

RFQ No. UNHCR RFQ 2883

Annex B – Technical evaluation criteria

UNHCR will evaluate the technical offers based on the following criteria:

#	Criteria	MANDATORY RFQ SPECIFIC REQUIREMENTS	Pass/Fail)
1	Mandatory Site Visit	Attendance of a Company engineer on the site visit at the mentioned time and date of the tender's advertisement. The engineer should bring proof of Engineering (an engineering union ID card, graduation certificate, or other proof of engineering).	
2	Mandatory Bid Security	Submission of a scanned copy of the Bid Security of IQD 1,000,000 or equivalent in USD (based on the UN rate of 1,310) by 'good for payment cheque/certified cheque' made out in the name of UNHCR covering the offer's validity (180 days). It should be a certified cheque (not a personal cheque). The cheque should indicate the RFQ number and be issued under the company name. At any stage of evaluation, UNHCR may ask the bidders to submit the original cheque/bid security.	
3	Business Registration Certificate	Vendors to be registered as Construction or General Contracting Company in IRAQ (Federal Government or Kurdistan Region of Iraq), are required to submit their certificate of registration, the age of the company should not be less than 5 years.	
4	Valid commercial/company bank account	The company's business bank account carries the name of the registered business/company. Bids with a Personal Bank Account will not be accepted. Submission of a letter from the bank showing the company banking information under the company name with the IQD currency, as evidenced in the Vendor Registration Form.	
5	Previous experience	Copies of at least two (2) (Purchase Orders (POs), contract agreements, or work orders) attached with proof of completion certificate/ performance letter issued by the client (Showing value, time completed, organization or firm for which completed, contact details of the organization) awarded and served within the past 10 years.	
6	Tax Registration certificate	Submission of a valid Tax Registration Certificate.	
7	Acknowledgment of UN Supplier Code of Conduct	Submission of the acknowledgment of the UN Supplier Code of Conduct (Annex F).	
8	Acknowledgment of General Conditions of Contract for Goods and Services	Submission of acknowledgment of UNHCR's General Conditions of Contracts for Civil works (Annex E).	
9	Compliance with the Bill of quantities.	The Company shall submit a financial offer covering all services outlined in (Annex C). Partial offers will not be accepted and will result in automatic disqualification.	
Mandatory Pre-qualification - Pass / Fail			

IMPORTANT: Offers will be considered technically compliant only if the bidder meets all the criteria listed above.