

RE-BIDDING: UNIDO Invitation to Bid (ITB) no. 1100147985/CZ/mp  
(RFx no. 7000004579)

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. 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 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  $\geq 1$

**6. Turnover**

The average annual turnover for the last 3 years should be approx. € 1.8 Mio.



#### 7. Years in Business

The Bidder shall demonstrate at least five (5) years of experience in the field of requirements/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

The Bidder shall list reference projects and previous experience in successfully fulfilling contracts of a similar nature/size to the subject ITB for the last 3 years.

### **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 Specifications of Work and Supply and BMS General Conditions by signature and stamp by an authorized representative of the bidder.
2. Response time: The Bidder must guarantee a response time of maximum 48 hours for being available on site in order to deal with any shortcomings of the provided services during the warranty period.
3. Site Visit: The Bidder is advised to make a mandatory site visit, at his own costs, prior to the submission of the bid in order to be acquainted with the work site and to collect information and data required for preparation of the bid and calculation of costs.
4. Guarantee: Adequacy of proposed guarantee in comparison with those defined in the Specifications of Work and Supply and paragraph 8 of the "BMS General Conditions".
5. Sub-Contractors, if any: The bidder must provide the name(s) of proposed sub-contractor(s) and/or equipment manufacturers and the extent and nature of such sub-contracting and/or equipment supply.
6. Staff qualifications and language: The Bidder has to deliver an organizational chart showing the staff foreseen for this project and their qualification. The responsible site manager must be able to communicate in German and/or English.
7. If alternate products/solutions 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.



## **II. COMMERCIAL**

### 1. Acquisition Cost

Total price of the offer and prices for individual elements indicated in the Specifications of Work and Supply (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 General Terms and Conditions
- Acceptance of BMS General Conditions (signed page 19)

