

RFP/2018/1124 Technical Evaluation - Service Category 1 - Vehicle Hub Services

Name of Evaluator:	
Date:	
Name of Company:	
CRITERIA DESCRIPTION	Guidance (Rating Scale)
1. Experience / Qualification of Bidder (10% maximum)	
Has the bidder proven that it has the capacity to deliver the project results in terms of size, company structure, financial standing, general liability?	5 = Has provided clear and strong evidence (company introduction, financial reports) 3 = Has provided sufficient evidence (company introduction, financial reports) 1 = Has not provided sufficient evidence (company introduction, financial reports) 0 = no evidence
Has the bidder provided evidence of having successfully performed three or more similar projects within the last 5 years?	3 = Has provided 3 or more similar projects in the last 5 years; 2 = Has provided 1 or more similar projects in the last 5 years; 1 = Has not provided 1 similar projects in the last 5 years
Has the bidder provided evidence that the operation is in a freezone or is carried out under bond according to the conditions set in the ToR - pass/fail criteria	1 = Passed 0 = Failed
Has the bidder followed the instructions of the RFP regarding the geographical areas and the service categories required? Pass/Fail criteria.	1 = passed 0 = failed
Is the proposed hub located in one of the listed ports or in its proximity according to the geographical areas stated in the RFP? Pass/Fail criteria.	4 = location in a port listed in RFP 3 = location less than 50 kms from port of entry 2 = between 50 kms and 150 km 0 = more than 150 km - failed
Is the proposed hub in an adequate proximity to an international airport?	3 = less than 50 km 2 = between 50 and 500 km 1 = more than 500 km
SECTION TOTAL	
CRITERIA DESCRIPTION	Guidance (Rating Scale)
2. Qualification of staff (5% maximum)	
Has the bidder provided evidence that the number of staff is sufficient to meet the minimum daily output of 10 vehicles (fully installed)	3 = Yes 2 = Partially 0 = No
Has the bidder provided evidence that staff has the right level of skills - unskilled, skilled, administrative, engineering	3 = Yes 2 = Partially 0 = No
SECTION TOTAL	
CRITERIA DESCRIPTION	Guidance (Rating Scale)
3. Understanding of the Requirements (55% maximum)	
Does the bidder have the necessary capacity to start working for UNHCR immediately after being awarded the contract or has the bidder provided evidence that the capacity can be built up within 2 months time?	5 = Has provided clear and strong evidence that facilities and staff is available and systems are in place 3 = Has provided sufficient evidence that facilities and staff is available and systems are in place and/or the capacity can be built up within 2 months 1 = Has not provided sufficient evidence 0 = no evidence
Key performance indicator: Has the bidder provided evidence that he/she has capacity to meet the minimum output requirement of 10 vehicles per working day ready made to dispatch including work described under para 3, 4 and 5.	5 = Has provided clear and strong evidence that facilities and staff is available to meet the minimum output requirement 3 = Has provided sufficient evidence that facilities and staff is available to meet the minimum output requirement 1 = Has not provided sufficient evidence 0 = no evidence
Receiving vehicles and supplies (para 1 and 7 of RFP)	3 = Has provided strong evidence that having experience and capacity to carry out the required processes 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Storing of vehicles, equipment and accessories (para 2 and 7 of RFP)	3 = Has provided clear and strong evidence that the required facilities and capacity are in place 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Pre-delivery inspection (para 3 of RFP)	3 = Has provided clear and strong evidence that the bidder fully meets the requirements with the conditions set in para 3 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Installation of CODAN HF radio equipment (para 4.1 of RFP) at hub location and globally	3 = Has provided strong and clear evidence that the bidder has full capability and capacity to carry out the processes described in para 4.1 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Installation of ICOM HF radio (para 4.2 of RFP) at hub location and globally	3 = Has provided strong and clear evidence that the bidder has full capability and capacity to carry out the processes described in para 4.1 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence

Installation of Novacom tracking system (para 4.3 of RFP) at hub location and globally	3 = Has provided strong and clear evidence that the bidder has full capability and capacity to carry out the processes described in para 4.1 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Installation of accessories as requested in the ToR (para 4.4/4.5/4.6/4.7/4.8/4.9 of RFP)	3 = Has provided strong and clear evidence that the bidder has full capability and capacity to carry out the processes described in para 4.4/4.5/4.6/4.7/4.8 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Equipping/postioning of accessories according to para 5 of RFP	3 = Has provided strong and clear evidence that the bidder has full capability and capacity to carry out the processes described in para 5 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Dispatching according to para 6 of RFP	3 = Has provided strong evidence that having experience and capacity to carry out the required processes 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence 0 = no evidence
Does the bidder's response show evidence of having understood and being able to meet the warehousing and extra elements requirements according to para 7 and 8 of RFP?	3 = Has provided clear and strong evidence that the required facilities are in place and the capacity for the requested processes fully meet the requirement detailed in para 7 and 8 of RFP 2 = Has provided sufficient evidence 1 = Has not provided sufficient evidence
Has the bidder provided quality and environmental standard certificate according to para 9 of the RFP. Has the bidder provided proven OEM recognition.	5 = has provided prove of OEM recognition, quality and environmental standards certificate 3 = Has provided certificates (environment and quality) according to para 9 of RFP 2 = Has provided certificates for only one element (environment or quality) 0 = no certificate
SECTION TOTAL	
GRAND TOTAL	