

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

Stage 1 Evaluation (Pass/Fail) - Preliminary Examination (pass-or-fail)	Criteria	Document submitted (page #)/ information provided (Yes/NO?)	UNHCR Evaluation (Pass/Fail)
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		
NOTE: ONLY BIDDERS PASS STAGE 1 EVALUATION WILL BE ELEGIBLE FOR STAGE 2 EVALUATION			
Stage 2. Evaluation - Qualification Evaluation	Score	Document submitted (page #)/ information provided (Yes/NO?)	UNHCR Evaluation (Score obtained)
1. Company capacity and Qualifications	20		
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.	5		
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		
Years of Work experience in provision of security services to clients including reference letters, Contracts. Track Records & Current Projects: Submission of evidence regarding executed similar projects, supported with copies of purchase orders/contracts or letter of references or Work Completion Certificates.	10		
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		
Financial stability and project financing capacity.	5		
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		
2. Understanding of the requirements and context for the services, proposed approach, solutions, methodology and outputs	25	Document submitted (page #)/ information provided (Yes/NO?)	UNHCR Evaluation (Score obtained)
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		

Relevant Security experience in the Somali region: 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		
Physical presence in the Somali Region: 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		
3. Proposed personnel and Qualifications required to carry out the assignment	15	Document submitted (page #)/ information provided (Yes/NO?)	UNHCR Evaluation (Score obtained)
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		
4. The company Skills and Training	5	Document submitted (page #)/ information provided (Yes/NO?)	UNHCR Evaluation (Score obtained)
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			
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:	5		
<ul style="list-style-type: none"> •Techniques for detecting and managing breaches; •Techniques to respond to security threats, •Highly specialized techniques for detecting bombs and weapons •Techniques to check under, inside and around vehicles coming at the gate. •Techniques to handle metal detectors and Fire fighting and First Aid One point for each			
Total	70		

Company Name:

Signature:

Stamp:

Date: