



GREEN
CLIMATE
FUND

Ref: RFP 2015/106

Request for Proposal (RFP) for Services

**Catering Services for the 10th Meeting of the GCF Board, Songdo,
Korea
RFP No. 2015/106**

Catering Services for the 10th Meeting of the GCF Board

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, and Republic of Korea.
- 1.3 The Fund holds three Board Meetings a year. The next meeting is scheduled to take place from 6 to 9 July 2015 in Songdo at the headquarters of the GCF Secretariat (hereafter the “Secretariat”). The number of meeting participants is approximately 270 people.
- 1.4 The Board meeting will take place over five days including one day of preparatory meeting and four days of the official Board Meeting itself.

2. Invitation

- 2.1 GCF invites qualified companies to submit their technical and financial proposals to provide catering services for the 10th Meeting of the GCF Board at GCF Headquarters Offices located in Songdo, Korea.
- 2.2 A description of the catering services required is described in “Annex II: Technical Requirements for the Catering Service Requirements for 10th Board Meeting”.
- 2.3 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.
- 2.4 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by GCF prior to the deadline prescribed for submission of

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 No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

- 2.5 All proposals shall remain valid and open for acceptance for a period of 60 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, 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.
- 2.6 Effective with the release of this solicitation, all communications must be directed only to Procurement Specialist by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of GCF regarding this RFP.

3. Clarification of RFP documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify GCF in writing at GCF mailing or email address indicated in the RFP by the specified date and time mentioned in Annex I. GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on Annex I. Written copies of GCF response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective proposer that have received the solicitation documents.
- 3.2 If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website.
- 3.3 A pre-proposal site visit will be held at GCF location at date and time specified in Annex I. Attendance to the pre-proposal visit will be limited to two (2) representatives from each proposer, or as deemed fit, who must notify names of the persons to do the site visit. Attendance at the pre-proposal site visit is strongly recommended.
- 3.4 Minutes of the pre-proposal site visit, listing questions and the related clarifications of the solicitation documents will be sent to all proposers who attended the pre-proposal site visit.

4. Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, 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. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents. For open competitions, all amendments will also be posted on the GCF website in the opportunities section, procurement.

- 4.2 In order to afford prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, GCF may, at its sole discretion, extend the deadline for the submission of proposal.

5. Language of Proposals

- 5.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and 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.

6. Submission of Proposals

- 6.1 Proposers shall submit their proposal in hard copy. Technical and financial proposals must be submitted simultaneously but in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in Annex I.
- 6.2 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals put offers proposal at risk of being rejected.
- 6.3 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.
- 6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies. Technical proposals (both original and copies) must be sealed in a specially marked envelope/package labelled:
- 6.5 RFP No (xx-xxx) – (description of requirement) – TECHNICAL PROPOSAL- (name and address of proposer)

- 6.6 Financial proposals should be submitted in one (1) original envelope on the form prescribed herein. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN! – RFP No (xx-xxx) - (description of requirement) – FINANCIAL PROPOSAL- (name and address of proposer).

- 6.7 Proposers should use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper. Proposers are encouraged to use green alternatives to bind their proposals instead of binders.

Hard copies must be delivered to:

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

Attention: Procurement Specialist (procurement@gcfund.org)

7. Late proposals

- 7.1 Any proposals received by GCF after the deadline for submission of proposals prescribed in this document, may be rejected.

8. Opening of Technical proposals

- 8.1 GCF shall open technical proposals received by the deadline on June 9th, 2015 at 4:00 pm in the presence of GCF IPC members.
- 8.2 The envelopes with the Financial Proposal shall remain sealed and shall be securely stored in accordance with GCF Administrative Procurement Guidelines.
- 8.3 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Company; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate.

9. Opening of Financial Proposals

- 9.1 After the technical evaluation is completed, GCF shall notify those Proposers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. GCF shall simultaneously notify in writing those Proposers that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. Clarification of proposals
- 9.2 To assist in the examination, evaluation and comparison of proposals, GCF may, at its sole discretion, ask the proposer for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. GCF will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents.

