

Date:	4 January 2019
Reference:	RFP 2019/S/001

Request for proposals-RFP 2019/S/001

Provision of Services for Video Production and Media Library Management

1. Background

- 1.1 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.
- 1.2 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.

2. Invitation

- 2.1 Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Bidder to provide Services for Video Production and Media Library Management.
- 2.2 The Terms of Reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.3 Proposals must be submitted to the Secretariat no later than **Wednesday 30th January 2019 at 17:00 Hrs** Korean Standard time.

The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Bidders’ Proposals including Technical Proposal Form (Attachment 1) Financial Proposal Form (Attachment 2)
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract (separate file / attachment)

- 2.4 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.
- 2.5 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.
 - 2.6 Proposers may withdraw the 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 date specified for receipt 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 must be directed only to Procurement Specialist by email at procurement@gcfund.org with the reference **RFP 2019S001 – Services for Video Production and Media Library Management**. 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. Information regarding the Guidelines can be found at:
http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing at the GCF mailing or to the email address procurement@gcfund.org by the specified date and time mentioned in Annex 6. **If sent via email, the subject line of the email must have the reference number and title of the RFP i.e. RFP 2019S001 – Services for Video Production and Media Library Management.** The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on Annex 6. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website. They will also be sent to all prospective proposers that have received the solicitation documents.

4. Amendments to RFP Documents

- 4.1 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. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents. The amendments will also be posted on the GCF website.
- 4.2 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.

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 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 either in hard copy or via email.

Submission in hard copy

6.2 Technical and financial proposals must be submitted simultaneously 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 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

6.3 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED.**

6.4 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, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.

6.5 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP/2019/S/001 – Services for Video Production and Media Library Management - (name and address of proposer)

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

DO NOT OPEN– RFP/2019/S/001 – Services for Video Production and Media Library Management – FINANCIAL PROPOSAL (name and address of proposer).

6.7 Proposers are strongly recommended to 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.

6.8 Hard copies must be delivered to:

Green Climate Fund
11 Floor, G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon, 22004,
Republic of Korea

Attention: Procurement Specialist



Submission via email

6.9 **Proposals can also be sent via email to the following email address:**

6.10 Where proposals are sent via email, two separate files (technical and financial proposals) should be sent.

The Technical files should be named as follows:

RFP 2019/S/001 - Services for Video Production and Media Library Management –TECHNICAL PROPOSAL (name of proposer)

The financial file should be named as follows:

RFP 2019/S/001 - Services for Video Production and Media Library Management - FINANCIAL PROPOSAL (name of proposer).

The subject line of the email should be as follows:-

RFP 2019/S/001 - Services for Video Production and Media Library Management (name of proposer).

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. Financial Proposals that are submitted without password protection shall be rejected for non-compliance.

6.11 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by the date indicated in Annex 6, duly signed by an authorized representative, via email, 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 GCF after the deadline for submission of proposals prescribed in Annex 6 of this document may be rejected.

8. Opening of Technical Proposals

8.1 Technical Proposals will be opened on the date indicated in Annex 6 in the room designated for this purpose at the premises of the Secretariat of the GCF. 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.

9. Opening of Financial Proposals

- 9.1 After the technical evaluation is completed, the 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 qualifying technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 9.2 At the opening, the names of the proposers, and their overall technical scores shall be read aloud. The Financial Proposals shall be then opened, and the total prices read aloud and recorded.

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

- 10.1 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.

11. Conflict of Interest

- 11.1 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.

12. Confidentiality

- 12.1 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 (TOR)

Services for Video Production and Media Library Management

I. Introduction

The Green Climate Fund (GCF) has a portfolio of over 70 projects and programmes that support the mitigation and adaptation ambitions of developing countries. In order to communicate impact, promote transparency and encourage multiplication of activities, GCF wishes to develop video communications materials related to its portfolio. The materials will particularly focus upon projects that are already under implementation.

It is anticipated that the video materials produced will be disseminated via social media as well as the GCF website. They will also be disseminated at conferences and other events.

II. Objectives

GCF is seeking a specialised firm (“the Firm”) to provide support to the Secretariat in creating videos and in establishing a multimedia library related to its portfolio. The materials for these videos and for the multimedia library will be sourced from partners who are implementing the projects (GCF’s Accredited Entities and executing entities), as well as through separately commissioned field trips to projects (these field trips are not part of the present assignment).

