

## ANNEX A: PROCESS - EVALUATION CRITERIA FOR TENDER - JORDAN

### GENERAL GUIDELINES

**Step 1:** Preliminary Examination (Administrative Check) where bids will be examined in order to determine whether they are complete and submitted in accordance with the CFT (Call for Tender) requirements as per the below criteria. This Step is examined in Public in presence of the bidders.

**Step 2:** Eligibility and Qualification criteria – Internal to ACTED

#	Criteria	Criteria Description	Document necessary for evaluation
<b>ELIGIBILITY</b>			
1	Legal Status (Pass/Rejected)	Vendor is legally registered in <a href="#">Jordan</a> , as per guidelines provided by the chamber of commerce and per each ministry (depending upon vendor category).	1. Bidder's Questionnaire. 2. Company Registration Documentation. 3. Company licencing (Vocational). 4. Tax Registration. 5. ID of legal representative.
2	Ethical Declaration Signature (Yes/No)	Supplier's follow ACTED Code of conduct, Environmental standards, Best-in-class business behaviours, ACTED procurement rules and regulations, ACTED operating Principles.	1. ACTED Bidder's Ethical Declaration <a href="#">PRO06.2</a> .
3	Eligibility (Pass/Rejected)	Bidder is not identified blacklisted by any organizations in-country. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269 (1999), S/RES/1368 (2001), and S/RES/1373 (2001), ACTED is firmly committed to the international fight against terrorism. The Supplier will assure that economic resources are not made available, either directly or indirectly to, or for the benefit of, persons, groups or entities are not associated with terrorism and do not appear on anti-terrorism lists	1. Section E. Miscellaneous of Bidder's Questionnaire – <a href="#">PRO03.2</a> . 2. Supplier's ID 3. Company's registration documentation.
<b>QUALIFICATION</b>			
3	History of non performing contracts. (Pass/Rejected)	Non-performance of a contract.  ACTED reserves the right to conduct supplier's due diligence.	1. Section E. Miscellaneous of Bidder's Questionnaire – <a href="#">PRO03.2</a> .
4	Litigation History. (Pass/Rejected)	No consistent history of serious professional misconduct, arbitral award decisions, fraud, corruption, illegal activity.	1. Section E. Miscellaneous of Bidder's Questionnaire – <a href="#">PRO03.2</a> .
5	Financial Standing. (Pass/Rejected)	Company's financial standing as per described in Section B – Financial Information of Bidder's Questionnaire – <a href="#">PRO03.2</a> . ACTED reserves the right to conduct supplier's due diligence.	1. Section B. Miscellaneous of Bidder's Questionnaire – <a href="#">PRO03.2</a> .
<b>SELECTION CRITERIA (1)</b>			
1	Experience (Pointing System)	1. Amount of past contracts, 2. Experience with SCTED 3. Number of year of business, 4. Reference Check  Minimum Year of Experience: <a href="#">X years</a>	Bidder's Questionnaire – <a href="#">PRO03.2</a> .  Proof of Past Experience (Contracts, reference contacts, reference letter)

		Minimum number of contracts of similar Nature: <b>X Contracts</b>	
2	Reliability (Pointing System)	Customer Service and Warranty	<b>PRO06 – OFFER FORM</b> Additional Warranty Documentation, Repair Plans, Maintenance Plans forming the bid.
<b>TECHNICAL CRITERIA (2)</b>			
1	Quality of Technical Offer (Pass/Fail) for goods/items delivery.  Pointing system (detailed) for services and work.	The technical bids shall be evaluated for compliance or non-compliance with the technical specifications identified in the bid document.	1. <b>PRO06 – OFFER FORM</b> 2.Catalogues 3.Samples 3.BOM (if applicable) 4. Capacity of complying with TOR, SOW (if applicable). 5.Evaluation of Proposal and Workplan. 5.Due diligence.
<b>OTHER RELATED CRITERIA (3)</b>			
2	Availability (Pointing System)	1.Stock Availability 2.Readiness to start the work/service	1. <b>PRO06 – OFFER FORM</b>
3	Delivery Lead Time (Pointing System)	1.Lead Time	1. <b>PRO06 – OFFER FORM</b>
4	Certification (Pointing System)	1.dedicated sectorial certification (i.e. ISO. ISO 16949.2002 for the automotive Industry) 2.dedicated to Quality Management (i.e. ISO 9000) 3.Environmental Management (i.e. ISO 14001) 4.Energy Management (i.e. ISO 50001) 5. Adpated certifications for laboratory supplies (i.e. ISO 13485 medical devices / i.e. ISO 22000 Food Safety Management). Shall be better described in ACTED Offer Form.	1. <b>PRO06 – OFFER FORM</b> 2. Support documentation proving certification.
5	Product Pattent or Trademark (Pointing System)	1.Product trademark documentation 2.Product patent documentation	1.Product trademark documentation 2.Product patent documentation
<b>FINANCIAL OFFER (4)</b>			
1	Financial Offer (Pointing System)	Detailed analysis of the price offer based on requirements listed in PRO06. Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable) Comparison with ACTED budget/internal estimates.	1. <b>PRO06 – OFFER FORM</b>