



**Request For Proposal (RFP) no. 2023/034 –
Provision of Graphic Design Services**

Date: 20 October 2023

GCF Reference: RFP/2023/034

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Dear Sir / Madam:

We kindly invite you to submit your offer/proposal for the **Provision of Graphic Design, Formatting and Layout Services (the “Services”)**.

Details of the assignment and expected deliverables can be found in the Terms of Reference (TOR) attached as Annex 1 in this RFP bidding package. Please refer to the relevant Annexes of this RFP when preparing your offer/proposal.

Offers/proposals must be submitted to the GCF on or before **Monday, 13 November 2023 at 24.00 hours Korean Standard Time (KST)** and can either be sent by postal mail/courier or via E-mail to the address below:

Green Climate Fund (GCF)

Procurement Unit, Office of Administrative Services

G-Tower, 175 Art Center-daero, Songdo-dong

Yeonsu-gu, Incheon 22004, Republic of Korea

Attn.: Helena Ngau, Procurement Officer

Email: hngau@gcfund.org and copy: procurement@gcfund.org

It shall remain your responsibility to ensure that your Proposal will reach the address above on or before the deadline. Proposals that are received by GCF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by e-mail, kindly ensure that it is signed and in the .PDF format.

We look forward to receiving your offer/proposal for this Request For Proposal (RFP) by the deadline mentioned above.

Sincerely yours,

DocuSigned by:

Dragoljub Kelecevic

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Dragoljub Kelecevic
Procurement Manager



Delivery Term based on Incoterms 2020 (<i>Pls. link this to price schedule</i>)	<input type="checkbox"/> DDU (Delivered Duty Unpaid, Incoterms 2020) GCF Office, Songdo, Incheon, South Korea (for goods & services) <input checked="" type="checkbox"/> Not Applicable (for Services only)
Delivery Address / Location	Green Climate Fund (GCF) Procurement Unit, 12 Floor G-Tower, 175 Art Center-daero, Songdo-dong Yeonsu-gu, Incheon 22004 Republic of Korea
Method of RFP Submission:	<p><i>RFP for Services: One Envelope with SEPARATE Technical and Financial Proposals, clearly labeled as Technical Proposal and Financial Proposal - with bidder's name, address and the RFP reference number;</i></p> <p><i>The Financial Proposal doesn't have to be password locked. However, there must not be any prices in Technical Proposal.</i></p> <input checked="" type="checkbox"/> By E-mail to Procurement@gcfund.org and copy hngau@gcfund.org <input type="checkbox"/> By Courier or Postal Mail.
Preferred Currency of Proposal ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Korean Won
Tax ² on Price Proposal	Proposal must be exclusive of VAT and other applicable indirect taxes as GCF is exempt from taxes.
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days upon GCF's acceptance of the services delivered as specified and receipt of invoice; <input type="checkbox"/> Others [<i>pls. specify</i>]
Conditions for Release of Payment	Delivery of Services/Deliverables will be as per Purchase Order or Contract terms and conditions
Other after-sale services / support required	<input type="checkbox"/> Required: duration (months): <input checked="" type="checkbox"/> Not Applicable
Deadline for the Submission of Proposal	<input type="checkbox"/> Close of Business, [Day], [Date] and [Time] KST. <input checked="" type="checkbox"/> As defined on first page of this RFP

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies.

² (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.



