

Supplier Pre-Qualification Evaluation Dossier

1. Overview Of the Three-Stage Evaluation Process

The evaluation of the Suppliers Pre-qualification Process is divided into Three strict stages:

- **Stage 1: Mandatory Legal & Ethical Eligibility (Pass/Fail):** Suppliers must successfully pass all six (6) administrative criteria. Failure to provide any mandatory document or to sign the ethical declarations will result in an immediate automatic disqualification of the supplier, and they will not be considered in the subsequent evaluation stages.
- **Stage 2: Technical/Operational Capacity Assessment (Scored 0–500):** Vendors who pass Stage 1 are evaluated across seven (7) technical and operational sub-criteria. Scores are weighted based on criticality. A minimum overall score of **70.0% (350 out of 500 weighted points)** is required for vendors to be considered in stage 3.
- **Stage 3: Verification & Site Visits (Due Diligence) (Pass/Fail):** Vendors who pass Stage 2 will be undergoing due diligence procedures as per IRY Procurement Policy and only vendors who pass this stage will be considered in the final pre-qualified vendor registry to be formally approved by IRY Management.

2. Detailed Pre-Qualification Criteria

The following table outlines the exact criteria against which all supplier submissions will be evaluated. All scored criteria will be evaluated strictly using the standard 0-to-5 point rubric.

First: Eligibility Criteria

Section & Criteria	Criticality / Weight	Evaluation Basis	Required Documentation
1.1 Commercial Register in Yemen	MANDATORY (Pass/Fail)	Legal corporate existence in Yemen.	Valid Commercial Registry card .
1.2 Tax Card Certificate	MANDATORY (Pass/Fail)	Yemeni tax law compliance.	Valid Tax Card (Issued from Aden government)
1.3 Practice License	MANDATORY (Pass/Fail)	Authorization for specific business.	Valid Operating License for the respective sector.
1.4 Signed PQQ Form	MANDATORY (Pass/Fail)	Completion, signature, and stamp of IRY PQQ Form.	Signed IRY Pre-Qualification Questionnaire Form
1.5 Signed Screening Form	MANDATORY (Pass/Fail)	Completion, signature, and stamp of the IRY Supplier Screening Form	Signed IRY Supplier Screening Form (Attach copy of Owner ID National Card)



1.6 Signed Code of Conduct	MANDATORY (Pass/Fail)	Ethical procurement compliance.	Signed IRY Code of Conduct (Slavery & Anti-Bribery).
----------------------------	----------------------------------	---------------------------------	--

Second: Technical and Operational Criteria

Section & Criteria	Criticality / Weight	Evaluation Basis	Required Documentation
2.1 Operating Experience in Yemen	Weight: 10 (Max: 50 pts)	Years of active market operation.	Established corporate footprint and company profile.
2.2 Relevant Sector Track Record	Weight: 25 (Max: 125 pts)	Prior working experience	Copies of 5 highest value contracts, POs during the least 3 calendar years.
2.3 Core Area Specialization	Weight: 20 (Max: 100 pts)	Direct match with the requested category.	Relevant certifications and portfolio of items supplied.
2.4 Geographical Reach & Logistics	Weight: 10 (Max: 50 pts)	Ability to deliver across targeted Governorates.	Listing of physical branches, offices and warehouses and sub-depots.
2.5 Financial Soundness	Weight: 20 (Max: 100 pts)	Economic viability and turnover volume.	Audited financial statements for the past 3 years.
2.6 Yemeni Corporate Bank Account	Weight: 10 (Max: 50 pts)	Secure financial transactions in Yemen.	Official bank letter confirming account under company name.
2.7 Credit Terms Acceptance	Weight: 5 (Max: 25 pts)	Willingness to accept deferred payments.	Signed acceptance of IRY standard 30-day credit terms.

Third: Supplier due diligence

- **Physical Inspections:** IRY will conduct a physical visit to the vendor's office, warehouse, factory, or showroom before final registration.
- **Reference Checks:** IRY will call or email previous clients listed as references to verify the supplier's track record regarding delivery speed, quality, and business integrity.
- **Vendor Screening:** All suppliers who pass must undergo a global screening and vetting process.