



Request for Quotation (RFQ) for goods/services

LTA for the Acquisition of Printing Services for
the Communications and Outreach for a
period of one (1) year

RFQ No: (GCF/RFQ/2015/005)



**Request For Quotation (RFQ)
LTA for the Acquisition of Printing Services for the Communications and
Outreach for a period of one (1) year
GCF/RFQ/2015/005**

Date: 20 May 2015

GCF is accepting quotations from suppliers for 'on-call' based printing services for the Communications and Outreach Division. All interested parties must complete and return the attached price sheet to the following address:

Green Climate Fund

G Tower, 175 Artcenter Daero

Yeonsu Gu, Incheon

406-840, Republic of Korea

Attention: Procurement Specialist (procurement@gcfund.org)

Reference Number: GCF/RFQ/2015/005

1 RFQ DETAILS

- 1.1. The purpose of this RFQ is to select suitable printer(s) and establish Long Term Agreement (LTA) with successful bidders for the production of GCF publications, the LTA will be issued for a period of one (1) year.
- 1.2. GCF is a start-up organization so no significant purchase orders in volume has been done in the past year. For the upcoming year GCF will place purchase orders for printing according to the description and quantities set forth in Requirements and Price List contained in Annex A. GCF, however, does not guarantee the volume indicated since it is dependent on internal needs and demands.

2 Requirements and Price List (Annex A)

- 2.1. Quotations must be submitted by using the Requirements and Price List contained in Annex A.

3 Currency

- 3.1. The mandatory bidding currency is Korean Won.
- 3.2. GCF reserves the right not to reject any bids submitted in a currency other than the mandatory bidding currency stated above. GCF may accept bids submitted in another currency than stated above if the Bidder confirms during clarification of bids (1.18) in writing that it will accept a contract issued in the mandatory bid currency and that for conversion last quotation exchange rate posted on the website of Korea Exchange Bank of the day of RFQ deadline as stated in the RFQ letter shall apply.
- 3.3. Regardless of the currency of bids received, the contract will always be issued and subsequent payments will be made in the mandatory bidding currency above.

4 Evaluation

- 4.1. GCF evaluates quotations based on the lowest priced technically compliant quotation received.

5 Award Criteria

- 5.1. GCF shall award the Contract to the Bidder whose bid has been determined to be lowest priced technically compliant quotation.

6 Signing of the contract

- 6.1. GCF shall send the successful Bidder(s) an engagement letter, which constitutes the Notification of Award. The successful Bidder(s) shall sign and date the engagement letter, and return it to GCF within 5 days of receipt.
- 6.2. After receipt of the engagement letter, the successful Bidder(s) shall receive a Long Term Agreement (LTA) confirming the terms proposed for the period of the LTA. Only after signing the LTA will GCF issue individual purchase orders to order specific jobs from the supplier.



7 Cost Structure and Payments

- 7.1. Prices quoted under this RFQ shall remain fixed for a 12 months period of the Long Term Agreement.
- 7.2. GCF has no legal obligation to order any minimum or maximum quantity during the entire contract period. The quantities specified in the Summary of Requirements may not be reached or may be exceeded during the period of the agreement. GCF will not be committed to purchase any minimum quantity of the Goods and Related Services, and purchases will be made only if and when there is an actual requirement. GCF shall not be liable for any cost in the event that no purchases are made under any resulting LTA.
- 7.3. This paragraph describes the method of payment for goods supplied under the contract. Before the beginning of each month, GCF shall determine what items are required and provide confirmed order to the contractor for supply to final destination within the timeline stated in their offer. The quantities mentioned in the attached excel sheet are average consumption and only for estimate purposes. As this is intended as Long Term Agreement, there is no certainty that GCF shall procure the estimated quantities during the year. However, the contract is expected to keep the prices for 12 months.

8 Delivery

- 8.1. All items shall be delivered within the specified timeframe indicated in the bidding proposal to:

Michel Smitall, Communications and Outreach Specialist
10 Fl. G Tower, 175 Artcenter-daero, Yeonsu-gu
Incheon 406-840
Republic of Korea

9 Quotations due

- 9.1. Bidders are responsible for the timely return of their quotation. All quotations must be received at the email address stated below no later than:

Date: 3 June 2015
Time: 6:00 PM Korean Standard Time (time and time zone)
E-mail: procurement@gcfund.org

- 9.2. Quotations submitted shall be binding and valid for a period of thirty (30) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting purchase order.

10 Clarifications

- 10.1. Suppliers with questions or requests for clarification are encouraged to send questions by email to the email address above promptly in order to allow time for the provision of a written response.

11 Quotation form (Annex B)

- 11.1. The attached Quotation Form must be completed and signed. Suppliers shall return the completed and signed Quotation Form with their quotation.



ANNEX A Requirements and Price List

The following documents form part of this RFQ and must be completed and returned with your offer:

CONTRACTOR AGREES TO SUPPLY ALL GOODS AND/OR PERFORM ALL WORK AS SPECIFIED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS BID AT THE PRICES QUOTED ON THIS FORM.

No. of Copies	Specification	Unit price (KRW)	Price (KRW) (*)	Delivery Time (Days)
500	Report (30 Pages, Double-Sided, Color – 30cm x 15cm – Offset, Cover 300g, Paper 130g, Saddle-Stitched)			
500	Report (30 Pages, Double-Sided, Color – 30cm x 15cm – Offset, Cover 300g, Paper 130g, Saddle-Stitched)			
500	Publication (20 Pages, Double-Sided, Color – 20cm x 25 cm – Offset, Cover 300g, Paper 130g, Perfect Binding)			
100	Brochure (Color, Double-Sided – A4 – Pre-Folded [2 Folds], Glossy, 80g)			
100	Flyer (Color, Single-Sided – A5 – Cardstock, 150g)			
100	Flyer (Color, Single-Sided – A5 – Cardstock, Laminated, 150g)			
1000	Letterhead (Color, Single-Sided – A4 – 80g)			
100	Leaflet (Color, Double-Sided – A4 – Pre-Folded [2 Folds], 80g)			
1000	Notepad (Color, Single-Sided – A5 – 60g)			
1000	Paper (Color, Single-Sided – A4 – 80g)			
1000	Envelopes (No Window – Logo + Address – A4)			
100	Business Cards (Color, Double-Sided – 300g)			
100	Invitation Cards (Color, Double-Sided – A5 – Pre-Folded [1 Fold])			



Quotation to be addressed to:

Green Climate Fund
Reference No.: RFQ 2015/005
Attn: Procurement Specialist
11 Fl. G Tower, 175 Artcenter-daero, Yeonsu-gu
Incheon, 406-840
Republic of Korea
Tel.: +82-32-458-6020
E-mail: procurement@gcfund.org

BIDDERS ARE RESPONSIBLE FOR THE TIMELY DELIVER OF THE QUOTATION.

Quotes are due on 6:00 PM, 3 June 2015 Korea Standard Time.