



Request for Proposal (RFP 2016/001)

1 February 2016

For Catering Services for the 12th Meeting of the GCF Board, Songdo, 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, and Republic of Korea.
- 1.3 The Fund will be holding its 12th Board Meeting from 6 to 9 March 2016 in Songdo at the headquarters of the Green Climate Fund Secretariat (hereafter the “Secretariat”). The number of participants is to be approximately 300 people.
- 1.4 The Board meeting will take place over four (4) days including one (1) day of preparatory meeting and three (3) days of the official Board Meeting itself.

2 Invitation

- 2.1 The Fund invites qualified companies to submit their technical and financial proposals to provide catering services for the 12th Meeting of the GCF Board at GCF Headquarters Offices located in Songdo, Korea.
- 2.2 The RFP includes the following Annexes:

Annex I	Requirements for the Catering Service Requirements for 12 th Board Meeting
Annex II	Evaluation Criteria
Annex III	Price and Delivery Form
Annex III	Company Profile Form
Annex IV	Acknowledgement Letter
Annex V	Timeline
Annex VI	Floorplans of 8, 12, 13 and 14 Floors



- 2.3 Please note that this document is an RFP and not an invitation to bid. The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the Secretariat 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 Secretariat in the context of any negotiations entered into it.
- 2.4 A description of the catering services required is described in “Annex II: Technical Requirements for the Catering Service Requirements for 12th Board Meeting”.
- 2.5 The Fund 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 the proposal after submission provided that written notice of withdrawal is received by the Fund 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.
- 2.7 All proposals shall remain valid and open for acceptance for a period of 30 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the Fund 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 must be directed only to the Procurement Specialist by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of the Fund regarding this Request for Proposal (RFP).

3 Clarification of RFP documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the Fund in writing at the Fund mailing or email address indicated in the RFP by the specified date and time mentioned in Annex I. The Fund 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 the Fund’s 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 Fund’s website.



4 Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, the Fund 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 Fund 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, the Fund 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 the Fund, shall be written in English. Supporting documents and printed literature prepared 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 announced 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:

RFP 2016/001 – Catering Services for the 12th Meeting of the GCF Board –
TECHNICAL PROPOSAL- (name and address of proposer)



- 6.5 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 2016/001 - Catering Services for the 12th Meeting of the GCF Board – FINANCIAL PROPOSAL- (name and address of proposer).

- 6.6 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.
- 6.7 Hard copies must be delivered to:

Green Climate Fund

G-Tower, 175, Art Center-daero

Yeonsu-gu, Incheon 22004

Republic of Korea

Attention: Procurement Specialist (procurement@gcfund.org)

- 6.8 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex IV), duly signed by an authorized representative, via electronically, advising whether it intends 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.

7 Late proposals

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

8 Opening of Technical proposals

- 8.1 The Fund shall open technical proposals received by the deadline on 15 February 2016 at 18:00 Korean Standard Time.
- 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, the Fund 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.

10 Clarification of proposals

- 10.1 To assist in the examination, evaluation and comparison of proposals, the Fund 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. The Fund will review minor informalities, errors, clerical mistakes, apparent errors in price and missing documents.

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

- 11.1 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.

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 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.

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 I: Technical requirements for Catering Service Requirements for 12th Board Meeting

Meeting Overview

MEETING DURATION:

Three (3) days of official meetings from 6 to 9 March at the G-Tower, the Headquarter of the Fund - one (1) day preparatory meeting prior to an official Board Meeting start (6 March) - four days GCF Board meeting (7 to 9 March).

Catering

I. CATERING FOR BOARD MEETING				
Item	No. of participants	Area	Type	Specifications
1	150	Lunch on <u>8th Floor</u> for preparatory meeting. (see Annex VII)	Lunch Box	Catering services for 150 participants on preparatory meeting on 8th Floor, G-Tower on 6 March
2	300 /day for three (3) days	Restaurants, cafeteria for lunch on <u>14th Floor</u> . (see Annex VII)	Buffet	Catering services 300 participants (e.g. buffet style lunch) from 7 to 9 March
3 (TBC)	300 /day for two (2) nights	Sandwich supper on <u>12th & 13th floor</u> . (see Annex VII)		Provide sandwich supper for 300 participants should the meetings run late on 8 & 9 March. Notification on the late running of meeting will be given by lunchtime on the 8 & 9 March.

