

SECTION II

EVALUATION METHOD AND CRITERIA

1. EVALUATION METHOD

Proposals shall be initially evaluated to check their compliance in accordance with the RFP. Proposals that have passed the preliminary evaluation shall be evaluated according to a two-step procedure. Evaluation of the Technical proposal shall be completed prior to the Financial proposal being opened and compared.

First, upon opening of the proposals, UNOPS shall proceed to a preliminary examination of the proposal. UNOPS may reject any proposal during the preliminary examination which does not comply with the formal requirements set out in this RFP, without further consultation with the bidder.

Second, proposals that passed the preliminary evaluation shall be evaluated for technical compliance based on:

- technical expertise and experience;
- safety, quality and insurance; and
- capacity, resources and key personnel.

The maximum obtainable technical score is 70. In order to be technically compliant the proposal shall obtain 70% of the total technical score i.e. 49 points (out of 70).

Minimum pass score: 70% of maximum 70 points = 49 points

Finally, the financial part of proposals that are found to be technically compliant shall be evaluated.

The maximum number of points that a bidder may obtain for the Financial Proposal is 30 points. The maximum number of points will be allocated to the lowest evaluated price bid. All other prices will receive points in reverse proportion according to the following formula:

$$\text{Points for the Financial Proposal of a bid being evaluated} = \frac{[\text{Maximum number of points for the Financial Proposal}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

Financial proposals will be evaluated following completion of the technical evaluation. The bidder with the lowest evaluated cost will be awarded (30) points. Financial proposals from other bidders will receive pro-rated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

Formula for computing points:

$$\text{Points} = (A/B) \text{ Financial Points}$$

Example: Bidder A's price is the lowest at \$10.00. Bidder A receives 30 points
Bidder B's price is \$20.00. Bidder B receives $(\$10.00/\$20.00) \times 30$
points = 15 points

The selection of the preferred bidder will be based on a cumulative analysis, analyzing all relevant costs, risks and benefits of each proposal throughout the whole life cycle of the services and in the context of the project as a whole. The lowest priced proposal will not necessarily be accepted.

The total score obtained in both Technical and Financial proposals will be the final score for proposal, with 70 points allocated to the Technical proposal and 30 points to the Financial proposal. The proposal obtaining the overall highest score will be considered as the winning proposal. This proposal will be considered to be the most responsive to the needs of UNOPS in terms of value for money.

UNOPS may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance (including the rates) of their proposal.

UNOPS may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

33. EVALUATION CRITERIA

33.1. Eligibility and Formal Criteria

UNOPS shall conduct a preliminary examination of the proposals based on Eligibility and Formal Criteria stated in RFP to confirm that all documents and technical documentation requested have been provided, and to determine the completeness of each document submitted. Proposals which are incomplete, frivolous, or that contain material deviations from or reservations to the terms of the Contract, may, in UNOPS absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination

33.2. Qualification criteria

All the proposals which pass the Eligibility and Formal Criteria will proceed to Qualification Criteria as stated in the RFP. Qualification criteria are mainly based on the financial soundness of the Offeror and similar work experience. In order for the Offeror to proceed to Technical Evaluation, the Offeror shall pass all the qualification criteria stated in the RFP.

Both Eligibility/Formal and Qualification Criteria are based on "PASS/FAIL".

33.3. Technical Evaluation Criteria

All proposals that pass the above criteria will be evaluated on technical compliance as per the Schedules of Requirements based on the point based system as follows:

Summary of points allocated to the technical evaluation

Technical Evaluation Criteria	Max. Points
Capacity Experience, Work in Hand and Work Completed.	16
Key Personnel	38
Outline Statement of Proposed Methods	16
<u>TOTAL SCORE POSSIBLE:</u> <i>Minimum pass score: 70% of maximum 70 points = 49 points</i>	70

Returnable Proposal Schedule 6 – Capacity Experience, Work in Hand and Completed.

- Two (2) similar contracts (Design of housing projects, single and multi storey buildings) executed successfully during the last [3] years.

16 Points

Description	Maximum points
More than two similar projects completed	16
2 similar projects completed	10
One similar project completed	7

Returnable Proposal Schedule 8 – Key Personnel

The bidder's Key Personnel demonstrate the capacity of the bidder's core team to provide the Services and should include all essential roles filled with people of the required experience. CV's should be used to verify the expertise and experience of the bidder's personnel if required.

38 Points

No	Title	No.	Minimum Qualification	Preferred experience	Marking	Maximum points 38
1	Team leader/ Project Manager	1	Bachelor degree in Architecture or related field. Masters degree in Architectural Design	10 years (minimum 5 years with 1 Project in a developing and/or tropical country)	Experience - 10 points for ≥10 years - 7 points for ≥7<10 years - 5 points for ≥5<7 years - 0 point for less than 5 years	10

2	Structural Engineer	1	Masters or Bachelor's degree in Civil Engineering	7 years (minimum 5 years in multi-story building design 1 Project in a developing and/or tropical country)	Experience - 7 points ≥ 10 years - 5 points for $\geq 7 < 10$ years - 3 points for $\geq 5 < 7$ years - 0 points for less than 5 years	7
3	Head Architect	1	Bachelor's degree in Architecture .	7 years with experience 1 Project in a developing and/or tropical country	Experience - 7 points ≥ 10 years - 5 points for $\geq 7 < 10$ years - 0 points for less than 7 years	7
4	Electrical engineer	1	Bachelor's degree in Electrical Engineering	7 years with experience 1 Project in a developing and/or tropical country	Experience - 7 points ≥ 10 years - 5 points for $\geq 7 < 10$ years - 0 points for less than 7 years	7
5	Mechanical engineer	1	Bachelor's degree in Mechanical Engineering	7 years with experience 1 Project in a developing and/or tropical country	Experience - 7 points ≥ 10 years - 5 points for $\geq 7 < 10$ years - 0 points for less than 7 years	7

Returnable Proposal Schedule 11 – Outline Statement of Proposed Methods

The bidder's proposed method statement demonstrates the bidder's capacity to provide the services in a professional and properly staged manner

16 Points

Evaluation component	Evaluation Criteria	Marking	Maximum Points
Method statement and approach	The bidder's proposed method statement/design methodology demonstrates the bidder's understanding of: <ul style="list-style-type: none"> Scope of works SOW; understanding of designs proposal to adapt on three (3) sites , Gender considerations. 	Each of the criteria carries maximum of 3 points.	6
Plan	Realistic time lines for the achievement of the proposed milestones and resources assigned for the durations of the assignment: <ul style="list-style-type: none"> Time line is in line within 90 calendar days; 	5 points - Time line is in line within 90 calendar days; (B) 0 points for more than 90 days	5

Sustainability	<p>The proposal adequately demonstrates how the bidder plans to integrate sustainability issues in to the execution of design services considering all aspects of:</p> <ul style="list-style-type: none"> · Social context · Recommended materials · Use of natural light and ventilation · Economic considerations · Maintenance 	Each of the evaluation criteria carries maximum of 1 point	5
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33.4 Financial Evaluation Criteria

Financial proposals will be evaluated following completion of the technical evaluation. The bidder with the lowest evaluated cost will be awarded (30) points. Financial proposals from other bidders will receive pro-rated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

Formula for computing points:

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Example: Bidder A's price is the lowest at \$10.00. Bidder A receives 30 points

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