**Section V: Evaluation Criteria**

UNOPS’s evaluation of a bid shall take into account, in addition to the Bid Price quoted, the following evaluation criteria.

**Eligibility and Formal Criteria –** evaluated on Pass/Fail basis and checked during Preliminary Examination

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| **Criteria** | **Documents to establish compliance with the criteria** |
| 1. Bidder is eligible as defined in Instructions to Bidders, Article 4 | * Form C: Bidder Information Form * Form D: Joint Venture Partner Information Form, all documents as required in the Form, in the event that the Bid is submitted by a Joint Venture. * Form E: Bid Submission Form |
| 1. Completeness of the Bid. All documents and technical documentation requested in Instructions to Bidders Article 10 have been provided and are complete | * All documentation as requested under Instructions to Bidders Article 10, Documents Comprising the Bids |
| 1. Bidder accepts UNOPS General Conditions of Contract as specified in Section VI | * Form E: Bid Submission Form |
| 1. The Bid is signed and (if signatory of the Bid is not the Owner of the firm submitting the bid) accompanied with a written confirmation authorizing the signatory of the Bid to commit the Bidder. | * Form E: Bid Submission Form * Power of Attorney (written authorisation), if applicable. |
| 1. Bid submitted in English language pursuant to Instructions to Bidders, Article 20. | * Bidder’s bidding documents |
| 1. Bid validity period is compliant with Instructions to Bidders, Article 12. | * Form E: Bid Submission Form |

**Qualification criteria** – evaluated on Pass/Fail basis

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| **Criteria** | **Documents to establish compliance with the criteria** |
| 1. Financial capability. Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Bidders must include in their Bid audited balance sheets covering the last 2 exercises. | * Copy of audited financial statements for the last two years |
| 1. Bidder should be in continuous business of manufacturing / supplying the specific product as specified in the ‘Schedule of requirement’ during the last 1 (one) year and similar products during the last 3 (three) years prior to bid opening. | * Certification of incorporation of the Bidder * Form J: Performance Statement Form |
| 1. There should not be any adverse report regarding the supplies for at least five years preceding the date of bid opening. | * Form K: No Adverse Action Confirmation Form |

**Technical criteria**

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| **Criteria** | **Documents to establish compliance with the criteria** |
| 1. Goods/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section IV: Schedule of Requirements. | * Form G: Technical Bid Form * Product catalogues |
| 1. The bid’s Delivery Requirements (including Incoterms rule(s) requested) are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section IV: Schedule of Requirements. | * Form G: Technical Bid Form * Form F: Price Schedule Form |

**Financial criteria** – evaluated on “lowest priced substantially compliant offer” basis:

**To evaluate a Bid, UNOPS shall consider the following**:

1. Evaluation will be done for the totality of the requirement, and in the event of a Contract, the Contract will comprise of all or part of the items included in the ITB.
2. UNOPS’s evaluation of a bid will exclude and not take into account customs duties and other import taxes, sales and other similar taxes, which may be payable on the Goods if the contract is awarded to the Bidder;
3. UNOPS reserves the right to compare freight prices of Bidders with rates of reputable freight forwarders and to consider such rates for the purpose of bid evaluation. In the event of freight prices of Bidders being found less competitive than rates offered by freight forwarders, UNOPS may issue a Contract on FCA basis to the Vendor instead of CPT, and issue a separate contract for freight to a freight forwarder, if deemed in the best financial interest of UNOPS. In the event of an order where UNOPS utilizes its own freight forwarder, the awarded supplier shall be required to cover the difference in freight cost resulting from higher weight/volume than initially stated in the bid.