

## SECTION II: EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this RFP shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- 1. Preliminary screening of proposals using formal and eligibility criteria:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All proposals substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which proposals are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant proposals. Only proposals meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines the technical points achieved by each proposal, as per maximum points assigned per criteria group included in the “Parts of the Technical Proposal Evaluation” table below. Only proposals that meet the minimum threshold indicated in the “Technical Criteria” table below shall be considered substantially compliant. Evaluation of the technical proposals shall be completed prior to the opening and comparison of the financial proposals.
- 4. Financial evaluation:** Financial proposals will only be opened for the proposals that have achieved the minimum threshold for substantial compliance of technical evaluation. Proposals achieving above the minimum threshold in technical evaluation shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*]. Schedule 07 Financial Proposal shall be used for the financial evaluation. The maximum number of points is stated below and will be allocated to the lowest price financial proposal. Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

**Points for the financial proposal being evaluated =**

[Maximum number of points for the financial proposal] x [lowest price]

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[Price of proposal being evaluated]

- 5. Combined analysis:** This evaluation will be conducted based on the cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal which could be throughout the whole life cycle of the works for which the Services will be required and in the context of the Project as a whole. The cumulative analysis includes the scores from the technical and financial evaluation with a predefined weighting. The proposal obtaining the overall highest score after adding the score of the technical and the financial proposals, is thus the most responsive to the needs of UNOPS in terms of value for money, and will be recommended for award.
- 6. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process. UNOPS may reject an offeror’s proposal on the basis of the findings. Offerors shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the offeror’s premises, equipment, tools and/or systems, Plant or Materials.

The maximum number of points which an offeror may obtain for its proposal is as follows:

- Technical proposal = 70 points
- Financial proposal = 30 points

The weighting of the technical and financial proposals will be 70%–30% (technical proposal percentage – financial proposal percentage).

At any time during the evaluation process, UNOPS may request clarification or further information in writing from offerors. The offeror's responses shall not contain any changes regarding the substance, including the technical and financial part of their proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

UNOPS evaluation of a proposal shall take into account the evaluation criteria described in the following tables.

1. FORMAL AND ELIGIBILITY CRITERIA	
Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The offeror is eligible as defined in <b>Section I: Instructions to Offerors</b> , Article 4 [ <i>Offeror Eligibility</i> ].	<ul style="list-style-type: none"> <li>• Schedule 0.1 [<i>Proposal Submission Declaration</i>]</li> <li>• Schedule 0.2 [<i>Offeror's Information</i>]</li> <li>• Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the proposal is submitted by a Joint Venture.</li> <li>• UNGM suppliers ineligibility lists</li> </ul>
2. The proposal is complete, i.e., all documents, schedules and technical documentation requested in <b>Section I: Instructions to Offerors</b> , Article 11 [ <i>Content of Proposal Submissions</i> ] have been provided and are complete.	<ul style="list-style-type: none"> <li>• All documentation as requested under <b>Section I: Instructions to Offerors</b>, Article 11 [<i>Content of Proposal Submissions</i>]</li> </ul>
3. The offeror accepts conditions of the Contract as specified in <b>Section III: Conditions of Contract</b> .	<ul style="list-style-type: none"> <li>• Schedule 0.1 [<i>Proposal Submission Declaration</i>]</li> </ul>

## 2. QUALIFICATION CRITERIA

### Criteria evaluated on a pass/fail basis during the technical evaluation

### Documents to establish compliance with the criteria

#### 1. Legal capability

The offeror is incorporated and maintains all required licenses and certifications to operate as required by law in the country of registration (Bidder must submit relevant registration, certifications and licenses).

*In case of Joint Venture each member must meet this criteria.*

- Certificate of Incorporation
- Certification of Registration in the body that governs and regulates the engineering, consulting and/or construction industry in the Country.

#### 2. Financial capability

The offeror has sufficient liquidity, demonstrated by the ratio of "average current assets / current liabilities" in each one of the last two (2) years which must be equal to or greater than one (1).

*In case of Joint Venture, each member must meet this criteria.*

- Copy of audited financial statements for the last two (2) years

#### 3. Financial capability

Financial capability : The offeror has an annual turnover of minimum USD 250,000 in any one of the last three (3) years.

*In case of Joint Venture, all joint venture members combined must meet this criteria.*

- Copy of audited financial statements for the last three (3) years

#### 4. Technical capability: The offeror has been in continuous business of Engineering Consultancy Services at least during the last five (5) years.

