

ANNEX B: TECHNICAL PROPOSAL FORM
Request for Proposal: RFP/YEMSA/2023/003
FOR THE ESTABLISHMENT OF FRAME AGREEMENTS FOR THE PROVISION OF
CUSTOMS CLEARANCE, HANDLING, AND FORWARDING SERVICES OF IMPORT AND
EXPORT CARGO FOR UNHCR YEMEN OPERATION

Company Name:						
Contact name/Title						
Contact phone number:						
Contact email address:						
Signature:						
Date:						
Item	Criteria	Description	Example of Supporting Evidence	Pass/Fail	Documentation attached to your submission (Yes / No)	Additional comments from bidder
I.	Eligibility Criteria	Company registration: valid business registration documents presented	Valid business registration certificate in the field of provision of Customs Clearance, Forwarding, and/or related services from local authorities in Yemen.	Pass/Fail		
Minimum Score to be considered technically compliant				Score		
Maximum Scores obtainable				36		
				60		
Item	Criteria	Maximum Score	Requirement	Maximum Score	Proposal (Offer) by Bidder	Additional comments from bidder
1	1. Core Business: The following documentations are required to evaluate the core business component. Score Weight (36%)	30	Company profile: provided company profile in the area of customs clearance and freight forwarding services. Provided the profile in custom clearance and forwarding service (6 scores); if not (Zero)	6		
			Work Experience: Past or Current similar contracts, purchase order, and work orders in the same field with commercial, UN, NGOs, and/or any entity Less than one year Contracts/POs/WOs (zero score) From 1 to under 3 years Contracts/POs/WOs (5 score) From 3 to under 5 years Contracts/POs/WOs (10 scores) From 5 to under 7 years Contracts/POs/WOs (15 scores) 7 years and more (20 scores)	20		
			Duration of the registration document Less than one year (zero score) From 1 to under 3 years (3 scores) From 3 to under 5 years (5 scores) From 5 to under 7 years (7 scores) From 7 years and more (10 scores)	10		
			Sub-total	36		
2	2. Staffing Capacity: The following documents are required to evaluate the Staffing and Capacity component. Score Weight (19%)	15	experience of the management team and staff members (Please provide CVs for the proposed account manager and his/her backup demonstrating experience in the customs clearance and forwarding service). Less than one year (zero score) From 1 to under 3 years CVs (3 scores) From 3 to under 5 CVs (5 scores) 5 years and more (7 scores)	10		
			Organizational Chart of the establishment & Management structure Provided (3 scores), if not (Zero)	3		
			Staff Accessibility to Yemeni ports border land customs points, you must attach a copy of the access ID/Letter to any named border. Proven an access permit to one location/port (2 scores) Proven an access permit to two locations/ports (3 scores) Proven an access permit to three and above locations/ports (5 scores)	6		
			Sub-total	19		
4	4. General: The following documents are required to evaluate the general component. (Sign/Stamp on each page of the below documents) Score Weight (5%)	5	Compliance with the Terms of Reference provided herein. Signed and/or stamped each page of the Annex A Terms of Reference (ToR) If signed/stamped 2 scores, if not zero	2		
			Acceptance, completion, and return of UNHCR Documents and Forms, i.e. Annex C: Vendor Registration Form or provided registration ID (1 score) Annex E: UN Supplier Code of Conduct (1 score) Annex D: UNHCR General Conditions of Contract (1 score)	3		
			Sub-total	5		
Grand Total				60		