

Section III: Evaluation Criteria

UNOPS's evaluation of a Proposal shall take into account, the following methods and criteria.

1 - Preliminary Evaluation

The proposals will be evaluated in the first instance to verify that they comply with the requirements of the RFP. Proposals that pass the preliminary evaluation will be evaluated in a two-step procedure. The evaluation of the technical proposal will be made before opening and comparing the financial evaluation.

After the opening of the proposals, UNOPS will conduct a preliminary examination of the proposal. During this preliminary examination, UNOPS may reject a proposal that does not meet the formal requirements of this request for proposals (RFP) without having to consult the bidder any further.

Eligibility and Formal Criteria – evaluated on Pass/Fail basis and checked during Preliminary Examination

UNOPS can request corrections to bidders whose proposals do not meet the "verify and clarify" evaluation criteria.

Form A – Offeror Information Form

The details of the bidder have been completed correctly. Present also with this Form the legal documentation required in the title "Presentation of the following legal documentation".

Acceptance / rejection - Verify and clarify

Form B – Joint Venture Partner Information Form

The details of the Joint Venture and his members have been completed correctly.

Acceptance / rejection - Verify and clarify

Form C – Proposal Submission Form

The proposal submission form has been completed correctly.

Acceptance / rejection - Verify and clarify

Forms G – Proposal Guarantee Manifest

The bidder has correctly submitted and completed the Proposal Guarantee Manifest

Acceptance / rejection

Presentation of the following legal documentation:

1. Copy of the operating agreement or any other legal constitutive documentation. The duration of the company must reach at least until the approval and consent of the parties to the settlement of the services and the end of the period of liability for defects (warranty period and conservation) of the services. In the case of a joint venture, each one of the member companies of the association must present this constitution documentation.
2. Copy of the current legal power granted to the Legal Representative of the bidder identified and authorized to sign the bid form, as well as Temporary Association commitments, if applicable, on behalf of the Bidder presenting the bid. In the case of a Consortium or Temporary Association, a simple copy of the current legal powers of the representatives of the companies that make up the association or consortium and a notarial document designating the Common Legal Representative

must be presented. This document will not be required if the appointment of this Representative has been included in the Association Commitment.

3. Joint Venture Contract or Commitment, signed by the legal representatives of the companies forming part of the consortium. These signatures must be legalized before a notary public, designating the Common Legal Representative, stating the following aspects:
 - a) Participation of each associated company as a percentage of the cost and execution of the contract. The minimum participation of the consortium companies can not be less than 40% for the company that assumes the technical leadership of the consortium and 25% for the other companies of the consortium;
 - b) Formal declaration of commitment not to modify the terms of the Contract or Commitment document of the Joint Venture, until the service has been satisfactorily concluded in favor of UNOPS and the Entity, in case of awarding the Contract.
 - c) All the members will be jointly and severally liable for the fulfillment of the Contract;
 - d) One of the members will be appointed, as a representative with powers to contract obligations and receive instructions for and on behalf of each and every one of the members of the group or association in participation; and
 - e) The execution of the entire Contract, including payments, will be handled exclusively with the member designated as representative.

2 - Qualification criteria – Evaluated on Pass/Fail basis

Criteria	Documents to establish compliance with the criteria
1. Financial capability. Liquidity: the ratio Average Current assets / Current liabilities over the last 2 years must be equal or greater than 1. Offerors must include in their Proposal audited balance sheets covering the last two years.	<ul style="list-style-type: none"> • Copy of audited financial statements for the last two years
2. Financial capability. Offerors should have annual sales turnover of minimum USD 150,000 in any one of the last five years.	<ul style="list-style-type: none"> • Copy of audited financial statements for the last five years
3. The offeror is a licensed company in New York in the field of vertical transportation with in house or Joint Ventured Structural, Architectural and MEP, in continuous business of supplying similar services as specified in the Schedule of requirements during the last 3 (three) years prior to Proposal opening.	<ul style="list-style-type: none"> • Certification of incorporation of the Offeror • Form F: Performance Statement Form
4. There should not be any adverse report regarding the supplies for at least five years preceding the date of Proposal opening.	<ul style="list-style-type: none"> • Form H: No Adverse Action Confirmation Form

3 – Technical Criteria

UNOPS will evaluate technical proposals only for those that pass the preliminary evaluation and meet the required financial capacity.

The technical criteria will be evaluated based on a cumulative analysis methodology

The maximum number of points a bidder can obtain for the Technical Proposal is **100**. To meet the technical requirements, bidders must obtain a minimum of **70** points.

If the minimum score is not obtained, the proposal will not pass to the next phase of Financial Evaluation.

UNOPS will prepare a technical evaluation report containing the results of the verifications performed on the documents of the preliminary evaluation and analyzes performed on the technical evaluation documents.

Once the evaluation report on the technical proposal envelope is completed, UNOPS will inform all the bidders of the result of the qualification, indicating in its communication the score obtained by the bidder who is the recipient of the communication.

Requests for clarification of the result of the technical evaluation of the bidder must be submitted in writing to UNOPS, within two (02) business days of receipt the notification of the result from UNOPS. The bidder may only review his or her own evaluation in the UNOPS office within the aforementioned period for the clarification request, if the latter was not satisfied with the clarification received, then the case will be treated as a formal protest and will be settled as indicated in Clause 31 of Section II.

