**ANNEX A**

**Instructions to Bidders**

## Bid Evaluation Steps

All bids received because of this competitive bidding process will be analyzed and scored through a 4-step evaluation process:

**FINANCIAL**

**Purpose:** Assessing financial competitiveness of the bidder for key services.

**Methodology: LPTA (Lowest Price Technically Acceptable)**

**TECHNICAL**

**Purpose:** Ensure bidder have the technical capability to provide the services/supplies requested. It may include a visit to vendor’s premises.

**Passing score: Not less than 75%**

**ELIGIBILITY**

**Purpose:** Ensure all bidders have submitted all mandatory documents as specified in the RFQ and documentation.

**Eligibility - Part A**

|  |  |
| --- | --- |
| Eligibility: This is Mandatory and Must Pass | |
| **Mandatory Description** | **Available or Not Available** |
| **Valid Tarding License -** share a copy. |  |
| **Valid Tax Card** – share a copy. |  |
| **Valid Zakat Card** - share a copy. |  |

**Technical Evaluation - Part B**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Evaluation Criteria - The bidder who obtains a score of 75 out of 100 will be considered technically qualified.** | | | |
| Technical Specifications Evaluation | Technical & Capability Evaluation | Bid | 40 points |
| Project Timeline | Technical & Capability Evaluation | Bid | 10 points |
| Proposed equipment for the completion of the work | Technical & Capability Evaluation | Bid | 10 points |
| Bidder Technical Staff Competency | Technical & Capability Evaluation | Bid | 10 points |
| Experience and past performance in Building construction works | Technical & Capability Evaluation | Bid | 30 points |
| **TOTAL** |  |  | **100 points** |

**Financial Evaluation - Part C**

**LPTA (Lowest Price Technically Acceptable)**

Checklist to be Filled and submitted with offer:

|  |  |  |
| --- | --- | --- |
| This needs to be filled by bidder: | | |
| **Description** | **Vendor to fill Yes or No** | **If “No” please comment** |
| 1. Annex B - Vendor Registration Forms. |  |  |
| 1. Annex 01 - Technical Capacity Evaluation. |  |  |
| 1. Annexes 02, 03, & 04 Technical Evaluation Criteria. |  |  |
| 1. Annex 05 - Past Performance Evidence. |  |  |
| 1. Annex 06 - Proof of Site Visit to Palestine Hospital - Sana'a. |  |  |
| 1. Civil work (BoQs in 2 sheets for Civil & Plumbing works, Drawings, & Technical Specifications). |  |  |
| 1. Electrical work (BoQs, Drawings, & Technical Specifications). |  |  |
| 1. RFQ. |  |  |

|  |  |
| --- | --- |
| Vendor Name: |  |
| Date: |  |
| Signature: |  |