III. Activities and Scope of work

In coordination with the Communications team within the Division of External Affairs, the Firm shall complete deliverables in section V (Deliverables).

The scope of work includes:

3.1 Media management

The Firm shall develop a media management system, including a cataloguing process, relevant workflows and a database of images and videos (including tagging / classifying) to manage the project materials;

3.2 In-house guidelines to video production

The Firm shall develop guidelines on videography in English (to be used by all videographers GCF may work with), including the development and application of an in-house guide to video production, to cover project planning, script development, storyboarding, copyright permissions / credits when using third party media, local team procurement, filming permits, schedules, equipment list, variety of needed shots, video characteristics, graphics;

3.3 Assistance for selection of local video crews

The Firm shall support in the selection of local video crews for in-country filming of projects, including developing selection criteria and guidelines for such filming;



3.4 Production of short portfolio promotional videos

In collaboration with GCF, the Firm shall create 6 short videos (maximum 3 minutes each) promoting different aspects of GCF's project and programme portfolio activities.

The content of these 6 videos will be based upon (1) video footage and photographs from GCF's project partners, (2) footage gathered by local video crews engaged by GCF, as well as (3) animation / graphics to be developed by the firm together with GCF.

The video production shall include the following elements:

- a) pre-production of videos including development of storyboards, interview questions, scripts,
- b) selection of soundtrack and/or other audio elements, editing, voice-over, archiving, etc.
- c) editing and post-production support to edit footage from Accredited Entities, as well as any footage that GCF may source directly.

3.5 Filming, editing and production of short videos (On-demand basis)

The Firm shall film, edit and produce short videos of GCF events, programmes, and other activities on an "as required" basis. The following scopes of work are envisaged:

- a) Filming interviews and / or GCF events at GCF headquarters in Songdo, Republic of Korea
 - 1-person crew, single camera setup, one day of filming on site;
 - pre-production work such as storyboarding, interview questions are not required, and interviews will be conducted by GCF staff;
- b) Editing and production of short videos with a maximum duration of 5 minutes, with the footage for such videos either from above a), or provided by GCF. Production of the video may include one or more of the following elements:
 - Selecting soundtrack and/or other audio elements, voice-over, archiving, etc.
 - Video editing and post-production support to edit footage into video products

IV. Access to information

The selected Firm will have access to all the necessary documents and information related to GCF operations in accordance to the HR policy and procurement guidelines of GCF.

V. Deliverables

The selected Firm shall complete the deliverables outlined below:

5.1 Media management

- a) The Firm shall create and manage an online media library, accessible by GCF staff. The Firm shall create a typology for classifying materials, which will be accessible via a searchable database, as well as provide relevant information about media items through EXIF, XMP or ID3 metadata. Materials will include both video and photographic materials, provided by GCF and its Accredited Entities. The library may be hosted on



a commercial platform selected by the Firm, in agreement with GCF, and in accordance with its requirements for data protection and security.

- b) The Firm shall provide guidelines for the classification of materials and the management of the library.

5.2 In-house guidelines to video production

The Firm shall develop in-house guidelines to video production for GCF. The guidelines shall include the following elements:

- a) guidelines on format, length, style of videos, including look and feel to create a series of related promotional videos;
- b) templates and formats for video story-telling (including video bumpers, use of graphics, subtitles);
- c) guidelines on selecting and filming video footage for inclusion in official GCF videos (including recommended shots, desired style, content, technical characteristics)

5.3 Assistance for selection of local video crews

The Firm shall provide assistance to aid in the selection of local video crews for in-country filming. The assistance shall include:

- a) Drafting Terms of Reference to engage video crews to film GCF projects in-country;
- b) Producing evaluation criteria for assessing responses to such Terms of Reference;
- c) Helping with the evaluation committee in assessing bids submitted under such Terms of Reference.

