

## SECTION II: EVALUATION METHOD AND CRITERIA

Proposals submitted in response to this RFP shall be evaluated following the cumulative analysis methodology, which consists of the following steps:

- 1. Preliminary screening of proposals using formal and eligibility criteria:** This includes an assessment of whether proposals comply with the formal and eligibility criteria stated in the “Formal and Eligibility Criteria” table below. All proposals substantially compliant at this stage will go through subsequent evaluation as follows.
- 2. Technical evaluation using qualification criteria:** This determines which proposals are substantially compliant to the qualification criteria stated in the “Qualification Criteria” table below, and rejects non-compliant proposals. Only proposals meeting or exceeding the qualification criteria shall be considered substantially compliant.
- 3. Technical evaluation using technical criteria:** This determines the technical points achieved by each proposal, as per maximum points assigned per criteria group included in the “Parts of the Technical Proposal Evaluation” table below. Only proposals that meet the minimum threshold indicated in the “Technical Criteria” table below shall be considered substantially compliant. Evaluation of the technical proposals shall be completed prior to the opening and comparison of the financial proposals.
- 4. Financial evaluation:** Financial proposals will only be opened for the proposals that have achieved the minimum threshold for substantial compliance of technical evaluation. Proposals achieving above the minimum threshold in technical evaluation shall be checked for any arithmetic errors following Article 28 [Minor Informalities, Errors or Omissions]. Schedule 4.1 A [Breakdown of the Fees and Reimbursable cost] shall be used for the financial evaluation. Schedule 4.1.B [Daily Rate Schedule] will not be used for the financial evaluation but will inform the assessment of reasonableness of cost. The maximum number of points is stated below and will be allocated to the lowest price financial proposal. Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

**Points for the financial proposal being evaluated =**

$30 \times [\text{lowest price}]$

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[Price of proposal being evaluated]

- 5. Combined analysis:** This evaluation will be conducted based on the cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal which could be throughout the whole life cycle of the works for which the Services will be required and in the context of the Project as a whole. The cumulative analysis includes the scores from the technical and financial evaluation with a predefined weighting. The proposal obtaining the overall highest score after adding the score of the technical and the financial proposals, is thus the most responsive to the needs of UNOPS in terms of value for money, and will be recommended for award.
- 6. Background check/due diligence:** After completion of the evaluation but prior to the award, UNOPS shall conduct background checks/due diligence on the offeror recommended for award, to confirm that the offeror meets the criteria set forth in this RFP or as appropriate to the nature of the procurement process. UNOPS may reject an offeror's proposal on the basis of the findings. Offerors shall permit UNOPS representatives to access their facilities at any reasonable time to inspect the offeror's premises, equipment, tools and/or systems, Plant or Materials.

The maximum number of points which an offeror may obtain for its proposal is as follows:

- Technical proposal = 70 points
- Financial proposal = 30 points

The weighting of the technical and financial proposals will be **70%- 30%** (technical proposal percentage – financial proposal percentage). An Offeror must achieve a minimum of 49 points at technical proposal evaluation for technical compliance.

At any time during the evaluation process, UNOPS may request clarification or further information in writing from offerors. The offeror's responses shall not contain any changes regarding the substance, including the technical and financial part of their proposal. UNOPS may use such information to interpret and evaluate the relevant proposal.

UNOPS evaluation of a proposal shall take into account the evaluation criteria described in the following tables.

