

## Request for proposals (RFP 2021/011)

### Provision of Remote Interpretation Services for Virtual Events - 2021 (based on LTA)

#### 1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “Fund”) was established 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. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF 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 (the “Governing Instrument”). It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise.

#### 2. Invitation

- 2.1 Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Firm to provide consultancy services for **Provision of Remote Interpretation Services for Virtual Events - 2021**. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Proposals must be submitted to the GCF no later than **2 April 2021 at 17:00 hrs Korean time.**
- 2.3 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm’s Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract
- 2.4 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the GCF accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the GCF in the context of any negotiations entered into it.
- 2.5 The GCF may, at its discretion, cancel the requirement in part or in whole. It also 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.
- 2.6 Proposers may withdraw their proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be



modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

- 2.7 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.8 Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by email at [procurement@gcfund.org](mailto:procurement@gcfund.org). Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.9 This RFP is issued under the GCF Administrative Guidelines on Procurement.

### 3. Joint Venture, Consortium or Association

- 3.1 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:
  - a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally,
  - b) if they are awarded the contract, the contract shall be entered into, by and between GCF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 3.2 After the Proposal has been submitted to GCF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the GCF. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another proposal:
  - a) either in its own capacity; nor
  - b) as a lead entity or a member entity for another joint venture submitting another Proposal.
- 3.3 The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by GCF.
- 3.4 Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
  - a) Those that were undertaken together by the joint venture; and
  - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- 3.5 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If a joint venture's Proposal is determined by the GCF as the most responsive Proposal that offers the best value for money, the GCF shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

#### 4. Request for Clarification of RFP Documents

- 4.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address [procurement@gcfund.org](mailto:procurement@gcfund.org) cc [mkishi@gcfund.org](mailto:mkishi@gcfund.org) by the specified date and time mentioned in Annex 6. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP2021/011 – Provision of Remote Interpretation Services for Virtual Events - 2021**. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response which contain information that may be of common interest to all bidders (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website and/or communicated via email.

#### 5. Amendments to RFP Documents

- 5.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via email.
- 5.2 In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

#### 6. Language of Proposals

- 6.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the proposer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

#### 7. Submission of Proposals

- 7.1 **Format and form of submission of bids:** Bidders are requested to send a Bid preferably<sup>1</sup> through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) **or** via email to [procurement@gcfund.org](mailto:procurement@gcfund.org) and copied to [mkishi@gcfund.org](mailto:mkishi@gcfund.org).

*i) Submission through the Supplier Portal (SAP Ariba)*

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now
3. Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
4. Check ‘I have read and agree to the Terms of Use and ‘I have read and agree to the SAP Ariba Privacy Statement’ then click ‘Register’
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to [procurement@gcfund.org](mailto:procurement@gcfund.org) with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.

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<sup>1</sup> Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)



8. Review Prerequisites and Click 'I accept the terms of this agreement'
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial bid submission forms
11. When ready to submit your bid, upload the technical bid under the TECHNICAL section and the financial bid under the FINANCIAL section. Please **DO NOT** enter or upload any financial information under the TECHNICAL section as this may result in disqualification.
12. Click 'Submit Entire Response' to submit bid.

*(For detailed instructions on how to access and submit a bid, see the supplier manual. It is recommended that bidders register on the portal as early as possible.)*

**ii) Submission via email**

Two separate files (technical and financial bids) should be attached to the email as below.

The Technical file should contain the technical proposal and be named as follows:

**RFP 2021/011 – TECHNICAL PROPOSAL - (name of proposer)**

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The financial file should contain the financial proposal and be named as follows:

**RFP 2021/011 – FINANCIAL PROPOSAL - (name of proposer)**

The subject line of the email should be as follows:

**RFP 2021/011 – Consultancy Services for Provision of Remote Interpretation Services for Virtual Events - 2021 (name of proposer)**

- 7.2 The Financial Proposal MUST be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.
- 7.3 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether they intend to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

**8. Late proposals**

- 8.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document shall normally be rejected.

**9. Opening of Technical Proposals**

- 9.1 Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers



submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

#### **10. Opening of Financial Proposals**

- 10.1 GCF shall notify in writing those Proposers that have achieved the minimum qualifying technical score and request for the password for the Financial Proposals.

