

Date: 09 June 2021
Reference: RFP 2021/004 (hn)

**Request for Proposals no. RFP 2021/004 –
Provision of Translation Services**

1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “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 shall 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 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 (the “Governing Instrument”). 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 (the “RFP”), the GCF is seeking to contract a qualified, reputable and experienced company/corporation/firm (the “Firm”) to provide Translation and Proofreading Services for the GCF. The terms of reference included in Annex 1 herein provides the details of the assignment and expected deliverables.

The resultant contract will be a long-term agreement (LTA) of initial two (2) years with options to extend on yearly basis for three (3) years (1+1+1 year), subject to the Firm’s satisfactory performance at GCF’s sole discretion.

- 2.2 Proposals must be submitted to the GCF no later than **30 June 2021 @ 18.00 hours** Korean standard time.

- 2.3 The RFP includes the following annexes:

- | | |
|---------|----------------------------------|
| Annex 1 | Terms of Reference |
| Annex 2 | Requirement for Firm’s Proposals |
| Annex 3 | Evaluation Criteria |
| Annex 4 | Company Profile Form |
| Annex 5 | Acknowledgement Letter |
| Annex 6 | Timeline |
| Annex 7 | Model Contract |

- 2.4 The terms set forth in this RFP, including all the annexes listed above, shall form part of any contract, should the GCF accept your proposal. Any such contract shall require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the GCF 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 Tenderers/firms.
- 2.6 Tenderers may withdraw their 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 deadline for submission of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the Tenderer'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 relating to this RFP must be directed only to the Head of Procurement and responsible procurement staffer by e-mail at procurement@gcfund.org. Tenderers 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 Procurement¹. 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 vendor/Tenderer requiring any clarification of the solicitation documents may notify the GCF in writing to the e-mail address: procurement@gcfund.org and copied to hngau@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the e-mail must have the reference number and title of the RFP i.e. **RFP 2021/004 – Provision of Translation Services**. The GCF shall respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF responses which contain information that may be of common interest to all Tenderers (including an explanation of the query but without identifying the source of inquiry) shall be posted on the GCF website and/or communicated via e-mail.

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 Tenderer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via e-mail.
- 4.2 In order to allow prospective Tenderers 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 the Proposals

- 5.1 The proposals prepared by the Tenderer and all correspondence and documents relating to the proposal exchanged by the Tenderer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English.

¹ Annex II "Corporate Procurement Guidelines on the Use of Consultants"

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 Tenderer.

6. Submission of Proposals

6.1 Format and form of submission of proposals: Tenderers are requested to send a Proposal - preferably² 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 RFP) - or via e-mail to procurement@gcfund.org and copied to hngau@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 e-mail 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 will be reviewed and approved. Once you register, please send an e-mail to procurement@gcfund.org with the RFP number and title as the e-mail reference and confirm that you are interested in submitting a proposal. You will then be invited to participate in the RFP. You will receive the RFP event notification e-mail from the Green Climate Fund with a link to access the RFP. This 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 RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial proposal submission forms
11. When ready to submit your proposal, upload the technical proposal under the TECHNICAL section and the financial proposal under the FINANCIAL section. Please **DO NOT** enter or upload any financial information under the TECHNICAL section as this may result in disqualification.
12. Click ‘Submit Entire Response’ to submit proposal.

(For detailed instructions on how to access and submit a proposal, see the supplier manual. It is recommended that Tenderers register on the portal as early as possible.)

ii) Submission via e-mail

Two separate files (Technical and Financial Proposals) should be attached to the e-mail as below.

The Technical file should contain the technical proposal and be named as follows:

RFP 2021/004 – TECHNICAL PROPOSAL - (name of Tenderer)

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

² *Vendors shall note that GCF will be phasing out e-mail submission in the near future, therefore vendors are encouraged to register and submit their Proposal/Proposal through the GCF Supplier portal (SAP Ariba)*

The financial file should contain the financial proposal and be named as follows:

RFP 2021/004 – FINANCIAL PROPOSAL - (name of Tenderer)

The subject line of the e-mail should be as follows:

RFP 2021/004 – Provision of Translation Services (name of Tenderer)

- 6.2 The Financial Proposal MUST be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers should NOT send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.
- 6.3 All prospective Tenderers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via e-mail, advising whether they intend 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 shall normally be rejected.

