



**Invitation to Bid**  
**ITB/2019/G/004**  
**(Local competitive bidding)**

Date: 15 February 2019

Dear Sir/Madam,

**Subject: Provision of Branded Products and Materials Printing/Manufacturing (Long Term Agreement for 2 years)**

1. The Green Climate Fund (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.
2. The Green Climate Fund (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. 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.
3. We hereby solicit your bid for providing the following goods.

**a. Branded Products and Materials Printing/Manufacturing**

4. To enable you to submit a bid, please find enclosed:

Annex I.	Instructions to Bidders (ITB)	Annex VI.	Technical Compliance Form
Annex II.	Bid Data Sheet	Annex VII.	Price List
Annex III.	Model Contract	Annex VIII.	Company Profile Form
Annex IV.	Terms of Reference	Annex IX.	Acknowledgment Letter
Annex V.	Bid Submission Form	Annex X.	Timeline

5. Interested Bidders may obtain further information at the following address:

Contact Person: Mr. Victor Tembo, Head of Procurement  
Name of Office: The Green Climate Fund  
Procurement Unit  
11<sup>th</sup> Floor G Tower  
175 Art Center-daero  
Yeonsu-gu  
Incheon 22004



**GREEN  
CLIMATE  
FUND**

E-Mail: [procurement@gcfund.org](mailto:procurement@gcfund.org)

6. The information contained in the ITB is designed to enable bidders complete and submit bids. Bidders shall read the ITB carefully and ensure bids comply with the instructions provided in the ITB. The Fund is not bound by any other terms and conditions unless agreed in writing by the Fund.
7. Bids must be delivered to the above office on or before the time and date specified in the Annex II (Bid Data Sheet). Late bids shall be rejected.
8. Bids will be opened in the presence of Bidders' Representatives, who have chosen to attend at the address, date and time indicated in the Annex II (Bid Data Sheet).
9. This letter is not to be construed in any way as an offer to contract with your firm.

Sincerely,

  
Victor Tembo.  
Head of Procurement



## Annex I.

### INSTRUCTIONS TO BIDDERS

#### A. Introduction

1. **General:** The Fund invites Sealed Bids for the supply of goods/services to the Fund.
2. **Eligible Bidders:** Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Fund to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods/services to be purchased under this Invitation to Bid.
3. **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid, and the Fund will not be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Bidder is expected to examine all instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** A prospective Bidder requiring any clarification of the Solicitation Documents may notify the Fund in writing. The response will be made in writing to any request for clarification of the Solicitation Documents that it receives earlier than two weeks prior to the Deadline for the Submission of Bids or within the date indicated in the Bid Data Sheet. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents, as well as be posted on the Fund's web site.
6. **Amendments of Solicitation Documents:** No later than two weeks prior to the Deadline for Submission of Bids or any other date as the Fund may determine or as indicated in the Bid Data Sheet, the Fund may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Solicitation Documents. All prospective Bidders that have received or acknowledged receipt of the Solicitation Documents will be notified in writing of any amendments. The same will also be posted on the Fund's web site. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the Fund may, at its discretion, extend the Deadline for the Submission of Bids.

#### C. Preparation of Bids

7. **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Fund shall be written in the language indicated on the **Bid Data Sheet (BDS)**.



## **8. Documents Comprising the Bid:**

The Bid must comprise the following documents: (In case a bid is submitted missing any of the documents, it will be excluded from evaluation during the preliminary evaluation stage – ref Para 26.).

- (a) a Bid Submission form;
- (b) a Technical Bid including:
  - Documents prescribed in clause 9 including:
    - brief description of company, including qualifications and certificates, experience and capability/resources to provide the required goods
    - Other documents/physical proof(s) to serve as evidence requested in Annex VI.
  - Documents prescribed in clause 10 including:
    - detailed specifications of all the items quoted, clearly demonstrating if the quoted items satisfy the requirements specified in the Terms of Reference.
  - Technical Compliance Form (Annex VI) completed
  - Statement of acceptance of the GCF Model Contract, Terms and Conditions (Annex III)
- (c) a Price List (as Financial Bid) completed in accordance with Annex IV and clause 11 of Instructions to Bidders; It needs to be written in English, clearly stating the name of the bidder in English and be stamped or signed by an authorized person.