II. CATERING FOR RECEPTION HOSTED BY EXECUTIVE DIRECTOR OF THE FUND			
Item	No. of participants	Venue	Specifications
1	300	G-Tower (14th floor) (see Annex VII)	Catering services for 300 participants (e.g. buffet style) 6 March - Dinner



2	NA	G-Tower (14th floor) (see Annex VII)	Podium at the stage, microphone & speaker, Background signage, Decoration, Classical music, Standing buffet table
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III. DRINKS SERVICE for meeting rooms, and COFFEE BREAKS:				
Item	No. of participants	Service	Type	Specifications
1	150	Coffee on the preparatory meeting on 8th floor(6 March)	Catering	Provision of coffee & juice & cookies & water and replenishment for 150 participants in the foyer of 8th Floor from 08:00 to until end of the meeting
2	300	Coffee for three (3) days from 08:00~18:00 (mainly mid-morning & afternoon) 130 person on 12th, 150 person 13th Floors	Catering	Coffee & juice & cookies for 300 participants must be prepared from the official starting date from 08:00 to 18:00 every day for three (3) days – 7 to 9 March.
3 (TBC)	300	Late Coffee for 2 days(8 & 9 March) from 18:00 until meetings finish	Catering	Late coffee & juice & cookies for 300 participants on 8 & 9 March should meeting run late. Notification on the late running of meeting will be given by lunchtime on 8 & 9 March.
4	300	Fresh water provision for all meeting rooms (9, 12, 13 floors) for entire meeting period	Catering	Provision of fresh water, including glasses, for 300 participants, exchange mainly board meeting room and replenishment in all meeting rooms for each meeting, as requested.
5	300	Two vending machines for three (3) days (12th & 13th Floor). (see Annex VII)	Catering	Provision of fresh beverage (water, juice, cider, energy drink, coke, etc.) and replenishment for 300 participants in all the meeting time(6 to 9 March)



6	150	One (1) vending machines for one day (8th Floor Floor). (see Annex VII)	Catering	One vending machine for one (1) day for 6 March on 8th Floor
7 (TBC)	80	Coffee & sandwiches for 3 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 II: Evaluation

1 Evaluation of Technical and Financial Proposal

1.1 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 12th and 13th floors of G-Tower	5%
Management involvement	5%
Cleaning plan	5%
Total	100%

1.2 Technical proposals that scored at least 75% 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.

1.3 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.

1.4 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 x Fm / F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

2 Consolidated evaluation

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

T = 0.70, and



$$P = 0.30$$

- 2.2 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:

$$S = St \times T\% + Sf \times P\%.$$

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

3 Award

- 3.1 The Award will be made to the responsible and responsive proposer with the highest evaluated proposal following negotiation of an acceptable contract. The Fund 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.

4 The Fund's right to vary quantities at time of award

- 4.1 At the time the Contract is awarded, the Fund 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 bellow, and without any change in the unit prices or other terms and conditions of the proposal and the RFP documents.
- 4.2 The maximum percentage by which quantities may be increased is: 15 %
- 4.3 The maximum percentage by which quantities may be decreased is: 15%



Annex III: Price and Delivery Form

Item	Specifications	Unit Price /participant	Delivery Price /participant	Total Price
I. CATERING FOR BOARD MEETING				
1	Catering services for 150 person on preparatory meeting on 8th Floor, G-Tower on 6 March			
2	Catering services 300 participants (buffet style lunch) 7 to 9 March			
3 (TBC)	Provide sandwich supper for 300 participants on 8 & 9 March should the meetings run late.			
CATERING FOR RECEPTION HOSTED BY EXECUTIVE DIRECTOR OF THE FUND				
1	Catering services for 300 participants (e.g. buffet style).			
2	Podium at the stage, microphone & speaker, Background signage, Decoration, Classical music, Standing buffet table	N/A	N/A	
III. DRINK 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 300 participants must be prepared from the official starting date from 08:00 to 18:00 every day for three (3) days			
3 (TBC)	Late coffee & juice & cookies for 300 participants on 8 & 9 March should meeting run late. Notification on the late running of meeting will be given by lunchtime on 8 & 9 March.			



