

Annex B (ii)
 RFP/UNHCR/JOR/2023/09 – Technical Evaluation Criteria

1. Administrative Criteria (Pass/Fail)

Bidders should provide the following mandatory administrative documents: (pass/fail)

<ol style="list-style-type: none"> 1. Valid Jordanian Registration Certificate from Chamber of Commerce and Ministry of Industry and Trade 2. Submission of Annex D Vendor Registration Form (<u>filled, signed, and stamped</u>) 3. Valid Commercial bank account mentioned in Annex D – personal accounts are not acceptable 4. Tax statement /Tax proof showing tax registration number and Bank statement issued by the bank, showing bank account number and name, swift and IBAN code 5. Acknowledgement of Annex E General Conditions of Contracts the Provision of Goods and Services (<u>by submitting Annex D, filled, signed, and stamped</u>) 6. Acknowledgement of Annex F UN Supplier code of conduct (<u>by submitting Annex D, filled, signed, and stamped</u>)

IMPORTANT: The above listed documents should be submitted with your proposal which are required to assess the legal status and eligibility of your company. Companies which won't submit the above listed documents with their technical proposal will be contacted by UNHCR and given one more opportunity to submit them. In case the documents are still not submitted at the time of contract award, the company will then be disqualified.

2. Technical Mandatory Criteria (Pass/Fail)

Bidders should provide the following documents to establish technical eligibility:

<ol style="list-style-type: none"> 1. Valid permits to work and conduct day-to-day transactions and operations across all Jordanian customhouses, free zones, and bonded areas 2. Valid permits to conduct (company-inhouse) customs clearance activities (Subcontracting/outsourcing will not be accepted)

IMPORTANT: The above listed documents should be submitted with your proposal which are required to assess the technical eligibility of your company for the required services. In case the documents are not submitted at the time of the tender closing date and time, the company will be disqualified.

3. Technical Evaluation Criteria: 60 % Technical - 40 % Financial

*(Your technical offer must provide **proof** to all the three main criteria mentioned below)*

Technical Criteria	Scoring (Max. obtainable score: 60 / 100) (Min. passing score: 36 / 60)	Documents to be provided to support evaluation
1. Description of the company, company's qualifications, and the general organization capability. (Maximum score: 20 pts)		
1.1: Minimum <u>five</u> years of relevant working experience in the field of customs clearance (max. 5 points) and transportation (max. 5 points)	10	Provide business registration in the relevant business sector. If less than 5 years registered at the date of the closing date of the tender then the score is zero (0), otherwise more years will give higher scores

<p>1.2: Number of previous and current projects within the last 10 years (Proof of contracts / POs / recommendation letters) in the field of customs clearance (max. 5 points) and transportation (max. 5 points) (minimum 2 relevant for each custom clearance and transport services)</p>	<p>10</p>	<p>Please provide a full list in Annex B (i) of projects/contracts in the relevant business sector completed or ongoing in the past 10 years. Each item on the list should be supported by proof such as copies/excerpts of contracts / POs / recommendation letters to be attached separately.</p>
<p>2. Fleet availability, capacity, licenses of owned equipment (Maximum score: 10 pts)</p>		
<p>2.1: Number of fleet owned or subcontracted/outsourced for the intended purpose (Regular and Cold Chain as mentioned in the TOR). At least one truck of each of the eight types in Annex C must be available. <i>One copy of the valid licenses of each must be submitted.</i></p>	<p>10</p>	<p>Please provide a full list in Annex B (i) of your available fleet owned or subcontracted/outsourced. If the list does not include one truck of each of the eight types in Annex C (each with a copy of the valid license) the score will be zero (0).</p>
<p>3. Quality of proposed services (Maximum score: 20 pts)</p>		
<p>3.1: Proficiency of proposed customs clearance procedures (max. 7.5 points) and transportation procedures (max. 7.5 points)</p>	<p>15</p>	<p>Please provide detailed descriptions of your operating procedures for each the proposed custom clearance services as well as for the transport services.</p>
<p>3.2: Response times and Reporting methodology</p>	<p>5</p>	<p>Please provide detailed descriptions of the main response times for both services that your company is committing to and describe your reporting approach.</p>
<p>4. Proposed personnel and corporate social responsibilities (Maximum score: 10 pts)</p>		
<p>4.1: Number of staff performing various activities under the potential contract and relevant experience of staff</p>	<p>7</p>	<p>Please provide a list of the staff and attached detailed CVs. Part of the scores will be given based on the number of full-time staff (max. 5 points) and the other part will be given based on the average years of relevant experience of the proposed staff. <i>Minimum: three full time staff members with at least seven years' relevant experience.</i></p>
<p>4.2: Demonstrated commitment to corporate social responsibility</p>	<p>3</p>	<p>Please comment in Annex B (i) on your company's commitment to corporate social responsibility (contract conditions, benefits, medical coverage, leave plans)</p>