

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

QUALIFICATION REQUIREMENTS

1.0 OPERATIONAL

Certificate of Incorporation

The Bidder must be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the Bidder must provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company.

2.0 ELIGIBILITY

Statement of Confirmation, incl. compliance with UNIDO Policy on Exclusion from Funding and UNIDO Policy on the Protection of Personal Data.

The Bidder must comply with the statements listed in the Instructions for the Preparation and Submission of Proposals.

3.0 EXPERIENCE

Years in Business

The bidder must have been in operation for an uninterrupted period of at least three (3) years immediately prior to submission of their Proposal.

4.0 FINANCIAL

Required Financial Information

The Bidder shall provide a certified copy of their 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.

Financial Qualification Requirements

Liquidity Ratio

A minimum liquidity ratio (ratio of current assets to current liabilities should be preferably equal to or higher than 1.

Profitability

Profit Margin Ratio: profit/turnover should be positive.

in case of consortia the above financial evaluation criteria will be applied to the consortium lead – please refer to footnote on page 3 of the Terms of Reference

Turnover

The average annual turnover for the past 3 years should be at least USD 1 million.

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EVALUATION CRITERIA

1.0 TECHNICAL

The following technical evaluation criteria shall be applied to proposals received.

Criteria		Maximum score	Threshold for qualification	Non-exhaustive list of documents to establish fulfilment of criteria
1	<i>Thematic and sectoral expertise</i>	24	12	<i>Company/organization/consortium (if applicable) profile/description; CVs of key individuals, including the compliance with language requirements stated in Terms of Reference</i>
<i>i</i>	Demonstrated track record in delivering relevant technical assistance to SMEs in frontier markets and LDCs	6		
<i>ii</i>	Demonstrated track record in SME support in the food and agriculture value chain	6		
<i>iii</i>	Demonstrated track record in gender mainstreaming, women empowerment and gender lens investing principles	6		
<i>iv</i>	Demonstrated track record in climate adaptation and resilience	6		
2	<i>Proposed services offering</i>	37	20	<i>Completeness and quality of the Proposed TA delivery methodology; reference projects of a similar nature in delivering technical assistance (list of minimum 2 project references in past 3 years of business).</i>
<i>i</i>	Proposed methodology to verify technical assistance of offered sub-services as indicated in technical bid form	5		
<i>ii</i>	Proposed methodology to deliver technical assistance of offered sub-services as indicated in technical bid form	10		
<i>iii</i>	Proposed methodology to monitor technical assistance to SMEs and provide corrective action if needed of offered sub-services as indicated in technical bid form	5		
<i>iv</i>	Comprehensiveness and coherence of sub-services offered	7		
<i>v</i>	Demonstrated track record of offered sub-services as indicated in technical bid form	10		
3	<i>Local context and capacity</i>	15	8	<i>Company/organization profiles and allocation of key staff and technical assistance experts noted in CVs</i>
<i>i</i>	Local presence in RISA target countries	10		
<i>ii</i>	Ability to operate in the languages of RISA target countries	5		
4	<i>Project management</i>	24	12	<i>Diagram of company/organization structure/organizational chart (or consortium structure, if applicable), company profiles, TA delivery methodology and CVs of key staff</i>
<i>i</i>	Adequacy - including gender diversity - of the proposed key staff and technical assistance advisors.	8		
<i>ii</i>	Ability to adequately manage the services delivery, review deliverables, invoices and coordinate in-house and contracted services providers	8		
<i>iii</i>	Adequacy of project-level monitoring	8		

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Criteria	Maximum score	Threshold for qualification	Non-exhaustive list of documents to establish fulfilment of criteria
and evaluation plan, including on SME pipeline, technical assistance performance, environmental and social safeguards – ensuring alignment with UNIDO’s policies			
Technical evaluation - summary	100	75	

Only proposals which pass the **minimum total score of 75 and the threshold for qualification for each sub-criteria for each of the offered sub-activities (2.1-2.3)** indicated in the technical bid form as described in the table will be deemed technically compliant. UNIDO reserves the right to request additional information from bidders if necessary.

2.0 COMMERCIAL

Only technically acceptable offers will be commercially evaluated.

Total cost

Award(s) will be based on:

- the technically acceptable lowest total cost per sub-activities 2.1-2.3;

- Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO’s Model Contract/LTA and General Conditions of Contract.

- Agreement to UNIDO payment terms and conditions

Acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the goods/services provided.

Offer Validity

Confirmation that offer is valid for at least 120 days.

Note: UNIDO reserves the right to conclude more than one LTA for each of the offered sub-activities (2.1-2.3) indicated in the technical bid form with due consideration to the interest of the Organization.