#### **11. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.**

- 11.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF 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.

#### **12. Conflict of Interest**

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

#### **13. Confidentiality**

- 13.1 Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

## **Annex 1 Terms of Reference**

### **Provision of Remote Interpretation Services for Virtual Events - 2021**

#### **Background**

The Events Management Team will be supporting a number of virtual GCF events in 2021 and beyond. To facilitate the interactive programme of any conference and support the participants from developing countries, it is planned that some events will require interpretation for English <> French and English <> Spanish language pairs. Other languages might also be required depending on the region covered during the GCF virtual event: English <> Russian, English <> Arabic, and English <> Portuguese. Therefore, Long-term agreement for Remote Simultaneous Interpretation Services will be required to ensure meaningful participation from all the regions.

#### **Scope of Service**

A service provider required to support the overall arrangements for remote interpretation services, including the composition of a team of interpreters, and technical assistance and support, if needed, to integrate and host on GCF's platform such as Zoom webinar or any platform in the future.

The service provider is expected to offer alternative solutions or platforms, if needed.

Main Languages for simultaneous remote interpretation are most likely to include but not limited to:

1. **English <> French (regional events for Africa, passive Portuguese may be required)**
2. **English <> Spanish (regional event for Latin America and the Caribbean)**
3. **Other language groupings such as English <> Russian, English <> Arabic and others as may be necessary**

#### **The service provider shall be**

- An internationally recognized expert with specific knowledge and network of connections with fully qualified interpreters with knowledge of GCF context and experience in working for the United Nations and related international agencies.
- A cloud-based, scalable and flexible simultaneous interpretation solution to Zoom, WebEx, Microsoft Teams online event or other platforms that GCF currently uses or could use in the future. Adding scalable and flexible simultaneous interpretation solution to Zoom, WebEx, Microsoft Teams online event or other platforms that GCF currently uses or could use in the future.
- Performing an easy and quick configuration or deployment of the simultaneous interpretation solutions that can be used on mobile devices.
- Training interpreters on how to use the platform or technical support throughout the event.
- Providing technical support through dedicated professional engineers with experience in simultaneous interpretation platforms and technology to take necessary action in preparation and throughout the actual event.
- Full teams of two dedicated interpreters per language pair to cover all main sessions of the conference programme with strong connection, preferably from the specialized premises for the interpretation activities (hubs).
- Demonstrating flexibility and providing solutions in case the sessions exceed the duration to continue interpretation without interruption
- Including an Overall Coordinator (one person) to possibly administrate remotely the overall logistical alignments for the interpreters and provision of connectivity, to work in close coordination and under the guidance of the GCF Events Management Specialist.
- Providing the appropriate equipment to work in integration with the event hosting solution such as Zoom, WebEx, GoToWebinar or any platform inside ICT Standards.



- Delivering real-time audio and video in high-quality.
- Delivering recordings of interpretation channels when requested by the GCF.

**Required qualifications:**

- The service provider is required to have a network of interpreters with a knowledge of the GCF context and background, related terminology, and expertise in covering intergovernmental and United Nations events.
- The service provider shall organize for the necessary professional remote interpreting equipment on the basis of the requirements identified and in consultation with the GCF, including ensuring strong connection and the specialized premises for the interpretation activities (hubs).
- The service provider shall provide a one-package services - support and knowledge - in simultaneous interpretation equipment in general and in integrating its solutions (via Gateway) to MS Teams, Zoom, WebEx or GoToWebinar but not limited to future platforms.

**Deliverables:**

- Real time audio simultaneous interpretation

**Timelines**

Expected schedules

<i>Set-up &amp; Testing</i>	<i>Last test run</i>	<i>Sound Test in Green Room on the day</i>
7day before the event commencing	2 days before the event commencing	Sound Test for Interpreters and Technicians 40-60 min before the Event commences

*Please note that the schedule may be subject to change under certain circumstances.*

**Responsibilities:**

**1. By Green Climate Fund**

- 1.1. GCF provides detailed event agenda ahead of time in digital form.
- 1.2. GCF provides any relevant materials, speeches and presentations that may be available in advance.
- 1.3. GCF provides web-conferencing subscription on any of platform inside ICT Standards (Zoom Meeting, Zoom Webinar, WebEx, GoToWebinar, etc.)

