

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

RFP: 16001893

APPENDIX 2

I. QUALIFICATION REQUIREMENTS

OPERATIONAL

Certificate of Incorporation

The Proposer should be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the Proposer should provide a certified copy of 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 offer.

Licenses/ Authorizations

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

International scope of operations

The invitee should provide, if available, information on operations outside of country of origin.

Internationally recognized Quality Standards

The Proposer is to indicate if and which established international recognized Quality Control System / Standards are applied to their activity (i.e. CE, ISO 9001, ISO 14001 or Eurovent/ARI). **If applicable**, the certificates should be provided.

PRODUCT

Internationally recognized Quality Standards for goods/service

The Invitee should provide information that the required services meet international quality standards and, if yes, exactly which standards. Provide details on the specifications of the offered product that meet at a minimum the specifications detailed in the terms of reference

EXPERIENCE

Years in business

The Proposer should justify at least **three (3) years** of experience in the field of services/ works. The Proposer shall list those previous experiences in fulfilling contracts of nature similar to the subject RFP for the private sector and for UN agencies.

MANDATORY FINANCIAL QUALIFICATION REQUIREMENTS

A certified copy of the Financial Statements has to be provided and the Proposer shall meet the following basic financial criteria:

Profitability

Profit Margin Ratio or Return on Assets Ratio should be in excess of 1%

Solvency ratio

A solvency ratio (ration of current assets to current liabilities) of more than 1 is required.

Turnover

The average annual turnover for the past 3 years (or for whatever period of time the contractor has been in business for, if it has not yet reached 3 years) should be at least two times more than anticipated value of the contract.

Litigation in progress

The impact of any pending claims, arbitration and other pending legal action should not exceed 50% of total assets of the contractor.

II. EVALUATION CRITEREA

PRICE/COST

Total cost

Total price i.e. total sum of unit prices as per cost breakdown required in Appendix 3 of the RFP documents

Note: While price is an important factor, however, it shall not be the primary consideration in evaluating responses to this RFP.

Proposed payment terms

Requirement for advance payment, progress payments plan, etc. evaluated versus UNIDO's normal requirements indicated in the Model Contract.

CONTRACTUAL

- Agreement to the UNIDO contractual terms and conditions
- Acceptance of UNIDO's Model Contract and Conditions of Contract
- All other statements as required in paragraph 3 of the RFP

TECHNICAL

Compliance with the Terms of Reference;
If alternate products/solutions are offered, all necessary documentation has to be attached to the technical offer to prove the equivalence.

Management

- Contractor's organization, structure and overall facilities
- Contractor's facilities and resources available for this contract;
- Proposed subcontracting effort in connection with obtaining additional resources;
- Adequacy of management organization and plan to satisfy requirements.

Guarantee Terms and Conditions

Adequacy of proposed guarantee terms and conditions in comparison with those defined in the TOR.

Personnel qualifications

Technical experience of principal personnel related to the performance of the requirement;
Education qualification related to the performance of the requirement should be provided in CV's when applicable.

Language Requirements

The working language is English and Spanish