## 1. FORMAL AND ELIGIBILITY CRITERIA

Criteria evaluated on a pass/fail basis during the preliminary screening	Documents to establish compliance with the criteria
1. The offeror, including each member of the Joint Venture, consortium, or association and/or Sub-consultant (as applicable), is eligible as defined in <b>Section I: Instructions to Offerors</b> , Article 4 [ <i>Offeror Eligibility</i> ].	<ul style="list-style-type: none"> <li>• Schedule 0.1 [<i>Proposal Submission Declaration</i>]</li> <li>• Schedule 0.2 [<i>Offeror's Information</i>]</li> <li>• Schedule 0.3 [<i>Joint Venture Partner Information</i>], all documents as required in the Schedule, in the event that the proposal is submitted by a Joint Venture</li> <li>• Schedule 0.12 [<i>Self-disclosure</i>]</li> <li>• Schedule 4.6 [<i>Sub-consultants</i>]</li> <li>• UNGM supplier ineligibility lists</li> </ul>
2. The proposal is complete, i.e., all documents and technical documentation requested in <b>Section I: Instructions to Offerors</b> , Article 11 [ <i>Content of Proposal Submissions</i> ] have been provided and are complete.	<ul style="list-style-type: none"> <li>• All documentation as requested under Section I: Instructions to Offerors, Article 11 [<i>Content of Proposal Submissions</i>]</li> <li>• Schedule 0.1 [Proposal Submission Declaration]</li> <li>• Schedule 0.2 [Offeror's Information]</li> <li>• Schedule 0.3 [Joint Venture Partner Information] - if applicable</li> <li>• Schedule 0.4 [Capacity &amp; Experience]</li> <li>• Schedule 0.5 [Format for Resume of Proposed Key Personnel]</li> <li>• Schedule 0.7 [Performance Statement]</li> <li>• Schedule 0.10 [Dispute Details]</li> <li>• Schedule 0.11 [Acknowledgement of the Addenda]</li> <li>• Schedule 0.12 [Self-disclosure]</li> <li>• Schedule 4 [Contract Schedules from the Offeror], including Schedules 4.1-4.8 for each submitted Lot</li> <li>• Copies of Audited Financial Statements for the last two (2) years prior to deadline for proposal submission</li> <li>• Business Registration Certificate in Sri Lanka</li> <li>• Company Profile</li> </ul>

	<ul style="list-style-type: none"> <li>• Copies of the Insurance policies declared in Schedule 4.8 [Insurance Details and Insurances], or Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected</li> <li>• Copies of academic and professional qualification certificates for each of proposed key personnel in the main project team and implementing teams</li> <li>• Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organisation</li> <li>• Supporting documents for Sub Consultants - Schedules 0.4 [Capacity and Experience] , 0.7 [Performance statement] and audited financial statements for the last two years for each of the sub-consultant identified under Schedule 4.6 [Sub-Consultants] - if applicable</li> <li>• Supporting documents for Joint Venture /consortium/ association - Business registration, audited financial statements for the last two years and Schedules 0.4 and 0.7 for each of the partners, copy of valid legal agreement between partners - if applicable</li> </ul>
3. The offeror accepts conditions of the Contract as specified in <b>Section III: Conditions of Contract.</b>	<ul style="list-style-type: none"> <li>• Schedule 0.1 [<i>Proposal Submission Declaration</i>]</li> </ul>
4. The offeror should be legally registered in Sri Lanka. Offeror should submit a copy of the valid business registration certificate in Sri Lanka. In the event the certificate is not in English, the offeror should submit a certified translated copy of the certificate in English	<ul style="list-style-type: none"> <li>• Certificate of incorporation / registration in Sri Lanka</li> </ul>
5. The offerors accept proposal validity period of 120 days, and meets the delivery requirements set out in Section V: Requirements	<ul style="list-style-type: none"> <li>• Schedule 0.1 [<i>Proposal Submission Declaration</i>]</li> <li>• Schedule 4.2 [<i>Programme</i>]</li> </ul>

## 2. QUALIFICATION CRITERIA

Criteria evaluated on a pass/fail basis during the technical evaluation		Documents to establish compliance with the criteria
1.	<b>Financial capability</b> The offeror has sufficient liquidity, demonstrated by the ratio of “average current assets / current liabilities” over the last two (2) years which must be equal to or greater than one (1)	<ul style="list-style-type: none"> <li>• Copy of audited financial statements for the last two (2) years prior to deadline for proposal submission</li> </ul>
2.	The offeror has been in continuous business during the last three (3) years.	<ul style="list-style-type: none"> <li>• Certification of incorporation/business registration of the offeror</li> </ul>
3.	The offeror has experience successfully delivering 02 or more similar services contracts in Sri Lanka and/or in the South Asia region as stipulated in Section V: Requirements, prior to the deadline for proposal submission.	<ul style="list-style-type: none"> <li>• Schedule 0.4 [<i>Capacity and Experience</i>]</li> <li>• Schedule 0.7 [<i>Performance Statement</i>]</li> </ul>

<p>4.</p>	<p><b>Staffing</b></p> <p>The offeror has proposed at minimum, the required number of teams and qualified personnel as set out in Section V: Requirements, and the offeror has not proposed the same key personnel between the teams (in instances where the offeror is submitting proposals only for 01 lot) or between teams and lots (in instances where the offeror is submitting for both Lot 01 and Lot 02)</p> <p><b>Lot 01 : 01 Main Project Team</b></p> <ul style="list-style-type: none"> <li>- 01 project Manager</li> </ul> <p><b>04 Implementing teams</b></p> <ul style="list-style-type: none"> <li>- Each implementing team will consist of at least the following key personnel <ul style="list-style-type: none"> <li>- 01 Civil Engineer /Technical Officer</li> <li>- 01 ELV Engineer/Designer/Technical Officer</li> <li>- 01 AutoCAD Draftsman</li> </ul> </li> </ul> <p><b>Lot 02 : 01 Main Project Team</b></p> <ul style="list-style-type: none"> <li>- 01 project Manager</li> </ul> <p><b>05 Implementing teams</b></p> <ul style="list-style-type: none"> <li>- Each implementing team will consist of at least the following key personnel <ul style="list-style-type: none"> <li>- 01 Civil Engineer /Technical Officer</li> <li>- 01 ELV Engineer/Designer/Technical Officer</li> <li>- 01 AutoCAD Draftsman</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>• Schedule 4.4 [<i>Key Personnel</i>]</li> </ul> <p><b>Key personnel cannot be shared among teams or between lots. Key personnel proposed in one team/lot cannot be proposed for another team/lot.</b></p> <p>For e.g.</p> <p>If the offeror is submitting for Lot 01 (01 Main Project Team and 04 Implementing teams) : Offeror must propose at minimum 01 project manager, 04 civil engineers, 04 ELV Engineers, and 04 AutoCAD Draftsman to meet the requirement</p> <p>If the offeror is submitting for Lot 02 (01 Main Project Team and 05 Implementing teams) : Offeror must propose at minimum 01 project manager, 05 Civil engineers, 05 ELV Engineers, and 05 AutoCAD Draftsman to meet the requirement</p> <p>If the offeror is quoting for both lots ( 02 Main Project Teams and 09 Implementing teams), Offeror must propose at minimum 02 project managers, 09 civil engineers, 09 ELV Engineers, and 09 AutoCAD Draftsman to meet the requirement.</p>
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### 3. TECHNICAL CRITERIA

#### Criteria evaluated based on a cumulative analysis methodology during the technical evaluation

The maximum number of technical points is detailed in the below technical proposal evaluation parts.

To be substantially compliant, offerors must obtain a minimum threshold of 70% of maximum total points allocated for technical proposal.

#### Documents to establish compliance with the criteria (not exhaustive)

##### In Section VI: Returnable Schedules:

- All schedules under Schedule 4 [*Contract Schedules from the Offeror*] except Schedule 4.1.A [*Breakdown of the Fees and Reimbursable cost*], Schedule 4.1.B [*Daily Rate Schedule*] and any other price-related documents
- Schedule 0.4 [*Capacity & Experience*]
- Schedule 0.5 [*Format for Resume of Proposed Key Personnel*]
- Schedule 0.7 [*Performance Statement*]
- Copies of audited financial statements for the last two (2) years
- Company Profile
- [Copies of the Insurance policies declared in Schedule 4.8 \[\*Insurance Details and Insurances\*\]](#), or Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected.
- Supporting documents for Joint Venture /consortium/ association - Business registration, audited financial statements for the last two years and Schedules 0.4 and 0.7 for for all partners, copy of valid legal agreement between partners
- Supporting documents for Sub Consultants -

Schedules 0.4 [Capacity and Experience] , 0.7 [Performance statement] and audited financial statements for the last two years for each of the sub-consultant identified under Schedule 4.6 [Sub-Consultants]

- Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organisation

Parts of the Technical Proposal Evaluation: Number and description		Obtainable points
1.	Offeror's capacity and expertise	10
2.	Proposed methodology, approach and implementation plan	25
3.	Key personnel proposed	30
4	Sustainability Considerations	05
<b>Total technical proposal points</b>		<b>70</b>

**Part 1: Offeror's capacity and expertise**

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
1.1	The offeror has the general organizational capability that can support effective implementation: management structure, financial stability and project financing capacity, project management controls, and the extent to which any service/activity would be subcontracted.	<ul style="list-style-type: none"> <li>• Copies of audited financial statements for the last two (2) years</li> <li>• Schedule 4.5 [<i>Organizational Structure</i>]</li> <li>• Schedule 4.6 [<i>Sub-consultants</i>]</li> <li>• Schedule 4.3 [<i>Method Statement</i>]</li> <li>• Company Profile Offeror shall submit the company profile along with the submission</li> </ul>	04
1.2	The offeror's proposed sub-consultants, if identified, are proposed to undertake appropriate activities related to the Services and have demonstrated the capacity to undertake the services and are located in appropriate locations.	<ul style="list-style-type: none"> <li>• Schedule 4.6 [<i>Sub-consultants</i>]</li> <li>• Schedule 0.4 [<i>Capacity and Experience</i>] submitted for sub-consultants</li> <li>• Schedule 0.7 [<i>Performance Statement</i>] submitted for sub-consultants</li> <li>• Copies of audited financial statements for the last two (2) years of sub-consultants</li> </ul>	02
1.3	The offeror has relevant specialized knowledge and experience on similar services done in Sri Lanka and/or in the South Asia region	<ul style="list-style-type: none"> <li>• Schedule 0.4 [<i>Capacity and Experience</i>]</li> <li>• Schedule 0.7 [<i>Performance Statement</i>]</li> </ul>	04
<b>Total points for Part 1</b>			<b>10</b>