All documentations, including catalogs, instructions and operating manuals, shall be in this language.	English
Additional documents to submit	<input checked="" type="checkbox"/> Certificate of Registration <input checked="" type="checkbox"/> Company Profile and Organization Structure <input checked="" type="checkbox"/> Experiences with similar services or projects <input checked="" type="checkbox"/> Brief description of approach, methodology and work plan to perform and implement the required Services. <input type="checkbox"/> Proposed Timeline to Implement the Services. <input checked="" type="checkbox"/> Team composition and task assignments for the project. <input checked="" type="checkbox"/> Proposed key personnel's CV to be engaged as per TOR qualifications. <input type="checkbox"/> The proposed training programme, including detailed or itemized course design for the training with the duration, topics, and description of the activities per day.
Period of Validity of Proposals starting the Submission Date	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days
Partial Bids / Partial Awards / Split Awards	<input checked="" type="checkbox"/> Not permitted. Only for full quantities of required items. <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial bids</i>]
Evaluation Criteria [<i>check as many as applicable</i>]	<input type="checkbox"/> Least Costly Technically responsiveness/Compliant bid. <input type="checkbox"/> Price meeting the budget. <input type="checkbox"/> Earliest Delivery / Shortest Lead Time. <input type="checkbox"/> The comprehensiveness of after-sales services/warranty. <input checked="" type="checkbox"/> For Services: Bids are scored on a combined weighted score - Technical Offer is 70% (according to the technical evaluation criteria in the TOR) and the Financial is 30%. The cut-off technical score is 75 points. <input checked="" type="checkbox"/> The Bidder who achieves the highest combined technical and financial weighted score; details in Appendix 1 of Annex 1.
Annexes to this RFP	1) Terms of References (TOR) (Annex 1) 2) Forms for Submission of Proposal/Offer (Annex 2) 3) Company Profile Form 4) RFP - Proposal Form (Annex 4) 5) Model Contract for Consultancy Services (Annex 5)
Contact Person at GCF for Inquiries	Helena Ngau, Procurement Officer Email: hngau@gcfund.org Copy: Procurement@gcfund.org

- 1) The Services proposed shall be reviewed based on completeness and compliance of the Proposal with the minimum specifications or as described in the Terms of Reference (TOR) above and or any other annexes providing details of GCF's requirements.
- 2) The Proposal that achieves the highest combined technical and financial weighted score will be selected. Any Proposal that does not meet the requirements shall be rejected.
- 3) Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by GCF. The unit price shall prevail, and the total price shall be



corrected. If the vendor does not accept the final price based on GCF's re-computation and correction of errors, its Proposal will be rejected.

- 4) Any agreement/contract that will be issued shall be subject to the General Conditions attached to the RFP. *(Note: if PO is the resultant agreement, then GCF's PO terms and conditions are attached. If the Contract is the resultant agreement, then conditions from the Model Contract for Consultancy Services are attached).*
- 5) GCF is not bound to accept any Proposal, award a Contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a Proposal, regardless of the conduct or outcome of the selection process.
- 6) GCF reserves the right to accept or reject any Bid/Proposal, to render any or all Offers/Proposals as non-responsive, and to annul the solicitation process and reject all Offers/Proposals at any time before the award of the contract, without thereby incurring any liability to the affected Bidder/Proposer, or any obligation to inform the affected Bidders/Proposer(s) of the grounds for GCF's action. GCF shall not be obliged to award the contract to the lowest price Proposal.
- 7) Prior to the expiration of bid/proposal validity, the contract may be awarded to the Bidder/Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing GCF procurement activities.
- 8) At the time of award of the Contract or Purchase Order (PO), GCF reserves the right to vary the quantity of services by up to a maximum of 15%.
- 9) GCF implements a zero tolerance on fraud and corruption (prohibited 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.



ANNEX 1 - TERMS OF REFERENCE (TOR)

GRAPHIC DESIGN SERVICES

1. Background

The GCF is a multilateral fund created in 2010 to support developing countries in responding to the challenges of climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF advances and promotes a paradigm shift towards low-emission and climate-resilient development pathways.

As a designated financial entity of the UNFCCC, the GCF provides funding for climate mitigation and adaptation projects and programmes in developing countries while accounting for their needs and supporting particularly those most vulnerable to the adverse effects of climate change. The Governing Instrument of the GCF outlines the mandate of the Fund to provide new, additional, adequate, and predictable mitigation and adaptation support to developing countries. Projects are assessed against various investment criteria, including paradigm shift potential, sustainable development potential, recipient needs, country ownership, efficiency/effectiveness and impact potential.

A Board governs the GCF, composed of an equal number of members from developed and developing countries. The GCF is operated by a Secretariat headed by an Executive Director. The GCF has three independent units, including the Independent Evaluation Unit (IEU)- the hiring Unit for this RFP, the Independent Integrity Unit (IIU), and the Independent Redress Mechanism (IRM). It is important for the design firm to note and understand that as one of these three independent units, the IEU is operationally independent from the GCF Secretariat, as this aspect of independence has implications on the work of the IEU, its branding system, as well as its professionally designed and formatted publications and reports.