10. Clarification of proposals

- 10.1 To assist in the examination, evaluation and comparison of proposals, GCF may, at its sole discretion, ask the proposer for a clarification of its proposal. The request for clarification and the response shall be in writing and no change in the price or substance of the proposal shall be sought, offered or permitted. GCF will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents.

11. Evaluation of Technical and Financial Proposal

- 11.1 The technical proposal shall provide the following information using the proposer’s preferred proposal template, as follows:

Criteria	Score
Details of presentation of catering plan (floor & space plan, etc.) for buffet (lunch & dinner) & coffee breaks	30%
Details of the qualified menus including food and coffee breaks & snacks	20%
Details of the record for the related service experience	20%
Details of the plan for the Fund’s Executive Directors reception	15%
Details of the vending machines operations (refilling plan, location, items, etc.) to be provided on the 12 th and 13 th floors of G-Tower	5%
Management involvement	5%
Cleaning plan	5%
Total	100%

- 11.2 Technical proposals that scored at least 50% will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified to process to the next step.
- 11.3 The proposer shall quote unit prices, including any delivery cost and total prices for the services requested in Annex II and using Annex III for quotation purposes.
- 11.4 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.

11.5 Consolidated evaluation

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

T = 0.70, and

P = 0.30

Proposals are 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 negotiations.

12. Award

- 12.1 The Award will be made to the responsible and responsive proposer with the highest evaluated proposal following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the vendor 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.

13. GCF's right to vary quantities at time of award

- 13.1 At the time the Contract is awarded, GCF reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Annex II, provided this does not exceed the percentages mentioned below, and without any change in the unit prices or other terms and conditions of the proposal and the RFP documents.

- 13.2 The maximum percentage by which quantities may be increased is: 15 %
The maximum percentage by which quantities may be decreased is: 15%

14. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.

- 14.1 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.

15. Conflict of Interest.

- 15.1 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.

16. Confidentiality.

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

Annex I: 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.

	Event	Responsible Party	Date (and time, KST*)
1	Posting of RFP	GCF	26 th May , 2015
2	Visit to the premise to inspect the site	Tender	28 th May, 2015
3	Last date for questions about RFP	Tenderer	29 th May, 2015
4	Last date to reply to questions received/ Last date for amendment	GCF	1 st June, 2015
5	Last date for submission of proposal	Tenderer	9 th June 2015
6	Notice of successful provider	GCF	12 th June 2015
7	Contract signing	GCF/Tenderer	17 th June 2015
8	Work start	Tenderer	As specified in the contract.

* KST: Korean Standard Time (Seoul Time)

Annex II: Technical requirements for Catering Service Requirements for 10th Board Meeting

Meeting Overview

<p>1. MEETING DURATION:</p> <p>4 days of official meetings from 6 to 9 July at the G-Tower, the Headquarter of the Fund</p> <ul style="list-style-type: none"> - one day preparatory meeting prior to an official Board Meeting start (5th July) - four days GCF Board meeting (6~9 July)

Catering

I. CATERING FOR ALL PARTICIPANTS				
Schedule	Number of participants	Area	Type	Specifications
1	150	Lunch on 8 th Floor for preparatory meeting (see Annex III)	Lunch Box	Catering services for 150 participants on preparatory meeting on 8 th Floor, G-Tower on 5 th July
2	270 Per-day for four days	Restaurants, cafeteria for lunch on 14 th Floor. (see Annex III)	Buffet	Catering services 270 participants (e.g. buffet style lunch) from 6 th to 9 th July
3	270 Per-day for two nights	Sandwich supper on 12 th & 13 th floor		Provide sandwich supper for 270 participants should the meetings run late on 8 th & 9 th July. Notification on the late running of meeting will be given by lunchtime on 8 th and 9 th July