## **9. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidder shall furnish evidence of its status as qualified Supplier. The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall be established to the Fund's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract.

## **10. Documents Establishing Goods' Conformity to Bidding Documents:**

The Bidder shall also furnish as part of its Bid, documents establishing the conformity to the Bidding Documents of all goods and related services which the Bidder proposes to supply under the contract.

The documentary evidence of conformity to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and performance characteristics of the goods and services (as applicable);

**11. Bid Currencies/Bid Prices:** All prices shall be quoted in Korean Won, US dollars or any freely convertible currency. The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total price for each item it proposes to supply under the contract.



12. **Period of Validity of Bids:** Bids shall remain valid for 120 days after the Deadline for Bid Submission (see **Bid Data Sheet**) prescribed by the Fund pursuant to clause 16 of Instructions to Bidders. A Bid valid for a shorter period may be rejected as non-responsive pursuant to clause 20 of Instructions to Bidders. In exceptional circumstances, the Fund may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.
13. **Sustainable Procurement (SP):** The Fund is committed to managing its business and executing contracts in an environmentally and socially responsible manner. Bidders should set out how they will deliver the contract in a sustainable manner.
14. **Demonstration: Not Applicable**  
If provided in the **BDS**, the Fund shall require bidders to provide a live demonstration of the proposed goods/solution. The bidder shall provide the demonstration free of charge and the Fund shall not accept any liability for any damage to or loss of bidders' property in connection with such demonstration.
15. **Bid Security: Not applicable**
  - (a) If required in the **BDS**, the Bidder shall furnish as part of its Bid a Bid Security to the Fund in the amount of 2 % of the Offer Value.
  - (b) The Bid Security is to protect the Fund against the risk of the Bidder's conduct which would warrant the security's forfeiture, pursuant to Clause 15(g) below.
  - (c) The Bid Security shall be denominated in the currency of the Purchase Order or in a freely convertible currency and shall be in one of the following forms:
    - i. bank guarantee or irrevocable letter of credit, that is acceptable to the Fund.
    - ii. Cashier's cheque, or certified cheque.
  - (d) Any Bid not secured in accordance with Clauses 15 a) and 15 c) above will be rejected by the Fund as non-responsive pursuant to clause 25 of Instructions to Bidders.
  - (e) Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible and not later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Fund pursuant to clause 12 of Instructions to Bidders.
  - (f) The successful Bidder's Bid Security will be discharged or returned upon the Bidder signing the Purchase Order/Contract, pursuant to clause 28 of Instructions to Bidders, and furnishing the Performance Security, pursuant to clause 32 of Instructions to Bidders.
  - (g) The Bid Security may be forfeited:
    - 1) If a Bidder withdraws its offer during the period of the Bid Validity specified by the Bidder on the Bid Submission Form, or,
    - 2) In the case of a successful Bidder, if the Bidder fails:



- i. to sign the Purchase Order/Contract in accordance with Clause 31 of Instructions to Bidders, or
- ii. to furnish Performance Security in accordance with Clause 32 of Instructions to Bidders.

#### **D. Submission of Bids**

16. **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 ITB) **or** via email to [procurement@gcfund.org](mailto:procurement@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 once reviewed and approved, you will be invited to participate in the ITB. You will receive the ITB event notification email from the Green Climate Fund with a link to access the ITB. The 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.
8. Review Prerequisites and Click ‘I accept the terms of this agreement’
9. Open the Technical Section of the ITB section and download the ITB document and technical proposal submission forms
10. Open the Financial Section of the ITB 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
12. Click ‘Submit Entire Response’ to submit bid

*(For detailed instructions on how to access and submit a bid, see the supplier manual)*

##### *ii) Submission via email*

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

The Technical file should be named as follows:

**ITB 2019/G/004 – TECHNICAL BID - (name of proposer)**

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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)



The financial file should be named as follows:

**ITB 2019/G/004 – FINANCIAL BID - (name of proposer).**

The subject line of the email should be as follows:

**ITB/2019/G/004 – Provision of Branded Products and Materials Printing/Manufacturing (Long Term Agreement for 2 years) (name of proposer).**

The Financial Bid 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 Bid. Financial Bids that are submitted without password protection shall be rejected for non-compliance.

