

ANNEX I

Guidance Notes for Pre-qualification as an Explosive Threat Mitigation Services Provider

Background:

The United Nations Office for Project Services (UNOPS) – Peace and Security Cluster (PSC) delivers projects in the field of Explosive Threat Mitigation (ETM). The nature of the ETM portfolio of work is such that projects are high risk, high value and require rapid deployment. This pre-qualification process for ETM Services will allow UNOPS to establish a pool of suitably pre-qualified organizations from within which specific Requests for Proposals (RFP) or Invitation to Bid (ITB) will be issued to. It not only strengthens PSC's due diligence, it also allows for a more focused evaluation of submissions at the time of tender.

This pre-qualification process focuses on the legal/formal, financial, organizational, and technical competencies of the organization, including operations. It will be an evidence-based assessment requiring organizations to demonstrate competence in these areas.

Process:

The purpose of this pre-qualification process is to identify suitably qualified and experienced organisations with adequate capabilities and resources in delivering ETM services. This will allow UNOPS and its partners to respond quickly, save time and cost both in preparation and assessment of bids and reduce duplication of effort.

Vendors will be assessed against the criteria stipulated in Annex III. Vendors that meet the predetermined criteria will be invited to bid on PSC tenders.

The evaluation criteria that will be used to assess applications will fall under the following categories:

A. *Legal/Formal Requirements*

Organizations should submit evidence of legal existence and level of commitment to best practice performance.

B. *Financial Information*

Organizations should note that credit rating institutions may be contacted for reports on company financial and management status.

C. *Organizational Capability*

Organizations should apply in one or more categories submitting evidence of capacity and experience to deliver on a contract requiring provision of specific Explosive Threat Mitigation services.

D. *Technical Capacity*

Given the nature of this bid as a pre-qualification rather than a RFP/ITB for a specific project, it is not expected that organizations provide resumes for all personnel nor is it expected that organizations should be required to prove large holdings of technical equipment. Instead the organization's capacity to source and supply the required personnel, equipment and support infrastructure will be assessed.

See Annex III for the detailed list of requirements under the four areas mentioned above.

Joint Ventures:

Submissions under Joint Ventures (JV) are allowed under this PQ provided that one organization is clearly designated as the lead organization (i.e. at least one of the JV members must hold 51% of the responsibilities or more if there are two organizations forming a JV).

The Lead Organization (i.e. Organization with responsibility of 51% or more if there are two organizations forming a JV) must submit and comply with all the Financial Requirements stipulated in Section B of the Stage 1 criteria in Annex III - PQ Evaluation Criteria. The rest of the requirements must be met by the members of the JV combined.

Should the applicants submitting under a JV be successfully granted PQ, the respective Joint Venture arrangements used under the PQ must remain consistent for tenders being issued under limited competition to PSC-Pre-qualified organizations.

To illustrate, if Organizations A and B have been granted PQ under JV. Organizations A and B must always submit under JV in all tenders being issued to PQ Organizations. Should they wish to change their current JV arrangement, another PQ review will be required. (i.e. during the next round of PQ)

Pre-qualification Status:

The pre-qualification does not represent any commitment to future contracts. All firms pre-qualified by UNOPS PSC shall receive in due course a tender invitation to deliver services in a specific country. A Request for Proposal or an Invitation to Bid shall be issued to pre-qualified organizations to give the opportunity to submit their respective technical and financial proposals. This will then be evaluated and may lead to an Award of Contract.

UNOPS reserves the right to issue open competitive tenders or utilize other sourcing methodologies deemed appropriate for the requirements. Please also note that there are specific in-country and/or regional accreditation processes for which organizations will also need to successfully comply with, to commence operational activities in the geographical areas, as covered by the accreditation process.

The UNOPS Global Pre-qualification status is only extant for UNOPS Peace and Security Cluster executed and managed projects, and is not intended to be relied upon outside of such projects. Organizations must therefore not advertise or otherwise make public the fact that it has been granted UNOPS Global Pre-qualification status.

Resubmissions & Provisional Pre-qualification:

Unsuccessful organizations can resubmit during the next round of Pre-Qualification launched by PSC. In some instances, UNOPS may grant a Provisional Pre-qualification Status to organizations for a shorter period and recommend making some improvements in certain areas. These organizations will be asked to re-submit updated documentation within a set deadline. UNOPS will review the updated documentation and grant a full pre-qualification status should the updated documentation meet the requirements.

Physical Verification:

UNOPS reserves the right to conduct physical reviews to verify submissions made by organizations applying for Pre-qualification.