Technical Proposal Evaluation sections:

EVALUATION CRITERIA		Maximum Score
Technical Proposal		
Experience of the Design firm / Consortia		
1	<p>The Proposal demonstrates the expertise of the design firm in the management of projects similar in nature and scope to this requirement. To qualify, the firm must prove a minimum of two similar projects in the last ten years, and four similar projects in the last ten years, should be identified and described to get the maximum score. The company expertise should be provided as per the template provided in the ToR.</p> <ul style="list-style-type: none"> - Two similar projects in the last ten years: 6 points - Three similar projects in the last ten years: 9 points - Four similar projects in the last ten years: 12 points 	12
2	<p>The Proposal demonstrates experience in design works carried out in the USA. To qualify, the firm must prove at least one similar projects in the last ten years, and two similar projects in the last ten years should be identified and described to get the maximum score</p> <ul style="list-style-type: none"> - One similar project in the last ten years: 4 points - Two similar projects in the last ten years: 8 points 	8
Proposed Methodology		
The Proposal describes the overall understanding of the Project as follows;		
3	<p>The Proposal describes realistic challenges/risks given the context of the Project. Suggested approaches to overcome and/or mitigate them are clear, logical.</p>	6
4	<p>The Proposal describes main activities in design which must be implemented. This should take the form of a bar chart program.</p>	6

5	The Proposal shall provide an Organigram proposed for the Project with the names of the personnel proposed, the position occupied and the reporting links. The organigram is to be tied to the level of effort and hierarchical structure both at the home office and at the local office incorporating the preferred management methodology for delivery of this Project.	6
6	The Proposal shall provide a description of the internal project management system(s) and structure(s) which will be used to guide, direct, monitor, control and report on proposed activities and costs in the most cost-effective manner. The description provided should be relevant to the context of this Project and the operating environment.	6
Expertise of the Personnel Proposed		
7	The collective experience of the design team demonstrates experience in design of similar infrastructure facilities in the USA.	
	Team Leader, Structural engineer (or the equivalent), minimum 10 years' experience. <ul style="list-style-type: none"> - 10 years' experience: 8 points - 10 to 13 year' experience: 12 points - More than 13 years' experience: 16 points 	16
	Vertical transportation engineer (or the equivalent), minimum 10 years' experience. <ul style="list-style-type: none"> - 10 year's experience: 6 points - 10 to 13 years' experience: 9 points - More than 13 years' experience: 12 points 	12
	Electrical engineer (or the equivalent), minimum 10 years' experience. <ul style="list-style-type: none"> - 10 years' experience: 4 points - 10 to 13 years 'experience: 6 points - More than 13 years' experience: 8 points 	8
	Mechanical, plumbing, HVAC engineer (or the equivalent), minimum 10 years' experience. <ul style="list-style-type: none"> - 10 years' experience: 3 points - 10 to 13 years 'experience: 5 points - More than 13 years' experience: 8 points 	8
	Architect (or the equivalent), minimum 10 years' experience. <ul style="list-style-type: none"> - 10 years' experience: 3 points - 10 to 13 years' experience: 5 points - More than 13 years' experience: 8 points 	8
8	Other required Project support personnel needed for the complete and successful completion of the assignment: secretary, draftsmen and legal advisor.	4
	Sub Total:	100

4 – Financial Evaluation

Financial Proposals will only be opened for the Offerors that achieve the minimum technical threshold. Proposals scoring above threshold shall be checked for any arithmetic errors in computation and summation following Article 28, Section I – Instructions to offerors, as follows:

- UNOPS will verify if the proposals contain arithmetical errors. The errors will be corrected by UNOPS in the following way:
 - When there is a discrepancy between the amounts indicated in figures and in words, those indicated in words shall prevail, and
 - When there is a discrepancy between the unit price and the total of an item that has been obtained by multiplying the unit price by the number of units, the quoted unit price will prevail, unless, in the judgment of UNOPS, there is an evident error in the placement of the unit price. decimal in the unit price, in which case the total price quoted for that item will prevail and the unit price will be corrected.
 - UNOPS will adjust the amount indicated in the proposal in accordance with the aforementioned procedure for correcting errors and, with the consent of the bidder, the new amount will be considered mandatory for the bidder. If the bidder does not agree with the corrected amount, the proposal will be rejected and the manifesto of guarantee of support of the proposal can be made effective
 - The financial proposals will be subject to a detailed price analysis, if the proposal evaluated was significantly unbalanced in its price structure, in relation to the UNOPS estimate of the cost of the Services and the inputs of the services with respect to profit margins. business and other cost components. For this purpose, UNOPS, during the evaluation of proposals, may reject the proposal or require clarification and support for the proposed prices.

The **maximum number of points for the Financial Proposals is 100**. This maximum number of points will be allocated to the lowest price Financial Proposal. Financial Proposals from other offerors will receive points in reverse proportion according to the following formula:

Points for the Financial Proposal being evaluated	=	$\frac{100 \times \text{Lowest Price}}{\text{Price of Proposal Being Evaluated}}$
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5 – Cumulative Analysis Evaluation:

The selection of the preferred proposal will be based on a cumulative analysis, where all the relevant costs, risks and benefits of each case are assessed throughout the life cycle of the services and in the context of the project as a whole. The proposal with the lowest price is not necessarily accepted.

The total score obtained from the Technical and Financial Proposals will be the final score for the proposal. 70% will be assigned to the Technical Proposal and 30% to the Financial Proposal. The winning proposal will be the one that obtains the highest total score. That will be the proposal that is considered more in line with the needs of UNOPS with regard to the quality-price ratio