

APPENDIX II – QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

The evaluation of the bids by UNIDO is 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 of the ITB letter refers.

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/delivery of the category of the services/work/delivery 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 and Environmental System/Standards are applied to their activity (i.e. ISO 9001, ISO 14001, similar) and attach respective certificates.

4. Profitability

Profit Margin Ratio: profit/turnover preferably > 0

5. Solvency Ratio

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

6. Turnover

The average annual turnover for the past 3 years should be at least EURO 100,000.00.

7. Years in Business

The Bidder shall demonstrate at least three (3) years of experience in the field of services/works as well as supplies of various materials specified in the attached Technical Specifications.

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

B. EVALUATION CRITERIA

The bids will be evaluated against the following evaluation criteria:

I. TECHNICAL

1. Specifications

Full compliance with the Terms of Reference/Technical Specifications (Leistungsverzeichnis) including but not limited to delivery and warranty requirements as well as sufficient IT and Logistical Infrastructure.

2. Delivery Time

The bidder must guarantee a delivery time stated in the Technical Specifications.

II. COMMERCIAL

1. Acquisition Cost

Prices for individual items listed in the Technical Specifications (Appendix 1, Annex 1).

2. Proposed Payment Terms

Adherence to UNIDO's normal payment requirements.

3. Agreement to UNIDO contractual terms and conditions

Acceptance of UNIDO Model Contract and Conditions of Contract