Technical Categories:

Interested Organizations are invited to submit their application for the following **Technical Categories**:

- ☐ **Battle Area Clearance (BAC):** Clearance methodology involving the systematic and controlled clearance of hazardous areas where those hazards are known not to include mines (IMAS 04.10)
- ☐ **Explosives Ordnance Disposal (EOD):** Clearance methodology involving the detection, identification, evaluation, render safe, recovery and disposal of explosive ordnance. (IMAS 04.10)
- ☐ **IED Threat Mitigation:** to include both Improvised Explosives Device Disposal (IEDD) which is the location, identification, rendering safe and final disposal of IEDs (IMAS 04.10) and Counter Improvised Explosive Device (C-IED) being the collective efforts at all levels to defeat the IED System to reduce or eliminate the effects of all forms of IEDs used (IMAS 04.10)
- ☐ **Manual Mine Clearance:** the clearance of mines and ERW from a specified area to a predefined standard
- ☐ **Mechanical demining:**

- o **Machines designed to detonate hazards**

Mechanical methodology where a designed machine detonates or otherwise destroys hazards. Their use may reduce or, in some cases, eliminate the necessity for follow-up clearance i.e. where the perceived hazard was non-existent or where the remaining hazard forms a tolerable residual risk. (IMAS 09.50)

- o **Machines designed for ground preparation**

Mechanical methodology where ground preparation machines are used to improve the efficiency of demining operations by reducing or removing obstacles. May or may not involve the detonation, destruction or removal of landmines. (IMAS 09.50)

- o **Machines designed to detect hazard**

Mechanical methodology where a machine is designed to detect hazards, as with sifting machines and rollers, or by carrying a detection technology such as metal-detector array or vapour sampling devices. (IMAS 09.50)

- ☐ **Explosive Ordnance Risk Education (EORE) and Small Arms and Light Weapons (SALW) Risk Education:** activities which seek to reduce the risk of injury from mines/ERW/Cluster Munitions, and Armed Violence by raising awareness of men, women, and children in accordance with their different vulnerabilities, roles and needs, and promoting behavioral change including public information dissemination, education and training, and community mine action liaison. (IMAS 04.10)
- ☐ **Non-Technical Survey (NTS):** Non-Technical Survey refers to the collection and analysis of data, without the use of technical interventions, about the presence, type, distribution and surrounding environment of mine/ERW contamination, to define better where mine/ERW contamination is present, and where it is not, and to support land release prioritisation and decision-making processes through the provision of evidence. (IMAS 04.10)
- ☐ **Physical Security and Stockpile Management (PSSM):** Physical security and stockpile management activities taken to secure and maintain arsenals. Stockpile management refers to the procedures and activities regarding safe and secure accounting, storage, transportation, and handling of munitions' and weapons. (IATG)
- ☐ **Quality Management:** Incorporates Quality Assurance (QA) and Quality Control (QC) The purpose of QA in humanitarian mine action is to confirm that management practices and operational procedures for all Mine action activities are appropriate, are being applied, and will achieve the stated requirement in a safe, effective and efficient manner. Internal QA will

be conducted by demining organizations themselves, but external inspections by an external monitoring body should also be conducted. QC relates to the inspection of a finished product. In the case of humanitarian mine action, the 'product' is safe cleared land. (IMAS 07.12)

- **Small Arms and Light Weapons (SALW) Disposal:** activities which seek to reduce the risk of injury from SALW through the safe management and /or disposal of Small Arms and Light Weapons in accordance with International Small Arms Control Standards (ISACS 01/20).
- **Technical Survey (TS):** Technical survey refers to the collection and analysis of data, using appropriate technical interventions, about the presence, type, distribution and surrounding environment of mine/ERW contamination, to define better where mine/ERW contamination is present, and where it is not, and to support land release prioritization and decision making processes through the provision of evidence. (IMAS 04.10)
- **Underwater Explosive Ordnance (EO) Survey (NTS and TS) and Clearance:** Underwater explosive ordnance (EO) survey and clearance operations applies to underwater EO in the territorial waters of a nation (generally within 12 nautical miles offshore) and inland waters; this includes coastal waters, lakes, rivers, ports, harbours, ponds and canals below the Mean Lower Low Water (MLLW) mark to a water depth of 50 meters or less. (IMAS 09.60)

Note: Specific Underwater NTS and TS SOPs must be submitted for this category. Organisations pre-qualified for land based NTS or TS will not be automatically pre-qualified for Underwater NTS and TS.

The organization will be asked to identify which of the fields they will be applying for pre-qualification (**See ANNEX IV Returnable Forms**). Apart from the legal/formal, financial information, organizational and technical information on which they will be assessed, they will also submit relevant SOP for each field.

[IMAS Glossary](#) definitions of the above services will generally apply. Organizations should be aware that the evaluation process shall include a review of SOP documents submitted against [IMAS](#), [IATG](#) and [ISACS](#) - as applicable and the relevant chapters of IMAS, IATG and ISACS pertaining to the service to be provided. Organizations are referred to Paragraph 2 of the Glossary for details of source reference documents which should be considered as part of the submission. Where IMAS does not apply, international best practice guidelines and technical documentations should be referenced for comparison purposes, for example Committee European Normalization or other similar documents. This is particularly relevant in fields that might be managed by ETM Organizations but that do not specifically fall under that criteria. In such cases, Organizations are requested to clearly identify the specific reference documentation.

Note: Pre-qualification does not constitute SOP approval for use in ETM operations as this is normally a component of Accreditation or other agreed process.

Please refer to Annex IV for Returnable Forms:

Form A. Global Application for Pre-Qualification Form
Form B. Joint Venture Partner Information Form
Form C. Past Contracts Form
Form D. Format for Resumes
Form E. Financial Information