



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL**

**QUALIFICATIONS REQUIREMENTS
AND
EVALUATIONS CRITERIA**

FOR

THE PROVISION OF SERVICES

**In terms of the Sub-Contracting Matching Scheme of
the *West Africa Competitiveness Programme (WACOMP), Ghana Component,
Building Competitiveness for Exports***

I. QUALIFICATIONS CRITERIA

1. OPERATIONAL

1.1 Certificate of Incorporation

The proposal should include detailed and certified company registration/business certificates setting forth the legal basis of the company. Clusters and networks supported through WACOMP project are also considered eligible, provided they are legally constituted. The Proposer should be registered as a legal entity in Ghana and authorized to enter into contracts for provision of services and goods.

1.2 Quality Standards

The Proposer should provide a statement related to its commitment to quality management standards, and where available, provide supporting evidence of any Quality Control System / Standards which are implemented as may be applicable to their activity (i.e. ISO 9001, ISO 14001, ISO17025, etc).

2. CONTRACTUAL

The Bid Submission form states that the Proposer:

- (i) agrees to the UNIDO contractual terms and conditions,
- (ii) accepts the UNIDO's Model Contract, and
- (iii) confirms the validity of the bid for 120 days and that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

3. EXPERIENCE

The Proposer should justify experience in the field of services/ works. The Proposer shall list those previous experiences in fulfilling contracts of nature similar to the subject RFP. In the case of clusters and networks supported by the WACOMP project, the members should justify at least three (3) years of experience in the field of service / work.

4. FINANCIAL QUALIFICATION REQUIREMENTS

The proposal should include a certified copy of

- (i) the latest Financial Statements,
- (ii) proof of compliance with tax legislation (eg. Tax Clearance Certificate).

In the event of these not being available, eg. in the event of the proposer being a cluster, a declaration need to be provided addressing each of the points below, thus Profitability, Solvency, Turnover and Litigation and/or why a tax clearance certificate is not available.

4.1 Profitability

The proposer shall not be a loss-making concern.

4.2 Solvency ratio

A solvency ratio (ratio of current assets to current liabilities) of more than 1 is required (meaning to have the capacity to meet its financial commitments and obligations).

4.3 Turnover

The average annual turnover for the past 3 years (or for whatever period of time the contractor has been in business for, if it has not yet reached 3 years) should be at least two times more than anticipated value of the contract.

Note: In the case of clusters and networks supported by the WACOMP project, the sum of the annual turnover of the members should be at the least two times more than anticipated value of the contract.

4.4 Litigation in progress

The impact of any pending claims, arbitration and other pending legal action should not exceed 50% of total assets of the contractor.

II. EVALUATION CRITERIA

The evaluation of qualifying and compliant proposals is done using a scoring system outlined in the table below:

	Weight [W]	Rating [R]	Score [W] x [R]
1. PRICE	20%		
2. TECHNICAL			
a) Allignment of the proposed intervention with WACOMP project objectives and outcome:	15%		
b) Target beneficiaries	20%		
c) Execution	20%		
3. MANAGEMENT AND HUMAN RESOURCES	25%		
Total (sum of scores):			

Notes:

Rating is done using a linear numeric scale, from 1 to 4, where:

4 = Excellent

3 = Good

2 = Acceptable

1 = Fair

1. PRICE

1.1 Cost schedule

The cost schedule provides cost breakdown with separate figures for each functional grouping or category. The components comprising the total price provide sufficient detail to allow UNIDO National Implementation Unit to determine compliance of offer with requirements of the RFP.

1.2 Co-contribution

The proposal recognises that the project can only finance up to a maximum of 80% of the total value of the proposal, meaning there needs to be a co-contribution from the bidding institution of at least 20% of this no portion of such co-contribution is funded from another development project or by an EU programme.

1.3 Threshold

The proposal is within the maximum threshold to be considered for award. Such threshold is defined as a total of EUR 40 000 (equivalent to approximately 277 600 GHS at a rate of 6.94 GHS/EURO^{Jul2021}) of the project contribution - thus meaning the amount calculated as the maximum of 80% of total project value - per bidder within one calendar year.

1.4 Mandatory requirements related to Daily Subsistence Allowances, Principles and Rates

In the event of any DSA being provided for in the proposal, the proposal confirms that this is limited to Domestic (in-country) travel, and is in accordance with the provisions of the agreement among Development Partners in Ghana to harmonize daily subsistence allowances (DSA) as communicated to the Government of Ghana (Ministry of Finance).

A maximum score of 4 is considered when

- The cost schedule provides a detailed cost breakdown with separate figures for each functional grouping or category.
- It is clear how the costs are determined and that these costs can be considered realistic in view of the requirements of the RFP.
- It is evident that all cost elements are relevant and necessary in view of the requirements of the RFP.
- The co-contribution exceeds the 20% minimum requirement and such co-contribution is comprised of project attributable costs (eg. not made up of typical overhead cost elements).

2. TECHNICAL

2.1 Alignment

The Terms of Reference (incl. Project Work plan as Annex), and the *Template for Applications – 3. Technical Proposal Form*, outline the overall objectives and aims of the WACOMP project and provides for the applicant to outline the relevance of the proposed intervention in that context. The proposal need to be relevant to and aligned with the WACOMP Project activities and objectives.

A maximum score of 4 is considered when there is a clear and direct link between the proposed action and the WACOMP project activities and objectives.

2.2 Target beneficiaries

The proposed intervention needs to consider developmental aspects of the beneficiaries, eg. building capacity of the participants, strengthen organizational capacity, improve linkages among actors, and be sustainable. Consideration need to be given to the potential for upscaling, meaning the replication and upscaling of the targeted action beyond the concrete proposed activity/timeline. The higher the number of beneficiaries that the collective action would target, the higher score it will get.

A maximum score of 4 is considered when

- More than 3 beneficiary organisations (eg. companies) will benefit from the targeted action.
- More than 50 people can benefit from the intervention.
- There is a clear indication/plan for the replication and upscaling of the action beyond the proposed activity/timeline.

2.3 Execution

- (i) The work plan is realistic and outlines the way the assignment will be undertaken, requirements addressed, and provides realistic timeline (can be executed within 12 months).
- (ii) The scope of the work / effort / resources contributed by the bidder which amounts to the co-contribution amount is acceptable.

A maximum score of 4 is considered when:

- The work plan is SMART (Specific, Measurable, Attainable, Relevant, Timely).
- Objectives are established along with measures of success and key milestones where progress can be reviewed.
- Adequate resources in terms of people, time, finances and equipment are provided for.
- The Gantt chart shows the evolution of the project and how each duty and task flows into the completion process.

3. MANAGEMENT AND HUMAN RESOURCES

3.1 The proposal provides a clear outline of the Project Management Arrangements on the side of the Proposer, including a diagram outlining reporting lines. The following aspects are deemed to be appropriate for the purpose of the work to be contracted:

- (i) Contractor's organization, structure and overall facilities;
- (ii) Adequacy of management organization and plan to satisfy requirements.

3.2 The proposal includes up to date CVs of the key staff that will be assigned to this contract, which shows that, for the principal personnel related to the performance of the requirement:

- (i) The technical experience is appropriate;
- (ii) The education qualification is appropriate.

3.3 Any other institution associated to the proposal (eg. subcontractor) should be mentioned and clearly indicated in the bidding.

A maximum score of 4 is considered when:

- There are clear responsibility and accountability arrangements with clear reporting lines.
- All key staff are identified with relevant experience, skills and qualifications.
- All equipment and facilities required to execute the action are identified and evidence is provided for these to be available to ensure the success of the action.