



REQUEST FOR QUOTATION (RFQ) Procurement of a Webcasting Service

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|--|-------------------------------|
| | DATE: 16 March 2017 |
| | GCF REFERENCE: RFQ 2017/S/009 |

Dear Vendor,

We kindly request you to submit your quotation for the procurement of a webcasting service for the Green Climate Fund, details of which are in Annex 1 of this RFQ.

Please be guided by the form attached hereto as Annex 2, in preparing your quotation.

Quotations may be submitted on or before 23 March 2017, 15:00 Korean Standard Time to the address below:

The Green Climate Fund (GCF)
11F, G-Tower, 175, Art center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

ATTENTION: PROCUREMENT ASSISTANT

Email: jhkim@gcfund.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by GCF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in pdf format.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s or services:



| | |
|--|--|
| Method of RFQ Submission: | The submission will be in the form of a simplified quotation with a company introduction submitted by email to procurement@gcfund.org . |
| Completion Period | <input type="checkbox"/> After Board Meeting 17 |
| Preferred Currency of Quotation | <input type="checkbox"/> US Dollar |
| Tax on Price Quotation | <input type="checkbox"/> Not applicable |
| Payment Terms | <input type="checkbox"/> As specified in the Purchase Order |
| Conditions for Release of Payment | <input type="checkbox"/> N/A |
| Deadline for the Submission of Quotation | <input type="checkbox"/> 23 March 2017, 15:00 Korean Standard Time |
| All documentations, shall be in this language | <input type="checkbox"/> English |
| Additional documents to submit | <input type="checkbox"/> Company profile <input type="checkbox"/> Quotation of total cost, inclusive of travel estimates |
| Period of Validity of Quotes starting the Submission Date | <input type="checkbox"/> 30 days |
| Partial Bids / Partial Awards / Split Awards | <input type="checkbox"/> <i>Not applicable</i> |
| Evaluation Criteria [<i>check as many as applicable</i>] | <input type="checkbox"/> Least Costly technically acceptable offer |
| Annexes to this RFQ | <input type="checkbox"/> Terms of Requirements (Annex 1) <input type="checkbox"/> Quotation Form (Annex 2) <input type="checkbox"/> Contract Template for Services and Related Goods (Annex 3) |
| Contact Person at GCF for Inquiries related to this RFQ | Jinho Kim Procurement Assistant jhkim@gcfund.org |



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- a. Services proposed shall be reviewed based on completeness and compliance of the quotation with the annexes providing details of GCF's requirements.
- b. The quotation that complies with all of the requirements and offers the lowest price may be selected.
- c. Any Statement of Work/Purchase Order that will be issued shall be subject to the General Terms and Conditions.
- d. GCF reserves the right to accept or reject any offer, to render any or all offers as non-responsive, and to annul the solicitation process and reject all offers at any time prior to award of recruitment mandate, without thereby incurring any liability to the affected firm, or any obligation to inform the affected Proposer(s) of the grounds for GCF's action. GCF shall neither be obliged to award the contract to the lowest price offer.
- e. GCF implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against GCF, as well as third parties involved in GCF activities.

Sincerely yours,

Jinho Kim
Procurement Assistant
Green Climate Fund

Terms of Reference for Webcasting Services

A. Time frame and Location:

I. Board Meeting 16 – (Songdo) Incheon, South Korea

| <i>Arrival</i> | <i>Set-up & Testing</i> | <i>Informal meeting</i> | <i>Events</i> | <i>Departure</i> |
|----------------|-----------------------------|-------------------------|---------------------|------------------|
| 1 (Sat) | 2(Sun) | 3(Mon) | 4 - 6 (Tue ~ Thurs) | 7 (Fri) ~ |

II. Board Meeting 17 – (Songdo) Incheon, South Korea

Exact dates to be clarified, however the time frame should be expected to be the same.

B. Technical Services required:

Live & Directory on-demand webcast production:

- 2 operators on-site;
- Encoding of 1 camera, 1 projector, 1 mono-sound signal per room;
- Switching between camera-only, picture-beside-picture, projector only modes;
- Presentation will be covered including animations video sequences, mouse movements etc.;
- Live streaming will be displayed in player at a video bitrate of 400 kbps or higher (preferably 800 kbps at 30 frames per second);
- Audio will be streamed at 64 kbps and above;
- On-demand video be available the recording on the Fund website within 12 hours of the event; and
- Event website will include program overview.

C. The Green Climate Fund will provide:

- AV signals (Camera, Projector, Sound);
- Adequate internet connection;
- Program info and agenda to be provisioned ahead of time in digital form;
- Graphic elements (logo) for the Website; and
- Interim storage of their shipment.



RFQ – Quotation Form

The Quotation Form must be completed, signed and returned to GCF. Quotations must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Quotation No. GCF RFQ 2017/S/009 set out in the attached document, hereby offers to provide the service and related goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, _____ (Name of Signing Official) _____, certify that I am _____ (Position) _____ of _____ (Legal Name of Company) _____; that by signing this RFQ bid for and on behalf of _____ (Legal Name of Company) _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

_____ (Signature) _____ (Name) _____ (Title)

_____ (Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing Address (Street/City/Province/Country): _____

Tel. No: _____ Fax No: _____

E-mail Address: _____

Offer valid until: _____ (Date) (Must be at least thirty (30) days)

Currency of offer: US Dollars Separate as Monthly Fee and Installation Cost
Payment terms 30 days - after presentation of the bill - accepted:



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Annex 3

GCF Template – AUGUST 2016/V.01

Contract No. _____

**Service Contract
for
[nature of services]**

by and between

**Green Climate Fund, 12th floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon,
22004 Republic of Korea**

and

[CONTRACTOR, address]

Green Climate Fund
Songdo International Business District
G-Tower, 175 Art Center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

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