

## **APPENDIX 2 - QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA**

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The Proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to supply the goods specified satisfactorily. Failure to furnish all information required by this RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in the rejection of its Proposal.

### **A. QUALIFICATION REQUIREMENTS**

The bidders must fulfil UNIDO qualification requirements in order to qualify for the evaluation and to be further considered for a contract. Review of the qualifications of the bidders shall constitute an integral part of the technical and commercial evaluation.

#### **1. OPERATIONAL**

##### 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.

##### Mandatory Statements and Confirmation

The bidder must comply with all mandatory statements and confirmations, as requested in section i) of *Appendix 3 –Technical Bid Forms*. Non-compliance with any of the mandatory statements and confirmations will result in the rejection of the bidder's Proposal.

##### Licenses /Authorizations

The bidder must provide a copy of relevant licenses and/or authorizations, where and if applicable enabling the company to perform the required services/work of the category of the services/work required under the RFP.

##### Recognized Quality Standards

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

#### **2. EXPERIENCE**

##### Years in Business

The bidder must have been in operation for an uninterrupted period of at least five (5) years immediately prior to submission of its Proposal;

### Experience fulfilling Contracts with Similar Requirement

The bidder shall list at least three references (within the past five years) of projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject RFP.

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

### **3. FINANCIAL**

#### **Required Financial Information**

The bidder shall provide a certified copy of its Financial Statements for the last three (3) years of business as well as a certified copy of UNIDO Financial Statement and Certification form. In addition, information regarding all claims, arbitration and other pending legal action shall be also provided.

The following basic commercial qualification requirements shall be met by the bidder:

#### Profitability

Profit Margin Ratio should be positive and preferably in excess of 1%.

#### Liquidity Ratio

A minimum liquidity ratio (ratio of current assets to current liabilities) should preferably be more than 1.

#### Turnover

The average annual turnover for the past 3 years should be approximately two times the amount of the proposed contract.

### **B. EVALUATION CRITERIA**

The bids will be evaluated against the following technical and commercial evaluation criteria:

#### **1. TECHNICAL**

Compliance with the tender documentation and its requirements is obligatory. The proposal will be evaluated according to the criteria given in the below table.

The offers which achieve the minimum technical score of 75 points will be considered as technically acceptable.

<b>Evaluation criteria</b>	<b>Maximum Score</b>	<b>Additional Notes</b>
Applicability of equipment: capacity to dispose of solid, liquid, paste-like or gaseous hazardous waste	15	Confirm capacity of equipment
Effectiveness of the offered equipment capacity and performance, including exceeding the TOR requirements	15	Indicate relevant parameters to assess capacity and performance against TOR requirements

Conformity to BAT/BEP requirements and relevant international and national standards	10	Indicate compliance of equipment to international standards
Proven quality of equipment with track record of commercial operation	10	Indicate experience on similar supplies by providing project references
Completeness and quality of technical specifications	10	Provide detailed technical specifications
Environmental performance of the technology (found to be environmentally acceptable by the TEAP Destruction Taskforce)	10	State environmental performance of equipment
Provision of technical support and training	10	Outline planned actions to support training of personnel on the operation of the equipment
Provision of manuals and documents	5	Indicate operating and maintenance manuals which will be provided
Safety and standards	5	Confirm compliance with minimum health and safety requirements
Qualification and experience of proposed key personnel	5	Provide list of key personnel and relevant qualifications
Warranty terms with regard to the system, its maintenance and spare parts	5	Provide detailed warranty terms
<b>Total:</b>	<b>100</b>	

## **2. COMMERCIAL**

### Total Cost

Total price and prices per items as per cost breakdown required in Appendix 4 (Commercial Bid Form) of the RFP documents based on requirements indicated in the Terms of Reference (Appendix 1).

Note: Prices for equipment, parts and supplies shall be quoted DAP (INCOTERMS 2010), Gomel region, Belarus, including unloading.

### Agreement to the UNIDO contractual terms and conditions

- Agreement to the UNIDO contractual terms and conditions, including UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the good/services provided;
- Acceptance of UNIDO's Model Contract and General Conditions of Contract;

Note: UNIDO reserves the right to split an award between contractors in any combination as it may deem appropriate. If the proposal is submitted on an "all or none" basis, it should clearly state as so in this RFP