



Request for proposals

For Catering Services on an “On Call” Basis (Korea)

1. Background

1.1 The Green Climate Fund (the “Fund”) was established in December 2010 with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change.

1.2 The Fund was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (“UNFCCC”). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the Fund, providing administrative, legal and financial expertise. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.

1.3 The Fund often holds many different types of meetings throughout the year at the headquarters of the GCF Secretariat (hereafter the “Secretariat”). The types of meeting are composed of workshop, seminar, conference, team retreat, etc and the number of meeting participants will vary depending on the meeting size.

1.4 Within the Fund’s Secretariat, the office of the Support Service is responsible for all the logistics matters relating to meetings including catering.

2. Invitation

2.1 Through this request for proposals (“RFP”), the Fund is seeking a service provider to cater for the Fund’s meetings. The requirements for catering will include the following:

- a) Prepare fresh food & beverage based on the number of each meeting participants
- b) Propose the food & beverage menu when there is meeting scheduled
- c) Organization of social functions for meeting participants in close consultation with the Fund’s focal point. The number of participants will be communicated to the provider.



2.2 The Fund reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/Firms.

3. Instructions to Proposers

3.1 The tender process comprises three steps (See Annex I):

Submission – The Fund expects technical and financial proposals to be delivered, at the same time, by close of business on **13th February 2015** to:

Green Climate Fund
G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

Attention: Mr. Kim Jung Hyun (jkim@gcfund.org)

Short Listing – The Fund intends to complete a short-list by 24th February 2015. Additional information may or may not be requested before drawing up the short-list.

Final Step – It is expected that the Fund will make a final decision selecting by 24th Feb 2015. For this purpose, short-listed proposers may be required to undergo an interview process in person.

3.2 **Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.** The Fund requires that all Fund staff, proposers/bidders, suppliers, service providers and any other person or entity involved in Fund-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The Fund may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

3.3 **Clarifications and Amendments.** At any time before submission of proposals, the Fund may amend the RFP. Any amendment made will be made available on the Fund's website and, if applicable, to all short-listed Firms at the same time.

3.4 Interested proposers may request clarification(s) on any part of the RFP. The request must be sent to the Fund at the email address indicated above prior to the submission date. Responses to a request for clarification will be made available on the Fund's website and, if applicable, to all short-listed Firms.

3.5 **Duration of the Contract.** This contract will be one year (until 31st Dec 2015)



3.6 **Preparation of the Proposal.** A proposal shall have two (2) components:

- Technical Proposal, and
- Financial Proposal.

3.7 The proposal shall be in English. All reports, opinions and other communications shall be in English unless agreed otherwise for a specific assignment.

3.8 The financial proposal shall express the price for Services in United States Dollars (USD).

3.9 **Technical Proposal.** The technical proposal shall provide the following information using the proposer’s preferred proposal template:

- Detailed menus proposal which previously served (50%)
- Details of the menus for the social function (ex: reception) which previously used (30%)
- The main contact point(s) and responsible manager (20%).

3.10 The technical proposal will be evaluated using the above criteria and will account for 70% of the evaluation.

3.12 **Financial Proposal.** The financial proposal shall include the following information using the proposer’s preferred proposal template:

3.13 The financial proposal will account for 30% of the evaluation.

3.15 The contract will be awarded to the tenderer with the most economically advantageous tender.

In order to identify the tender presenting the best value for money, the technical evaluation will be given a weighting of 70% and cost will be given a weighting of 30% in accordance with the following formula, using only data from proposals that have reached the final evaluation stage.

Score for Proposal x	=	$\frac{\text{Cheapest price}}{\text{Price of tender x}}$	* 30	+	$\frac{\text{Total technical score of tender}}{100}$	* 70
-----------------------------	---	--	------	---	--	------



3.16 **Conflict of Interest.** In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflict of interest involved in rendering Services for the Fund, and (ii) set out their policy on dealing with conflicts of interest should these arise.

3.17 **Confidentiality.** Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

3.18 Selected Firms will be required to adhere to the Fund's policies, rules and guidelines. They shall not disclose any information related to tasks/assignments, including working drafts, in any form to any other parties and will be held responsible for any violations of this restriction.

4.1 **Scope of Service.** Service will include providing support to the CFO & Director of Support Service in respect of any of the above activities on an as-needed, case-by-case or matter-by-matter basis.

4.2 **Expected Outputs/Deliverables.** When called on to provide Service from time to time, the Firm in questions will be expected to carry out the requested tasks/assignments in accordance with instructions provided by the Fund's CFO & Director of Support Service to the satisfaction of CFO & Director of Support Service.

4.3 **Reporting.** The Service will be provided under the guidance and direction of the Fund's CFO & Director of Support Service. Successful Firms will appoint a key focal point for communication purpose and will be available to respond to calls and queries from the Fund.

4.4 **Duration.** It is expected that the duration of the contract will be a one year from the date of the contract.

4.5 **Framework Agreement.** Successful Firms will be expected to enter into a framework agreement with the Fund setting out the general terms and conditions and the the Framework shall be governed by English.



Annex I: Timeline

1. The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Posting of RFP	GCF	21 th January, 2015
2	Last date for questions about RFP	Tenderer	28 th January, 2015
3	Last date to reply to questions received/ Last date for amendment	GCF	4 th February, 2015
4	Last date for submission of proposal	Tenderer	13 st February 2015
5	Notice of successful provider	GCF	24 th February 2015
6	Contract signing	GCF/Tenderer	27 th February 2015
7	Work start	Tenderer	

* KST: Korean Standard Time (Seoul Time)