



RFQ 2403-24

ANNX-B Evaluation process and methodology

Each proposal will be assessed first against mandatory eligibility criteria on a PASS/FAIL basis. Failure to comply with any of such mandatory criteria will result in the proposal being disqualified.

The proposals that pass this first evaluation will be evaluated on their technical merits and subsequently on their price. The proposal obtaining the overall highest combined score resulting from the technical and financial evaluations will be considered the proposal that offers best value for money and will be recommended for award of the contract.

The proposals will be evaluated against the following criteria:

a. Eligibility mandatory criteria

		Yes	No	Proof / documentation to verify the information (as applicable)
1	The quotation is valid for 90 days;			
2	Acceptance of the WMO General Conditions of Contracts (any alternative wording to the sample contract must be clearly articulated and will be taken into consideration as part of the evaluation process);			
3	Submission of proof of experience (capacity resources and relevant expertise to handle the project; demonstrate a good track record in delivering similar services) with at least 2 references;			
4	Submission of Certificate of Incorporation, displaying the bidder is legally registered entity;			
5	The bidder is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organization;			
6	The bidder has read and fully accepts the UN supplier code of conduct			

b. Technical Evaluation Criteria

The technical proposal should address all aspects and criteria outlined in this solicitation. The total amount of points allocated for the technical component is 100, and the weight of technical proposal is 70%. The evaluation will be based on the following Evaluation Criteria:

1. UNDERSTANDING OF WMO REQUIREMENTS		60
1.1	Bidder delivers a convincing business proposal which addresses the WMO business needs and is deemed realistic and achievable;	20
1.2	Delivers a solution that fully meets the WMO technical specifications within the expected delivery time;	10
1.3	Demonstrates how key issues will be managed in accordance with proven work methodologies;	10
1.4	Has the capacity and equipment to undertake the assignment within the timeframes required and adequate resourcing to ensure reliable delivery of services;	10
1.5	Proposes to put in place an effective solution and demonstrates in detail that key personnel will have suitable responsibilities and authorities;	10
2. FACILITATOR/TRAINER EXPERIENCE		25
2.1	Successful track record working with executive-level governance boards in the UN or international NGO space, in particular with scientific and technical constituencies	10
2.2	Experience working with diverse, multicultural teams to build shared organizational goals, culture, and values	10
2.3	Clear structured approach based on industry best practices and informed by experience to building upward consensus towards innovative outcomes rather than status quo	5
3. CONTRACTOR'S EXPERIENCE AND PROFILE		15
3.1	Capacity, resources, and experience in similar projects	5
3.2	Degree of quality of 2 recent references of similar projects	5
3.3	Compliance with the sustainable requirements	5

Points will be allocated as follows:

POINTS	JUSTIFICATION
0	Does not meet the requirements. Response incomplete, inadequate and/or non-responsive to the criterion. Bidder does not clearly understand the criterion.
10%-30%	Does not meet the minimum technical, functional, or performance related criterion.
40%-60%	Partially meets the requirements. Meets the criterion in <i>most</i> areas but is lacking details and responsiveness in some areas of the criterion.
70%	Fully meets the criterion in all areas.
80%	Exceeds requirements. Meets the criterion to minimum acceptable levels in all areas and exceeds it in some areas.
90%-100%	Exceeds requirements. Meets the criterion to minimum acceptable levels in all areas and exceeds it in all areas.

Bidders shall score at least 40% in each criterion to pass the technical evaluation and proceed to the financial evaluation stage.

c. Financial Proposal

The financial proposal shall cover the overall cost of the proposal. The total amount of points allocated for the financial component is 100, and the weight of financial proposal is 30%. The maximum number of available points will be allotted to the lowest financial proposal that is received and compared among those invited firms/institutions, which obtain the threshold points in the evaluation of the technical component, based on the following formula:

$$P = 100 \times X/Y$$

whereby

- P indicates the points assigned to the offer being evaluated;
- 100 are the maximum available points;
- X is the price of the lowest offer
- Y is the price of the offer being evaluated

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money.

WMO will award the contract to the vendor whose response is of high quality, clear and meets the evaluation goals. The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.

General Terms and Conditions

[WMO's general terms and conditions](#) will apply to the contract awarded to the selected vendor. Please note that in the evaluation of the financial proposal, WMO will take into consideration any proposed amendments to the WMO General Terms and Conditions. Proposed amendments to the WMO general terms and conditions may negatively affect the evaluation of the proposal.

Miscellanea

All prices/rates quoted must be exclusive of all taxes as WMO is a tax-exempt organization.

For evaluation, WMO shall use Swiss Franc (CHF) to evaluate all financial proposals. All proposals submitted in any other currency shall be converted to CHF using the prevailing UN exchange rate at the time of evaluation. Contracts shall be issued in the currency of the submitted proposal by the selected supplier. Invoicing will be in the currency of the proposal.