

# QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

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## 1. QUALIFICATION REQUIREMENTS

### 1.1 OPERATIONAL

#### Certificate of Incorporation

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

#### EXPERIENCE

The Bidder shall demonstrate at least five (5) years of experience in the field of equipment as specified in the attached Technical Specifications. The Bidder shall also indicate if the company has already provided services/works and supply to the United Nations system of organizations.

### 1.2 ELIGIBILITY

#### Statement of Confirmation, incl. compliance with UNIDO Policy on Exclusion from Funding

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.

### 1.3 REQUIRED FINANCIAL INFORMATION

The Bidder shall provide a certified copy of their Financial Statements for the last three (3) years of business, a certified copy of Appendix 6 - UNIDO Financial Statement and Certification form, a filled in and signed Appendix 7 – UNIDO Bank Information Form and a rating report (if a rating report is available). In addition, information regarding all claims, arbitration and other pending legal action shall be also provided. Following commercial qualification requirements shall be met by the bidder:

#### Profitability

Profit Margin Ratio: profit/turnover should be positive preferably in excess of 1%.

#### Solvency Ratio

Solvency ratio: ratio of current assets/current liabilities should be more than 1.

#### Turnover

The average annual turnover for the past 3 years should be approximately USD 2 Mio.

## 2. EVALUATION CRITERIA

### 2.1 TECHNICAL

- Compliance with the requested specifications for RRR equipment, including the bidder's responsibilities, availability of spare parts; delivery terms/transportation costs and insurance; warranty terms; technical documentation; local coverage; payment terms for LTA call-offs; delivery time, after sales serving, installation and commissioning terms etc.
- Completeness and quality of the of the proposal, technical documentation etc
- Reference/experience with fulfilling contracts with similar requirements, including the list of key personnel and their CVs.

### 2.2 COMMERCIAL

#### Total cost

Total price i.e. total sum of unit prices (of technically acceptable items) as per cost breakdown required in Appendix 3b of the ITB documents.

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

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

#### Agreement to UNIDO payment terms and conditions

Acceptance of UNIDO payment terms of 30 days after receipt of Invoice and acceptance of the goods/services provided.

#### Offer Validity

Confirmation that offer is valid for at least 120 days.