

**ITB/SOM/MOG/2024/022**

**Technical evaluation criteria**

No	REQUIRED CRITERIA	DESCRIPTION OF MANDATORY DOCUMENTS	All information available	Any information missing
1	<b>Company profile</b>	<ul style="list-style-type: none"> <li>- Year founded your company</li> <li>- Headquarters location and other branch locations</li> <li>- Description of core business</li> <li>- Contact details of at least 2 current or former clients for reference checks (excluding UNHCR);</li> </ul>	PASS	FAIL
2	<b>Valid Registration Certifications</b>	<ul style="list-style-type: none"> <li>- Certificate of Registration/Licenses from relevant authorities in Somalia Ministries.</li> <li>- Tax compliance certificate</li> </ul>	PASS	FAIL
3	<b>Financial Soundness and stability</b>	Financial Statements from the past three (3) years. <ul style="list-style-type: none"> <li>- Must bear the company name and stamped by the BANK.</li> </ul>	PASS	FAIL
4	<b>Delivery capacity and Lead Time:</b>	The bidder MUST be able to mobilise resources and deliver in one week or less each request. <ul style="list-style-type: none"> <li>- The bidders must share their Delivery-plan/process.</li> </ul>	PASS	FAIL
5	<b>Proofing accessibility to Aden Abdulle International Airport (AAIA)</b>	Bidders should provide their access clearance to AAIA for the swift delivery of the required items. <ul style="list-style-type: none"> <li>- A valid ATMIS access clearance required.</li> </ul>	PASS	FAIL
6	<b>Company Experience</b>	The bidder shall show proof of a minimum of two (2) years' experience in the supply of similar products to UNHCR/UN. <ul style="list-style-type: none"> <li>- Attach copy of contact/PO.</li> </ul>	PASS	FAIL
7	<b>UNHCR General Conditions of contract for provision of Goods and services:</b>	Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for provision of Goods / services by signing/stamping the last page annexed to the tender documents.	PASS	FAIL
8	<b>UN Supplier Code of Conduct</b>	Your technical submission must contain your acknowledgement of the UN Supplier Code of Conduct by signing/stamping the last page annexed to the tender documents.	PASS	FAIL
9	<b>Vendor Registration Form</b>	If your company is not already registered in UNHCR Database, you should complete, sign and submit a Vendor Registration Form along with your technical documents. <ul style="list-style-type: none"> <li>- <b>If your company registered with UNHCR already state clearly.</b></li> </ul>	<b>Desirable</b>	