

### **UNIDO – Request for Proposal – RFP no. 2015/010/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 RFP documents in order to prove fulfilment of the RFP qualification requirements. Please note that bids without the stipulated RFP conditions and documents run the risk of being rejected.

#### **A. REQUIREMENTS**

In evaluating the bids UNIDO will be based on the following qualification requirements for bidders and evaluation criteria for selection of the best bid.

##### **1. Qualification requirements:**

###### **1.1 Certificate of Incorporation**

The bidder shall be officially registered in accordance with the law of his country of origin.

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

###### **1.2 Capacity and scope of bidder's operations**

Annual turnover:  $\geq$  € 50 Mio. per year during the last three years;

Availability of advanced information system

International scope of operations, representation in Vienna, Austria, is desirable

###### **1.3 International Experience**

The bidder shall have at least five (5) years of experience in provision of property insurance to foreign and international organizations.

Experience in serving UN is an important factor.

The proposer should have sufficient multilingual staff with good knowledge in English and/or French.

###### **1.4 Profitability & Solvency ratio**

➤ Profit Margin Ratio (profit/turnover)  $> 0$

➤ Solvency ration: ratio of current assets/current liabilities  $\geq 1$

### **1.5 Litigation in progress**

The proposer shall indicate if he has any pending claims, arbitration and other pending legal action with his clients or third parties and their scope.

The proposer shall provide all necessary information and evidence confirming that he fulfils the above-mentioned requirements.

## **B. EVALUATION CRITEREA**

Only the proposals submitted by the bidders meeting the qualification requirements mentioned under A) above will be evaluated against the following evaluation criteria:

### **I. TECHNICAL**

- Compliance with the requirements concerning the scope of insurance coverage;
- Acceptance of the Dispute Settlement Clause;
- Amount of annual insurance premium

### **II. COMMERCIAL**

Your **best firm fixed price in Euro for each option of the insurance coverage**, as requested in the Terms of Reference (Appendix 1).