5.4 Production of short portfolio promotional videos

The Firm will provide GCF with the following:

- a) six (6) rendered full high-definition videos encoded in H.264 or H.265
- b) shorter edits of the videos appropriate for dissemination via social media channels as previews
- c) un-rendered work files
- d) subtitles in SRT format

5.5 On-demand filming, editing and production of short videos

As and when required by GCF, and depending on the assignment, the Firm shall provide GCF with one or more of the following:

- a) raw video footage of the GCF event and/or interview
- b) fully rendered high-definition edited videos encoded in H.264 or H.265
- c) shorter edits of the videos appropriate for dissemination via social media channels as previews
- d) un-rendered work files
- e) subtitles in SRT format



The above list of deliverables will be aligned to the particular assignment that will be provided by GCF to the Firm.

VI. 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 Contract.

VII. Required Qualifications of a firm

The Firm should have:

- demonstrated experience and competency in undertaking the activities previously outlined in section III and delivering products outlined in section V;
- At least 5 years of working experience, preferably with International Organisations (IOs) in similar areas;
- Experience / expertise in working on projects in the environment / sustainability / climate change sectors;
- A team capable of managing multiple projects simultaneously and meeting tight deadlines;
- English language fluency in spoken, written and understanding;
- Client oriented, flexible and able to respond to a variety of needs.

VIII. Required Qualifications of a team

The team charged with the project should have:

Team leader

- Preferably more than five years of experience in video production / editing materials for a variety of media
- Demonstrated experience in managing a team producing videos

Video editors / producers

- Preferably more than three years of experience in video production / editing

IX. Reporting

The Firm will report to the Head of Communications, within the Division of External Affairs.

X. Timeline

The Firm shall complete the deliverables as outlined in section V according to the following schedules:

- 5.1: Media management – within 3 months after signing of contract



- 5.2: In-house guidelines to video production – within 6 months after signing of contract
- 5.3: Assistance for selection of local video crews – the timeline to be discussed after signing of contract
- 5.4: Production of short promotional videos – first three videos by June 2019, remaining videos by the start of COP25 (tentatively scheduled to start on 11 November 2019).
- 5.5: On-demand filming, editing and production of short videos – the timeline for delivery of the products and services under this deliverable will be discussed between the Firm and GCF on a per-assignment basis.



Annex 2

Requirements for Bidders' Proposal

The Bidder's submission shall include a Technical Proposal and a Financial Proposal.

Technical Proposal

The Technical Proposal 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 relevant forms as indicated in this annex.

To facilitate a faster evaluation and comparative analysis of the proposals, we recommend that the proposals be structured in the following manner:

- a. Technical Proposal Form (Attachment 1)
- b. Company Profile Form (Annex 4)
- c. **Expertise of Firm/Organization** – This section should provide details regarding
 - a brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications and certificates, etc., management structure of the organization, organizational capability/resources, and experience of organization/firm;
 - the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP to support the proposer's expertise in the delivery of products and services as specified in Section V of the TOR;
 - Statement of Satisfactory Performance of at minimum (three) assignments/projects/contracts in similar areas. Contact details of the mentioned clients to serve as references, must be provided. By submitting the contact details of clients, the proposer allows GCF to contact the indicated references for purposes of this RFP.
- d. **Proposed Methodology, and Approach** – This section should demonstrate the proposer's services by specifying how the requirements shall be addressed in order to achieve the Deliverables, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted if any; and demonstrating how the proposed methodology meets or exceeds the specifications.
- e. **Proposed Project Plan** to achieve the Deliverables – This section should include overall project schedule in accordance with Section X (Timeline) of the TOR in terms of structure of activities, phases, milestones, flows, and duration. As well, define resources by roles or responsibilities to be assigned to appropriate levels of project plan with proposed duration of their engagement.
- f. Previous work
 - **Sample films** - The proposer shall provide sample films produced within the last three years including (1) a link or file of at least one 5-10 minute short film and (2) a link or file of at least one 2-4 minute corporate video.



- **Link to media Library** – Proposer shall provide a link to a publicly-accessible media library that it has created, or screenshots of the same, in case the media library is not publicly accessible.

Note:

The sample work submitted by the proposer as part of this RFP will only be used for internal evaluation purposes. If the proposer cannot submit one or more of the specified requirements, it may be allowed to submit alternative materials for GCF evaluation, stating the reason of non-submission. GCF reserves the right to decide the suitability of these alternative materials for evaluation.

g. **Management Structure and Key Personnel** – This section should include the comprehensive curriculum vitae (CVs) of key personnel (as described in Section VIII of the TOR) that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR. Fluency in English shall also be demonstrated. In complying with this section, the proposer assures and confirms to GCF that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, GCF reserves the right to render the proposal nonresponsive. Any substitution of personnel arising from unavoidable reasons shall be made only with the approval of GCF.

h. **Other Information as may be relevant to the Proposal** - The Technical Proposal **shall not** include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

The bidder must indicate in the Technical Proposal acceptance of the GCF Model Contract, Terms and Conditions attached. Where there are counter proposals these must be clearly indicated and explained.



