐ | | CVs of the below proposed key personnel: with qualification   * + One Team Leader (PM) with at least 7 years of experiences with masters degree in relevant field including supervision of similar projects for each lot   + One Site Engineer (Civil Engineer) for each School with at least three years of experiences in relevant field.   + One MEP engineer with at least seven years’ experience in relevant field |  | |

* **Technical Evaluation Criteria:**

Proposals will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the proposer whose offer has been evaluated and determined as:

• Responsive/compliant/acceptable

• Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation. Technical Criteria weight: 70% Financial Criteria weight: 30%

**Technical Evaluation Method:**

Minimum achieved technical scoring of 49 in the Technical Evaluation. Proposals achieving below 49 shall no longer be considered for further Financial Evaluation. The Technical Rating of Proposals shall be determined in accordance with the following equation:

**Rating the Technical Proposal (TP):**

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

* 1. Financially Submitted Proposal. The Financial Rating of Proposals shall be determined in accordance with the following equation:

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| **Rating the Financial Proposal (FP):**  FP Rating= (Lowest Priced Officer/Price of the Offer Being Reviewed) x 100 |

* 1. The Total Combined and Final Rating of the Proposal. The rating shall be determined in accordance with the following equation:

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| **Total Combined Score=**  (TP Rating) x (Wight of TP (70%)) + (FP Rating) x (Weight of FP (30%)) |

Only proposals obtaining a minimum of 49 in the Technical evaluation will be considered for the Financial Evaluation.

**Technical Criteria:**

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| **Summary of Technical Evaluation Forms** | | **Points Obtainable** |
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| 1. | **Comprehension, presentation of the mission, technical approach and Firm’s Profile** | **20** |
| 2. | **Relevant experience in project management** | **20** |
| 3. | **Management Structure and Key Personnel** | **18** |
| 4 | **Financial Capacity** | **12** |
|  | **Total Score: 70** | |

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| **Technical Evaluation (Form 1)** | | **Points obtainable** |
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| **Comprehension, presentation of the mission and technical approach** | | |
| 1.1 | General presentation of the Bidder and comprehension of the ToR  - Number of years as an engineering firm providing similar work.  - Proven experience in the country and nearby countries, if any.  - Size and structure of the firm; | **10** |
| 1.2 | General organization in line with the methodology (completeness, coherence, work planification, available tools and documentation to be used by the Quality Assurance site engineer, etc.) | **10** |
|  | | **20** |

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| **Technical Proposal Evaluation Form 2** | | **Points Obtainable** |
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| **Relevant experience in project management** | | |
| 2.1 | List of the projects implemented during the last 5 years, including projects value, name and address of clients | **5** |
| 2.2 | Evidence related to the listed project handled the last 5 years (3 certificates/contracts in last 5 years) | **15** |
|  | **Total Part 2** | **20** |

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| **Technical Proposal Evaluation Form 3**  The proposed key personnel without the required professional experience will not be considered.  For all the key personnel CVs, university degrees and proof of experience in projects they have worked must be submitted. | | |
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| 3.1 | **Project Manager** |  |
|  |  | **Sub-Score** |
|  | General Qualification  Civil engineer or Architect with master’s degree, with experience in Construction Management or relevant field from recognized institution and minimum 7 years | **2** |
| - Minimum two Similar projects handled in the past.  - Skills: Leading teams, experience in managing projects with similar complexity and nature.  - Language: English and Arabic. | **4** |
| **Sub-total** | **6** |
| 3.3 | **Site Engineer for Quality Assurance** | **Sub-Score** |
|  | General Qualification  Bachelor’s Degree in Civil Engineering with 5 years’ experience | **2** |
| - Minimum two Similar projects handled in the past.  - Skills: Using engineering App, experience in design projects with similar complexity and nature.  - Language: English and Arabic. | **4** |
| **Sub-total** | **6** |
| 3.4 | **MEP Engineer for Quality Assurance** |  |
|  | **General Qualification**  Bachelor’s Degree in electrical or mechanical engineering with 5 years’ experience | **2** |
|  | - Minimum two Similar projects handled in the past.  - Skills: Using engineering App, experience in design projects with similar complexity and nature.  - Language: English and Arabic. | **4** |
|  |  | **6** |
|  | **Total Part 3** | **18** |

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| **Technical Evaluation (Form 4)** | | **Points obtainable** |
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| **Financial Capacity** | | |
| 1.1 | turnover for the last three years 2020,2019,2018 | **12** |
| Total Part 4 | | **12** |

* UNICEF will evaluate the Price Proposals that pass the technical evaluation. The total number of points allocated for the Price Proposal is 30 points. An independent evaluation of Price Proposals will be conducted for each lot based on a comparison of costs submitted by Bidders. The maximum number of points will be allocated to the Proposal with the lowest price. All other Price Proposals shall receive points in inverse proportion to the lowest price.
* The recommendation for the award will be based on the Best Value for Money principle. The Proposal(s) obtaining the highest cumulative score(s) (Technical + Commercial) will be recommended for the award.
* UNICEF reserves the right to make multiple arrangements for any service(s) where UNICEF considers it to be in its best interest to do so.