**17. Procurement Ethics, Integrity, Anti-corruption and Fairness**

It is the Fund's policy that bidders/suppliers to the Fund observe the highest standard of ethics during the procurement process and execution of such contracts. In pursuance of this policy, the Fund shall reject a bid if it determines that the bidder, or any of its personnel, agent, consultant, subcontractor or service provider, has, directly or indirectly, engaged in "Corrupt", "Fraudulent", "Collusive", "Coercive" or "Obstructive" practices (Prohibited practices) in competing for the contract in question. These terms are defined in the General and Specific Conditions. The Fund may also declare the bidder ineligible for participation in future procurement and award of contracts, either indefinitely or for a stated period of time. A bidder/supplier who offers any gift of any value to Fund staff will be considered to be influencing the procurement process. The Fund shall reject a bid if it determines that any such gift has been offered.

- 18. Conflict of Interest:** A bidder shall not have a conflict of interest that could call into question its participation in the procurement process and award of contract. Bidders shall disclose any potential or actual conflict of interest at time of bidding and during execution of any contract. All bidders found to have a conflict of interest may be disqualified.

**19. Joint Venture:**

Where a joint venture or any other form of partnership (JV) approach is proposed, bidders are required to provide full details of the JV and nature of relationship with other members. Bidders forming a JV shall nominate an authorized representative of the JV (duly evidenced by submitting a power of attorney signed by a legally authorized representative of the JV) who shall have the authority to conduct all business for and on behalf of all members and enter into the contract.

A JV shall comprise no more than four partners. At least one member shall provide 40% of the contract sum and each of the other members shall provide at least 20% of the contract sum. All members shall be jointly and severally liable for the performance of any resulting contract.

**20. Deadline for Submission of Bids/Late Bids:**

20.1 Bids must be submitted (delivered) to the office on or before the date and time specified in **Bid Data Sheet (BDS)**.





20.2 The Fund may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 of Instructions to Bidders, in which case all rights and obligations of the Fund and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20.3 Any Bid received by the Fund after the Deadline for Submission of Bids will be rejected and returned unopened to the Bidder.

20.4 If Bids are submitted electronically, financial bids shall be password protected. The password shall only be released to the responsible procurement officer upon request from the Fund to facilitate opening of the document.

21. **Modification and Withdrawal of Bids:** The Bidder may withdraw its Bid after submission, provided that written notice of the withdrawal is received by the Fund prior to the deadline for submission. No Bid may be modified after passing of the Deadline for Submission of Bids. No Bid may be withdrawn in the interval between the Deadline for Submission of Bids and the expiration of the Period of Bid Validity.

## **E. Opening and Evaluation of Bids**

### **22. Opening of Bids:**

22.1 The Fund will open all Bids in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in the **BDS** of these Solicitation Documents. The Bidders' Representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, Bid Modifications timely made in accordance with Clause 22 or withdrawals, bid Prices, discounts, and the presence or absence of requisite Bid Security and such other details as the Fund, at its discretion, may consider appropriate, will be announced at the opening. No Bid shall be rejected at Bid Opening, except for Late Bids, which shall be returned unopened to the Bidder(s) pursuant to clause 20 of Instructions to Bidders.

22.3 Bids (and modifications sent pursuant to clause 17 of Instructions to Bidders) that are not opened and read out at Bid Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn Bids will be returned unopened to the Bidders.

