**Annex I\_ Preliminary and Technical evaluation:**

The following details shall be the **Preliminary** and **Technical Evaluation Criteria** and shall also be provided in the Technical Offer*.*

1. **Preliminary Evaluation (Administrative Requirements) – (Pass / Fail)**

**(Bidders must pass all the preliminary evaluation requirements to qualify for technical evaluation)**

Bidders shall attach the following documents as part of the Preliminary / Administrative criteria.

1. **Company / Business Registration:** Bidder must be registered with Government Authorities (NTN, must provide a Certificate of incorporation or a valid copy of company registration certificate)

2. **Company / Business Profile:** A brief company profile: Bidders must provide a copy of the company profile clearly mentioning the year of company establishment and the type of business the company is registered to offer (or trade in), attached to the technical offer.

3. **Payment Term:** Bidders must accept UNHCR payment terms i.e., within 30 days net after invoice is verified by UNHCR. No advance payment. Retention of 10% of the contract value for the duration of the defects and liability period of six (6) months.

4. **Bid Validity:** 90 days. Note: The selected bidder must also accept to have their prices valid throughout the duration of the project implementation until final completion of works against issuance of a certificate of works completion.

5. **Registration with Pakistan Engineering Council (PEC):** Bidder / company to provide copy of valid certificate (in category C-5 or above) or PEC renewal slip subject to provision of a Valid PEC certificate at the time of the contract award. Bidder must have a valid PEC certificate at the time of contract award.

6. **General Conditions of Contracts:**Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. (Do you accept the UNHCR General Conditions of Contracts for the provision of Civil Works - 2000 version?). Please submit the signed and stamped UNHCR General Conditions of Contracts for the provision of Civil Works as part of your technical proposal.

7. **Acknowledgment of UN Supplier Code of Conduct:** Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement? Please submit the signed and stamped UN Supplier Code of Conduct as part of your technical proposal.

**Stage 2 – Technical evaluation Criteria (PASS / FAIL):**

Evaluation of the **Technical offers** will be based on a Pass / Fail basis.The technical evaluation criteria will include:

1. **Methodolgy and leadtime:** Bidders must provide a detailed narrative with general information of the approach to be used during the project implementation. The information to be provided should comprise of details such as site preparation, mobilisation of staff and materials, equipment to be used, safety compliance and use of PPE, risk management and communication or provision of feedback to UNHCR, quality assurance and addressing of challenges / bottlenecks identified. In addition, the bidder must provide a detailed Work Plan / implementation plan (schedule) for all activities to be done using GANTT Chart. Do we have max lead time?
2. **Past experience and reference letters:**  Bidder must provide three contracts / work orders of similar civil works / services with value of minimum PKR 40,000,000 each completed from 2021 to 2024 and three reference letters confirming the satisfactory completion of the civil works included in the contracts or purchase orders provided.
3. **Financial Capacity:** Bidders must attach copies of Audited financial reports for three years (Strictly only audited financial reports from 2021, 2022, 2023 or 2024 showing an annual turnover amount of more than PKR 40,000,000 will be considered during evaluation).
4. **Technical Staff:** Bidders must include in their technical offer CVs for the key technical staff who must be dedicated for this project. The CVs should clearly indicate the highest qualification and must be with more than 5 years of experience. The minimum key technical staff required for this project include:
   * + 1 Project Manager (PEC Registered)
     + 1 Assistant Project Manager
     + 1 MEP (Mechanical, Electrical and Plumbing Engineer)
     + 2 Diploma Civil Engineers

**Note:** The **defects and liability period**will be six (6) months. UNHCR will withhold 10% of the contract value as retention until the end of the **defects and liability period during** which the Contractor will be under contractual obligation to address all defects identified. Following the defects and liability period, UNHCR will issue a final completion certificate as clearance for satisfactory works provision and will release the retention amount.

**Bidders must pass all the above Preliminary and Technical Evaluation criteria to be considered for Financial Evaluation.**