

Evaluation Process

Quotations shall be opened at the opening committee. The procurement office shall remain responsible for the review and presentation of the Quotations Abstract incorporating results of financial Quotations review process.

Offers should be in compliance with the specifications of the items. Purchase Order/Contract award shall be made to the Qualified suppliers whose Quotation substantially Conforms to this RFQ.

i. Technical Evaluation: Technical Quotations will be forwarded to the substantive office for evaluation. A technical evaluation committee will conduct an evaluation in accordance with the pre-established evaluation criteria.

ii. Commercial Evaluation: Upon receipt of the technical evaluation report, Procurement Unit will conduct an arithmetic check of all technically approved vendors and review their respective commercial Quotations.

1.1 Technical Evaluation

	Criteria	Required from Suppliers	Score
1	Copy of Certificate of incorporation or equivalent document verifying experience, legal status/capacity with relevant government agencies or memorandum and article of association within the resident country.	Supplier to submit Certificate of incorporation or equivalent document verifying legal status/capacity with relevant government agencies or memorandum and article of association within the resident country.	Pass/Fail
2	Supplier must have a minimum of 3 years' experience in supply and / or construction works.	Supplier to attach company profile indicating detailed company experience, business license and tax registration certificates and range of services offered.	Pass/Fail
3	Valid Local Government Permit	Supplier to submit a valid Local Government permit to operate in the current location. Suppliers without a valid Local Government permit should provide a written statement that if it is selected for the contract award, it will submit, within 5-working days of notification of Award evidence of registration with the local Government.	Pass/Fail

	Criteria	Required from Suppliers	Score
		A Supplier submitting a Quotation on behalf of an entity located outside the country should submit Official Letter of Appointment as local representative.	
4	Copy of TAX registration or equivalent document verifying tax submission to the designated authorities or governmental institutions.	Supplier submits a copy of valid and current tax registration certificates.	Pass/Fail
5	Financial Institution Reference	Supplier to submit references including Name of the Bank, Location and Contact Details	Pass/Fail
10	Confirmation of acceptance of UN General Conditions of Contract or if not accepted, an indication in the Financial Quotation specifying any reservations in respect to any of the UNGCC provisions as required.	Written confirmation of acceptance of the UNGCC.	Pass/Fail
11	Confirmation that the Quotation shall be valid for 60 days.	Written confirmation that the Quotation will be valid for 30 days.	Pass/Fail
12	Confirmation that the prices and fees will remain firm and fixed for the entire duration and any extensions thereof.	Written confirmation that the prices and fees will remain valid.	Pass/Fail
13	Supplier must be registered and accepted in UNGM at Basic level at the time of Quotation submission. Level 1 registration and acceptance is required before contract award. Please provide UNGM number.	Supplier to clearly indicates the UNGM number and level of registration.	Pass/Fail
14	Supplier confirms that they are not on the UN restricted vendor list.	Written confirmation that they are not on the restricted vendor list	Pass/Fail
15	Supplier confirmation that they understood the BOQ's, works and confirm to complete within the provide timeline.	Written confirmation from the supplier.	Pass/Fail

A Supplier who scores FAIL in any of criteria above is deemed to have FAILED the PASS/FAIL Criteria and will not be considered further.

2.1 Commercial Evaluation Criteria

- a. All Quotations should be clear, concise, comprehensive and itemized according to the specifications and quantities. If currency other than USD is used, Suppliers are required to

kindly so indicate. Quotations shall be subject to arithmetic review of prices. Where total prices are incorrect, unit prices should govern.

- b. Only vender who are qualified on Technical evaluation criteria will be eligible for financial evaluation. Least quoted vendor will be selected for the contract.
- c. Financial Proposal format is attached.