8. Opening of Technical Proposals

- 8.1 Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of Tenderers 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. Tenderers 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 The GCF shall notify in writing those Tenderers that have achieved the minimum qualifying technical score and request for the password for the Financial Proposals.

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

- 10.1 The GCF requires that all GCF staff members, tenderers/Tenderers, 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 Tenderers, 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, Tenderers 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

PROVISION OF TRANSLATION SERVICES

1. INTRODUCTION

- 1.1. The working language of the Green Climate Fund (“GCF” or the “Fund”) is English. Nonetheless, in order to promote accessibility, GCF endeavours to translate certain documents into other languages. Under its Updated Strategic Plan (2020-2023), the Fund is mandated to translate “key operational documents” into all of the six (6) official United Nations (UN) languages (i.e. Arabic, Chinese, English, French, Russian and Spanish).
- 1.2. The GCF wishes to procure the services from multiple Firms, that shall be able to provide the required services on an alternate basis, and that it shall provide a pool or roster of experts for translation and proofreading work, mainly from English into other languages, with a focus on the official UN languages of the UN (hereinafter referred to as the “Services”).
- 1.3. The Firm(s) shall be able to perform the Services, as and when requested, for a range of printed and digital communications under the direction of the Division of External Affairs (DEA) and the Communications, Media and PR Unit, unless otherwise specified. The Firm(s) will be required to provide translation services from English, and also to proof-read translations undertaken by another contractor, also from English into the other official UN languages.

2. OBJECTIVES

- 2.1. Translations and proof-reading shall help increase the profile and understanding of the GCF and its work among wider audiences and increase accessibility to the Fund. Translations of GCF documents are oriented to ease language barriers and conduct efficient engagement with stakeholders, and the works have been identified as a priority by GCF and is one of targets of Updated Strategic Plan 2020-2023.

3. MODALITY OF THE AGREEMENT

- 3.1. The agreement shall be based on a non-exclusive Long-Term Agreement (LTA) on the basis of “as and when required” with no legal obligation to order any minimum or maximum quantity or volume of work. Under the LTA, the Firm(s) shall be assigned Work Orders (WOs), a contractual instrument that shall implement specific assignment or request. Only through signing a Work Order by the GCF, a financial commitment shall be made to the Contractor.

The resultant contract(s) will be a long-term agreement (LTA) of initial two (2) years with option to extend on yearly basis for three (3) times (1+1+1 year), subject to the Firm’s satisfactory performance at GCF’s sole discretion.

4. SCOPE OF THE SERVICES

- 4.1. The Firm(s) shall be responsible for making available on an “as-needed” basis, highly qualified experts to translate and/or proofread a range of print and digital communications, predominantly in English, into other languages. These products could include technical and scientific documents and complex manuals or process guidebooks, but the majority of the translation and proofread work will be corporate key operational documents and manuals, communications and advocacy materials, such as briefs, PowerPoint Presentations (PPT),

brochures, traditional and social media materials, speeches, fact sheets, video scripts, blogs, thematic briefs, online and digital content, including photo essays, web stories, animated graphics, etc. Communications shall be targeted to diverse audiences using different styles and tones, which need to be reflected in the translations and proofreading.

