APPENDIX 2

UNIDO – Invitation to Bid – ITB no. 7000004663–MD/jg

APPENDIX 2 – 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.

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.

3. 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.

4. Profitability
   Profit Margin Ratio: profit/turnover should be positive and preferably in excess of 1%

5. Solvency Ratio
   Solvency ratio: ratio of current assets/current liabilities should be positive and preferably of more than 1.

6. Turnover
   The average annual turnover for the past 3 years should be approximately three times the amount of the proposed contract.

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 Technical 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 references (within the past five years) of projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject ITB.

B. **EVALUATION CRITERIA**

The bids will be evaluated against the following evaluation criteria:
I. TECHNICAL

1. Full compliance with the Technical Specifications
   Including but not limited to quantities, delivery terms, etc.

2. After Sales Services
   After Sales Services as specified in the Technical Specifications.

3. Warranty
   Standard manufacturer's warranty but not less than 12 months from the date of
   acceptance by the beneficiary.

4. Availability of service center and remote technical support.

5. Compliance with the proposed delivery of the Technical Specifications.

II. COMMERCIAL

1. Acquisition Cost
   Total price/costs of the offer as well as individual costs per beneficiary as per Detailed
   Bid Sheets (Appendix 7) based on requirements indicated in the Technical
   Specifications (Appendix 1).

   Note: Prices for equipment, parts and supplies shall be quoted EXW (INCOTERMS
   2010) Supplier site (one site only).

2. Agreement to the UNIDO contractual terms and conditions