Request for Proposals (RfP)

GCF concept note preparation

# REQUIREMENTS

## A detailed description of the services and/or goods to be provided can be found in Attachment 1.

# CONTACT DETAILS

|  |
| --- |
| AFoCO Contact: kimhm0217@afocosec.org  |

##

# PROCUREMENT TIMETABLE

## This timetable is indicative and may be changed by AFoCO at any time. If AFoCO decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement

| **DATE** | **ACTIVITY** |
| --- | --- |
| 2 November 2023 | Publication of the Request for Proposals |
| 14 November 2023, 23:59 PM (GMT+9, Korea Standard Time) | Deadline for submission of proposals to AFoCO (“**Submission Deadline**”) |
| 17 November 2023 | Clarification of proposals |
| 20 November 2023 | Planned date for contract award |
| 21 November 2023 | Expected contract start date |

## Please email the AFoCO contact to express your interest in submitting a proposal by the deadline stated above. This will help AFoCO to keep you updated regarding the procurement.

# COMPLETING AND SUBMITTING A PROPOSAL

## Your Proposal must consist of the following four separate documents:

## Signed Declaration of Undertaking (see Attachment 2)

## Pre-Qualification Information (see Section 4.3 below)

## Technical Proposal (see Section 4.4 below)

## Financial Proposal (see Section 4.5 below)

## Proposals must be prepared in English.

## Your Proposal must be submitted by email to the AFoCO Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder’s name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g., Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the AFoCO. This will ensure a secure bid submission and opening process.

## Technical Proposal

## The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

## Proposals in any other format will significantly increase the time it takes to evaluate, and such Proposals may therefore be rejected at AFoCO’s discretion.

## Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with AFoCO’s approval.

AFoCO will evaluate technical proposals with regards to each of the following criteria and their relative importance:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description** | **Information to provide** | **Relative weight** |
| 1 | Project Team Composition | CVs | 5% |
| 2 | Methodology and Workplan | Detailing of methodology and workplan in the proposal submitted  | 30% |
| 3 | Experience with GCF concept note development including understanding climate modelling results | CVs and write-up in the proposal related to experience  | 20% |
| 4 | Experience in sustainable financing/innovative financing | CVs and write-up in the proposal | 10% |
| 5 | Experience in Environmental and Social safeguards | CVs and write-up in the proposal  | 10% |
| 6 | Fluency in English  | CVs and write-up in the proposal | 10% |
| 7 | Experience of working with Government of Timor Leste | CVs and write-up in the proposal | 10% |
| 8 | Familiarity with project areas | Write-up in the proposal  | 5% |
| **TOTAL** | 100% |

## Financial Proposal

## The financial proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety, up to the specified limit of USD 49,000.

## Prices include all costs

## Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risk and other things necessary for the performance of the Terms of Reference or Specification of Requirements. AFoCO will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility to determine whether such taxes apply to your organisation and to include them in your financial offer.

## Travel cost to Timor-Leste, including airfare, accommodation, and DSA will be provided additionally upon the plan.

## Applicable Goods and Services Taxes

## Proposal rates and prices shall be exclusive of Value Added Tax.

## Currency of proposed rates and prices

## All rates and prices submitted by Proposers shall be in USD.

## Breakdown of rates and prices

## Please itemise your costs in the below table under the respective expenditure categories:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Expenditure Categories** | **Quantity** | **Unit Price** | **Total Price** |
| 1 | Staffing Costs |  |  |  |
| 2 | Costs for conducting consultations |  |  |  |
| 3 | Miscellaneous cost |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
|  | **TOTAL** |  |  |  |
|  | Travel Costs (Flight, Surface Travel, DSA) |  |  |  |

## Additional information not requested by AFoCO should not be included in your Proposal and will not be taken into account in the evaluation.

## Your proposal must remain valid and capable of acceptance by AFoCO for a period of 60 calendar days following the submission deadline.

## Withdrawals and Changes

You may freely withdraw or change your proposal at any time prior to the submission deadline by written notice to the AFoCO Contact. However, in order to reduce the risk of fraud, no changes or withdrawals will be accepted after the submission deadline.

# EVALUATION of PROPOSALS

## Completeness

AFoCO will firstly check your proposal for completeness. Incomplete proposals will not be considered further.

## Technical Evaluation

## Scoring Method

Your proposal will be assigned a score from 0 to 10 for each of the technical evaluation criteria, such that ‘0’ is low and ‘10’ is high.

## Minimum Quality Thresholds

Proposals that receive a score of ‘0’ for any of the criteria will not be considered further.

## Technical Score

Your score for each technical evaluation criterion will be multiplied with the respective relative weight (see Section 4.4) and these weighted scores added together to give your proposal’s overall technical score.

## Financial Evaluation and Financial Scores

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.3.2) by the total price of your financial proposal.