- 4.2. The Firm(s)' pool of expert translators and proofreaders shall be made available to the GCF on an ongoing, as-needed basis, to translate a variety of print and digital communications and assets, mainly from English into other languages, with a focus on six (6) official languages of the United Nations (that is, Arabic, Chinese, English, French, Russian and Spanish). Other languages could also include Portuguese, Hindi, Bengali, Vietnamese, Mongolian, etc. This is a partial, non-exhaustive list of language expertise that may be required by the Firm(s).
- 4.3. The Contractor shall provide in its proposal a list of languages for which it can provide expert translations and/or proof-reading and shall indicate the experience and qualification of its translation personnel, including minimum of five (5) years of professional experience in document translation on the part of the Contractor itself.
- 4.4. The scope of the Services includes, inter alia:
 - a) Translate and/or proofread various types of communications, including digital and online content and translation of text for websites, social media, videos, infographics, photo essays, etc.;
 - b) Translate and/or proofread all content, including text contained in figures, maps, infographics, boxes, captions, sources, footnotes and covers, as well as text in digital assets, including videos, animated social media graphics, infographics, etc.;
 - c) Ensure that the works are translated and/or proofread in accurate language, vocabulary, syntax, expression, spelling, grammar and relevant terminology;
 - d) Perform terminology research to ensure the quality, accuracy and appropriateness of translation and/or proofread;
 - e) Maintain the overall context of the original communication so that the original intended contextual meaning of the sentences/phrases is not altered or changed. The style, tone and cultural elements shall be accurately transferred from one language to another, which cannot be secured with automated translation programmes;
 - f) Engage and coordinate with GCF staff as necessary, which may include staff from GCF's Division of External Affairs, as well as subject matter experts from operational divisions; and
 - g) Complete the work within the agreed timeline and submit the final translation and/or proofread in soft copy.
- 4.5. The GCF shall expect the Contractor to provide strictly professional and clear translations work and the Fund shall not accept nor condone poor-quality "auto-translated" type of work. In the event that the GCF discovered that the translation work is below standard, the Fund has the right to give warnings to the Contractor and shall request the Contractor to re-do the translation work for free of charge. In the event that the same incidents keep occurring and after three (3) warnings were given to the Contractor, the GCF has the right to cease using the services of the Contractor.

5. **DELIVERABLES**

**N.B. This is a non-final, non-exhaustive list of potential communications or types of communication that may require translations and proofreading which is shared for reference purposes. The potential*



engagement shall be based on a non-exclusive Long-Term Agreement (LTA) on the basis of “as and when required” with no legal obligations to order any minimum or maximum quantity. Final deliverables and timeline to be discussed between the GCF Communications team and the Firm(s), including the required languages. Most communications shall be translated and proofread into six (6) official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish) but other languages will be required for certain products if available.

Communications	Description
1) Key operational documents	Documents range from approximately 10 – 50 pages, with tables and graphics
2) Key operational manuals	Manuals range from approximately 250 – 500 pages, with large, complicated process maps and graphics
3) Brochure and brief documents	Brochures and brief documents range from approximately 2-20 pages, with infographics
4) Video script	Scripts for short and/or long videos
5) Press Releases and other media materials	In conjunction with launch of report and event
6) PowerPoint Presentations	Several: Overview/GCF at a Glance, Africa, LAC, LDCs, SIDs, CSOs, etc.

6. EXPECTED EXPERIENCES AND QUALIFICATIONS OF SELECTED FIRM(S):

- 1) Demonstrated, proven skills and experience in translating and proofreading professional and technical or scientific communications, including experience translating and proofreading issues related to climate change, climate finance, sustainable development, the environment, international relations, global policy, etc. and good understanding of jargon, technical terms and terminology used in those areas;
- 2) Demonstrated capacity to handle work in an efficient and timely manner;
- 3) Willingness to cooperate with GCF Communications staffers as well as subject experts to facilitate outputs if and when necessary;
- 4) Ability to work with a high-level of accuracy and attention to detail;
- 5) Minimum five (5) years of similar previous working experiences with intergovernmental global processes, the United Nations or other international organizations is desirable; and
- 6) Fluency in English for contact staff of the Firm(s) is essential.

7. INTELLECTUAL PROPERTY RIGHTS

The GCF shall be entitled to all intellectual property rights, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which are produced under the Contract and Work Order (WO) covering this assignment.



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Annex 2 - Requirements for Tenderer's Proposals

A - Technical Proposal

The technical proposal shall be submitted in a separate file and shall address all aspects of the Terms of Reference. **NO details of a financial nature whatsoever should be included in this Technical Proposal. Failure to comply with this requirement shall result in disqualification.**

The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the Tenderer shall submit the technical proposal in the structure detailed below.



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TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.7 of the RFP, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



Form TECH-2: Firm's Organization and Experience

A - Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total Nº of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	Nº of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart's Staff and Facilities to be Provided by the GCF

On the Terms of Reference

Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). [Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form TECH-4:

Description of Approach, Methodology and Work Plan for Performing the Assignment

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- Technical Approach and Methodology
- Work Plan
- Organization and Staffing

1) **Technical Approach and Methodology.**

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2) **Work Plan.**

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan.