The GCF Board mandates the IEU of the GCF under paragraph 60 of the Governing Instrument to inform its decision-making. The IEU has several objectives:

- Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, including providing strategic guidance;
- Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities; and
- Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for periodic reviews of the Financial Mechanism.

The IEU has a mandate for discharging both an accountability function and supporting a learning function. The IEU produces several publications annually, including evaluation reports, briefs and summaries, evidence reviews, learning and working papers, activities and annual reports, etc. For the high and increasing number of publications, there is always a high demand for formatting, design and document layout-related support.



2. Introduction

The Independent Evaluation Unit of the Green Climate Fund (GCF) would like to hire a firm/company (the “Contractor”) to provide graphic design, formatting and layout services for the Unit’s Learning, Uptake, Knowledge Management and Synthesis (LUKS) needs. The IEU seeks to enter into a contract with a graphic design firm/company to carry out the tasks, duties and responsibilities, deliver the set deliverables and provide support to the hiring unit as detailed below.

3. Objectives

- 1) The Contractor will be responsible for designing and executing high-quality, visually compelling and effective digital and print materials to define and strengthen the GCF-IEU brand.
- 2) The Contractor’s graphic designers will be expected to translate complex, technical information into innovative knowledge products, taking into account GCF-IEU’s editorial and branding guidelines and its brand image.
- 3) The Contractor will provide the layout and design of various publications, varying from short, simple brochures and briefs to long reports with technical, complicated graphics, figures, tables and charts. It is important for the Contractor to be willing to adhere to both the IEU editorial and style/branding guides and learn to use reference management tools like Zotero to deliver professionally designed publications with effective references.
- 4) The Contractor may also be expected to produce videos, teasers, infographics and other digital assets.
- 5) The final products to be designed and laid out will, at times, be in different languages.

4. Activities and Scope of Work

In coordination with the IEU, the Contractor shall be available on an ongoing, as-needed basis for both long-term projects and urgent products requiring a very short turnaround time.

The Contractor will be provided with and will be obligated to fully comply with GCF/IEU’s editorial, branding guidelines and GCF/IEU logo files in various formats and existing IEU templates.

4.1 Activities

- a) Conceive, develop and produce high-quality, creative web, digital and print products.
- b) Collaborate closely with GCF/IEU staff to propose, develop and deliver dynamic communication and knowledge products, e.g., evaluation reports, briefs, other publications, newsletters, learning paper series, blogs, presentations, social media visuals, flyers, and banners.



- c) Design original graphics and source other visuals (e.g., photographs, artwork) to be used in GCF/IEU products.
- d) Prepare imagery for use in various information, communications and outreach products.
- e) Fully understand and apply GCF/IEU's editorial and branding guidelines and visual standards and seek guidance from GCF/IEU staff in using the branding guidelines when required.
- f) Refine and update, when requested, the GCF/IEU's style guide and GCF/IEU's documents and materials templates in cooperation with the GCF/IEU's LUKS workstream members and the GCF/IEU's editorial experts.
- g) Define, develop and monitor the GCF/IEU's brand, its guidelines, and visual standards and provide guidance in the application of the brand.
- h) Develop corresponding communication components such as web templates, style sheets, posters, scripts, and images that are fully compatible with the GCF/IEU website (ieu.greenclimate.fund)
- i) Provide support for event preparation, including, but not limited to, photography, posters and displays for GCF/IEU events and help in organizing meetings.
- j) Ensure editorial delivery is timely and consistent with the GCF/IEU's brand and guidelines.
- k) Perform other tasks supporting the GCF/IEU's brand, its guidelines (editorial and formatting related), templates, digital platforms, including the GCF/IEU website, and knowledge curation.