*In case of Joint Venture, at least one of the joint venture members must meet this criteria.*

- Certificate of incorporation of the offeror

#### 5. Technical capability: The offeror has experience successfully delivering at least 2 contracts for similar services during the last ~~three (3)~~ six (6) years:

*In case of Joint Venture, all joint venture members combined must meet this criteria.*

- Schedule 0.7 [Performance Statement]
- Copies of contracts, letters from clients, or Certificates of reception.
- Matrix 4: Reference projects that supplier has been involved similar services.

### 3. TECHNICAL CRITERIA

Parts of the Technical Proposal Evaluation		Obtainable points
3.1	Offeror's capacity and expertise	28
3.2	Proposed methodology, approach and implementation plan	17
3.3	Key personnel proposed	25
<b>Total technical proposal points</b>		<b>70</b>

To be substantially compliant, offerors must obtain a minimum threshold of **70%** of total points, which is **49** points.

#### 3.1 Part 1: Offeror's capacity and expertise

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
3.1.1	<p><b>Technical capacity, expertise and experience for requested Service Types</b></p> <p>Provide introduction to offerors's expertise and experience in delivering the services listed in Section V "Requirements"</p> <p><u>Scoring breakdown:</u> Bidders are required to select a minimum 3 services to offer in at least 2 countries of those listed in "Section V Requirements". For each of the service selected, an assessment of the bidder's experience in projects of relevant type, complexity and technical specialty as the types of services selected will be made, with (6) maximum attainable score.</p> <p>For bidders which offer more than 3 services, all services will be evaluated, each with the same maximum attainable score of (6) points.</p> <p>The 3 highest services scored will be used for technical evaluation scoring.</p>	<ul style="list-style-type: none"> <li>Schedule 4.5 [Organizational Structure]</li> <li>Schedule 4.6 [Sub-consultants]</li> <li>Schedule 0.7 [Performance Statement]</li> <li>Matrix 1: List of Countries to be included in the LTA</li> <li>Matrix 2: List of Services to be included in the LTA</li> <li>Matrix 4: Reference projects that supplier has been involved similar services</li> </ul>	18
3.1.2	<p><b>Capability and experience in the requested Infrastructure Sectors</b></p> <p>Provide introduction to offerors's expertise and experience in the infrastructure sectors listed in</p>	<ul style="list-style-type: none"> <li>Schedule 0.7 [Performance Statement]</li> </ul>	10

<p>the Section V “Requirements”.</p> <p>Bidders should select minimum 2 of the Sectors indicated below, based on their experience and expertise:</p> <ul style="list-style-type: none"> <li>-Buildings Sector</li> <li>-Transport Infrastructure Sector</li> <li>-Utilities infrastructure Sector</li> <li>-Specialist Areas</li> <li>-Strategic Areas</li> </ul> <p>Scoring breakdown: Bidders are required to select a minimum 2 sectors to offer. For each of the sector selected, an assessment of the bidder's experience in projects of relevant type, complexity and technical specialty as the types of sectors selected will be made, with (5) maximum attainable score.</p> <p>For bidders which offer more than 2 sectors, all sectors will be evaluated, each with the same maximum attainable score of (5) points.</p> <p>The 2 highest sectors scored will be used for technical evaluation scoring.</p>	<ul style="list-style-type: none"> <li>• Matrix 3: List of Sectors to be included in the LTA</li> <li>• Matrix 4: Reference projects that supplier has been involved similar services</li> </ul>	
<b>Total points for Part 3.1</b>		<b>28</b>