22.4 The Fund will prepare minutes of the Bid Opening.

23. **Clarification of Bids:** To assist in the examination, evaluation and comparison of Bids, the Fund may at its discretion ask the Bidder(s) for clarification of its Bid(s). The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.

### **24. Preliminary Examination:**

24.1 Prior to the detailed evaluation, the Fund will determine the substantial responsiveness of each Bid to the Invitation to Bid (ITB). A substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations.





24.2 The Fund will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

24.3 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the concerned Bidder does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

24.4 A Bid determined as not substantially responsive will be rejected by the Fund and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

25. **Conversion to Single Currency:** To facilitate evaluation and comparison, the Fund will convert all Bid Prices expressed in the amounts in various currencies in which the Bid Prices are payable to US dollars at the official Fund exchange rate on the last day for Submission of Bids.

26. **Evaluation of Bids:** Determination of compliance with the Solicitation Documents is based on the content of the Bid itself without recourse to extrinsic evidence.

The evaluation of the bids as described in Clause 33, shall be based on the following qualifications requirements and evaluation criteria:

(i) Qualification requirement:

1. Compliance with pricing conditions set in the ITB
2. Statement of acceptance of the GCF Model Contract, Terms and Conditions (Annex III)

(ii) Mandatory Criteria (Pass/Fail):

Mandatory Criteria	
1.	<b>Qualification of Firm:</b> Experience and competency in undertaking activities and delivering products. <ul style="list-style-type: none"> <li>• Firm must have at least 5 years of working experience</li> </ul>
2.	<b>Fluency in English:</b> English language fluency in spoken, written and understanding.
3.	<b>Production Capacity:</b> Must be able to demonstrate ability to develop and deliver multiple products concurrently. <ul style="list-style-type: none"> <li>• Firms must provide at least one example of relevant activity.</li> </ul>

(iii) Evaluation Criteria/Scored Criteria:

Evaluation Criteria			
		Sub-score	Score
<b>1.0</b>	<b>Expertise of Firm</b>		<b>10</b>



1.1	Previous experience with similar organizations	5	
1.2	Corporate sustainability practice standards are established, that shows environmental awareness of the firm	5	
<b>2.0</b>	<b>English fluency</b>		<b>20</b>
2.1	Three or more dedicated staff who can communicate in English	15	
2.2	Ability to respond in English to requests or inquiries within 24 hours	5	
<b>3.0</b>	<b>Ability to develop and deliver multiple eco-friendly products</b>		<b>40</b>
3.1	Produce branded materials in good quality aligned with the Fund's branding guidelines, including a sample	10	
3.2	Variety of materials produced	10	
3.3	Availability of eco-friendly materials	10	
3.4	Delivery within three (3) working days for printed publications, and within ten (10) working days for branded promotional materials	10	
4.0	<b>Proximity to GCF's HQ</b> (preferably in Songdo area or Seoul)		<b>30</b>
	<b>Total</b>		<b>100</b>

#### F. Award of Contract

27. **Award Criteria:** A pass mark is set at 70% of the maximum total score of 100. The Fund will Issue the LTA/Contract to the lowest priced technically qualified Bidder whose score is equal to or greater than this threshold. The Fund reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the Fund's action.
28. **The Fund's Right to Vary Requirements at Time of Award:** The Fund reserves the right at the time of making the award of contract to increase or decrease by up to 15 % the quantity of goods/services specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
29. **Notification of Award:** Prior to the expiration of the period of Bid Validity, the Fund will send the successful Bidder the LTA/Contract. The Contract may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods/services in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Contract.
30. **Signing of the contractual document:** Within 7 days of receipt of the LTA/Contract the successful Bidder shall sign, date and return it to the Fund.
31. **Performance Security:** Not Applicable
32. Failure of the successful Bidder to comply with the requirement of clause 31 or clause 30 of Instructions to Bidders shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid



Security, in which event the Fund may make the award to the next lowest evaluated Bidder or call for new Bids.