II. CATERING FOR RECEPTION HOSTED BY EXECUTIVE DIRECTOR OF THE FUND(Date tbc)				
Schedule	Number of participants	Venue	Specifications	
1	270	G-Tower (14th floor, t.b.c) (see Annex IV)	Catering services for 270 participants (e.g. buffet style)	
2	NA	G-Tower (14th floor, t.b.c) (see Annex IV)	Podium at the stage, microphone & speaker, Background signage, Decoration, Classical music, Standing buffet table	



III. WATER SERVICE for meeting rooms, and COFFEE BREAKS:				
Schedule	Number of participants	Service	Type	Specifications
1	150	Coffee on the preparatory meeting on 8 th floor(5 th July)	Catering	Provision of coffee & juice & cookies & water and replenishment for 150 participants in the foyer of 8 th Floor from 08:00 to until end of the meeting
2	270	Coffee for 4 days from 08:00~18:00 (mainly mid-morning & afternoon) 130 person on 12 th , 140 person 13 th Floors	Catering	Coffee & juice & cookies for 270 participants must be prepared from the official starting date from 08:00 to 18:00 every day for four days
3	270	Late Coffee for 2 days(8 th & 9 th July) from 18:00 until meetings finish	Catering	Late coffee & juice & cookies for 270 participants on 8 th & 9 th July should meeting run late. Notification on the late running of meeting will be given by lunchtime on 8 th and 9 th July.
4	270	Fresh water provision for all meeting rooms (9~13 th floors) for whole meeting period	Catering	Provision of fresh water, including glasses, for 270 participants, exchange mainly board meeting room and replenishment in all meeting rooms for each meeting, as requested.
5	270	Two vending machines for 4 days (12 & 13 th Floor). (see Annex IV)	Catering	Provision of fresh beverage (water, juice, cider, energy drink, coke, etc.) and replenishment for 270 participants in all the meeting time(6 to 9 July)
6	150	One vending machines for one day (8 th Floor Floor). (see Annex IV)	Catering	One vending machine for 1 day for 5 th July on 8 th Floor
7	70	Coffee & sandwiches for 4 days from 07:00~08:00 for the Fund's staff meeting	Catering	Provision of coffee & sandwiches & fruits for 70 participants for staff meeting on 23rd Floor

Annex III: Price and delivery form

Schedule	Specifications	Unit Price per participant	Delivery Price per participant	Total Price
Catering for all participants				
1	Catering services for 150 person on preparatory meeting on 8 th Floor, G-Tower on 5 th July			
2	Catering services 270 participants (buffet style lunch) 6 th to 9 th July			
3	Provide sandwich supper for 270 participants on 8 th & 9 th July should the meetings run late.			
CATERING FOR RECEPTION HOSTED BY EXECUTIVE DIRECTOR OF THE FUND(Date tbc)				
1	Catering services for 270 participants (e.g. buffet style).			
2	Podium at the stage, microphone & speaker, Background signage, Decoration, Classical music, Standing buffet table	NA	NA	
III. WATER SERVICE for meeting rooms, and COFFEE BREAKS:				
1	Provision of coffee & juice & cookies & water and replenishment for 150 participants in the foyer of 8th Floor from 08:00 until end of the meeting			
2	Coffee & juice & cookies for 270 participants must be prepared from the official starting date from 08:00 to 18:00 every day for four days			
3	Late coffee & juice & cookies for 270			



	participants on 8th & 9th July should meeting run late. Notification on the late running of meeting will be given by lunchtime on 8th and 9th July.			
4	Provision of fresh water, including glasses, for 270 participants, exchange mainly board meeting room and replenishment in all meeting rooms for each meeting, as requested			
5	Two vending machines for the provision of fresh beverage (water, juice, cider, energy drink, coke, etc.) and replenishment for 270 participants in all the meeting time for 4 days (12 & 13 th Floor).			
6	One vending machine for 1 day for 5 th July on 8 th Floor	NA	NA	
7	Provision of coffee & sandwiches & fruits for 70 participants for staff meeting 23rd Floor			
Total				

