# EVALUATION CRITERIA

**Preliminary Examination Criteria**

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

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| **Criteria** | **Documents to establish compliance** |
| Completeness of the bid | All documents and technical documentation requested in Instructions to Vendors Article 12 have been provided and are complete |
| Vendor accepts General Conditions of Contract. | Bid Submission Form (Online Form) |
| Bid Validity | Bid Submission Form (Online Form) |

**Eligibility and Qualification Criteria**

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

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| **Eligibility Criteria** | **Documents to establish compliance** |
| Vendor is a legally registered entity | Bidder Information Form (Online Form) |
| Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors. | Bid Submission Form (Online Form) |
| No conflicts of interest in accordance with Instructions to Vendor. | Bid Submission Form (Online Form) |
| The vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future | Bid Submission Form (Online Form) |
| Certificates and Licences:* Export/Import Licenses, if applicable.
 | Bidder Information Form (Online Form) |

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| **Qualification Criteria** | **Documents to establish compliance** |
| History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years. | Eligibility and Qualification Form (Online Form) |
| Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years. | Eligibility and Qualification Form (Online Form) |
| Previous Experience: |  |
| Minimum 2 years of relevant experience. | Eligibility and Qualification Form (Online Form) |
| Minimum 2 contracts of similar value, nature and complexity.*(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Eligibility and Qualification Form (Online Form) |
| Sufficiency and relevance of provided portfolio.  |  |
| Minimum 3 recommendation letters proving company’s ability to provide the requested services. |  |
| Task Manager: |  |
| Two years of experience in printing services or any other relevant field. | Technical Proposal |
| Experience in managing of at least 2 projects of similar size and nature.  | Technical Proposal |
| Financial Standing: |  |
| Liquidity: the ratio Average current assets / Current liabilities over the last 2 years must be equal or greater than 1. | Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form) |

**Technical Evaluation Criteria**

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| **Criteria** | **Documents to establish compliance** |
| Goods and services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Schedule of Requirements. | Technical Bid  |
| The bid is substantially compliant with the minimum Delivery Requirements included in Schedule of Requirements and do not contain any material deviation(s). | Technical Bid / Price Schedule  |

**Evaluation of Prices**

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| **Criteria** | **Documents to establish compliance** |
| Price comparison shall be based on the total price per lot. | Price Schedule |