

UNIDO – Invitation to Bid – ITB no. 1100193220

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 5 years should be approx. € 5 Mio.

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 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 reference projects and previous experience in successful fulfillment of contracts of a similar nature/size to the subject ITB and for similar building complexes for the last 5 years.

B. EVALUATION CRITEREA

The bids will be evaluated against the following evaluation criteria:

I. TECHNICAL

1. Compliance: Full compliance with the Specifications of Work and Supply and BMS General Conditions (“*Allgemeine Vorbemerkungen BMS*”), qualities, quantities, delivery terms, response time 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 of maximum 3 calendar days for being available on site in order to deal with any shortcomings of the provided services/deliveries, during the warrantee period. Therefore, a free of charge emergency phone line must be provided during the warrantee and contract period.

3. Mandatory work site visit: The Bidder is expected to make a mandatory work site visit at its own cost and with prior appointment with UNIDO Procurement Services Division latest five (5) working days prior to submission of the bid in order to be acquainted with the work site and to collect information and data required for the preparation of the bid and calculation of the costs.

4. Guarantee: Adequacy of proposed guarantee in comparison with those defined in the Specifications of Work and Supply and the “BMS General Conditions”.

5. Alternate products: 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.

6. Sub-Contractors, if any: The bidder must provide the name(s) of proposed sub-contractors and/or equipment manufacturers and the extent and nature of such sub-contracting and/or equipment supply.

7. Staff qualifications and language: The Bidder has to deliver an organization chart showing the staff foreseen for this project and their qualification of the supervising staff.

The Bidder warrants that sufficient suitably qualified and experienced personnel shall be employed for the project. Furthermore, the Bidder warrants that it has sufficient resources in terms of personnel, facilities and equipment to render the required services in a professional manner.

For all staff foreseen for the project, the bidder has to provide evidence of appropriate certified education. The construction site manager (GU-Bauleiter) must have the technical education with many years of experience for at least 3 projects of a similar nature to the subject ITB for the last 5 years. The CVs of the project manager and site manager reflecting their relevant experiences must be attached to the bid.

The responsible Site Manager must be able to communicate in German and English and must always be reachable during the project implementation.

II. COMMERCIAL

1. Acquisition Cost

Total price of the offer and prices for individual work 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 Conditions of Contract
- Acceptance of the BMS General Provisions ("*Allgemeine BMS Vorbemerkung*") – signed page 19