

## QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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### **QUALIFICATION REQUIREMENTS**

#### **1.0 OPERATIONAL**

##### Certificate of Incorporation

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

##### Internationally Recognized Quality Standards (if applicable/relevant)

The Bidder and/or the proposed Laboratory should indicate any established Quality System/Standards certified by an internationally recognized body, i.e. ISO 9001, etc., as indicated in the Terms of Reference. If applicable, certificates must be provided.

#### **2.0 ELIGIBILITY**

##### Statement of Confirmation

The Bidder must comply with the statements listed in the Statement of Confirmation document provided on the last page of 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.

##### Experience Fulfilling Contracts with Similar Requirements

The bidder must demonstrate experience in the implementation of international technical assistance or international collaboration projects similar to those constituting the object of this RFP as a direct contractor to organizations of the United Nations System, and/or other international and/or government agencies and/or private sector (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.

#### **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 the UNIDO Financial Statement and Certification form. In addition, information regarding all claims, arbitration and other pending legal action shall also be provided.

## **QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA**

### **Financial Qualification Requirements**

The following basic commercial qualification requirements shall be met by the Bidder (in case of associated group of organizations/sub-contractors the following financial evaluation criteria may be applied to the totality of its members).

#### Profitability

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

#### Solvency Ratio

A minimum solvency ratio (ratio of current assets to current liabilities) should be positive and preferably of more than 1.

#### Turnover

The average annual turnover for the past 3 years should normally not be below USD 1,200,000.00/year.

### **EVALUATION CRITERIA**

#### **5.0 TECHNICAL**

The following technical evaluation criteria are applied to bids received. In case of associated group of organizations/sub-contracting the following technical evaluation criteria are applied to the totality of its members.

<b>Technical Evaluation Criteria</b>		<b>Maximum Score</b>	<b>Documents to establish compliance with the criteria</b>
<b>1</b>	<b>Quality of the technical proposal</b>	<b>37</b>	
1.1	Understanding of the technical requirements and compliance with the Terms of Reference (i.e. Are the technical issues of the required services, activities and tasks under the scope of work of the ToR addressed in sufficient and satisfactory detail? Are the different groups of activities adequately addressed to ensure successful completion of the project? )	12	<i>Technical offer: description of the approach and methodology, work-plan.</i>
1.2	Description of the Contractor's approach, methodology, organization, structure and overall facilities for meeting or exceeding the requirements of the Terms of Reference.	14	
1.3	Time schedule: adequate and optimized scheduling of tasks to achieve the results and outputs according to the scope required in the Terms of Reference.	11	
<b>2</b>	<b>Contractor's capacity, qualification and expertise</b>	<b>33</b>	
2.1	Consolidated experiences in the development of IGGE green economy sectors in Egypt and the MENA region	11	<i>Technical offer: description of the organization(s) its (their</i>
2.2	Consolidated experience in industrial development with focus on promoting the creation of green firms and the greening of existing MSMEs and large firms including	11	

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	through resource efficiency and cleaner production at industrial level, as well as green value chain and cluster development, related to the project's target sectors		<i>combined) experience and project references for similar projects.</i>
2.3	Consolidated experiences in institutional strengthening of financial and non-financial support institutions, both Government and non-Government, in Egypt, related to the project's target sectors	11	
<b>3</b>	<b>Key personnel qualifications</b>	<b>30</b>	
3.1	Compliance of the Contractor's key staff/experts with the requirements stated in Section 8 of the Terms of Reference.	12	<i>Technical offer: CV's of key staff and team leader</i>
3.2	Experience of the Contractor's team leader with the requirements stated in Section 8 of the Terms of Reference.	12	
3.3	Adequacy of the proposed backstopping staff	6	
	<b>TOTAL</b>	<b>100</b>	

Only proposals which pass the **minimum score of 70** will be deemed technically compliant and considered for commercial evaluation.

#### **6.0 COMMERCIAL**

##### Total cost

Total price i.e. total sum of unit prices as per cost breakdown required in Appendix 3 of the RFP documents.

##### Proposed payment terms

Requirement for progress payments plan, etc. evaluated versus UNIDO's normal requirements indicated in the TOR.

##### Agreement to the UNIDO contractual terms and conditions

Acceptance of UNIDO's Model Contract and General Conditions of Contract.