4	Provision of fresh water, including glasses, for 300 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 300 participants in all the meeting time for three (3) days (12th & 13th Floor).			
6	One vending machine for one (1) day for 6 March on 8th Floor	N/A	N/A	
7 (TBC)	Provision of coffee & sandwiches & fruits for 70 participants for staff meeting 23rd Floor			
Total				

Authorized signature: _____

Date: _____



Annex IV: Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

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)	
Year established	
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): ()



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.



GREEN
CLIMATE
FUND

Name: _____

Title: _____

Signature: _____

Date: _____



Annex V: Acknowledgment Letter

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP 2016/001) dated 01 February 2016, 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 15 February 2016.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the secretariat, 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

NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.



Annex VI: Timeline

	Event	Responsible Party	Date (and time, KST*)
1	Posting of RFP	GCF	1 February 2016
2	Last date for submission of Proposals	Tenderer	15 February 2016
3	Notice of successful provider	GCF	22 February 2016
4	Contract signing	GCF/Tenderer	29 February 2016
5	Work start	Tenderer	As specified in the contract.

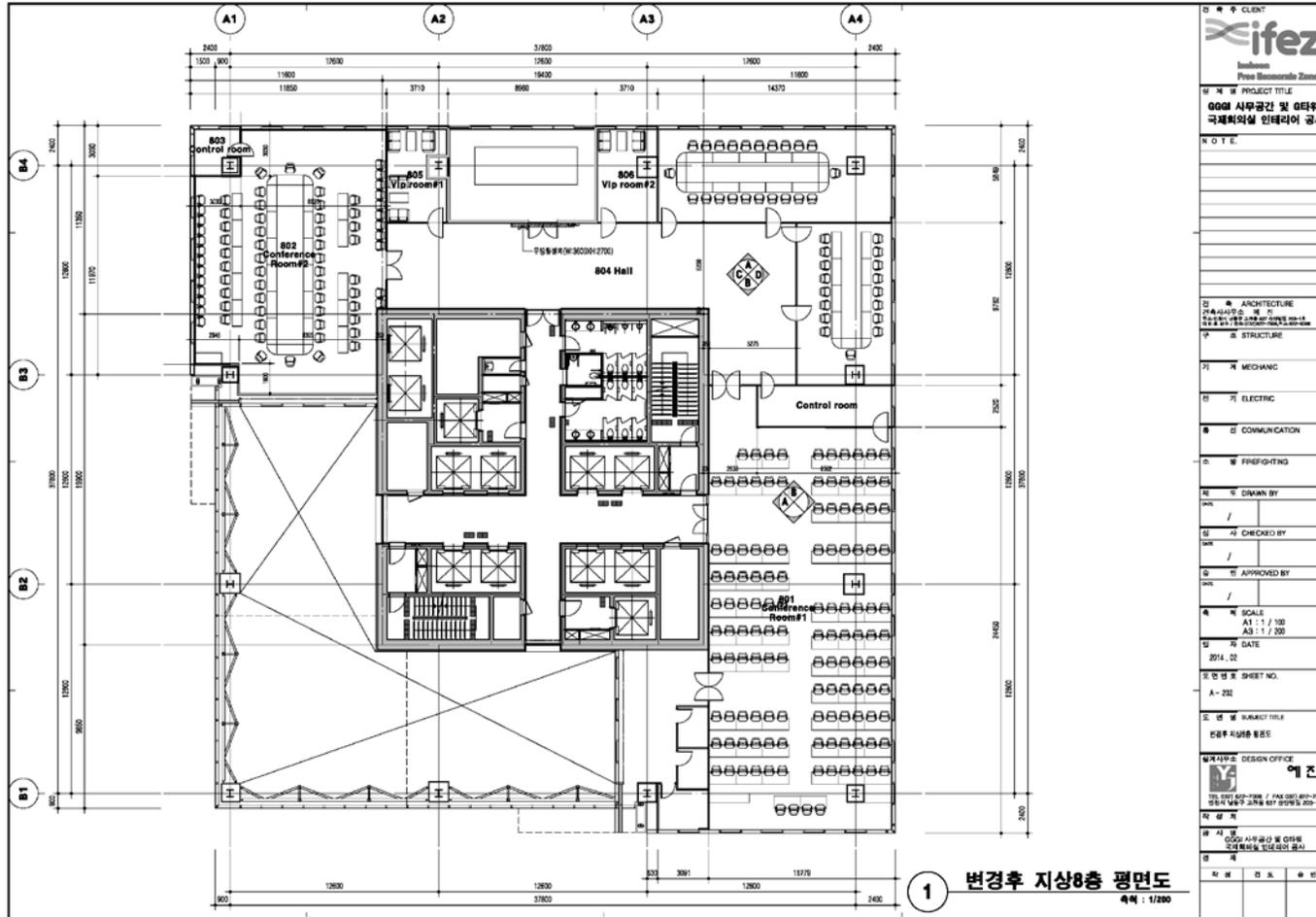
* KST: Korean Standard Time (Seoul Time)