Authorized signature: _____

Date: _____

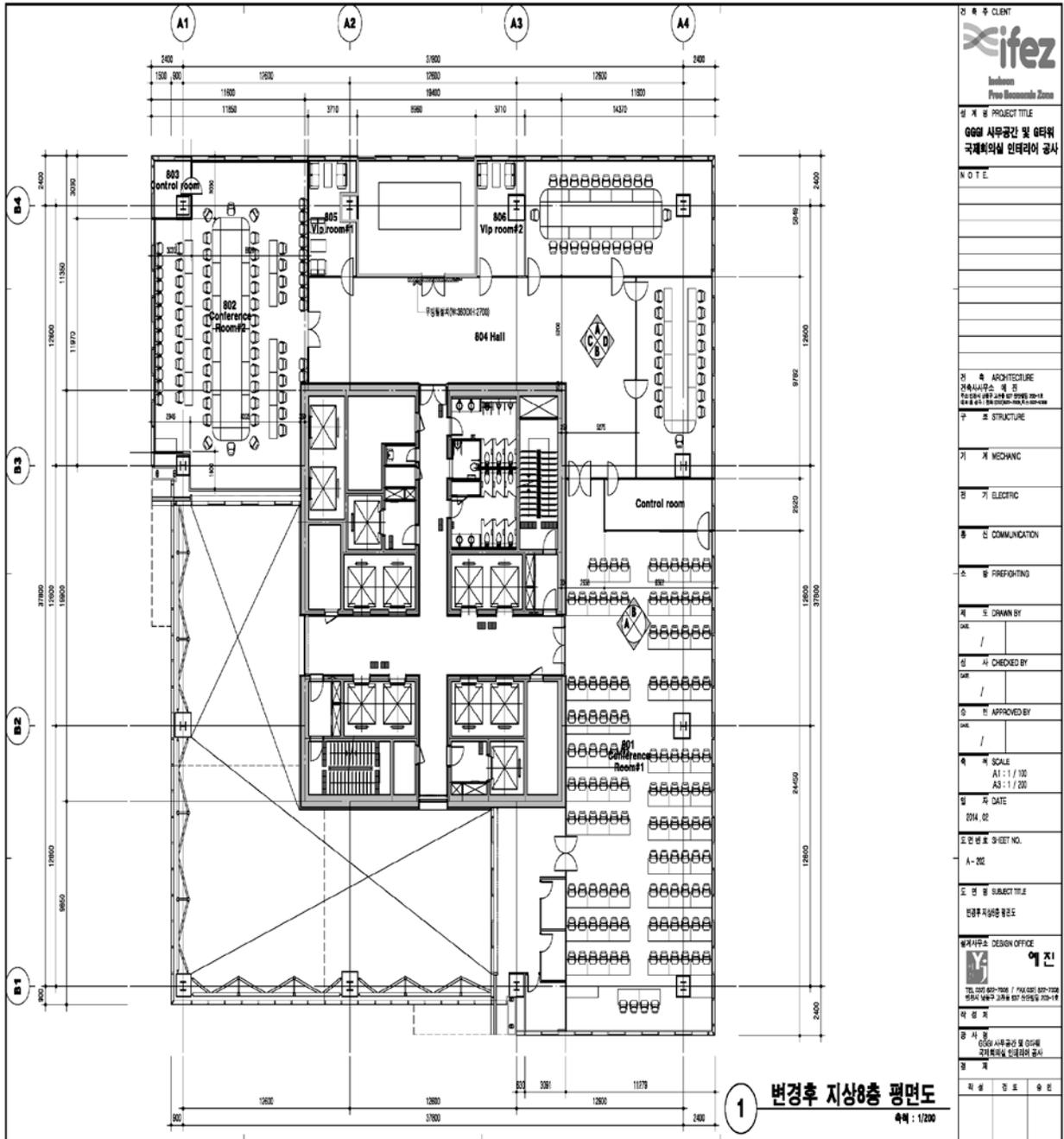


GREEN
CLIMATE
FUND

Ref: RFP/ 2015/106

