UNIDO - Invitation to Bid – ITB no. 1100147659/CZ/mp (RFx No. 7000004568)

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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. 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) 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 of the category of the services/work 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 preferably > 0

5. Solvency Ratio
   Solvency ratio: ratio of current assets/current liabilities preferably ≥ 1

6. Turnover
   The average annual turnover for the past 3 years should be approximately € 600,000.00.
7. Years in Business
The Bidder shall demonstrate at least five (5) years of experience in the field of services/works as specified in the attached Terms of Reference. 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 at least 3 reference projects and previous experience in successfully fulfilling contracts of a similar nature / size to the subject ITB for similar building complexes and sites for the last 5 years. Please refer to Annex 1, Part A.

B. EVALUATION CRITEREA

The bids will be evaluated against the following evaluation criteria (members of Joint Ventures have to indicate their individual data regarding the requested information):

I. TECHNICAL

1. Full compliance with the Terms of Reference and BMS General Conditions, qualities, quantities, delivery terms, response time and other requirements specified therein, and by signature and stamp on both documents by an authorized representative of the bidder.

2. Response time: The Bidder must guarantee a response time as described in detail in the Terms of Reference (Appendix 1). A free-of-charge emergency phone line must be provided during the Contract period.

3. Adequacy of proposed guarantee in comparison with those defined in the Terms of Reference and para 31 of the BMS General Conditions.

4. If alternate products/solutions/parts are offered, all necessary documentation (including appropriate references) has to be provided to prove the equivalence. When proof of equivalence is not clearly provided, the alternate offer will be rejected.

5. Staff qualifications and language: The Bidder has to deliver an organizational chart which shows the staffing foreseen for this project and their qualifications, as described in detail in the Terms of Reference (Appendix 1) and Annex 1 to the Qualification Requirements and Evaluation Criteria (Appendix 2). The responsible site manager must be able to communicate in German and English.
II. COMMERCIAL

1. Acquisition Cost
Total price of the offer and prices for individual work elements indicated in the Terms of Reference (Appendix 1).

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 related Annexes
Appendix 2 – Annex 1

Maintenance Services related to Multimedia- and Conference- Systems in M-Building, Repair-Services on call-off basis, if and when required

Qualification of contractor's company and staff
Part A, Contractor's Company

a) Please add a company profile.

b) Please add information related to reference projects

including:
Name and location of project
Short project description
Name, address, phone and e-mail of contact person (customer)
Brief description of scope of work or tasks related to the project
Year of project award, project approval or indication of ongoing project

Approximate budget of project related to AV-Systems (capital expenses) in € excluding VAT
or
Yearly Fee for service or maintenance tasks in € excluding VAT
Part B, Staff

Regular Maintenance Staff

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Please add CVs, qualification, certificates and organisational chart of the proposed staff including replacement person, where regarded necessary. The proposed staff must be able to communicate in English and/or German.
On-call-repair-service and On-demand-support-services Staff
First level support:

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Please add CVs, qualification, certificates and organisational chart of the proposed staff including replacement person, where regarded necessary. The proposed staff must be able to communicate in English and/or German.

Second level support:

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Please add CVs, qualification, certificates and organisational chart of the proposed staff including replacement person, where regarded necessary. Please note that the second level support personnel shall be trained and certified in setting-up and servicing

- Bosch DCN Conference and Interpretation Systems (DCN-NG with CCU1 and DCN PC Software Suite 3.x/4.x)
- Crestron Media Control System
- BSS Soundweb London Blu-32/80/800 (for CobraNet transmission)
- Basic Network skills (for handling of HP and Cisco switches)

The proposed staff must be able to communicate in English and/or German.
Audio-Optimization Staff / Subcontractor

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Please add CVs, qualification, certificates and organisational chart of the proposed staff (staff of sub-contractor) including replacement person, where regarded necessary.
The proposed staff must be able to communicate in English and/or German.

Contingency Work Staff

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Please add CVs, qualification, certificates and organisational chart of the proposed staff including replacement person, where regarded necessary.
The proposed staff must be able to communicate in English and/or German.

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