33. **Award Methodology:** The Fund shall award the LTA/Contract to the bidder whose bid meets the qualification criteria, is substantially responsive to the requirements and offers the lowest evaluated bid price. Unless otherwise provided, the Fund shall evaluate bids in the following successive stages:

Stage evaluation	of Section reference / Purpose	Evaluation methodology
Stage 1	Examination of Bids	<p>The Fund shall examine bids to determine compliance with the requirements of the ITB – this includes checking the validity of bids and completeness of the required documents.</p> <p>The Fund shall reject bids that do not meet the requirements of the ITB.</p> <p>Bids that meet the requirements of the ITB shall be considered for stage 2.</p>
Stage 2	Qualification	<p><b>Pass/Fail</b></p> <p>(i) Bidders must pass each eligibility and qualification criterion specified in Clause 26 (i).</p> <p>(ii) Bidders must comply with the mandatory criteria specified in Clause 26 (ii).</p> <p>Bidders must pass above criteria in order to be considered for stage 3.</p> <p>Failure to satisfy any criterion shall result in disqualification of the bidder.</p>
Stage 3	Technical Evaluation	<p>The Fund shall examine the technical bid.</p> <p>Each bid will be evaluated and allocated a score in accordance with the scoring table indicated in Clause 26 (iii).</p> <p>Bids that are substantially responsive to the technical requirements and conditions by passing the threshold of 70% shall be considered for stage 4.</p> <p>Bids that do not pass the 70% threshold shall be rejected.</p>
Stage 4	Correction of arithmetic errors	<p>The financial bid shall be checked for completeness and corrected for computational errors.</p>



Stage 5	Financial Evaluation	Bidders shall be ranked according to price.  The bidder offering the lowest evaluated price shall be ranked first.
Stage 6	Final Ranking	The Contract shall be awarded to the lowest priced technically qualified Bidder who has successfully passed the Stage 1-5.





### **Annex III.**

#### **MODEL CONTRACT**

Bidders must provide in the Technical Bid a statement that the Bidder has carefully reviewed the Model Contract and its Appendices and is in agreement with all its terms and conditions. The bidder should also provide missing details in the contract, such as the name and the contact details of a person to whom the notices should be sent and the name and position of a person who would sign a contract with the Commission on behalf of the bidder. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical Bid clearly for consideration during evaluation.

**NB:** For this particular contract, the Performance Standards, Performance Security and Deductions Clauses will not be applicable.

**NB:** The Model Contract is attached as a separate document to the ITB.



## **Annex IV.**

### **Terms of Reference (TOR)**

#### **Provision of Branded Products and Materials Printing/Manufacturing**

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##### **1. Introduction**

As a part of branding and raising the profile of the Fund, the Green Climate Fund (GCF) would like to engage a local printer (Firm) to manufacture and print branded products and materials. This includes items used in GCF Structured Dialogues, Board Meetings and UNFCCC COP (United Nations Framework to combat Climate Change Conference of the Parties) as well as international conferences and bilateral meetings with partners and stakeholders. The Fund's headquarters are located in Songdo, Incheon City, Republic of Korea (HQ).

##### **2. Objective**

To ensure that GCF has access to a Firm that is locally based (preferably in Songdo or in Seoul) that can deliver the requested products and materials (items) in a prompt manner and ensure the quality of the products in line with the Fund's branding guidelines.

##### **3. Scope of Work**

3.1 It is envisaged to establish a long-term agreement (LTA) with the selected Firm.

The initial list of items to be supplied shall be Annex VIII (Price List).

3.2 After the LTA is signed, GCF shall:

- (i) Request delivery of item(s) included in the Price List (the List) through Work Orders, or
- (ii) Request detailed estimated quotes for new item(s) along with samples when requested. After evaluation to ensure that the quotes are in line with the LTA, a Work Order will be issued. The List may then be updated by addition of these new item(s).

Each request within the LTA shall outline the item description, price, quantity, timeline and any other relevant information to the Firm.

