

**RFP/HCR/ETHDA/2023/002 ANNEX B - TECHNICAL EVALUATION SHEET**  
**FOR**  
**THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE PROVISION OF SECURITY SERVICES**

<b>Stage 1 Evaluation (Pass/Fail) - Preliminary Examination (pass-or-fail)</b>	<b>Criteria</b>	<b>Document submitted (page #)/ information provided (Yes/NO?)</b>	<b>UNHCR Evaluation (Pass/Fail)</b>
1. Copies of Updated/ Valid Company Documents : Registration Certificate, Taxpayer Identification(TIN) Certificates, Value Added (VAT) Certificate, Licenses and Documentation required to operate as a security Company in Ethiopia, specifically with permission to operate in the Somali Region.	Pass/Fail		
2. Formal acknowledgment to the UN Supplier's Code of Conduct. This should be submitted with signature and official stamp on every page.	Pass/Fail		
3. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018	Pass/Fail		
<b>NOTE: ONLY BIDDERS PASS STAGE 1 EVALUATION WILL BE ELEGIBLE FOR STAGE 2 EVALUATION</b>			
<b>Stage 2. Evaluation - Qualification Evaluation</b>	<b>Score</b>	<b>Document submitted (page #)/ information provided (Yes/NO?)</b>	<b>UNHCR Evaluation (Score obtained)</b>
<b>1. Company capacity and Qualifications</b>	<b>20</b>		
<b>Company qualifications and work experience in general with INGOs, UN Agencies and other reputed Local/ International Commercial entities: Submission of evidence that the vendor has conducted similar work with UN agencies, or INGO, with a better understanding context of operations and all government regulations during the implementation of the projects.</b>	<b>5</b>		
1. Below 3 contracts or POs with INGOs, or UN Agencies or reputed commercial entities: 0/5	0		
2. 3 to 5 contracts or POs with INGOs, or UN Agencies or reputed commercial entities: 3/5	3		
3. Above 5 contracts or POs with INGOs, or UN Agencies or reputed commercial entities: 5/5	5		
<b>Years of Work experience in provision of security services to clients including reference letters, Contracts. Track Records &amp; Current Projects: Submission of evidence regarding executed similar projects, supported with copies of purchase orders/contracts or letter of references or Work Completion Certificates.</b>	<b>10</b>		
1. Below 3 years of experience: 0/10	0		
2. 3 to 5 years of experience: 6/10	6		
3. Above 5 years of experience: 10/10	10		
<b>Financial stability and project financing capacity.</b>	<b>5</b>		
Bank statement for at least 1 year with a minimum balance of at least ETB 3,000,000, at the date of the statement: 5 pts or 0 pts if no evidence provided.	5		
<b>2. Understanding of the requirements and context for the services, proposed approach, solutions, methodology and outputs</b>	<b>25</b>	<b>Document submitted (page #)/ information provided (Yes/NO?)</b>	<b>UNHCR Evaluation (Score obtained)</b>
Compliance with the requirements stated in the TOR. Provision of a signed copy of ToR: 5 pts or 0 pts if no signed TOR copy provided.	5		
Proposed approach to the required services. Table scheduling services, number of staff allocated per site and shifts arrangements: 5 pts or 0 pts if no evidence provided.	5		

<b>Relevant Security experience in the Somali region:</b> Proven work experience in the remote border areas of the Somali region, with effective cooperation with relevant authorities including RRS, Federal Police, ENDF, local & traditional authorities. Below 2 Years: 0 pts; 2 to 3 years: 4 pts; more than 3 years: 7 pts.	7		
<b>Physical presence in the Somali Region:</b> Have an existing office (provision of office address) or have a convincing plan to establish an office in the region (share evidence of the plan): 8 pts or 0 pts if no evidence provided.	8		
<b>3. Proposed personnel and Qualifications required to carry out the assignment</b>	<b>15</b>	<b>Document submitted (page #)/ information provided (Yes/NO?)</b>	<b>UNHCR Evaluation (Score obtained)</b>
Provision of a List of core staff, their education background, roles and responsibilities & years of experience.			
Manager with minimum experience of 5 years (as Manager) with good writing, reading, speaking, and listening English and Somali communication skills or 3 years (as Manager) with a Diploma/ Certificate (0 point if below 5 years and below 3 years (as Manager) with diploma, 10 points if from 5 years or 3 years' experience with a diploma (as Manager)). CV enclosed.	10		
Supervisor, Assistant Supervisor and Receptionists with minimum experience of 3 years (0 point if below 3, 5 points if from 3 years of experience). CV enclosed.	5		
<b>4. The company Skills and Training</b>	<b>5</b>	<b>Document submitted (page #)/ information provided (Yes/NO?)</b>	<b>UNHCR Evaluation (Score obtained)</b>
Is the company certified or trained in security-related services, general protection/safety courses, first-aid, emergency response management; dealing with electronic equipment or any related training?			
1. Less than 3 Certificates or Letters or Recommendations from Trainer: 0 pts;			
2. 3 Certificates or Letters or Recommendations from Trainer: 3 pts;			
3. More than 3 Certificates or Letters or Recommendations from Trainer: 5 pts			
<b>5. Commitment by the company to provide the following trainings to the security guards: Confirm to commit to provide below Trainings and propose a Plan within the first two years in case your company would sign the contract with UNHCR (example: During Quarter 2 of 2024: Training on Techniques to check under, inside and around vehicles), on:</b>	<b>5</b>		
<ul style="list-style-type: none"> <li>•Techniques for detecting and managing breaches;</li> <li>•Techniques to respond to security threats,</li> <li>•Highly specialized techniques for detecting bombs and weapons</li> <li>•<b>Techniques to check under, inside and around vehicles coming at the gate.</b></li> <li>•Techniques to handle metal detectors and Fire fighting and First Aid</li> </ul> <b>One point for each</b>			
<b>Total</b>	<b>70</b>		

Company Name:

Signature:

Stamp:

Date: