APPENDIX 2 - QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

The Proposal must include information in sufficient scope and detail to allow UNIDO to consider whether your company/organization has the necessary capability, experience, knowledge, expertise, financial strength, and the required capacity to supply the goods specified satisfactorily. Failure to furnish all information required by this RFP or submission of a bid not substantially responsible to the RFP in every respect will be at the bidder's risk and may result in the rejection of its Proposal.

A. QUALIFICATION REQUIREMENTS

The bidders must fulfil UNIDO qualification requirements in order to qualify for the evaluation and to be further considered for a contract. Review of the qualifications of the bidders shall constitute an integral part of the technical and commercial evaluation.

1. OPERATIONAL

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.

Mandatory Statements and Confirmation
The bidder must confirm compliance with the following:

- all mandatory statements and confirmations, as requested in section i) of Appendix 3 –Technical Bid Form,
- the signed Statement of Confirmation, as requested in section ii) of Appendix 3 –Technical Bid Form,
- all mandatory statements and confirmations, as requested in section i) of Appendix 4 – Commercial Bid Form.

Non-compliance with any of the mandatory statements and confirmations will result in the rejection of the bidder’s Proposal.

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 of the category of the services/work required under the RFP.

Recognized Quality Standards
The bidder is to indicate if and which recognized Quality Control System/Standards are applied to their activity/goods (i.e. ISO 9001, similar) and attach respective certificates.
2. EXPERIENCE

Years in Business
The bidder must have been in operation for an uninterrupted period of at least five (5) years immediately prior to submission of its Proposal;

Experience fulfilling Contracts with Similar Requirement
The bidder must demonstrate experience in implementation of international technical assistance or international collaboration projects similar to those constituting the object of this RFP, installing foaming machines in emerging economies. Involvement in projects funded by the Multilateral Fund for the Implementation of the Montreal Protocol on substances that deplete the Ozone Layer is an asset.

At least 3 project references should be provided. Information regarding contract value, duration and type of work and services provided and contact information (company name, phone number, etc.) shall be provided, possibly along with a statement of satisfactory performance.

3. FINANCIAL

Required Financial Information
The bidder shall provide a certified copy of its 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.

The following basic commercial qualification requirements shall be met by the bidder:

Profitability
Profit Margin Ratio should be positive and preferably in excess of 1%.

Liquidity Ratio
A minimum liquidity ratio (ratio of current assets to current liabilities) should preferably be more than 1.

Turnover
The average annual turnover for the past 3 years should normally not be lower than USD 2 Mio.

B. EVALUATION CRITERIA

The bids will be evaluated against the following technical and commercial evaluation criteria:

1. TECHNICAL
Compliance with the tender documentation and its requirements is obligatory. The
The proposal will be evaluated according to the criteria given in the below table. The minimum score that has to be reached by an offer, in order to be evaluated as technically acceptable, is 75 points (out of 100 points).

Only proposals which comply with the technical criteria will be deemed technically compliant and considered for commercial evaluation.

<table>
<thead>
<tr>
<th>Item</th>
<th>Technical Evaluation Criteria</th>
<th>Compliance/ Non-compliance</th>
<th>Score range (min acceptable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Compliance of equipment and services and cost effectiveness (USD/HFC phase out) offered with the technical specifications and requirements as specified in Section II-Terms of Reference.</td>
<td>(yes/no)</td>
<td>0-30 (30)</td>
</tr>
<tr>
<td>2</td>
<td>Provision of clear useful technical data and performance levels of equipment</td>
<td>(yes/no)</td>
<td>0-30 (22)</td>
</tr>
<tr>
<td>3</td>
<td>Experience in implementation of international technical assistance or international collaboration projects similar to those constituting the object of this RFP, installing foaming machines in emerging economies. Involvement in projects funded by the Multilateral Fund for the Implementation of the Montreal Protocol on substances that deplete the Ozone Layer is an asset.</td>
<td>(yes/no)</td>
<td>0-25 (18)</td>
</tr>
<tr>
<td>4</td>
<td>Experience in applying safety systems (ventilation systems, duct, detectors) for the equipment using flammable substances such as cyclo-pentane.</td>
<td>(yes/no)</td>
<td>0-10 (5)</td>
</tr>
<tr>
<td>5</td>
<td>Female engineers involved in proposed project team.</td>
<td>(yes/no)</td>
<td>0-5 (0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0-100 (75)</td>
</tr>
</tbody>
</table>

The following technical evaluation criteria are applied to bids received. In case of a Joint Venture associated group of organizations, whose intent shall be supported by a letter of intent signed by all members and indicating the representative/leader both during the bidding process and the execution of the Contract, the following criteria are applied to the totality of its members.

2. COMMERICAL

Total Cost
Total price and prices per items as per cost breakdown required in Appendix 4 (Commercial Bid Form) of the RFP documents based on requirements indicated in the Terms of Reference (Appendix 1).

The cost of the whole project should **not be above 6.02 USD/kg HCFC phase out**, as an average for all Beneficiary Companies.
Agreement to the UNIDO contractual terms and conditions

- Acceptance of UNIDO’s Model Contract and General Conditions of Contract;
- Agreement to the UNIDO contractual terms and conditions, including UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the good/services provided;
- Offer Validity: Confirmation that offer is valid for at least 6 months.

Only proposals which comply with all of the above criteria will be deemed commercially compliant.

Note: Proposals shall be complete and include a technical and a commercial offer for both, Group I and Group II Beneficiary Companies, as indicated in the Terms of References (Appendix 1) and its Annexes.

In case a bidder would be in the position to submit a partial offer (either for Group I or Group II) only, please kindly inform UNIDO Procurement Services Division via e-mail (M.Dethlefsen@unido.org; S.Hasenoehrl@unido.org) about this intention for consideration. For the case that partial offers can be accepted a Clarification Note would be published on UNIDO and UNGM websites. UNIDO reserves the right to split an award between contractors if necessary and appropriate.