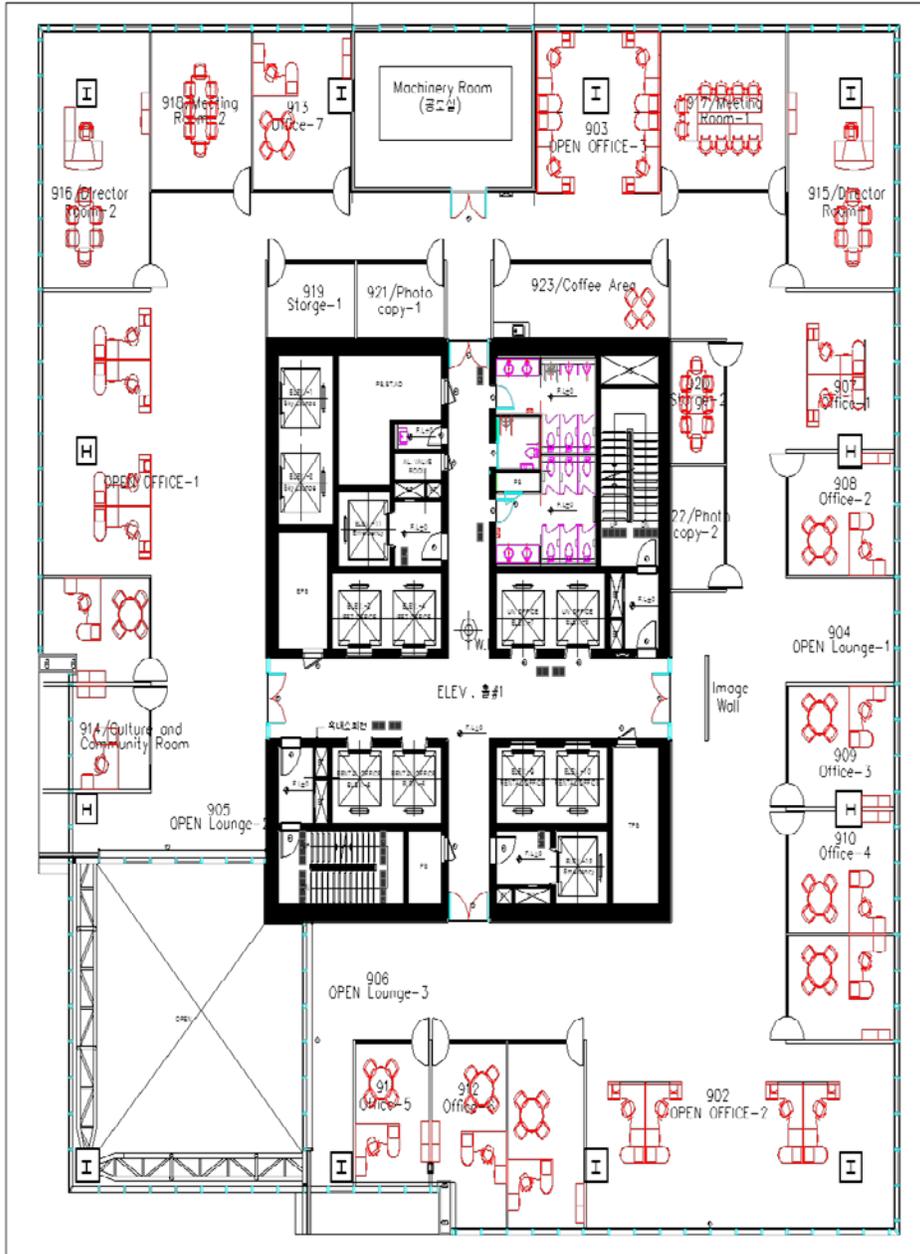
Annex IV: G-Tower Floor Plan (8~14th Floor)

8th Floor (Preparatory & Constituency Meeting Rooms)



