

**ANNEX B: TECHNICAL PROPOSAL FORM**

**REQUEST FOR PROPOSAL No. 007/CO/YES/IA/PA/16  
FOR THE ESTABLISHMENT OF FRAME AGREEMENTS FOR  
THE PROVISION OF SECURITY GUARD SERVICES in Aden**

Company Name:						
Contact name/Title:						
Contact phone number:						
Contact email address:						
Signature:						
Date:						
Item	Eligibility Criteria	Pass/Fail	Documentation attached to your submission (Yes / No)	Additional comments from bidder		
1	Core business in the security field with valid Company registration certificates, valid work permit, trading license and tax membership issued by relevant authorities	Pass/Fail				
2	Proof of experience submitted with a minimum 5 contracts in the past 5 years	Pass/Fail				
3	The Official permissions must be issued by local Authorities in Yemen	Pass/Fail				
4	The service provider's operational office must be based in Aden Governorate.	Pass/Fail				
5	Company not on the United Nations Security Council Sanctions List	Pass/Fail				
Minimum Score to be considered technically compliant		Score				
Maximum Scores obtainable		46				
		70				
Item	Criteria	Maximum Score	Requirement	Maximum Score	Proposal (Offer) by Bidder	Additional comments from bidder
1.1	Section 1. Vendor's qualification, capacity, and experience		The reputation of organization and staff credibility/reliability/industry standing The Supplier shall provide a brief description of the organization, including the year and country of incorporation and types of activities undertaken	2		
1.2	General Organizational Capability Supplier shall:		a) Outline General Organizational Capability which is likely to affect implementation (i.e., management structure, financial stability (including annual turnover for the last three years) and project financing capacity, size of the organization, the strength of project management support, e.g., project management controls, global networking, financial stability).	2		
			b) Years of experience with the UN in carrying out the service of Security guards' activities and a proven record in delivering professional results	2		
			c) Explain any partnerships with local or other organizations relevant to the performance of the Terms of Reference. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines, and accountability. Letters of commitment from partners indicate whether some or all have worked together previously.	2		
			d) Work experience in Yemen i.e. (Governorates/cities) with the UN and/or other international organizations.	2		
		Sub-total		10		
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country Supplier shall:		a) Provide information confirming the relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience in Projects in the Region	3		
			b) Describe the experience of the organization performing similar services or works. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.	5		
			c) Provide at least three references with the following information: - Client - Contract value - Period of performance (from/to) - Role in relation to undertaking the services - Reference Contact Details (Name, Phone, Email)	5		
		Sub-total		13		
1.4	Quality assurance procedures, risk and mitigation measures		• The Supplier shall describe the potential risks for performing the Terms of Reference that may impact achievement and timely completion of expected results as well as their quality. • Describe measures that will be put in place to mitigate these risks and ensure quality assurance. Provide certificate (s) for accreditation of processes, policy e.g., ISO etc.	7		
		Sub-total		7		
1.5	Organization Commitment to Sustainability Supplier shall inform whether:		• The organization is a member of the UN Global Compact • Organization demonstrates a significant commitment to sustainability through some other means (for example, internal company policy documents on renewable energies, disability inclusion or membership of trade institutions promoting such issues)	5		
			• If applicable, submit Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Vendor's practices that contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.			
		Sub-total		5		
<b>Section 2. Proposed methodology approach and implementation plan</b>						
2.1	Analysis Approach, Methodology Supplier shall:		a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference;	2		
			b) Explain the organization's understanding of UNHCR needs for the goods/services/works and how the different service elements shall be organized, controlled, and delivered.	2		
			c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirements.	2		
		Sub-total		6		
2.2	Management - timeline, deliverables, and reporting		a) The Supplier shall provide a detailed description of how the management for the requested services will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical, and realistic.	2		
			b) Providing the latest reports of the medical insurance, and social security insurance for the last three years.	2		
		Sub-total		4		
2.3	A sustainability-related approach to the service/work is required. Supplier shall:		a) Provide a detailed description of the methodology for how the organization/firm will achieve the terms of reference for the project, keeping in mind the appropriateness of local conditions, project environment, and sustainability considerations.	5		
		Sub-total		5		
<b>Section 3. Management Structure and Key Personnel</b>						
3.1	Composition of the team The Supplier shall:		a) Describe the availability of resources regarding personnel and facilities required for the Terms of Reference including contract employment for the guards.	5		
			b) Having an actual office in the main cities where the service is required	5		
			c) Provide an organigram illustrating the office location (city and governorate) and reporting lines, together with a description of such organigram of the team structure, should be submitted.	5		
			d) Experience in providing security training sessions.	5		
		Sub-total		20		
				<b>Grand total points</b>	<b>70 Points</b>	