

Annex C: Technical Evaluation Criteria

FOR PROVISION OF CONSULTANCY SERVICES FOR MIXED MOVEMENTS ASSESSMENT IN PUNTLAND, SOMALIA

Part A - Mandatory Technical Criteria

S/N	Item	Mandatory Requirements	Submitted (Yes/No)	PASS/FAIL
1	Valid Business Registration Licenses & Tax Compliance	Company's valid registration certificates , valid work permit & tax compliance Certificate issued by the relevant authorities in Puntland and Somalia Federal Government (copies of documents required)		
2	Financial Status	Certified Company Bank statement: two years complete bank statements (stamped by the Bank) or three years financial/audited reports.		
3	UNHCR General Conditions of Contracts	UNHCR General Conditions of Contract for the Provision of Goods/Services: Your Technical Offer shall contain your acknowledgement by signing Annex-D .		
4	UN Supplier Code of Conduct	UN Supplier Code of Conduct: Your technical offer shall contain your acknowledgement of the UN Supplier Code of Conduct by signing Annex-E .		
5	Vendor Registration Form:	Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal (Annex F). If your company is already registered with UNHCR, <u>please submit (Annex-F) as blank, stipulating your UNHCR vendor ID on the form.</u>		
Mandatory pre-qualification for PASS/FAIL				

Note:

The Bidders must meet all the above mandatory pre-qualification criteria in order for their proposal to proceed to next stage. Any vendor who FAILS in any one of the mandatory criteria will be disqualified from further evaluation process.

Part B - Scoring Technical Criteria

S/N	Category	Points
1	OVERALL RESPONSE <ul style="list-style-type: none"> Understanding of, and responsiveness to, UNHCR requirements. Understanding of scope, objectives, and completeness of response. Overall concord between UNHCR requirements and the proposal. 	(15)
2	METHODOLOGY AND APPROACH <ul style="list-style-type: none"> Quality of the proposed approach and methodology. Suitability: To what extent the methodology is designed in response to the needs of the ToR. Quality of proposed implementation plan (how will the applicant undertake each task). 	(25)
3	RISK MANAGEMENT <ul style="list-style-type: none"> Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems. 	(10)
4	ASSESSMENT TEAM QUALIFICATIONS <ul style="list-style-type: none"> A cover note with the name and contact details of the applicant(s) CVs reflecting professional experience with similar projects, contracts, clients and consulting assignments. How each individual team member will contribute towards the needs of the assessment and what value each applicant brings to the team. 	(20)
	Total Marks	70

Name of authorized representative: _____

Position/Title: _____

Company/Firm Name: _____

Company Postal Address: _____

Telephone No.: _____

Email Address: _____

Signature/Stamp: _____

Date: _____