If applicable, a list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

3) **Organization and Staffing.**

In this chapter you should propose the structure and composition of your team. [You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



Form TECH-5: Provide the Team Composition and Task Assignments for this Project**

Professional Staffs				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

**(Tenderer to indicate names / qualifications of their available pool of qualified translators for the specified languages);



Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff Members

- 1. Proposed Position** [only one candidate shall be nominated for each position]: _____
- 2. Name of Firm** [Insert name of firm proposing the staff]: _____

- 3. Name of Staff** [Insert full name]: _____
- 4. Date of Birth:** _____ **Nationality:** _____
- 5. Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

- 6. Membership of Professional Associations:** _____

- 7. Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

- 8. Countries of Work Experience:** [List countries where the staff has worked in the last ten years]: _____

- 9. Languages** [For each language indicate proficiency: fluent, good, fair, or poor in speaking, reading, and writing]: _____

- 10. Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]: _____

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____
[Signature of the staff member or an authorized representative of the staff] Day/Month/Year

Full name of the authorized representative: _____

Annex 2 - Requirements for Tenderer's Proposals (cont'd)

B - Financial Proposal

The Tenderer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal shall be inclusive of the taxes where applicable³, and the applicable taxes shall be specified.

IMPORTANT:

The Financial Proposal MUST be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers should NOT send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

³ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund ("Fund"), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund's operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

- (i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;
- (ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and
- (iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.

(b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty.



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FINANCIAL PROPOSAL Forms

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the required professional services for [Insert title of assignment] in accordance with your Request for Proposal no. _____ dated [Insert Date] and our Technical Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal.

We agree that our proposals shall remain valid and open for acceptance for a period of ninety (90) calendar days after the deadline for submission of proposals.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Telephone no.: _____

E-mail address: _____

Form FIN-2: Summary of Costs

A. Cost of the Required Services

There are six (6) official languages of the United Nations (UN). These are Arabic, Chinese, English, French, Russian and Spanish. The correct interpretation and translation of these six languages, in both spoken and written form, is very important to the work of the GCF, because this enables clear and concise communication on issues of global importance.

		Primary Services: Description of Activity or Item		
Cost per Services (USD)		Translation rate per word of source text*	Editing (revision of translated text) rate per word	Proofing rate per word
Arabic				
Chinese				
English				
French				
Russian				
Spanish				
Other offered languages: <i>(Tenderer to list below)</i>				

** Industry standard output of 3000 words daily*

B. Other Services (Optional)		Cost (USD)
i.	Transcription of audio/video files rate per hour/audio minute	
ii.	Voiceover and dubbing rate per hour/audio minute	

C. Urgent translation fee		Percentage % on the base rate
i.	Urgent translation fee is percentage to be added on the regular rate(s) for delivery in less than 12 hours, if output required is less than 3000 words.	

Annex 3 - Evaluation Criteria

A. Evaluation of the Proposal

The proposal shall be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposal includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal shall follow and shall be completed before opening the financial proposal being opened and evaluated. The financial proposal shall be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

The tenderer is expected to adhere to the requirements for submitting a proposal. If the proposals fails to comply, it shall be disqualified from further consideration as part of this evaluation. In particular:

- 1) Full compliance with the formal requirements for submitting a proposal (Annex 2)
- 2) Submission of all requested documentation
- 3) **Acceptance of the GCF Model contract** – Where the Tenderer notes issues, these must be raised as part of the technical proposal for consideration during the evaluation

The Technical Proposal shall include:

- 1) A brief description, including ownership details, date, and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- 2) Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and

C. Evaluation of Technical Proposal and Evaluation Criteria:

A reviewing committee shall be established by GCF to evaluate each technical proposal. The technical evaluation shall include the following steps:

The technical proposal will be evaluated individually based on 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.

- 1) **Qualification requirement:**
 - a) Compliance with pricing conditions set in the RFP.
 - b) Statement of acceptance of the GCF Model Contract, and Terms and Conditions

2) Mandatory Criteria (Pass/Fail):

Mandatory Criteria	
1.	Qualification of Firm: Experience and competency in undertaking activities and delivering products. <ul style="list-style-type: none"> • Firm must have at least 5 years of working experience
2.	Service Capacity: Demonstrate ability to provide and deliver multiple orders of the service concurrently. <ul style="list-style-type: none"> • Firms must provide at least one example of relevant translation services, for each official languages of the United Nations.

