QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

ADMINISTRATIVE QUALIFICATION REQUIREMENTS

1.0 OPERATIONAL

Certificate of Incorporation (mandatory)
The Bidder must be registered as a legal entity authorized to enter into contracts for provision of services and goods. 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 (not mandatory)
The Bidder should indicate any established Quality System/Standards certified by an internationally recognized body, i.e. ISO 9001, ISO 14001 etc. If yes, certificates will have to be provided.

2.0 ELIGIBILITY

Statement of Confirmation incl. compliance with UNIDO Policy on Exclusion from Funding (mandatory)
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 (mandatory)
The Bidder must prove to be in operation for an uninterrupted period of at least three (3) years immediately prior to the submission of their proposal.

4.0 FINANCIAL

Required Financial Information (mandatory)
The Bidder should provide a certified copy of their 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.

Financial Qualification Requirements (mandatory)
The following basic commercial qualification requirements shall be met by the Bidder (in case of associated group of organizations/sub-contractors the following technical 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 solvency ratio (ratio of current assets to current liabilities) should be positive and preferably of more than 1.

Turnover
The average turnover for the past three (3) years should be above 2.7 million USD.

TECHNICAL EVALUATION CRITERIA

The technical evaluation criteria shall be applied to offers received and in case of an associated group of organizations, whose intent shall be supported by a letter of intent signed by all members and indicating the representative/leader both during the bidding process and the execution of the Contract, said criteria are applied to the totality of its members.
APPENDIX 2

QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

Understanding of the requirement (mandatory)
Compliance with Technical Specifications requirements specified in the Technical Specifications, including, where required, adequacy of proposed guarantee/warranty conditions and ancillary services in comparison with those defined in the Specifications/TOR.

Proven experience (mandatory)
Proof of at least three previous similar successful assignments in the supply of similar equipment and tools

COMMERCIAL EVALUATION CRITERIA

Total price (mandatory)
Total sum of prices as per cost breakdown required in Appendix 3.b (Commercial Offer Form) of the RFP documents.

Agreement to the UNIDO contractual terms and conditions (mandatory)
  • Agreement to the UNIDO contractual terms and conditions
  • Acceptance of UNIDO’s Model Contract and General Conditions of Contract incl. payment terms