

RFP/HCR/ETHDA/2023/001 ANNEX B - TECHNICAL EVALUATION SHEET

FOR

THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE PROVISION OF CLEANING 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 UN agencies, INGOs, and other reputed Local/ International Commercial entities: Submission of evidence that the vendor has conducted similar works as cleaning and gardening service provider, with a better understanding of operations context and all government regulations during the implementation of the project:	5		
1. Below 3 contracts with Gov, INGOs, or UN Agencies or reputed commercial entities: : 0/5 pts	0		
2. 3 to 5 contracts with Gov, INGOs, or UN Agencies or reputed commercial entities: : 3/5 pts	3		
3. Above 5 contracts with Gov, INGOs, or UN Agencies or reputed commercial entities: : 5/5 pts	5		
Years of Work experience in provision of cleaning and gardening services to clients including reference letters, Purchase orders. 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 5 years of experience: 0/10	0		
2. 5 to 8 years of experience: 6/10	6		
3. Above 8 years of experience: 10/10	10		
Financial stability and project financing capacity.	5		
Bank statement for at least 6 months with a minimum balance of at least ETB 2,000,000, 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		
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. (Bidders are encouraged to visit the sites before submission of proposal)	5		
Relevant similar experience in the Somali region: Proven work experience in the remote border areas of the Somali region, with effective cooperation with relevant authorities including 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		
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 and Assistant Supervisor minimum experience of 3 years (0 point if below 3, 5 points if from 3 years of experience). CV enclosed.	5		
Total	60		

Company Name:

Signature:

Stamp:

Date: