

# **QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA**

**RFP: 7000007476**

**APPENDIX 2**

## **I. QUALIFICATION REQUIREMENTS**

### **1.0 OPERATIONAL**

#### **Certificate of Incorporation**

The Proposer should be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the Proposer 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 must provide evidence which shows that the electrical devices are produced in factories which have established international recognized Quality Control Systems / Standards applied to their activity (i.e. ISO 9000 and ISO 9001 or similar). The certificates must be provided.

### **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**

The Proposer should justify at least three (3) years of experience in the manufacture, stock or distribution of electrical products and components. The Proposer shall list those previous experiences in fulfilling contracts of nature similar to the subject RFP for the private sector or for UN agencies and development projects.

## **II. EVALUATION CRITERIA**

### **1.0 TECHNICAL**

#### **Compliance with the Terms of Reference**

If alternate products/solutions are offered, all necessary documentation has to be attached to the technical offer to prove the equivalence.

#### **Reference Documentation**

Reference documentation (company brochure or profile) which demonstrates that the Bidder has a minimum 3 years' experience in the manufacture, stock or distribution of electrical products and components. The brochure or profile should include the company structure, line of business and number/type of employees and where possible, a link to the company website/web-shop/catalogue.

#### **Product Standards/Certifications**

Evidence of CE, TUV, EN, ISO, RoHS Directive or other electrical industry standard as appropriate for the products being offered must be included with the offer.

### **2.0 COMMERCIAL**

#### **Total cost**

Total price i.e. total sum of unit prices as per cost breakdown required in Appendix 3 of the RFP documents

### **CONTRACTUAL**

- Agreement to the UNIDO contractual terms and conditions
- Acceptance of UNIDO's Model Contract and Conditions of Contract
- All other statements as required in paragraph 3 of the RFP