

**APPENDIX 2**  
**QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA**

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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 responsive 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.

Licenses /Authorizations

The bidder must provide a copy of relevant licenses and/or authorizations, where and if 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 or similar) and attach respective certificates, if applicable.

**2. 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 its Proposal;

Experience fulfilling Contracts with Similar Requirement

The bidder shall list at least three references (within the past five years) of projects and previous experiences in successfully fulfilling contracts of a similar nature / size to the subject RFP.

The bidder shall also indicate if the company has already provided services/works and supply to United Nations system of organizations.

### **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 be approximately € 4.5 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 proposal will be evaluated according to the criteria given in the below table.

The offers which achieve the minimum technical score of 75 points will be considered as technically acceptable.

<b>Evaluation criteria</b>	<b>Maximum Score</b>	<b>Requirements</b>
Completeness and quality of technical specifications	10	Provide detailed technical specifications
Conformity to required delivery terms (DAP Incoterms (2010) to Turkey)	10	Indicate compliance with required delivery terms
Provision of technical support, i.e. local representation in Turkey, installation and commissioning	10	Outline planned actions to support installation and commissioning
Provision of required training conditions and training documentation	10	Outline planned actions to support training of personnel on the operation of the equipment
Availability of after sales servicing	10	Indicate availability of after sales servicing
Provision of spare parts	5	Includes list of spare parts

Provision of operating and maintenance manuals, manufacturer's product certificate	10	Indicate operating and maintenance manuals, manufacture's product certificate which will be provided
Conformity of equipment with requirements of EU directives and EU harmonized standards and CE product conformity marking	5	Indicate compliance with required standards and norms
Warranty terms with regard to the system, its maintenance and spare parts in duration of 24 months from the date of commissioning	5	Provide detailed warranty terms
Proven experience in successfully fulfilling contracts of a similar nature/size to the subject ITB within the last 5 years	5	Indicate experience on similar supplies by providing project references
Qualification and experience of proposed key personnel	10	Provide list of key personnel and relevant qualifications
Language requirements	10	Indicate compliance with language requirements
<b>Total:</b>	<b>100</b>	

## **2. COMMERCIAL**

### 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).

Note: Prices for equipment, parts and supplies shall be quoted DAP (INCOTERMS 2010), Turkey, including insurance unloading.

### Agreement to the UNIDO contractual terms and conditions

- 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;
- Acceptance of UNIDO's Model Contract and General Conditions of Contract;
- Offer validity of 120 days;