**2. By the vendor**

- 2.1. provides an appropriate technical setup and quality interpretation services.



## **Annex 2**

### **Requirements for Firms' Proposals Technical Proposal**

The technical proposal will be submitted in a separate file and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



**TECH Forms**

**Form TECH-1: Technical Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.7 of the RFP, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_

Name of Firm: .

Address: \_\_\_\_\_



GREEN  
CLIMATE  
FUND

## **Form TECH-2: Firm's Organization, Experience and Availability**

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### **A - Firm's Organization**

[Provide here a brief (maximum two pages) description of the background and organization of your firm/entity and each associate for the requested services, including information on:

- Specific knowledge and network of connections with fully qualified interpreters with knowledge of GCF context and experience in working for the United Nations and related international agencies.
- Experience in leading the simultaneous interpretation platforms and technology to take necessary action in preparation and throughout the actual event.
- Recent experience in providing remote interpretation services on platforms such as Zoom webinar and other alternative solutions or platforms.]

**B – Firm’s Experience**

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm’s Name: \_\_\_\_\_



**C - Firm's Availability**

[Please confirm the Firm's capacity to meet the timelines/schedules indicated in the Terms of Reference.]



**Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client**

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[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

#### **Form TECH-4: Proposed Teams and Profile of Interpreters**

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[Please elaborate on the profile of the potential interpreters to be engaged, including information on:

- Demonstrated experience in coordinating the composition of dedicated teams of interpreters per language pair to cover all main sessions of the conference programme.
- A network of interpreters with a knowledge of the GCF context and background, related terminology, and expertise in covering intergovernmental and United Nations events
- Availability in professional remote interpreting equipment (high quality microphones, high speed internet) based on the requirements identified and in consultation with the GCF.
- Ability to provide technical support and necessary action in preparation and throughout the actual event.
- Provide a one-package service in simultaneous interpretation with the technical knowledge and ability to use virtual event solutions and platforms.]



### **Financial Proposal**

The Proposer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.



**FIN Forms**  
**Form FIN-1: Financial Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**Form FIN-2: Summary of Costs**

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**FINANCIAL QUOTATION SUBMISSION FORM**

We, the undersigned, offer to supply the items listed below in conformity with the RFP specification, terms and conditions:

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*[Location, Date]*

Description of activity/item		Cost (USD)			
		French [Mandatory]	Spanish [Mandatory]	Arabic [Optional]	Other languages [Optional: Please specify]
i.	Daily rate [Mandatory]				
ii.	Hourly rate [Optional]				

The prices quoted above will be valid for 90 days from the proposal submission deadline and for max. 2 years under the LTA in the event of an award. The initial duration of the LTA is 1 year, with an option to be exercised by GCF for another year extension.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

*[Name and Signature of the Supplier's Authorized Person]  
[Designation]  
[Date]*

**Annex 3**

**Evaluation Criteria**

**A. Evaluation and Comparison of Proposals**

1. The proposals will be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal will follow and will be completed prior to any financial proposal being opened and evaluated. The financial proposal will be considered only if the submissions fulfil the minimum technical requirements.

**B. Acceptance of Submissions**

2. All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:
  - Full compliance with the formal requirements for submitting a proposal
  - Submission of all requested documentation
  - Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation
3. The Technical Proposal shall include:
  - A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
  - Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and
  - Demonstration of the firm’s deep understanding of the GCF, mandate/business model and Investment Framework.

