

UNIDO – Invitation to Bid – ITB no. 1100019718/CZ/mp

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

For evaluating the bids UNIDO will be based on the following qualification requirements for bidders as the first stage and when qualified, evaluation criteria for the selection of the qualified best bidder as a second stage. The bidders must provide together with their bids all necessary supporting documentation as specified in the ITB documents in order to prove fulfillment of the ITB qualification requirements. Please note that bids without the stipulated ITB conditions and documents run the risk of being rejected.

A. QUALIFICATION REQUIREMENTS

1. Certificate of Incorporation

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

It is highly recommended to register as UN User at the United Nation Global Marketplace (www.ungm.org) prior to submitting the bid.

2. Licenses /Authorizations

The Bidder must provide a copy of relevant licenses and/or authorizations where applicable enabling the company to perform the required services/work of the category of the services/work required under the ITB. These certifications must be according to the Austrian and/or the equivalent EU rules and standards (Gewerbeberechtigungen, Konzessionen).

3. Recognized Quality Standards

The Bidder is to indicate if and which, recognized Quality Control System/Standards are applied to their activity (i.e. ISO 9001, similar) and attach respective certificates.

4. Profitability

Profit Margin Ratio: profit/turnover > 0

5. Solvency Ratio

Solvency ratio: ratio of current assets/current liabilities ≥ 1

6. Turnover

The average annual turnover for the past 3 years should be approximately five times the anticipated budget of the contract referred to in paragraph 12 of the ITB.

7. Years in Business

The Bidder shall demonstrate at least seven (7) years of experience in the field of services/works as specified in the attached Specifications of Work and Supply.

The Bidder shall also indicate if the company has already provided services/works and supply to the United Nations system of organizations.

8. Experience fulfilling Contracts with Similar Requirement

The Bidder shall list reference projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject ITB for similar building complexes and sites, along with the relevant references for the last 3 years.

B. EVALUATION CRITEREA

The bids will be evaluated against the following evaluation criteria:

I. TECHNICAL

1. Full compliance with the Specifications of Work and Supply and "Allgemeine Vorbemerkungen BMS", qualities, quantities, delivery terms, response time and other requirements specified therein, and by signature and stamp on both documents by an authorized representative of the bidder.

Response time

The bidder must guarantee a response time of maximum four (4) hours for being available on site in order to deal with any shortcomings of the provided services, during the warranty period. Therefore, a free-of-charge emergency phone line must be provided during the warranty period.

2. Adequacy of proposed guarantee in comparison with those defined in the Specifications of Work and Supply and paragraph 31 of the "Allgemeine Vorbemerkungen BMS".

II. COMMERCIAL

1. Acquisition Cost

Total price of the offer and prices for individual work elements indicated in the Specification of Work and Supply (Appendix 1).

2. Proposed Payment Terms

Adherence to the UNIDO's normal payment requirements.

3. Agreement to the UNIDO contractual terms and conditions

- Acceptance of UNIDO Model Contract and Conditions of Contract;
- Acceptance of the Allgemeine Vorbemerkungen BMS (signed paragraph: 'Erklärung des Bieters', page 19).