

**APPENDIX II – QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA**

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For evaluating the bids UNIDO will be 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 (paragraph e) of 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](http://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 System/Standards are applied to their activity (i.e. ISO 9001, similar) and attach respective certificates.

**4. Profitability**

Profit Margin Ratio: profit/turnover > 0

**5. Solvency Ratio**

Solvency ratio: ratio of current assets/current liabilities  $\geq$  1

**6. Turnover**

The average annual turnover for the past 3 years should be approximately four times the anticipated budget of the contract /order referred to in paragraph 5 of the ITB letter.

### 7. Years in Business

The Bidder shall demonstrate at least five (5) years of experience in the field of services as specified in the attached Specifications of Work and Supply.

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

### 8. Experience fulfilling Contracts with Similar Requirement

The Bidder shall list reference projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject ITB for similar building complexes and sites, along with the relevant references for the last 3 years.

## **B. EVALUATION CRITEREA**

The bids will be evaluated against the following evaluation criteria:

### **I. TECHNICAL**

1. Full compliance with the technical specifications/terms of reference and qualities, quantities, delivery terms, response time and other requirements specified therein, and by signature and stamp on the documents by an authorized representative of the bidder.

#### Response time

The bidder must guarantee a response time of maximum 4 hours for being available on site in order to deal with any shortcomings of the provided services/deliveries during the warranty period. Therefore, a free of charge emergency phone line must be provided during the warranty period.

### **II. COMMERCIAL**

#### 1. Acquisition Cost

Total price of the offer and prices for individual elements / spare parts indicated in the technical specification / item list / etc. (Appendix 7).

#### 2. Proposed Payment Terms

Adherence to the UNIDO's normal payment requirements.

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

- Acceptance of UNIDO Model Contract and Conditions of Contract.
- Acceptance of a warranty period of five years.