Thus, for example, if your financial proposal is for a total of CHF 100 and the lowest financial proposal is CHF 80, you will receive a financial score of 80/100 = 80%

## Total Score

Your proposal’s total score will be calculated as the weighted sum of your technical score and your financial score.

The relative weights will be:

 **Technical: 70%**

 **Financial: 30%**

Thus, for example, if your technical score is 83% and your financial score is 77%, you will receive a total score of 83 \* 70% + 77 \* 30% = 58.1% + 23.1% = 81.2%.

Subject to the requirements in Sections 4 and 7, AFoCO will award the contract to the bidder whose proposal achieves the highest total score.

# Explanation of procurement procedure

## AFoCO is using the Competitive Procedure for this procurement. This means that the contracting opportunity is published on AFoCO’s website and open to all interested parties to take part, subject to the conditions in Section 7 below.

## You are welcome to ask questions or seek clarification regarding this procurement. Please email the AFoCO Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.

## All proposals must be received by the submission deadline in Section 3.2 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. AFoCO does, however, reserve the right to cancel the procurement and not award a contract at all.

## AFoCO will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

# Conditions for participation in this procurement

## To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.

## It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.

## Any incomplete or incorrectly completed proposal submission may be deemed non-compliant, and as a result you may be unable to proceed further in the procurement process.

## AFoCO will query any obvious clerical errors in your proposal and may, at AFoCO’s sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.

## In order to participate in this procurement, you must meet the following conditions:

* Free of conflicts of interest
* Registered on the relevant professional or trade register of the country in which you are established (or resident, if self-employed)
* In full compliance with your obligations relating to payment of social security contributions and of all applicable taxes
* Not been convicted of failing to comply with environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection
* Not bankrupt or being wound up
* Never been guilty of an offence concerning your professional conduct
* Not involved in fraud, corruption, a criminal organisation, money laundering, terrorism, or any other illegal activity.

## You must complete and sign the Declaration of Undertaking (see Attachment 2).

## If you are participating in this procurement as a member of a joint venture, or are using sub-contractors, submit a separate Declaration of Undertaking for each member of the joint venture and sub-contractor, and be clear in your proposal which parts of the goods/services are provided by each partner or sub-contractor.

## Each bidder shall submit only one proposal, either individually or as a partner in a joint venture. In case of joint venture, one company shall not be allowed to participate in two different joint ventures in the same procurement nor shall a company be allowed to submit a proposal both on its behalf and as part of a joint venture for the same procurement. A bidder who submits or participates in more than one proposal (other than as a subcontractor or in cases of alternatives that have been permitted or requested) shall cause all the proposals with the bidder’s participation to be disqualified.

## By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

* It is unacceptable to give or offer any gift or consideration to an employee or other representative of AFoCO as a reward or inducement in relation to the awarding of a contract. Such action will give AFoCO the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
* Any attempt to obtain information from an employee or other representative of AFoCO concerning another bidder will result in disqualification.
* Any price fixing or collusion with other bidders in relation to this procurement shall give AFoCO the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

# Confidentiality and data protection

## All information shared during the course of this proposal process shall be considered confidential. You are required to sign a confidentiality agreement before receiving access to any confidential information.

## You are expected to comply with all relevant data protection and privacy laws and regulations during the execution of the project. This includes safeguarding the personal data and privacy of individuals who may be affected by the project's activities. You are required to outline their data protection measures in their proposals and to confirm their commitment to maintaining data security throughout the project.

# Complaints procedure

Any complaints or disputes concerning the RfP process, proposal evaluation, or selection shall be formally reported in writing to the AFoCO contact. This ensures that all concerns are officially documented for investigation.

# Contract

 The contract will be based on AFoCO’s template, which will be provided by the AFoCO Secretariat.

# About AFoCO

As a treaty-based intergovernmental organization, AFoCO envisions a greener Asia with resilient forests, landscapes and communities through enhanced cooperation in climate change adaptation and mitigation, sustainable forest management and livelihood improvement programs. AFoCO will promote and undertake realistic action-oriented forest cooperation programs and projects to achieve its mission. In sustainable forest management, AFoCO works to rehabilitate degraded forest land and address prevent deforestation and forest degradation. It also explores common interests and positions among the member states as a unique intergovernmental organization in the forest sector.

Currently, AFoCO’s membership is composed 14 Parties including Bhutan, Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Kyrgyz Republic, Lao PDR, Mongolia, Myanmar, Philippines, Republic of Korea, Thailand, Timor-Leste, and Viet Nam as well as 2 Observers, Malaysia, and Singapore (https://afocosec.org/about-us/afoco-in-brief/ ).

# ATTACHMENTS

## Attachment 1 Terms of Reference

## Attachment 2 Declaration of Undertaking