

QUALIFICATION REQUIREMENTS FOR ALL PACKAGES (A-D)

Bidders shall meet the following mandatory qualification requirements:

1.0 OPERATIONAL

Certificate of incorporation

The Bidder should be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the Bidder should provide a certified copy of Certificate of Incorporation or other documents setting forth the legal basis of the company.

Internationally Recognized Quality Standards

The Bidder is to indicate, recognized Quality Control System/Standards are relevant to management (i.e. ISO 9001, or equivalent) and attach respective certificates.

International scope of operations

The Bidder should provide, if available, information on operations outside of the country of origin.

Licenses /Authorizations

For packages C and D, the Bidder must provide a copy of relevant licenses and/or authorizations from government bodies or professional engineering associations enabling the company to perform the required services.

2.0 ELIGIBILITY

Statement of Confirmation, incl. compliance with UNIDO Policy on Exclusion from Funding and UNIDO Policy on the Protection of Personal Data.

The Bidder must comply with the statements listed in the Instructions for the Preparation and Submission of Proposals.

3.0 EXPERIENCE

Years in business

Only suppliers with a proven track record of minimum seven (7) years of working experience in the relevant field. Evidence of must show examples of contracts awarded and successfully completed. Each contract submitted for experience shall have been completed within the past (10) years from the date of proposal submitted. The evidence may be in the form of Purchase Order copies, or contracts.

References

The Bidder shall list at least three (3) reference projects and previous experiences in successfully fulfilling contracts of a similar and comparable nature, size and standards for the last 5 years. References should be provided, including completed contact information. The Bidder shall list those previous experiences in fulfilling contracts of nature similar to the subject tender for the private sector and for United Nations agencies.

4.0 FINANCIAL

Required Financial Information

The Bidder shall provide a certified copy of UNIDO Financial Statement and Certification form. In addition, information regarding all claims, arbitration and other pending legal action shall be also provided.

Financial Statement

A certified copy of Financial Audited Statement for the last three (3) years (or for the period of time the Bidder has been in business, if it has not yet reached three (3) years) has to be provided and the Bidder shall meet the following basic financial criteria:

- Solvency ratio
A solvency ratio (ratio of current assets to current liabilities) should be positive on average over the last 3 years is required.
- Turnover
The average annual turnover for the past 3 years (or for whatever period of time the Bidder has been in business, if it has not yet reached 3 years) should be at least USD 200,000.00

EVALUATION CRITERIA

1.0 TECHNICAL

Technical proposals will be evaluated in accordance with the below technical evaluation criteria and their weights for each package:

Package		Requirements	Rating	Documents to establish compliance with the criteria
X	Title of Package	Quality of Proposal	35	<i>description of the approach and methodology, work plan</i>
		Contractor’s (together with sub-contractors, if any) qualification, expertise.	35	<i>description of the organization(s), experience, experts and reference of similar projects</i>
		Key personnel Compliance	30	<i>Key personnel CVs</i>
		Total Points	100	

Technical proposals falling short of the 75 point threshold shall be rejected.

Please refer to the detailed technical evaluation criteria per Package in the Technical Evaluation Sheet (Appendix 7a). This form must be submitted with your Technical Proposal.

The technical proposal must include the CVs and any required certifications of the necessary personnel to carry out the tasks/activities considered under these Terms of Reference. Suitable capacities and training of the personnel must be assured.

The service provider must designate a coordinator in charge of coordinating the execution of the service. The coordinator shall represent the contractor. The service provider must identify technical experts that will support the study. The personnel must have the minimum qualification as per the commercial bid form below.

Please note that UNIDO will only contract with a single legal entity (Contractor). Where a company wishes to enter a bid as a Joint Venture/Consortium, they should indicate the lead company that would enter into a contract with UNIDO as a single legal entity. All other companies shall sub-contract to this entity. Details of the sub-contracted companies in the joint venture should be declared and their role and the expertise they bring to the contract must be explained in the offer. The bidder should declare the immediate readiness of the proposed project team as well as their availability throughout the entire assignment duration.

2.0 COMMERICAL

Total cost in United State Dollars (USD)

Total price, i.e. total sum of unit prices as per cost breakdown required addressing all sectors of the tender documents.

Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO's Model Contract/LTA and General Conditions of Contract.

Agreement to UNIDO payment terms and conditions

Acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the goods/services provided.