

ANNEX C -EVALUATION CRITERIA

Mandatory Pass/Fail Criteria

These are non-negotiable requirements. Failure to meet any results in automatic disqualification:

1. Legal & Regulatory Compliance

- Complete and sign a Supplier Profile Form available from UNICEF offices. ○ Submit certificate of incorporation as business concern duly registered to conduct business in Zimbabwe.
- Documented evidence that the company maintains valid health insurance coverage for all personnel assigned to the project. This includes coverage for medical treatment and occupational health risks during the execution of works. The company will also be required to sign a Health and Safety Compliance Statement prior to commencement of the assignment ○ Valid **company registration** and certificate of incorporation.
- Current **tax clearance certificate** (ITF263) from ZIMRA.

2. Licensing & Certification

- Valid license from **Ministry of Energy and Power Development** for solar services.
- Certification or accreditation from **Zimbabwe Energy Regulatory Authority (ZERA)** for solar PV installation. [\[zera.co.zw\]](http://zera.co.zw)

3. Financial Standing ○ Submission of **audited financial statements** for the past 3 years.

- Proof of financial capacity to execute the contract.
- The bidders should submit both technical and financial proposals separately.
- Technical evaluation will consider the best proposed solarization solution, the bidder's capacity to deliver the services, compliance and submission of all required documentation.
- Financial evaluation will consider the lowest cost to specification.

CATEGORY	MAXIMUM POINTS
Technical Evaluation	
1. Experience as a contractor delivering similar goods and services, a) Minimum five years' experience in the supply, installation and other after-sales support of solar power installations for off-grid communities, (proof required) (3) b) Experience providing similar services on full time basis to other organisations or / international organisations /or United Nations Agencies (7) c) Providing a list of the last two projects of a similar nature with email and telephone information of the clients. (2) d) At least four positive reference checks for similar contracts done in the past three years (5) e) Capacity to reliably mobilize materials for installation. Contractors to indicate what is procured locally and offshore. In the case of offshore should indicate importation timelines. Additionally, they should indicate what they have in stock (subject to inspection/ verification by UNICEF) (3)	(20)
2. Detailed Methodology, Work Plan, Personnel, Equipment and Quality Control Measures to be used. a) Detailed sequential programme of activities from dispatch of equipment to the achievement of set tasks in order to complete the contract within the stated timeline. (Workplan should be presented by week for the first three months of the contract and monthly (thereafter) (8) b) Detailed list of personnel proposed for the execution of the contract, including the CVs and profiles of the key technical project personnel that will be assigned to the task and identification of personnel status. e. full-time staff, contractors, intermittent staff, etc.). (7) c) Detailed list of full-time technical expert staff employed by the bidder including name, position, area of expertise and years of experience. (3) d) Detailed list of equipment that comes with the solution. The information provided should include brand and specifications for all equipment. Do not state prices here. (7) e) Detailed information on warranty and guaranty provisions indicating periods and processes to be followed in the event of a claim (5)	(30)

3. Overall response: - Provision of Audited Financial Reports for the past 3 years. (8) - Summary of contract values for the past 3 years; (3) - and responsiveness to UNICEF requirements. (3) - Understanding of scope, objectives and completeness of response (3) - Overall concord between UNICEF requirements and the proposal, including the bidder's demonstration of financial capability to execute the contract (3)	(20)
Total Technical evaluation	70
Financial Evaluation	
CATEGORY	MAXIMUM POINTS
- PRICE	(30)
TOTAL MARKS	(100)

Technical Proposal (s) scoring 70 % (=Score of 49) or more following Proposal Evaluation will be shortlisted and included for review of Analysis and Evaluation on The Financial Offer

The **Technical Proposal** has a total evaluation value of **70** points. **Technical Proposals receiving 49** points or higher will be considered technically compliant to be pre-qualified to carry out verifications. Technical proposals that score 49 points higher will have their financial proposals evaluated. Proposals not considered technically compliant and nonresponsive will not be given further consideration.

The total number of points allocated for the **Financial Proposal** is **30**. The maximum number of points will be allotted to the lowest price proposal opened and compared among those invited firms/ institutions which obtain the threshold points in the technical component evaluation. All other price proposals will receive points in inverse proportion to the lowest price, e.g.,:

$$\text{Score for "Price proposal X"} = \frac{30 * \text{Price of lowest priced proposal}}{\text{Price of proposal X"}}$$

Total Technical and Price: 100 Points

Technical and financial proposals will be evaluated separately. Each proposal will be assessed first on its technical merits and subsequently on its financial component. The technically compliant proposal with the lowest acceptable financial offer that represents the best value for money and serves the best interest of UNICEF will be recommended for the contract award.

9. RISK MANAGEMENT

- The supplier will ensure that they have adequate resources, equipment, and third-party service agents required to complete the contract within the agreed timelines. ***Note that a duty-free certificate would be provided for the waiver of customs duty if the equipment is to be imported into Zimbabwe from regional or international markets***
- If the supplier is an international firm, it must have demonstrated local representation based in Zimbabwe.
- UNICEF will not be liable for any loss of value in the agreed price due to economic shocks or indeed any other factors after signing the contract. The contract will be raised in USD to mitigate some of the economic shocks.
- UNICEF will not be liable for any accidents in transit against this contract. The vendor will be responsible for the provision of adequate insurance coverage for the equipment, all its staff, and related third parties.

10. Policy both parties should be aware of:

- Members of the contracting company are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the Contractor.
- Members of the contracting company will not have supervisory responsibilities or authority on the UNICEF budget.
- Contracting companies will be required to sign the health statement for staff prior to taking up the assignment, and to document that they have appropriate health insurance.

Protection from Sexual Exploitation and Abuse (PSEA)

The Contractor shall uphold the highest standards of conduct and shall take all appropriate measures to prevent Sexual Exploitation and Abuse (SEA).

The Contractor agrees to:

- Comply with the UNICEF policy on Protection from Sexual Exploitation and Abuse (PSEA).
- Ensure that all personnel, subcontractors, and affiliates are trained or are aware of the PSEA principles.
- Establish confidential and accessible mechanisms for reporting SEA incidents.
- Cooperate fully with UNICEF in the investigation and resolution of any SEA allegations.
- Take immediate disciplinary action against any personnel found to have engaged in the SEA.

Child Safeguarding

The Contractor shall ensure that its operations do not expose children to harm, abuse, neglect, or exploitation. The Contractor agrees to:

- Implement child safeguarding policies and procedures aligned with UNICEF's standards.
- Vet, train or awareness to all personnel who may contact children.
- Report any safeguarding concerns or incidents to UNICEF within 24 hours.
- Cooperate with UNICEF in any safeguarding investigations.
- Take corrective actions to prevent recurrence of any safeguarding breaches.

Breach and Termination

Any breach of the above obligations shall be considered a material breach of contract and may result in immediate termination of the agreement, without prejudice to any other rights or remedies available to UNICEF.

11. General Conditions: Procedures and Logistics

Policy for Both Parties

- The contract must be signed by both UNICEF and the Contractor before any work begins.
- No travel by any member of the contracting company is permitted prior to contract signature.
- All costs related to travel and the assignment are the responsibility of the UNICEF Zimbabwe Country Office requesting section.
- Members of the contracting company will not have supervisory authority or control over UNICEF's budget.

Google locations

[Locations of schools Mwenezi Gokwe South Gokwe North Masvingo for solarisation phase 2.docx](#)

Site Maps

[Cable Routing Spatial Layout all Districts.docx](#)