# Section 4. Evaluation Criteria

**Preliminary Examination Criteria**

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/No basis:

* Appropriate signatures
* Power of Attorney
* Minimum Bid documents provided
* Bid Validity
* Full compliance and agreement with UNDP General terms and conditions available by the link:   
  <https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf>
* Bid Security (if required) submitted as per ITB requirements with compliant validity period

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

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| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** |  |  |
| **Legal Status** | Vendor is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3. | Form A: Bid Submission Form |
| **Conflict of Interest** | No conflicts of interest in accordance with ITB clause 4. | Form A: Bid Submission Form |
| **Bankruptcy** | Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future. | Form A: Bid Submission Form |
| **Certificates and Licenses** | * The supplied materials and equipment should be confirmed by quality   certificates.   * The company is an official dealer of the manufacturer (supplier)   Bidder is required to provide a Certificate of Authorization to act on behalf of the Manufacturer (in case the Bidder is not a Manufacturer). If the bidder is not authorized distributor itself, they should additionally provide the packing list and/or other supporting documents confirming the goods were procured from authorized vendor. Also, the proposal may be supported by a Certificate of Origin. | Form B: Bidder Information Form |
| **QUALIFICATION** |  |  |
| **History of Non-Performing Contracts[[1]](#footnote-1)** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | At least 5 (five) years of experience in the field of supply of similar products.  Minimum 2 contracts of similar value, nature and complexity implemented over the past 3 years | Form D: Qualification Form |
| **Financial standing** | Minimum average annual turnover of US$ 8,000,000 for the past 3 years  Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.  UNDP reserves the right to verify financial capacity of the bidder and seek references from concerned parties & banks on the bidder’ financial standing. |  |
| **Technical Evaluation** | The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document. | Form E: Technical Bid Form |
| **Financial Evaluation** | Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F.  Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)  Comparison with budget/internal estimates.  UNDP reserves the right to award the contract to the responsive bidder that is found to be significantly “more superior” in terms of delivery period even if the price is higher than the lowest priced compliant offer so long as the price is not higher than 20%. In order to evaluate the superiority of bids in terms of delivery period UNDP will calculate “evaluated bid prices” using the multipliers below. “Evaluated bid prices” will be used only for evaluation purposes. Evaluated bid price will be calculated by multiplying Bidder’s price proposal (Section 8) with the multiplier corresponding to the bidder’s delivery period, as indicated and committed in Price Schedule Form.     |  |  | | --- | --- | | Proposed delivery period | Multiplier | | 50 days or less | 0.80 | | 51- 65 days | 0.85 | | 66-80 days | 0.90 | | 81-95 days | 0.95 | | 96-110 days | 1.00 |     Example: This example is provided by using hypothetical figures to provide clarity.  Bidder 1 - ACB:  Delivery date: 110 days  Price: $100  Evaluated bid price: $100 x 1.00 = $100    Bidder 2 - XYZ:  Delivery date: 50 days  Price: $110  Evaluated bid price: $110 x 0.80 = $88.00    In such case, UNDP may consider awarding contract to Bidder 2 even if the price offered by Bidder 2 is higher than that of Bidder 1. | Form F: Price Schedule Form |

1. Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted. [↑](#footnote-ref-1)