

Instructions to PQ Applicants: Explosive Threat Mitigation

To be read in conjunction with Annex III – PQ evaluation criteria

Please note that the organization (or lead entity in a Joint Venture) applying for pre-qualification should apply using a UNGM account with a name that matches that of the applicant e.g. Vendor B is a subsidiary of Vendor A and is applying for PQ status. Vendor B must apply using a UNGM account which reflects their name (i.e. Vendor B) and not that of their parent company.

Stage 1 and 2 :

- It is mandatory for the applicants to thoroughly complete and submit Annex III PQ Evaluation criteria. Please upload Annex III in Excel version to the placeholder created for it under the 'Document Checklist'.
- Please review carefully the guidance notes on the types of documents to be submitted to demonstrate compliance with the requirements under Stage 1 and 2.
- Only documents submitted in English will be reviewed by the evaluation panel. Documents in other languages will not be considered unless accompanied by a certified translation.
- It is strongly encouraged that documents are submitted in PDF format.
- Clarifications are to be answered in a timely fashion. Responses received beyond the stipulated deadline may not be considered in the evaluation.
- Supporting documents must be labelled accordingly, uploaded to the correct folder in e-sourcing and detailed in Annex III (a reference should be made if the same docs are to be used for more than one criterion).

See example below:

Name
▼ STAGE 1
▼ A - LEGAL - FORMAL REQUIREMENT - Organisation XXX
▼ A1
Org XXX - Legal status .pdf
▶ A2
▶ A3
▶ A4
▶ A5
▶ A6
▼ B - FINANCIAL INFORMATION - Organisation XXX
Org XXX - Current ratio .pdf
▼ C - DRIVE QUESTIONNAIRE - Organisation XXX
Org XXX - Completed drive questionnaire .pdf
▼ STAGE 2
▼ D - ORGANIZATIONAL CAPABILITY - Organisation XXX
▶ D1
▼ D2
Org XXX - BAC SOP .pdf
Org XXX - EOD SOP .pdf
Org XXX - NTS SOP .pdf
▶ D3
▶ D4
▶ D5
▶ E - TECHNICAL CAPACITY - Organisation XXX

Stage 1:

- Applicants must submit all the required documents/information specified in the PQ evaluation criteria including organizations pre-qualified in the most recent PSC PQ process (PQ/2022/44853) for ETM services. No waiver shall apply for submission of the required documents.
- Please note that critical 'Document Checklist' placeholders have been marked as mandatory to facilitate evaluation.
- Where a subsidiary organization fails to meet the requirements for the financial criteria, UNOPS may accept their parent organization's audited financial statements where both of the following conditions are met:
 - 1) the parent organization meets the requirements for the financial criteria under B.1.1, B.1.2 or B.1.3
 - 2) the submission includes a signed letter from the parent organization confirming acceptance of liability for any financial risk associated with the subsidiary organization

Stage 2:

- Only relevant information must be submitted. To facilitate an efficient review of documentation, applicants are encouraged to submit no more than 6 supporting documents relating to each criterion (unless otherwise stated in the specific criterion). Submitted data must be pertinent to the specific services organizations have applied for (i.e. BAC, NTS) and details should be included in the doc (i.e. related clearance stats or experience, depending on the criteria).
- Submitted docs **shall** include a reference to the Organization (i.e. name and/or logo) and details relating to when and where the activity was proposed for or implemented.
- Applicants **shall** submit evidence relating to their organization and activities only. Any documents submitted in relation to another organization should be clearly explained.
- It is recommended that the SOP is current and includes the Organization name, date, edition or version. The SOP must include a contents page(s) and corresponding details in the document. **A separate SOP must be submitted for each technical category** or an explanation provided if it is in another document. Where the content of the SOP(s) is similar to that of another Organization, Applicants must provide detailed reasons for this.
- For the QM category it is a requirement to provide sufficient evidence, i.e. project proposals and reports, accreditation and recommendation letters, relating to internal and external QM.
- Applicants must make all efforts necessary to develop their own documented standards (i.e. operating procedures), based on existing standards and best practices.