

**TECHNICAL EVALUATION MATRIX**

**HCR/RWAKI/SUP/2023/RFP0001  
SUPPLY OF BULK LPG**

<b>Supplier Name</b>							
<b>Name of Evaluator</b>							
<b>Date</b>							
Item	Criteria	Description	Detailed criterion	Pass/Fail	Detailed scoring methodology	Score obtained	Additional comments by Technical Evaluator
0	Administrative	Valid business registration document obtained not less than three years prior to the issuance of this tender.		Pass/Fail	Pass/Fail		
		Valid LPG Wholesale License issued by the Rwanda Utilities Regulatory Board. In case the license has expired, and renewal is in process, a renewal application receipt shall be acceptable. PASS/FAIL		Pass/Fail			
		Tax clearance certificate for the last quarter of the Rwandan 2021 fiscal year. An installment payment agreement with RRA signed before the issue date of this tender is acceptable.		Pass/Fail			
		UNHCR General Terms and Conditions of contracts for Services acknowledged?		Pass/Fail			
		UN Supplier's Code of Conduct Signed.		Pass/Fail			

0	Technical	Compliance with LPG specifications (LPG gas should have an ethane composition of 0.2 – 1.0 %		Pass/Fail	Pass/Fail		
		Standards certification (RS EAS 900-1: 2018 or RS ISO 11625: 2007 or FDRS 575—2:2011 or RS 135 -3 2012 or equivalent)		Pass/Fail			
		Production/Delivery capacity		Pass/Fail			

Item	Criteria	Description	Total Score	Score	Detailed scoring methodology	Score obtained	Additional comments by Technical Evaluator	
1	BIDDER'S PROPOSED APPROACH PAPER (30 marks)	Executive summary providing the methodology to achieve the end goal, procedures and processes to provide the scope of goods and services Briefly describe the firm's procedures and processes for: a) LPG supply plan per location b) Contingency plan to ensure delivery during times local or global scarcity c) quality assurance approach, e.g., periodic inspection/compliance certificates, d). Safety and security approach with respected to the environment, equipment, and individuals during transportation and during transfer to UNHCR's skid and tank e.g emergency response plan, equipment inspection, training, staff safety your organization's overall safety culture	30	LPG supply plan per location	5	0: No information 1: very poor plan 2: Poor 2.5: Fair supply plan. 3: Good Supply plan 4 Very good supply plan 5: Excellent supply plan		
				Contingency plan to ensure delivery during times local or global scarcity os supply chain disruptions	5	0: No information 1: Very poor contingency plan 2: Poor contingency plan 2.5: Fair contingency plan 3: Good Contingency plan 4: Very good contingency plan to carter for disruptions 5: Excellent contingency plan to carter for disruptions		
				Quality assurance approach, e.g. analytical testing, trace analysis, meter calibration, loss control etc	10	0: No information 1: Very poor approach 3: Poor approach 5: Fairly good approach 7: Good quality assurance approach 9: Very good approach 10: Excelent quality assurance approach.		
				Safety and Security approach with respected to equipment , environment and individuals during transportation and during transfer UNHCR's skids and tanks e.g emergency response plan, equipment inspection, training, staff safety and organisation's overall safety culture.	10	0: No information 1: Very poor safety approach 3: Poor safety approach 5: Fairly good safety approach 7: Good safety approach 9: Very good safety approach 10: Excelent quality saftey approach.		

2	COMPANY EXPERIENCE IN THE SUPPLY OF LPG PAST AND CURRENT PROJECTS (20 marks)	Performance on past or current contracts (Minimum of two contactable references not exceeding ten) of contracts of similar size (minimum contract price USD 100,000).A combination of separate purchase orders with a single supplier with a cumulative value of up to USD 100,000 can be considered as a contract	20	No PO/Contract reaching USD 50,000 or several POs with single supplier with cumulative value of USD 100,000.	20	0: No information		
				PO/Contract between USD 50,000 and USD 99,900 or several POs with single supplier with cumulative value between USD 50,000 and USD 99,999		6. Very Poor		
				One PO/Contract reaching USD 100,000 or several POs with single supplier with cumulative value of USD 100,000.		8. Poor		
				2 POs/Contracs reaching USD 100,000. Several POs with single supplier with cumulative value of USD 100,000 can qualify for 1 PO.		12 : Fair		
				3 POs/Contracs reaching USD 100,000. Several POs with single supplier with cumulative value of USD 100,000 can qualify for 1 PO.		15. Good		
				4 POs/Contracs reaching USD 100,000. Several POs with single supplier with cumulative value of USD 100,000 can qualify for 1 PO.		18. Very Good		
5 or more POs/Contracs reaching USD 100,000. Several POs with single supplier with cumulative value of USD 100,000 can qualify for 1 PO.	20 Excelent							