Attachment 1

Technical Proposal Form (attached as separate file)



Financial Proposal

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1.

The Financial Proposal Form (Attachment 2) shall be used for the presentation of the Financial Proposal.

The Financial Proposal shall include, but shall not be limited to, the following information:

- a. Currency: All prices shall be defined in **USD, Euro or KRW**.
- b. Confirm that your Proposal is valid for minimum ninety (90) days from the RFP Closing date.
- c. Indicate the total firm fixed price (excluding any taxes) for One-off deliveries.
- d. Confirm that in the event of award, the unit prices for On-demand Video Production shall be valid for the duration of the Contract.
- e. **Complete Attachment 2-Financial Proposal Form.** Provide net of taxes, the firm fixed price per each services and related quantities.

It is envisaged to establish a Long Term Agreement (LTA) that shall include:

A. One-off deliveries:

Indicate the total firm fixed price for the services.

B. On-demand Video Production: Long term component (3 years)

Indicate the firm fixed Daily rate for the services for a first year and for two (2) optional one (1)-year extensions.

Notes for the Long term component:

- The optional extensions under the same terms and conditions, are at the discretion of GCF and shall be based on satisfactory performance. A maximum total duration of three (3) years is envisaged.
- Any request by GCF shall be made by Work Order(s) issued by GCF.
- GCF does not warrant that it will request/purchase any minimum quantity/volume for On-demand Video Production during the period of validity of the LTA.
- Around 90 Video Productions are estimated over the three (3) years of the LTA.

- f. Payment Terms: GCF standard payment terms after acceptance of Contractor's invoice and acceptance by GCF of the completed services.
- g. Potential economies of scale due to linkages with existing operations of the Tenderer
- h. Discount program or scheme that can be applied for GCF.



- i. All prices shall be net of taxes.
- j. Applicable taxes; Tenderer may be subject to local taxes (such as value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) under the contract. Tenderer shall include and clearly show all expected taxes in the financial component.



Attachment 2
Financial Proposal Form (attached as separate file)

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

C. Evaluation of Technical Proposal

3. 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

		Sub-score	Score
1.0	Expertise of Firm / Organisation submitting Proposal in delivering similar products and activities		10
1.1	Previous experience with similar organisations	5	
1.2	Track record in supporting communication efforts relating to environment / sustainability / climate change	5	
2.0	Media management		20
2.1	Experience in developing / managing media libraries and / or cataloguing video and photography materials	15	
2.2	Experience / expertise in working with proposed technical solution	5	
3.0	Video production		50
3.1	Variety of films produced	10	
3.2	Quality of videography, sound engineering of sample films	15	
3.3	Quality of editing / production of sample films	15	

3.4	Three or more acceptable 5-10 minute short films produced	5	
3.5	Three or more acceptable 2-4 minute corporate videos produced	5	
4.0	Production capacity		10
4.1	Demonstrated ability to manage and deliver multiple projects concurrently	5	
4.2	Three or more dedicated staff	5	
5.0	Personnel		10
5.1	Team leader	5	
5.2	Video editors / producers	5	
	Total		100

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

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.
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**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP/2019/S/001 dated 4 January , 2019, 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 **30 January, 2019**, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 31 January, 2019, 10:00 Hrs Korean Time.

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 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 may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	4 January, 2019
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	25 January, 2019
3	Last date for requests for clarification of the RFP	Tenderer	17 January, 2019
4	Last date to reply to questions received/ Last date for amendment	GCF	21 January, 2019
5	Date by which proposal must be received in Korea by GCF	Tenderer	30 January, 2019; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	31 January, 2019
7	Notice of successful provider	GCF	18 February, 2019
8	Contract signing	GCF/Tenderer	22 February, 2019
9	Work start	Tenderer	Beginning of March 2019

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract

Bidders must provide in the Technical Proposal 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 Proposal 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 RFP.