## Part 2: Proposed methodology, approach and implementation plan

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
2.1	The proposal (in particular, the detail of the Services) is substantially compliant and does not contain any material deviation(s) from the minimum requirements as stipulated in <b>Section V: Requirements</b> , which indicates the offeror's understanding of these requirements.	<ul style="list-style-type: none"> <li>All schedules under Schedule 4 [<i>Contract Schedules from the Offeror</i>] in <b>Section VI: Returnable Schedules</b> except Schedule 4.1.A [<i>Breakdown of the Fees and Reimbursable cost</i>], Schedule 4.1.B [<i>Daily Rate Schedule</i>] and any other price-related documents</li> </ul>	05
2.2	The preliminary Programme is substantially compliant and does not contain any material deviation(s) from the requirements as stipulated in <b>Section V: Requirements</b> . The preliminary Programme is within timelines and is compliant to the scope of services stipulated under Section V: Requirements, and the offeror's preliminary Programme and outline statement of proposed methods demonstrate the offeror's capacity to plan and programme the Services within timelines that are consistent with industry practices, the Project requirements and proposed methodology, and it details how the different activities shall be organized, controlled and delivered	<ul style="list-style-type: none"> <li>Schedule 4.2 [<i>Programme</i>]</li> <li>Schedule 4.3 [<i>Method Statement</i>]</li> </ul>	10
2.3	The proposal satisfactorily demonstrates that the requirements for insurance will be met, either through demonstrating that the offeror's insurances comply with the requirements of the RFP, or by providing a confirmation letter that the offeror will effect the required insurances as specified under Schedule 3.9 [ <i>Insurance Requirements</i> ], if selected.	<ul style="list-style-type: none"> <li>Schedule 4.8 [<i>Insurance Details and Insurances</i>]</li> <li>Copies of the Insurance policies declared in Schedule 4.8 [<i>Insurance Details and Insurances</i>], or Confirmation letter (or draft policy) from an insurer stating that the required insurance policies will be provided to the offeror, if selected.</li> </ul>	05
2.4	The proposal satisfactorily demonstrates that the health, safety, social and environmental (HSSE) and Quality Management System requirements in relation to the Services as set out in Section V: Requirements, will be met.	<ul style="list-style-type: none"> <li>Schedule 4.3 [<i>Method Statement</i>]</li> </ul>	05
Total points for Part 2			25

### Part 3: Key personnel proposed

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
3.1	The composition and structure of the team proposed is appropriate and the proposed roles of the management and the team of Key Personnel is suitable for the provision of the necessary Services.	<ul style="list-style-type: none"> <li>Schedule 4.4 [<i>Key Personnel</i>]</li> <li>Schedule 4.5 [<i>Organizational Structure</i>]</li> </ul>	05
3.2	<p>The qualifications and experience of Key Personnel proposed for all the teams meet the established requirements as stipulated in Section V: Requirements</p> <p><b>Main Project Team - at minimum shall include:</b></p> <ul style="list-style-type: none"> <li>01 Project Manager (per lot)</li> </ul> <p><b>Implementing Team Composition per team at minimum shall include:</b></p> <ul style="list-style-type: none"> <li>01 Civil Engineer /Technical Officer</li> <li>01 ELV Engineer/Designer/Technical Officer</li> <li>01 AutoCAD Draftsman</li> </ul> <p>(The Offeror shall propose 01 main project team and 04 implementing teams for Lot 1 and, 01 main project team and 05 implementing teams for Lot 2)</p> <p>Allocation of Points: Maximum points for meeting requirement for Project Manager: 07 points Maximum points for meeting requirement for the implementing teams 18 points (06 points per position)</p>	<ul style="list-style-type: none"> <li>Schedule 0.5 [<i>Format for Resume of Proposed Key Personnel</i>]</li> <li>Schedule 4.4 [<i>Key Personnel</i>]</li> </ul> <p>The offeror shall complete and submit the completed Schedule 0.5 (<i>Format for Resume of Proposed Key Personnel</i>) together with copies of certificates for both academic and professional qualifications, for each of the proposed key personnel in Schedule 4.4</p>	25
<b>Total points for Part 3</b>			<b>30</b>

