

REQUEST FOR PROPOSAL (RFP):**Support development of Resource Centres (RCs) in Serbia with diverse functions aimed to support teachers, parents and students based on their individual learning needs****REF: RFP-SRB-2022-RFP 9176960****TECHNICAL EVALUATION:**

All technical proposals will be evaluated using the evaluation criteria as indicated below. Bidders are advised to devote chapters of their submissions to demonstrate each of the criteria and be consistent with the tasks detailed in the ToR. Bidders are advised to avoid submitting brochures and pamphlet that have no direct bearing on the requirements under this RFP.

The following documents shall be included in the technical proposals of the bidders

- A. A complete copy of your latest audited financial statements with comparative figures for the last 2 years, preferably signed by your company's accounting firm/ certified external auditor. The financial statements are to include, but not limited to, the following:
 1. Balance sheet (mandatory)
 2. Income statement/ Profit and Loss Statement (mandatory)
 3. Statement of cash flows (if available)
 4. Statement of changes in shareholders' equity (if available)
 5. The report from the external auditor (if available)
 6. Notes to the financial statements (if available)
- B. A copy of your company's certificate of legal registration
- C. A copy of your Official list of authorized signatures
- D. Your company's UN Global Marketplace (UNGM) registration number. You are kindly requested to register for, at the very latest, Basic and Level 1 stages. For registration and instructions on how to, kindly refer to the attachment or the UNGM site: www.ungm.org/RegistrationProcess

Note: All these documents need to be submitted together with your technical proposal.

Item	Technical Evaluation Criteria	Max. Points Obtainable
1.	Technical capacity	
1.1	Technical capacity and professional experience of the company vis-à-vis requirements	25
2.	Professional capacity	
2.1	Professional capacity of the proposed team (review of CVs for team leader, experts and team members – at least 4 CVs)	25
3	Quality of the technical proposal –against the following criteria	
3.1	Relevance of the technical proposal to the objectives and expected results	10
3.2	Methodology – methodological approach	10
3.3	Organisation and proposed timetable	10
	TOTAL TECHNICAL SCORES	80

Evaluation/ Award criteria: Cumulative Analysis.

The evaluation and award criteria that will be used for this Request for Proposal (RFP) is Cumulative Analysis evaluation (point system with weight attribution). The weighting ratio between the technical and financial proposals will be 80:20. The respective importance between technical and financial scores will be weighted as 80% and 20%.

An offer is considered technically acceptable (and therefore eligible for opening of financial offers), when it obtains 50 Points out of 80 during the course of the technical evaluation. The final selection of the contractor will be based on a combination of the technical and financial proposals with a weighting of 80% for the technical proposal and 20% for the financial proposal.