4.2 Scope of Work

The scope of work could include the conception, design and layout of the following:

- a) GCF/IEU annual report with photos, maps and graphs.
- b) Learning and working papers, evidence review papers.
- c) Evaluation reports that could be 100-170 pages long, with tables, graphs, figures, and charts, including charts designed in R and Excel
- d) Digital assets, including videos or teasers for social media and website.
- e) PowerPoint Presentation slides, briefs, flyers, brochures, etc.
- f) 2 or 4-page briefs translated into various languages (Arabic, French, Spanish)
- g) Posters, flyers, and brochures (e.g., for events and seminars)

5. Expected Experience and Qualifications of the Contractor

- 1) The Contractor is expected to have a proven track record (at least 3 years) of providing similar services and working with similar organizations and content, as evidenced by provided samples.



- 2) The Contractor shall have a strong project management ability and the ability to complete the tasks on time.
- 3) The Contractor is expected to be very active and responsive in the time zone of the GCF (Korea Standard Time) or a similar time zone.
- 4) The Contractor is expected to have qualified staffers (Lead Expert(s) and Project Team) with educational or vocational training in graphic design, visual arts, branding or related fields who have the following expertise and experience:
 - a) 3 years of professional experience in digital and print graphic design, including layout, digital production, typography, and branding for web and print visual communication products.
 - b) Experienced in translating technical and complex information into clear and understandable graphics and documents that are visually appealing and easy to use and navigate.
 - c) Superlative formatting and editing skills to develop, translate and disseminate key messages to targeted audiences of the GCF/IEU.
 - d) Ability to deliver creative and detailed work under pressure and within tight deadlines while liaising and working with multiple workstreams of the GCF/IEU.
 - e) Excellent skills in client orientation and timely, regular and efficient communication with the GCF/IEU for design and layout projects concerned.
 - f) Availability via real-time communication platforms to receive clear and timely feedback is highly desirable.
 - g) Previous experience working with UN agencies or other international organizations on issues related to international development, environmental sustainability, or climate change is highly desired.
 - h) Exceptional computer skills, proficient in Adobe Creative Suite, MS Office and other similar programmes.
 - i) Record of delivering creative and detailed work under pressure and within tight deadlines and successfully dealing with design challenges.
 - j) Excellent skills in English; knowledge of other UN languages would be an advantage for the Contractor.
- 5) The Contractor that meets the above requirements and that is deemed the most competitive in terms of the price of services offered will be selected.

6. Access to Information

The selected Contractor will be provided access to necessary documents and information as required, including GCF/IEU's editorial and branding guidelines, existing templates, visual standards and logo files in various formats. In the case of co- or joint-branded products with partners, the Contractor will also have access to the branding guidelines and logo files of partner organizations, as and when required.

7. Deliverables

The GCF/IEU and the Contractor shall agree on the deliverables and dates on an ongoing, as-needed basis. Fully formatted GCF/IEU publications include evaluation reports, country case



studies, briefs, learning and working papers, GCF/IEU evidence reviews, etc. These must be formatted and designed in line with the GCF/IEU branding scheme and editorial and formatting style guides and reference guides, which will be made available to the selected Contractor.

Specific deliverables will be assigned in the form of Work Order (WO) to the Contractor on as needed, ongoing basis after a specific quotation based on the agreed unit rates is received and agreed with GCF/IEU.

8. Intellectual Property Rights

GCF/IEU shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, concerning products, documents or other materials produced under the Contract.

9. Duration of Assignment

The Terms of Reference shall be in effect through December 2024.

The Contractor will report to the Head of the IEU, in close coordination with relevant IEU members, especially IEU's Knowledge Management and Uptake Specialist. Cooperation with evaluation teams and other IEU staff will also be required to ensure that all evaluation products and other operational documents released by the IEU will reflect the consistent and relevant appearance of the IEU branding.

In the event other divisions or units within the GCF requires similar graphic design services, the Contractor is obligated to provide such services, as and when needed/requested.



APPENDIX 1 – 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 the financial proposal is opened and evaluated. The financial proposal shall be considered only if the submissions fulfil the minimum technical requirements.

B. *Acceptance of Submissions*

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

- Full compliance with the formal requirements for submitting an offer/proposal.
- Submission of all requested documentation
- **Acceptance of the GCF Model contract**– Where the bidder notes issues, these must be raised as part of the technical proposal for consideration during the evaluation.

