

Section VI. Eligible Service Providers

Only Service Providers that are determined to be qualified shall be considered for award.

The main criteria for admission to the tender are as follows:

- a) Bidder must have proof of relevant experience in carrying out similar nature of works with a minimum period **of 3 years.**
- b) Certificate of registration – a copy to be attached to the bid documents

Quotation Documents

The following shall constitute the Quotation Documents to be submitted by the Service Providers:

- a) Quotation Form (Annex A)
- b) Price Schedule Form (Annex B)
- c) Copy of previous contracts, media and radio works conducted by the bidder.
- d) Timetable and Implementation plan for carrying out each service (Annex C)
- e) Vendor Information Sheet (Annex D) along with required documents.
- f) List of references and current clients using the company's services, in addition to list of services provided to other international organizations working in Somalia during last two calendar years.
- g) Proforma Contract or PO Standard Terms and Conditions (Annex E)
- h) Operational Presence, Team Composition and Task Assignments (Annex F)
- i) Format of Curriculum Vitae (CV) for Proposed Professional Staff (Annex G)
- j) Supporting Documents confirming the financial health of the firm.

Technical Evaluation

- 15.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *[21] calendar day* after the deadline for receipt of proposals.
- 15.2 The Evaluation Committee shall evaluate the Offers on the basis of their responsiveness to the requirements of the Request for Quotations (RFQ) and by applying an evaluation criteria, sub criteria and point system. Each responsive offer shall be given a technical score (St). The offer with the highest score or rank shall be identified as the Highest Rated/Ranked Offer.
- 15.3 A quotation shall be rejected at this stage if it does not respond to important aspects of the RFQ or if it fails to achieve the minimum technical qualifying score which is *[70%]*.
- 15.4 The technical part of the offers shall be evaluated based on the following criteria and sub-criteria:

(i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment:

- a) Proof of Registration *[10]*
- b) Duration of experience in proposed work in terms of Scope and value *[10]*
- c) Experience in relevant geographical region and surrounding area *[5]*
- d) Strong Knowledge of media network in Somalia. *[5]*
- e) Financial Status of the Company. *[10]*

(ii) Adequacy of the proposed methodology and work plan in response to the Required services:

- a) Timetable and Implementation plan [10]
- b) Organization and staffing [20]

(iii) Operational Presence in the targeted locations:

[30]

The minimum technical score S_t required to pass is: 70 points

Technical offers shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set, unless extension has been granted.
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Providers

Financial Evaluation

15.5 The Evaluation Committee shall determine the completeness of the Financial Part of the Offers whether all the Forms are present and the required items to be priced are priced.

The Evaluation Committee will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical part but not priced, shall be assumed to be included in the prices of other activities or items.

The Financial Offer of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Offer (F_1) shall be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Offers shall be computed based on the formula:

$$S_f = 100 \times FI / F$$

Where:

S_f - is the financial score of the Financial Offer under consideration,
 FI - is the price of the lowest Financial Offer and
 F - is the price of the Financial Offer under consideration.

The offers shall then be ranked according to their combined (S_c) technical (S_t) and financial (S_f) scores using the weights¹ (T = the weight given to the Offer Technical Part = 0.80; F = the weight given to the Offer Financial Part = 0.20; $T + F = 1$)

$$S_c = S_t \times T\% + S_f \times F\%$$

¹

The firm achieving the highest combined technical and financial score will be invited for negotiations.