

## QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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### QUALIFICATION REQUIREMENTS

#### 1.0 OPERATIONAL

##### Certificate of Incorporation

The supplier should provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company.

##### Capacity of Operations

Indicate your company's number of personnel employed, availability of computerized design and information systems, production capacity of the equipment, spare parts holdings, etc.

##### International scope of operations

Indicate if your company has offices or manufacturing facilities globally.

##### Export Capability

Indicate whether your company has experience in exporting globally.

##### Internationally Recognized Quality Standards

Indicate if your company has (an) established Quality System/Standards certified by an internationally recognized body, i.e. ISO 9001, etc. If yes, certificates will have to be provided.

#### 2.0 PRODUCTS/SERVICES

##### Internationally Recognized Quality Standards for Products/Services

Indicate if the required goods or services meet international quality standards and if, yes, exactly which standards.

#### 3.0 EXPERIENCE

##### Years in Business

Indicate how many years your company has been in business.

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### Previous Experience Supplying to the UN

Indicate if your company has a record of supplying to the United Nations system of organizations. References should be provided to prove the quality of the contracts fulfilled.

### Experience Fulfilling Contracts with Similar Requirement

Indicate if your company has experience in fulfilling contracts of a similar nature. If so, examples or references should be provided to demonstrate this experience.

## 4.0 **FINANCIAL**

### Required Financial Information

The supplier shall provide a certified copy of their Financial Statements for the last 3 years of business. (If the supplier has not been in business for 3 years, Certified Financial Statements for the period that they have been in business should be provided.) In addition, information regarding all claims, arbitration and other pending legal action shall be also provided.

### Basic Financial Qualification Requirements

The following basic commercial qualification requirements shall be met by the supplier(s):

#### Profitability

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

#### Solvency Ratio

A minimum solvency ratio (ratio 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 supplier has been in business if it has not yet reached 3 years) should normally be at least four times more than the anticipated value of the contract.

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### Optional Financial Requirements

#### Percentage Turnover in Last 3 years Derived from United Nations

The percentage turnover from all United Nations system of organizations should not normally exceed 50% over the past 3 years.

#### Ownership

Who are the major shareholders in the company?

What % interests in the company do they hold?

### 5. EVALUATION CRITEREA

#### COMMERCIAL

##### Acquisition Cost

- i) Total price;
- ii) Price for the item
- iii) Cost of spare parts

##### Other Cost

- i) Site technical assistance for installation/start-up

##### Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO Model Contract and Conditions of Contract - Yes/No

#### TECHNICAL

Understanding of the requirement - Yes/No