C. *Evaluation of Technical Proposal*

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

(i) *Evaluation Criteria (Scored Criteria):*

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.

SN	Evaluation Criteria	Sub-score	Score
1	<i>Expertise of Firm / Organization submitting Proposal</i>		30
1.1	Proven track record of providing similar services and of working with similar international organizations and content as evidenced by provided samples (<i>vendors will be requested to provide samples of past work/services</i>)	15	
1.2	Strong project management ability, and the ability to communicate real-time with the hiring office/task managers on the progress made with the work orders, and the ability to complete and deliver the requested tasks on time.	15	
2	<i>Technical Approach And Methodology</i>		20
2.1	Have the important aspects of the required services/tasks been addressed carefully in sufficient detail in Bidder's proposal?	10	
2.2	Is the technical proposal/presentation clear and is the sequence of activities and the planning logical, realistic and	10	



SN	Evaluation Criteria	Sub-score	Score
	promise efficient implementation of the project or assignment?		
3	<i>Personnel Proposed for the Contract</i>		50
3.1	<i>Project/Team Leader</i>		
3.1.1	Educational or vocational training in graphic design, visual arts, branding, communication or related fields with proven track record of professional experience in digital and print graphic design, including layout, digital production, typography, branding for web and print visual communication products.	10	
3.1.2	Experienced in translating technical and complex information into clear and understandable graphics and documents that are visually appealing and easy to use and navigate.	10	
3.1.3	Previous experience working with UN agencies or other international organizations on issues related to international development or climate change is highly desired.	10	
3.2	<i>Project Team Members</i>		
3.2.1	Solid understanding of web design functionality, interaction, site architecture, user interfaces, and navigation across multiple platforms and devices	5	
3.2.2	Exceptional computer skills, with proficiency in all Adobe Creative Suite, MS Office (InDesign, Illustrator, Photoshop)	5	
3.2.3	Record of delivering creative and detailed work under pressure and within tight deadlines and successfully dealing with design challenges	5	
3.2.4	Excellent skills in English; knowledge of other UN languages would be an advantage.	5	
	Total		100

Technical proposals that score at least 75% out of 100 points will be considered 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 proposers who 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 follows:



$S_f = 100 \times F_m / F$, in which “ S_f ” is the financial score, “ F_m ” is the lowest price, and “ F ” is the price of the proposal under consideration.

(1) 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 (S_t) and financial (S_f) 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: $S = S_t \times T\% + S_f \times P\%$.

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

(2) Award of Tender/Contract

The contract award will be made to the responsive proposer 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 proposers regarding the contents of their offer. The contract award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.



Annex 2

TECHNICAL AND FINANCIAL PROPOSAL - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Proposal along with Annex 3 - Proposal Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFP reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Bidders are required to submit: *One Envelope with SEPARATE Technical and Financial Proposals, clearly labeled as Technical Proposal and Financial Proposal - with bidder's name, address and the RFP reference number; The Financial Proposal doesn't have to be password locked. However, there must not be any prices in Technical Proposal.*

A. TECHNICAL PROPOSAL

Bidders are required to submit the following:

- 1) A brief description, including ownership details, date, and place of incorporation of the firm/company, objectives of the firm/company, partnerships, qualifications, certificates, etc.;
- 2) Details to demonstrate years of experience with similar services/work and in working with relevant multi-lateral development funds, international organizations, governmental entities/ministries, and familiarity with their operations; If possible, please provide Statement of Satisfactory Performance from your current and past clients.
- 3) A brief methodology, approach and implementation plan; and proposed timeline to deliver services ordered.
- 4) Proposed team composition and CVs of key personnels for this project.

B. FINANCIAL PROPOSAL

For the purpose of financial evaluation, Bidders will submit a fixed-term lump sum amount for the provision of the deliverable examples stated in Table B and shall be in line with your technical Proposal. The proposed lump-sum amount should include all costs of preparing and delivering the Services. All daily staff rates shall be based on an eight-hour working day.

