

PLEASE NOTE: Any proposal sent to the private email addresses or any other email address of any procurement staff or UNDP staff will not be accepted.

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Technical Proposal (70%)

- ☒ Expertise of the organization 30%
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness 40%
- ☒ Management Structure and Qualification of Key Personnel 30%

A proposal is selected based on *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals:

The **technical proposal** will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared.

Financial Proposal (30%)

Contractor must identify in the proposal professional fees, travel allowances and any operational costs. according to the breakdown template in the bid document.

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

The **financial proposal** will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

300 points will be allocated based on financial proposal. In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$p = y (\mu/z)$ Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

The total number of points ("maximum number of points") which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700

Financial proposal: 300

Total number of points: 1,000

TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience in Yemen or Asia	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	50
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country 5years and above 100 3-5 years 60-70 1-3 years 30-50	100
1.4	Relevance of: - Demonstrated expertise and experience in similar services – 10 points - Similar projects completed in the past – at least 2 similar projects - 10 points - Experience with projects in the Middle East Region or related area -10 points - Work for UN/ major multilateral/ or bilateral programmes 10 points	40
1.5	Quality assurance procedures and risk mitigation measures	60
Total Section 1		300
Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the tasks of the assignment adequately weighted relative to one another?	50
2.2	Description of the approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the tasks shall be organized, controlled and delivered	100
2.4	Description of available performance monitoring and evaluation mechanisms to track the task	50
2.5	Work plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Demonstration of ability to plan, integrate and effectively execution of the contract	50
Total Section 2		400
Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	50
3.2	Qualifications of key personnel proposed Masters in Related Field - 50 Points Experience in software programme development - 50 Points Excellent command in English and Arabic - 50 Points Good Computer Skills - 50 Points Training experience - 50 Points	250

3.2 a	General Experince 1-3 Years - 20 Points 3-5 Years - 40 Points 5 < Years- 100 Points	100	
	Specific Experience relevant to the assignment 1-3 Years - 20 Points 3-5 Years - 40 Points 5 < Years - 100 Points	100	
	National experience Yemen or Asia - 50 Points Other - 0 Points	50	
	Total section 3		300