3	PROPOSED PERSONNEL TO BE DEPLOYED TO THE PROJECT	<p>Quality officer with minimum BSc in mining engineering, petrochemical engineering, or similar field with a minimum of 3 years experience.</p> <p>Gas delivery (handymen) with a minimum of vocational training in mechatronics technology, mining Engineering, plumbing and a minimum of 2 years of experience in pipe works and fittings</p> <p>Account manager with a minimum of BSc in any social science related field, with a minimum of 2 years, dealing with corporate clients</p>	10	Quality officer with minimum BSc in mining engineering, petrochemical engineering, or similar field with a minimum of 3 years experience	4	<p>0: Poor, no information submitted or does not meet the minimum requirement</p> <p>2: Proposed staff has a relevant BSc or higher degree and 3 years of experience</p> <p>3: Good, Proposed staff has a relevant BSc or higher degree and 4 - 5 years of experience</p> <p>4: Excellent Proposed staff has a BSc or higher degree and more than 5 years of experience.</p>		
				Delivery technician (handymen) with a minimum of vocational training in mechatronics technology, mining Engineering, plumbing and a minimum of 2 years of experience in pipe works and fittings	3	<p>0: Poor, no information submitted or does not meet the minimum requirement</p> <p>1.5: Proposed staff has a relevant training or higher and 2 years of experience</p> <p>2: Good, Proposed staff has a relevant training or higher and 3 - 4 years of experience</p> <p>3: Excellent Proposed staff has a relevant training or higher and more than 5 years of experience.</p>		
				Account manager with a minimum of BSc in any social science related field, with a minimum of 2 years, dealing with corporate clients	3	<p>0: Poor, no information submitted or does not meet the minimum requirement</p> <p>1.5: Proposed staff has a relevant training or higher and 2 years of experience</p> <p>2: Good, Proposed staff has a relevant training or higher and 3 - 4 years of experience</p> <p>3: Excellent Proposed staff has a relevant training or higher and more than 5 years of experience.</p>		
4	FINANCIAL CAPACITY	Audited financial statements for 2019,2020 and 2021 banks statements showing minimum annual turn overs on USD 500,000	20	No information or annual turnover for each of the three years is below USD100,000	20	0: not submitted		
				Annual Turnover in 1 or 2 of the years is below USD 300,000		5: Very Poor		
				Annual Turnover in 2 of the years is below USD between USD 400,000 - USD 499,999		8: Poor		
				Annual Turnover for each of the 3 years is between USD 500,000 - USD 600,000		10: Fair		
						15: Good		
				Annual Turnover for each of the 3 years is between USD 700,001 - USD 800,000		18: Very good		
Annual Turnover for each of the 3 years is between USD 800,001 and above	20: Excellent							
5	LOGISTIC CAPACITY (SITE VISITS)	Availability of depot with 50-ton capacity, in Kigali or elsewhere in Rwanda not farther than 300Km from delivery points.1 truck with bobtails of ≥ 5 tons capacity	20	Availability of depots with 50-ton capacity. The sum of capacities of two depots within the radius can be considered. Not more than two depots	10	<p>0: not submitted or depot not available</p> <p>5: Very poor, depot has less than 20 ton capacity</p> <p>8: Poor, depot has between 21 - 49 ton capacity</p> <p>10: Fair. depot has 50 - 60 ton capacity.</p> <p>15: Good. depot, has up to 70 ton capacity</p> <p>18: Very good. depot have up to 90 ton capacity</p> <p>20 Excellent : depot has 100 or more ton capacity</p>		
				Truck with bobtails of ≥ 5 tons capacity		10	<p>0: No information or no truck with 5 tons bobtail available</p> <p>5 : Fair. 1 truck with 5 tons or morecapacity bobtail inspected.</p> <p>8 : Very good. 2 trucks each with 5 tons or more capacity bobtail.</p> <p>10: Excellent. More than 2 trucks with bobtail capacities of 5 tons or above</p>	
<b>Total Score =</b>				<b>100</b>				
<b>Passmark:60 out of 100</b>								
<b>Complaint/Non-complaint</b>								
<b>Date</b>								
<b>Signature</b>								