



Stage I- Preliminary Evaluation
94854 UN Bonn conference booking tool for common facilities

Eligibility criteria	Submission details / Documents required	Points allocated maximum
Organizational Profile	• Profile (which should not exceed fifteen (15) A4 pages including any printed brochure relevant to the services being procured) describing the nature of business, field of expertise, licenses, certifications, accreditations.	5
	• Business Licenses – Registration Paper, Tax Payment Certification	1
Technical Capacity	• Proven experience and strong track record in providing Online based booking tool	4
	• CV's of key management staff that will be involved in the management of the proposed service	4
Core Requirements of the booking tool	• The booking tool should be a secure encrypted web interface i.e using valid SSL certificates and directly accessible/available worldwide for users and administrators.	1
	• Access should be possible for different operating systems (Microsoft, OSX and Linux) and web browser (Internet Explorer, Google Chrome, Safari, Firefox, etc.)	1
	• The tool should provide high level of security standards to ensure data protection, data privacy, provide data control and adequate measures to protect from malicious adversaries.	1
	• The tool is required to operate continuously (365 – 24/7) within a reliable hosting environment, continuous data backup and stable functioning of the system.	1
	• The tool should be capable to differentiate between different interfaces (user-, administrator, system administrator... etc).	1
	• The tool should be adaptable and allow the administering unit to customize individual workflows and services for multiple types of users/accounts.	1
	• The tool should be modular with the opportunity to add additional functions over time by the administering unit.	1
	• Communication and information exchange should be based on secure email communications.	1
	• The tool should have an interactive calendar and multilingual interface applications.	1
	• The tool should offer connectivity/ software interfaces to other operating systems.	1
	• The tool should be equipped with automated calculation and accounting functions.	1
	• The tool should generate statistics and features automated e-mail notifications.	1



	<ul style="list-style-type: none"> • The tool should include digital signage system functions. 	
Experience in providing similar services	Name of project, Client, Contract value, Period of activity, Types of activity undertaken, Status or Date completed, References contact details (name, phone, email).	3
Screening against UN Sanctions Lists	<p>The proposed company will be screened against the following list maintained by the UN Security Council Committee</p> <p>https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list</p>	
Overall	30 points	30