### Part 4: Sustainability Considerations

No.	Criteria evaluated based on a cumulative analysis methodology during the technical evaluation	Documents to establish compliance with the criteria (not exhaustive)	Points
4.1	The offeror shall provide documentation that details their approach to ensuring equal opportunity, diversity, and inclusion within their organisation (e.g. equal pay policy, parental leave, the ratio of female to male employees, % of females in management positions, grievances disaggregated by gender, transparency of promotion criteria, sexual harassment policies). Bidders are encouraged to take the WEPs Gender Gap Analysis Tool to identify strengths, gaps, and opportunities to improve their performance on gender equality.	Statement with details on how diversity and inclusion / anti-discrimination is ensured in the organisation	05
<b>Total points for Part 4</b>			<b>05</b>

#### 4. FINANCIAL CRITERIA

**Criteria evaluated only for proposals that have achieved the minimum threshold for substantial compliance of the technical evaluation**

Proposals shall be checked for any arithmetic errors following Article 28 [*Minor Informalities, Errors or Omissions*] and submitted in a **separate envelope** from the technical evaluation materials.

The maximum number of points is stated below and will be allocated to the lowest price financial proposal.

Financial proposals from other offerors will receive points in reverse proportion according to the following formula:

**Points for the financial proposal being evaluated**  
=

$30 \times [\text{lowest price}]$

$\frac{\quad}{[\text{Price of proposal being evaluated}]}$

**Documents to establish compliance with the criteria**

In **Section VI: Returnable Schedules**:

- Schedule 4.1.A [*Breakdown of the Fees and Reimbursable cost*]
- Schedule 4.1.B [*Daily Rate Schedule*]

## SECTION III: CONDITIONS OF CONTRACT

### INSTRUMENT OF AGREEMENT

- [Consultant Services Contract for Works: Instrument of Agreement](#)

### GENERAL CONDITIONS OF CONTRACT

- [Consultant Services Contract for Works: General Conditions of Contract](#)

### PARTICULAR CONDITIONS OF CONTRACT

#### Part 1: Amended Clauses

The General Conditions are amended in the following manner (if nothing is stated, then no amended conditions apply):

No.	Clause/Sub-Clause No. and Title	Amended General Condition
1	N/A	
2		
3		
4		
5		

#### Part 2: Additional Clauses

The General Conditions are supplemented by the inclusion of the following additional conditions (if nothing is stated, then no additional conditions apply):

No.	Clause/Sub-Clause No. and Title	Additional General Condition
1	N/A	
2		
3		
4		
5		

## SECTION IV: SCHEDULE OF DETAILS

### SCHEDULE 1: CONTRACT DETAILS

#### 1.1 Details Provided by the Employer

Sub-Clause No.	Description	Details
1.1	Country	<b>Name:</b> Sri Lanka
1.4.1	Agreed system of electronic transmission	<b>Email:</b> Will be provided at Contract award
1.4.1	Employer's Address for Communication	Will be provided at Contract award
2.2	Employer's Representative	Will be provided at Contract award
3.2.1	Performance Security Amount	Not applicable
3.2	Permitted Guarantors for Performance Security	Not applicable
4.2.1	Commencement Date	20/Nov//2024 (TBC)
4.2.4	Liability Period	05 Years
4.3.1	Time for Completion	09 Weeks from Contract Signature
4.4.5	Delay Damages	0.1% of the Accepted Contract Amount per day
4.4.6	Aggregate maximum amount of Delay Damages	10% of the Accepted Contract Amount
7.2.2	Annual rate of financing charges for delayed payment	Not applicable
7.3	Currencies of Payment	Currency 1: LKR
7.3	Proportions of Currencies	Currency 1: 100%
7.8.2	Advance payment amount	Not applicable
7.8.3	Permitted Guarantors for advance payment	Not applicable

<b>7.8.6</b>	Rate of advance payment deductions	Not applicable
<b>8.3.1</b>	Limit of Liability	Equal to the Contract amount

## SCHEDULE 2: PROJECT SPECIFIC INFORMATION

### 2.1 Project Details

*(Brief description of the project including title, location, background and other relevant details along with details of the Works for which the Services is required)*

Please refer Section V: Requirements

### 2.2 Locations Plan

Please refer Section V: Requirements

## **SCHEDULE 5: FORMS (NOT USED)**

### **5.1 Form for Advance Payment Security (Not Used)**

### **5.2 Form for Performance Security (Not Used)**