3.3 For each Work Order, the Firm shall deliver the following:

- Print branded materials and publications for the Fund, including design support when necessary
- Deliver them to GCF's HQ offices in accordance with the terms and conditions specified in the Work Order.

##### **4. Qualification of firm**

The Firm should have/be:





- Demonstrated experiences in printing and manufacturing branded materials aligned with the visual identity of client's brands
- Able to communicate in English fluently enough to discuss graphic design elements, paper printing qualities, as well as other of material qualities, characteristics and pricings
- Understand the Fund's branding guidelines
- Client-oriented, flexible and able to respond to a variety of needs within 24 hours after GCF requests by e-mail and deliver products within the timeframes indicated in Section 8 after confirmation through Work Order (s)
- Locally based (in Songdo area preferably or Seoul), to enable quick communications and delivery
- Provide eco-friendly materials for publications and branded materials including printing and publishing on recycled papers, using eco-friendly inks and sourcing eco-friendly promotional products

## 5. Duration

The initial LTA shall run for an initial period of 12 months (1 year - ideally from March 2019 to March 2020) from the signature of the agreement with the possibility of extension for an additional period of 12 months, up to a total of 24 months (2 years).

## 6. Intellectual Property Rights

GCF shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which are produced under the LTA.

## 7. Technical Specifications of Materials and Products to be delivered

The main printed and promotional branded products and their respective quantity expected to be annually delivered are outlined below. The quantity indicated in the list is not to be interpreted as a commitment but merely as an estimate.

Relevant samples are presented in Attachment I below (Figures A to H).

### 7.1 Printed Materials

1. GCF 101 (booklet) (Fig. C)
  - a. Size: 130 x 230mm
  - b. Pages: ~100
  - c. Printing method: UV
  - d. Binding method: Perfect (glue), with die-cut indexes
  - e. Cover paper: Marshmallow 226gsm
  - f. Interior paper: Marshmallow 128gsm
  - g. Indexes: Marshmallow 157gsm
  - h. Quantity / year: Approx. 1500

2. GCF Private Sector Facility brochure (Fig. E)
  - a. Size: 130 x 230mm
  - b. Pages: ~30
  - c. Printing method: UV
  - d. Binding method: Perfect (glue), with tracing paper cover
  - e. Cover paper: Tracing paper 200gsm
  - f. Interior paper: Marshmallow 128gsm
  - g. Quantity / year: Approx. 2000
  
3. Gender booklets (Fig. D)
  - a. Size: 180 x 230mm
  - b. Pages: ~80
  - c. Printing method: Offset (Emboss UV spot coating on cover)
  - d. Binding method: Perfect (glue)
  - e. Cover paper: Montblanc White 210gsm
  - f. Interior paper: Newplus White 100gsm
  - g. Quantity / year: Approx. 1000

## **7.2 Branded products**

4. Banners (Fig. A, B)
  - a. 600 x 1800 mm X-banner with one-touch premium stand
  - b. Quantity / year: Approx. 50
  
5. Pens
  - a. Biodegradable premium eco-pen
  - b. Size: 148 mm x 11 m
  - c. Printing: 45 mm x 2.9 mm, silk method
  - d. Quantity / year: Approx. 3000
  
6. Pins (Fig. I)
  - a. Metallic base and edging, four-colored labeled pin, packed in a pouch
  - b. Quantity / year: Approx. 500
  
7. Cufflinks (Fig. G)
  - a. Metallic base and edging, manually inked with four colours, packed in a branded pouch
  - b. Sample provided, 16mm/2each\*1set
  - c. Pouch size: 100x100mm, black velvet; Logo size: 50 x 31.568mm, gold foil
  - d. Quantity / year: Approx. 200
  
8. Scarves (Fig. H)
  - a. Silk scarf, packed in a branded box
  - b. Box size: 190x140x35mm; Logo size: 70x44.196mm; Korean paper with a logo sticker
  - c. Quantity / year: Approx. 200



## **8. Required Delivery time**

The Firm shall deliver requested items within following time frames:

For printed publications, promotional banners and X-banners: within three (3) working days upon our firm order through a Work Order.