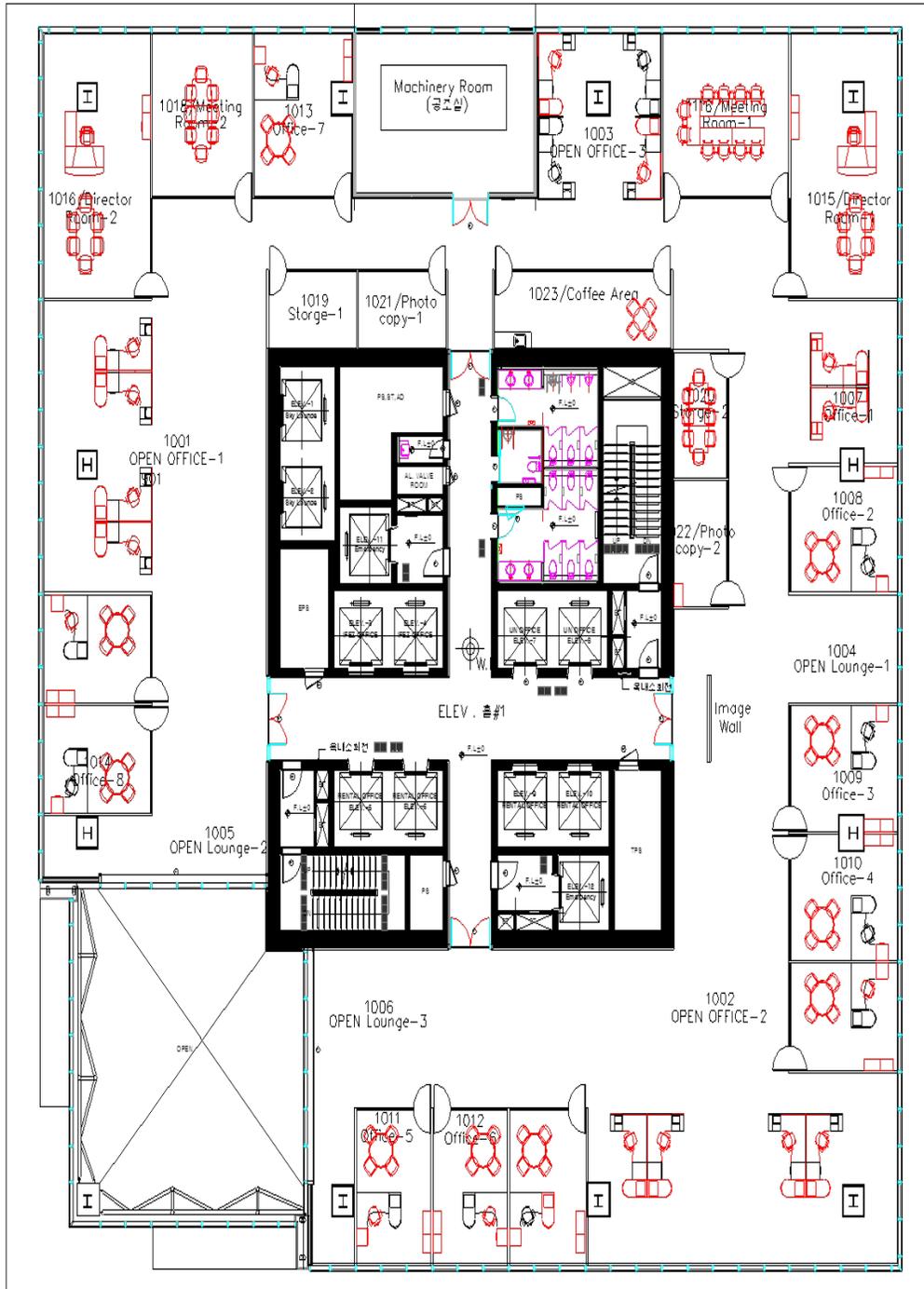


9th Floor



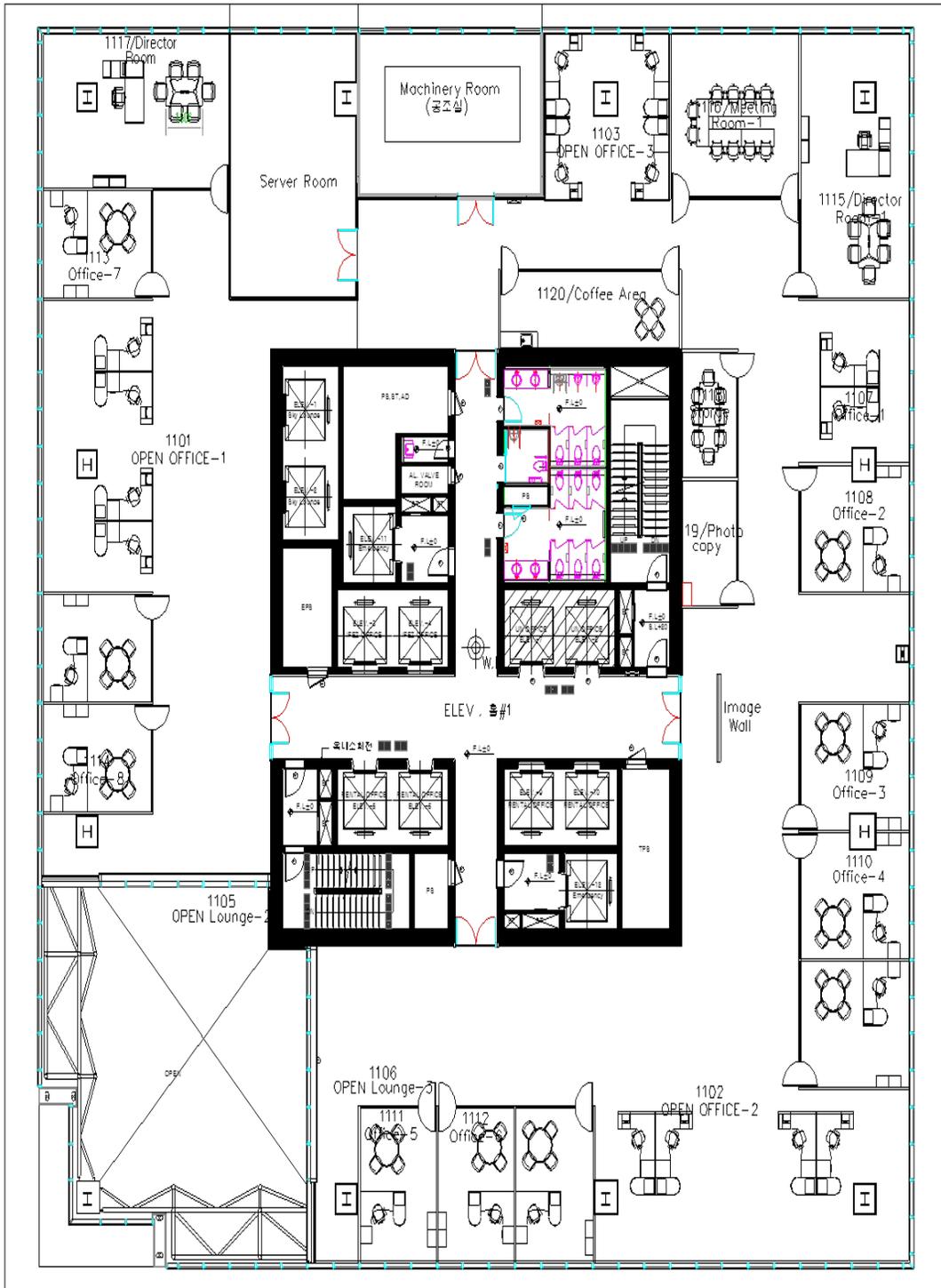


10th Floor





11th Floor





12th Floor (Board Meeting Room)





14th Floor(Executive Director's Reception & Cafeteria)