3) Evaluation Criteria/Scored Criteria:

Evaluation Criteria		Sub-score	Score
1.0	Expertise of Firms		25
1.1	Previous experience with similar organizations, preferably with International Organizations, United Nations or Governmental Institutions, Missions, Embassies, etc.	15	
1.2	Experience / expertise in working on translation orders in the environmental / sustainability / climate change sectors	10	
2.0	Quality and capacity of translation and/or proof-read services = Methodology?		50
2.1	Quality of translation and/or proof-read services, for three (3) official languages of the United Nations, aligned with the Fund's branding guidelines (<i>Samples for translations shall be provided as part of the technical proposal submission</i>)	30	
2.2	Delivery capacity of translation and/or proof-read services in reasonable time, for six official languages of the United Nations, (<i>Tenderer to indicate names / qualifications of their available pool of qualified translators for the specified languages</i>);	15	
2.3	Ability to provide additional language translations other than the six official languages of the United Nations	5	
3.0	Track record of service quality, evaluated from references provided by previous client of the Firms (References checks will be carried out by the GCF evaluation team to confirm genuity of track records); <i>(Tenderers will be required to provide proof of experience of at least five (5) past similar projects, complete with past/current customers information, contact details (names, e-mails and telephone numbers);</i>		20
4.0	Ability to respond in English to requests or inquiries within 24 hours (proposalder to confirm it has English speaking personnel)		5
	Total		100

Technical proposals that score at least 75% will be considered as qualified for the review of the financial proposal. Any proposal less than that will be disqualified from proceeding to the next step.

D. Evaluation of Financial Proposal

The Financial Proposal of all Tenderers 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.



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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 Tenderer that achieves the highest combined technical and financial score will be invited for contract negotiations or GCF may proceed to contract award.

F. Award of Tender/Contract

The contract award will be made to the responsive Tenderer that achieves the highest combined technical and financial score, and if necessary, followed by negotiation of an acceptable contract. The GCF reserves the right to conduct negotiations with the Tenderers regarding the contents of their offer. The contract award will be in effect only after acceptance by selected Tenderer of the terms and conditions and the technical requirements.



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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	<input type="checkbox"/> Public enterprise <input type="checkbox"/> Private company <input type="checkbox"/> Organization sponsored (assisted by Government) <input type="checkbox"/> Other (please specify):		
Type of Business	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Retailer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Consulting Company <input type="checkbox"/> 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



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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 proposal, 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: _____



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Annex 5 Acknowledgement Letter

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **2021/004 – Provision of Translation Services dated 09 June 2021**, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the deadline date of **30 June 2021 @ 18:00 hours Korean Time** and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **01 July 2021 @ 11:00 Hrs Korean Time**. (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF, and contains privileged information.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Company/firm: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the GCF, 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 and copy to hngau@gcfund.org

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

Annex 6

Timeline

The Green Climate Fund shall follow the timeline below for this RFP. Any changes to this timeline shall be posted on the GCF website. Please note that the target dates may be adjusted.

Nr.	Event	Responsible Party	Tentative Date (and time, KST*)
1	Issuance of RFP	GCF	09 June 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	21 June 2021
3	Last date for requests for clarification of the RFP	Tenderer	23 June 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	28 June 2021
5	Date by which proposal must be received in South Korea by GCF (Closing Date)	Tenderer	30 June 2021 @ 18.00 hours KST
6	Date of opening of Technical Proposals	GCF	01 July 2021 @ 11:00 Hours KST

* KST: Korean Standard Time (Seoul Time)



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Annex 7
GCF Model Contract
(Attached as a separate document, or will be provided upon request)

By submitting a proposal to this RFP, the Tenderers are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the Tenderer has specific issues of concern, those must be raised and indicated in the Technical Proposal clearly for consideration during evaluation. Any request for amendments to the GCF Model Contract and terms and conditions must be accompanied by a detailed and compelling justification for review and consideration by GCF. It shall be noted that the request of amendments to the GCF Model Contract and terms and conditions may negatively affect the evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

NB: For this particular contract, the Performance Standards (Clause 9), Insurance (Clause 10), Performance Security (Clause 11), and Deductions Clauses (Clause 12) of the Special Conditions of Contract (SCC) shall not be applicable.

***Note:** The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse, and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract shall need to include such new provisions.