Currency of Proposal: US DOLLARS



Summary of Costs

A. Financial Proposal (unit fixed rates)

Name ²	Position ³	Staff hourly Rate (USD)	Staff daily Rate (USD)
	Staff 1 (e.g., Team/Project)		
	Staff 2 (e.g., Art Specialist)		
	Staff 3 (e.g., Senior Graphic Designer)		
	Staff 4 (e.g., Junior Graphic Designer)		
	Staff 5 (e.g., Translators)		

- 1 Above table shall be filled in for the same Professional and Support Staff listed in Technical Proposal.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff, team assistant, etc.).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Technical Proposal.

B. Breakdown of Fees and Expenses per Deliverable Examples (for evaluation purposes)

SN	Examples of Deliverables	Staff Required (name and position)	Staff input (in hours)	Unit Rate ³	Total Cost in USD
1	<ul style="list-style-type: none"> • Evaluation report layout - 3 rounds of design • x 100 pages, A4 format • Existing template with IEU branding system and colors • x 20 charts/maps • x 20 tables 	Staff 1...			
		Staff 2 ...			
		Staff 3...			

³ Amounts must coincide with the ones indicated above in Table A.



SN	Examples of Deliverables	Staff Required (name and position)	Staff input (in hours)	Unit Rate ³	Total Cost in USD
	<ul style="list-style-type: none"> Print + web ready files 				
Subtotal					
2	<ul style="list-style-type: none"> Evidence review reports/learning papers layout - 3 rounds of design x 100 pages, A4 format Existing template with IEU branding system and colors x 10 charts/maps x 20 tables Print + web ready files 	Staff 1...			
		Staff 2 ...			
		Staff 3...			
Subtotal					
3	<ul style="list-style-type: none"> Corporate Annual Report - 3 rounds of design x 20-pages, A4 format New design/template to be developed (also with IEU team photos and mission photos to be provided by the IEU) x 5 charts/maps + project/stock photos + X 5 tables Print + web ready files 	Staff 1...			
		Staff 2 ...			
		Staff 3...			
4	<ul style="list-style-type: none"> Corporate event poster - 3 rounds of design x 1-page, A4 format 3 new designs/templates 				



SN	Examples of Deliverables	Staff Required (name and position)	Staff input (in hours)	Unit Rate ³	Total Cost in USD
	to be developed first by the firm; upon selection of the best design by the IEU, there can be 3 rounds of design adjustment with that design selected. <ul style="list-style-type: none"> • English, French and Spanish versions (to be confirmed by the IEU at a later stage) • IEU can provide project/stock photos that can be used for the poster design • Print + web ready files 				
Subtotal					
Total Cost of Financial Proposal					USD

Indicate the total costs, net of local taxes, to be paid by the GCF/IEU.

****Financial comparison of bids shall be made based on Table B.***

****Unit Rates are fixed and shall not be amended.***

****Staff inputs for these above three scenarios are indicative and shall become bases for staff input calculations in given Work Orders under the signed Long-Term Agreement.***

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFP.

[Name and Signature of Bidder's Authorized Person]
[Designation]
[Date]



Annex 3 - Company Profile Form

(Submit as part of Technical Proposal)

Please respond to all questions.

1.1 Company Details - Vendor's Name

Name:

1.2 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:	

1.3 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



Annex 4

RFP – Proposal Form

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

The undersigned, having read the terms and conditions of Proposal No. GCF RFP/_____ set out in the attached document, hereby Proposals to provide the services and related goods (if applicable) specified in the RFP 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 Authorized Signing Official), certify that I am _____ (Position/Title) of _____ (Legal Name of Company); that by signing this RFP 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.

Name: _____ Title/Position _____
 Signature: _____ Date: _____

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

Name: _____ Title/Position: _____

Mailing Address (No., Street, City, Province, Zip code, Country):

Tel. No.: _____ Fax No.: _____

E-mail Address: _____

Proposal valid until: (Date) _____ Must be at least ninety (90) days from closing date

Currency of Proposal: USD (exclusive of taxes): Yes/No : _____

GCF Payment terms: 30 days, after receipt and acceptance of deliverable and invoice; Accepted (Yes/No): _____



Annex 5

Model Contract for Services
