UNIDO – Invitation to Bid – ITB no. 1100192249/CZ/mp

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 3 years needs to be approx. € 15 Mio.

7. Years in Business
The Bidder shall demonstrate at least five (5) years of experience in the field of 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 fulfilling Contracts with Similar Requirements
The Bidder has at least one project with an order value of more than € 1,500,000.00 in the field of "lighting" - implemented with same/similar electrical requirements within the last 3 years from the date of submission of the bid - and to indicate this as a reference project. In any case, the reference must contain the following information:
- time and place of performance;
- Actual order value
- contact person in the reference company (name, title, e-mail and telephone number)

The provision of the services described in the reference enclosure must be proven by a certificate/letter or similar from the reference client. In order to be comparable with the project in question, the reference orders must contain/have the following services/characteristics:
- reference order value of at least EUR 1,500,000 (excl. VAT);
- e-technology - lighting
- short description of the scope of the services to allow identification of comparability in line with the general conditions and requirements of the Technical Specifications of Work and Supply and related other documents.

The Bidder agrees that the client can contact the relevant reference partner (contact person at the former client) to check the reference data provided.

9. Minimum staffing
The Bidder must have at least 100 (one hundred) full-time workers registered with Social Security on the date of bidding.
Note: the above indicated requirements are of mandatory nature. In case a Bidder cannot/does not provide the requested additional information-proof, its bid will have to be disqualified.
B. EVALUATION CRITERIA

The bids will be evaluated against the following evaluation criteria:

I. TECHNICAL - please refer to attached TECHNICAL EVALUATION CRITERIA AND RELATED SCORING (Appendix 2, Annex 1)

II. COMMERCIAL

1. Acquisition Cost

Financing-interest rate: Bidder shall submit a fully completed and legally valid offer having the option of financing with a fixed interest rate for the total number of upper groups as well as for each upper group.

The information shall be given in the attached “Price Sheet Financing” (Appendix 1). Separate sheets for total and individual upper groups are to be provided.

In addition, the Bidder shall submit a price calculation showing material and salary prices, preferably in K3 and K7 form or similar format.

The commercial evaluation will be based on the technically acceptable lowest cost basis considering:
   a) total Costs (all “upper groups”) and/or
   b) total costs + total cost considering Bidder’s financing model (all “upper groups”).

UNIDO reserves the right to:
not contract all “upper groups”, i.e. only contract some of the indicated “upper groups” as per the following:

- on basis of the above total costs evaluation methodology and/or
- on basis of the total costs + financing model costs proposed by the bidder evaluation methodology or
- contract a mix of the above (i.e. total costs of certain “upper groups” + financing model costs of certain “upper groups”

depending on the respective total costs for UNIDO, availability of funds, midterm/long-term obligation and the overall interest of the organization.
2. Proposed Payment Terms
Adherence to the UNIDO’s normal payment requirements, i.e. payment within 30 days after receipt of invoice.

3. Agreement to the UNIDO contractual terms and conditions
- Acceptance of UNIDO Model Contract and related UNIDO General Conditions of Contract as well as related Annexes
- Acceptance of the “General Conditions (OG 01 – Vorbemerkungen) included in the Technical Specifications of Work and Supply (i.e. by signing the Technical Specifications of Work and Supply.)