

Annex E - Technical Evaluation Criteria

Stage 1: Technical mandatory evaluation

#	Items	MANDATORY REQUIREMENTS (PASS/FAIL)	Submitted (Yes/NO)
1	General Terms & Conditions - Services	Submission of endorsed copy of Annex I - General Terms & Conditions - Services.	
2	UN Supplier Code of Conduct	Submission of endorsed copy of Annex H - UN Supplier Code of Conduct.	
3	Clearance from MOI and GDA of KR-I	Submission of valid clearance/license from Ministry of Interior Affairs (MOI) and General Directorate of Asayish KR-I.	
4	Business Registration Certificate	Submission of valid company registration certificate as Security Company in IRAQ (Federal Government or Kurdistan Region)– (minimum 5 years).	
5	Mandatory Bid Security	Submission of the copy of the Bid Security of IQD 10,000,000 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 personal). The cheque should indicate the RFP number and must be issued under the company name. At any stage of evaluation UNHCR may ask the bidders to submit the original cheque/bid security.	
6	Valid commercial/company bank account	Submission of valid bank account letter (under the company name) indicating account details signed and stamped by the Bank.	
7	Tax Registration Certificate	Submission of valid Tax Clearance Certificate.	

The Bidders must meet all the above mandatory pre-qualification criteria in order for their proposal to be considered for further evaluation.

Stage 2: Technical weighted evaluation -

Technical Evaluation Criteria	Max. Obtainable Points
1. General company profile and qualifications	15
Years in business, number of clients, financial statements	
Number and description of similar projects currently underway and successfully completed in the past ten (10) years	
Number and relevance of references (please submit reference letters from previous clients).	
2. Proposed services, approach and company’s capacity	30
Quality of Company’s understanding of the requirements and proposed methodology to address the ToR (Annex A), by including the capacity and readiness to start providing the services (mobilization time), staff working schedule, monitoring and reporting, pre-employment screening (including criminal, psychological and background checks as authorized by local laws; Arm carry/use permit as per local law; Employment record of at least 3 years back), trainings (including submission of evidence of training and competency development for all proposed guard personnel), company’s quality control and assurance, fair pay and work conditions, (<i>inter alia</i> , salary and overtime regulations, social security, pension, health care, insurance).	
Proposed VHF Communication and other security equipment and uniforms (spring/summer and autumn/winter outfit/change)	
3. Proposed staff	15
List and qualifications of the team members that will carry out the service including training and education record, all proposed supervisors/team leaders must have 3 years of experience in the Security Services. CV (max. 2 pages) of: <ul style="list-style-type: none"> • Contract Manager and supervisors/team lead. • Guards. • Receptionist. 	
Minimum passing threshold: 36 out of 60 points.	60