**C. Evaluation of Technical Proposal**

4. A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.

**Technical Evaluation Criteria for Remote Interpretation**

	<b>Criteria</b>	<b>Sub-score</b>
<b>1</b>	<b>The firm’s Expertise and Experience</b>	
1.1	An internationally recognized expert Firm with specific knowledge and network of connections with fully qualified interpreters with knowledge of GCF context and experience in working for the United Nations and related international agencies.	15
1.2	Experienced in leading the simultaneous interpretation platforms and technology to take necessary action in preparation and throughout the actual event.	15
1.3	Recent experience in providing remote interpretation services on platforms such as Zoom webinar and other alternative solutions or platforms.	15

<b>2</b>	<b>Required Qualifications/ Personnel</b>	
2.1	Demonstrated experience in coordinating the composition of dedicated teams of interpreters per language pair to cover all main sessions of the conference programme.	15
2.2	A network of interpreters with a knowledge of the GCF context and background, related terminology, and expertise in covering intergovernmental and United Nations events	15
2.3	Availability in professional remote interpreting equipment (high quality microphones, high speed internet) based on the requirements identified and in consultation with the GCF.	10
2.4	Ability to provide technical support and necessary action in preparation and throughout the actual event.	5
2.5	Provide a one-package service in simultaneous interpretation with the technical knowledge and ability to use virtual event solutions and platforms.	10
	<b>Total</b>	<b>100</b>

Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

#### **D. Evaluation of Financial Proposal**

The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

#### **E. Consolidated evaluation**

The weights given to the Technical (T) and Financial (P) Proposals are:

$T = 0.70$ , and  $P = 0.30$

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal;  $T + P = 1$ ) as following:  $S = St \times T\% + Sf \times P\%$ .

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

#### **F. Award**

The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.

**Annex 4**

**Company Profile Form**

Please respond to all questions.

**Company details - vendor's name**

<b>Name:</b>
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**General Information**

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise ( ) Private company ( ) Organization sponsored (assisted by Government) ( ) Other (please specify): ..... ( )
Type of Business	Manufacturer ( ) Retailer ( ) Authorized Agent ( ) Consulting Company ( ) Other (please specify): ..... ( )
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

**Prior experience with international organizations**

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3



**Environmental Policy**

Does your company have a written statement of its environmental policy?
YES ( ) Please attach copy <span style="margin-left: 200px;">NO ( )</span>

**Contract disputes**

List any disputes your company has been involved in over the last three years

**References**

List suitable reference projects and contacts. What options would there be for a site visit to a reference project and/or the vendor's site?
1
2
3

**Partners**

If this is a part bid, list relevant recent experience of working with partners. Are there already formal or informal preferred partnership agreements in place?
1
2
3

**Conflict of interest**

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated
1
2

**Certification**

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annex 5**  
**Acknowledgment Letter**

To whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP/2021/011 dated 4 March 2021, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 02 April 2021, and that we:

INTEND                       DO NOT INTEND

to let one (1) authorized representative to observe the public opening procedure on 02 April 2021, 17:30 Hrs Korean Time (**through Teams virtual meeting**). (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF, and contains privileged information.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name and Address of Vendor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the GCF, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFP.
- We do not think we can make a competitive offer at this time.
- Other (please specify): \_\_\_\_\_

Kindly return this acknowledgement letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org) and [mkishi@gcfund.org](mailto:mkishi@gcfund.org)

**Annex 6  
Timeline**

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.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of RFP	GCF	04 March 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	26 March 2021
3	Last date for requests for clarification of the RFP	Tenderer	19 March 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	25 March 2021
5	Date by which proposal must be received in Korea by GCF	Tenderer	02 April 2021; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	02 April 2021; 17:30 Hrs Korean Time
7	Notice of successful provider	GCF	30 April 2021
8	Contract signing	GCF/Tenderer	30 April 2021
9	Work start	Tenderer	01 May 2021

\* KST: Korean Standard Time (Seoul Time)



## **Annex 7**

### **GCF Model Contract (Attached as a separate document)**

By submitting a proposal to this RFP, Bidders are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation. Any request of amendments to GCF Model Contract and terms and conditions must be accompanied by detailed and compelling justification for review and consideration by GCF. It should be noted that request of amendments to GCF Model Contract and terms and conditions may negatively affect evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

**NB:** For this particular contract, the Performance Standards (Clause 9), Insurance (Clause 10), Performance Security (Clause 11) and Deductions Clauses (Clause 12) of the Special Conditions of Contract (SCC) will not be applicable.

\*Note: The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract will need to include such new provisions.