**3.2 Part 2: Proposed methodology, approach and implementation plan**

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
3.2.1	<p>Bidder shall provide a detailed method statement (Max 10 pages) which:</p> <ol style="list-style-type: none"> <li>1. Sets out how it proposes to provide services in a professional and properly staged manner (3 points)</li> <li>2. Demonstrates their commitment to sustainable and resilient infrastructure, covering, for example: (5 points) <ul style="list-style-type: none"> <li>• Local natural and manmade hazards</li> <li>• Use of local materials, recycled materials and local construction technologies.</li> <li>• Life cycle costs</li> <li>• Durability and design life</li> <li>• Energy reduction, and /or renewable energy provision</li> <li>• Water management</li> <li>• Waste management</li> <li>• Practical approach for transferring skills or knowledge to local beneficiaries during projects undertaken during the LTA, for example in the development of an operation and maintenance manual, or working with local site surveying companies.</li> </ul> </li> <li>3. Diversity &amp; Inclusion Plan: Bidders must provide a practical plan for implementing gender and inclusion in the execution of the contract. (4 points)</li> </ol>	<ul style="list-style-type: none"> <li>• All schedules under Schedule 4 [Contract Schedules from the Offeror] <b>except</b> <u>Schedule 1</u> <u>[Contract details]</u>, <u>Schedules 4.1.A</u> <u>[Breakdown of the Fees and Reimbursable cost]</u> and <u>Schedule 4.1.B</u> <u>[Daily Rate Schedule]</u> and any other price-related documents</li> </ul>	12
3.2.2	<p>The bidder shall include a detailed discussion of the standard quality management methodology used by the firm to ensure services provided to UNOPS will maintain consistently high levels of technical accuracy and be appropriate for the context.</p> <p><b><u>Please refer to Section V Requirements : Item#8 Quality Management System.</u></b> Max 7 pages.</p> <p>The Bidder's discussion on Quality Management shall include at minimum the following:</p> <ol style="list-style-type: none"> <li>1. Methodology of Confirming Accuracy and Quality of submitted deliverables (2 points)</li> <li>2. Discussion on Quality Management Risks as well as mitigation plan for each of</li> </ol>	<ul style="list-style-type: none"> <li>• Schedule 4.3 [Method Statement]</li> </ul>	5

	the service that the bidder proposes to offer (3 points)	
<b>Total points for Part 3.2</b>		<b>17</b>

### 3.3 Part 3: Key personnel proposed

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
3.3.1	<p><b>Category 1: Core disciplines -</b> Bidders should offer as many disciplines as possible, and <b>at least 4 of them should be offered in all 3 experience levels.</b></p> <p>Bidders must include CVs of the resources as outlined above. Different disciplines might be covered by the same person, provided that the person has the relevant experience and qualification as outlined in the CV and aligns with the Terms of Reference.</p> <p>For suppliers which offer more than 4 disciplines on 3 levels, the average of all disciplines offered in 3 levels would be used on the Financial Evaluation stage.</p> <p><b>Breakdown:</b></p> <ul style="list-style-type: none"> <li>• Relevance of personnel's education (2)</li> <li>• Relevance of personnel's past experience (3)</li> <li>• Relevance of the team proposed with service and sector offered (3)</li> <li>• Team's experience in countries where services are offered by bidder (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>• Schedule 4.4 [<i>Key Personnel</i>]</li> <li>• Schedule 4.5 [<i>Organizational Structure</i>]</li> <li>• Schedule 4 -Annex 2 (Matrix 5-6)</li> </ul>	10
3.3.2	<p><b>Category 2: Additional disciplines -</b> Bidders may select any Experience Levels as appropriate. Bidders must include example CV for for the resources as outlined above</p> <p><b>Breakdown:</b></p> <ul style="list-style-type: none"> <li>- Relevance of personnel's education (2)</li> <li>- Relevance of personnel's past experience (3)</li> <li>- Relevance of the team proposed with service and sector offered (3)</li> <li>- Team's experience in countries where services are offered by bidder (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>• Schedule 4.4 [<i>Key Personnel</i>]</li> </ul>	10

3.3.3	<p>Discussion on proposed team structure, and approach to managing the LTA with UNOPS</p> <p><b>Breakdown:</b></p> <ul style="list-style-type: none"> <li>• Discussion on proposed team structure (3)</li> <li>• Approach to managing the LTA with UNOPS (2)</li> </ul>	<p>Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</p> <p>Schedule 4.4 [<i>Key Personnel</i>]</p> <ul style="list-style-type: none"> <li>• <i>Additional Document 2 (Matrix 5-6)</i></li> </ul>	5
<b>Total points for Part 3.3</b>		<b>25</b>	



#### 4. FINANCIAL CRITERIA

**Criteria evaluated only for proposals that have achieved the minimum threshold for substantial compliance of the technical evaluation**

**Documents to establish compliance with the criteria**

Proposals shall be checked for any arithmetic errors following Article 28 of Section I - "Instructions to Offerors" [*Minor Informalities, Errors or Omissions*] **and submitted separated from the technical evaluation materials.**

**In Section VI: Returnable Schedules:**

The maximum number of points is stated below and will be allocated to the lowest price financial proposal.

07 Financial Proposal

Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

**Points for the financial proposal being evaluated =**

[Maximum number of points for the financial proposal] x [lowest price]

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[Price of proposal being evaluated]

Financial evaluation is done by considering the average daily rates for Category 1 "Core Disciplines" which are offered at all 3 levels by the bidder.