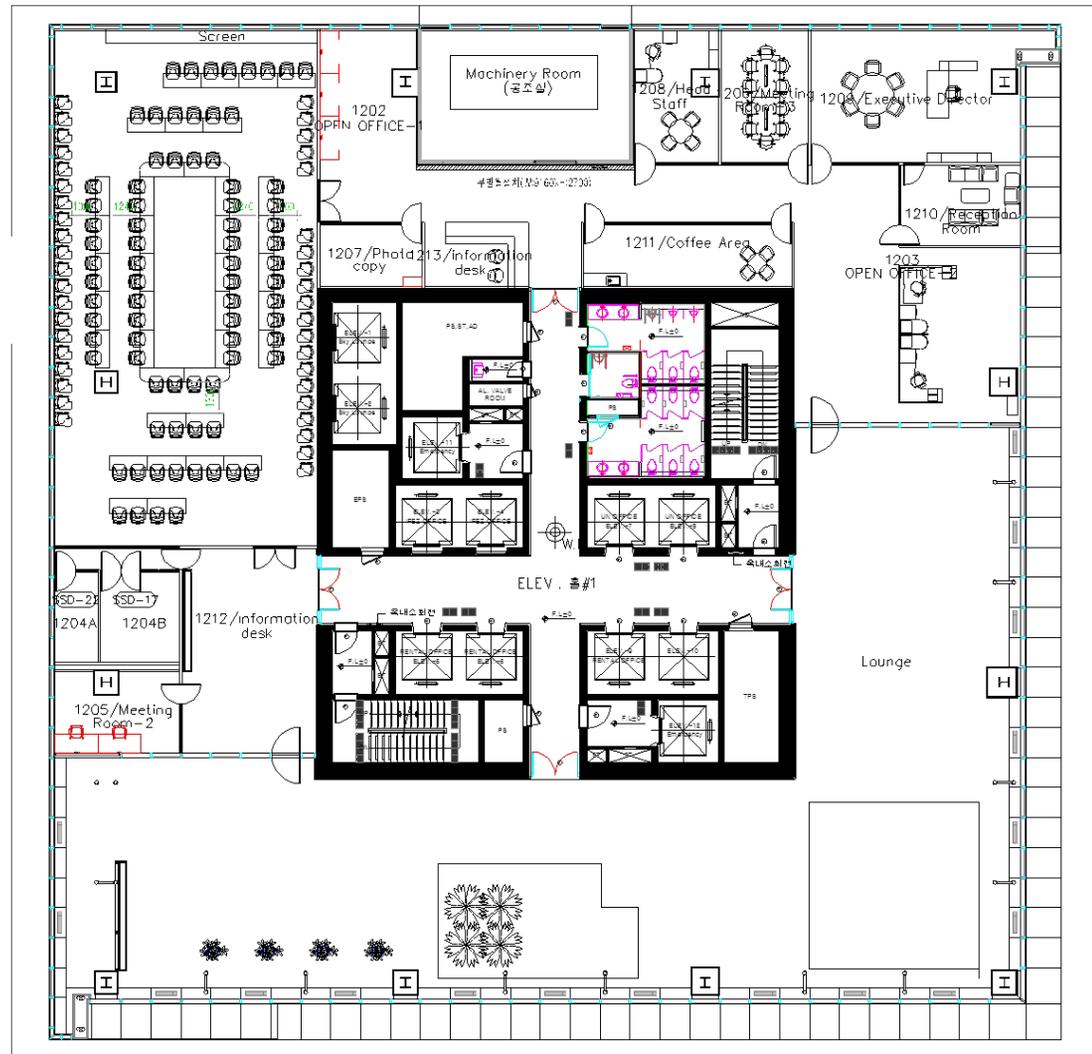
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Annex VII: Floorplans

8th Floor (Meeting Room)



12th Floor (Board Room)





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14th Floor (Executive Director's Reception)