For other branded promotional materials (pens, pins, scarves etc.): Once a design and sample has been approved by GCF for each (ideally by March 2019), delivery of stock within ten (10) working days upon firm order through a Work Order.

## **9. Delivery place**

Delivery shall be made to GCF premises (G-tower 14<sup>th</sup> floor, Division of External Affairs) on DAP basis (Incoterms 2010).

## **10. Reporting**

The successful bidder will report to the Head of Communications, within the Division of External Affairs (DEA). The bidder will coordinate with multiple contact points within the DEA team depending on the item (s) to be delivered.



**Attachment I**

**Sample products (\*)**

A) Banner during the board meeting



B) Banner during Structured Dialogue Asia, April 2018



C) GCF 101 brochure



D) GCF gender booklet



E) GCF private sector facility brochure



F) This Item has been deleted



G) GCF cufflinks



H) GCF scarf



I) GCF pin



(\* ) Note: physical samples can be collected at GCF HQ (see bidding contact indicated on the Invitation to Bid).



**Annex V.**

**BID SUBMISSION FORM**

To: The procuring entity

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the products and materials in conformity with the Terms of Reference for the prices stated in the Price List attached herewith and made part of this Bid. We have filled the Technical Compliance Form and confirm that our self-assessment is true and correct to the best of our knowledge.

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with the Terms of Reference and the Model Contract.

We confirm that, based on our current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF. In this regard, we list all the contracts that we have been involved with GCF as per the attached. Our policy on dealing with conflicts of interest, should these arise, is also set out as per the attached. We acknowledge and agree that GCF has the right to determine whether there is any actual or potential conflicts of interest in its sole discretion.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Furthermore, if awarded, we agree to abide by the prices we have quoted in our bid for the duration of the contract (2 years).

We agree to the General & Special Conditions of Contract that were included in the ITB documents.

We understand that you are not bound to accept any Bid you may receive.

Dated this . . . . .day of . . . . .[year].

.....  
Signature

.....  
[in the capacity of]

Duly authorised to sign the Bid for and on behalf of .....



**Annex VI.**

**TECHNICAL COMPLIANCE FORM**

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The Technical Compliance Form is attached as separate file (to be completed and submitted as part of the Technical Bid).





**Annex VII.**

**PRICE LIST**

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The Price List is attached as separate file (to be completed and submitted as Financial Bid).



**Annex VIII.  
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), 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	NO ( )

**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 IX.  
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Invitation to Bid (ITB) No. ITB/2019/G/004 dated 15 February 2019, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a bid to the secretariat of the Green Climate Fund (GCF) by the deadline date of 11 March 2019, and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 11 March 2019, 17:30 Hrs Korean Time.

We acknowledge that this ITB is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this ITB 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 Bid to the secretariat, please indicate the reason:

We do not have the capacity to submit a Bid at this time.

We cannot meet the requirements for this ITB.

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)

**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 X.

### Timeline

The Green Climate Fund will follow the timeline below for this ITB. Please note that the target dates may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of ITB	GCF	15 February 2019
2	Last day to send completed Acknowledgement Letter of ITB receipt	Tenderer	4 March 2019 17:00 Hrs Korean time
3	Last date for requests for clarification of the ITB	Tenderer	1 March 2019 17:00 Hrs Korean Time
4	Last date to reply to questions received/ Last date for amendment	GCF	4 March 2019
5	Date by which bid must be received in Korea by GCF	Tenderer	11 March 2019; 17:00 Hrs Korean Time
6	Date of opening of Technical Bids	GCF	11 March 2019; 17:30 Hrs Korean Time
7	Notice of successful provider	GCF	22 March 2019
8	Contract signing	GCF/Tenderer	The week starting on 25 March
9	Work start	Tenderer	End March 2019

\* KST: Korean Standard Time (Seoul Time)