REQUEST FOR PROPOSALS (RFP)

Conservation International Foundation (‘CI’), the Contracting Entity, is issuing a Request for Proposals (RFP) for the procurement described below. This Request for Proposal (RFP) contains all the necessary information for interested Offerors.

1. **General information**

|  |  |  |  |
| --- | --- | --- | --- |
| RFP number : |  | Amendment number: |  |
| Amendment Summary: | * *Complete if an amended RFP, if not, delete*
 |
| Name of Service/Good requested: |  |
| Funded by Program name and background: |  |
| Type of contract/purchase order : | ☐ Cost Reimbursement [ ]  Fixed Price[ ]  Not Specified |
| Submission instructions: | All correspondence, including submission of Proposals and Clarifications should be sent by email to email@address.com. The subject line of the email must reference the RFQ name of this solicitation. All submissions are due to CI by {12:00AM} {TIME ZONE}. {PAGE LIMIT OPTIONAL} |
| Validity of bid:  | 90 days from the submission deadline. |
| Important Dates | RFP Issue Date | MM/DD/YYYY |
| Amendment Date | MM/DD/YYYY |
| Clarification Requests Due | MM/DD/YYYY |
| Proposal Submission Due | MM/DD/YYYY |
| Finalist Interviews | MM/DD/YYYY |
| Estimated Award Decision | MM/DD/YYYY |

1. **Procurement details**

|  |
| --- |
| Description of the project |
| Click or tap here to enter text. |
| Definition of the goods or services required with detailed specifications |
| Click or tap here to enter text. |

1. **Offeror requirements:** The below listed criteria represent the minimum requirements for all offerors responding to the RFP.

|  |
| --- |
| * Click or tap here to enter text.
 |

1. **Submission requirements:** Quotations will be considered complete if they include all these items:

|  |  |
| --- | --- |
| Technical Proposal  | [ ]   |
| Cost Proposal | ☐ |
| Signed Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility  | [ ]   |
| Other:  | [ ]  |

*This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI.*

**Technical Proposal**

|  |  |
| --- | --- |
| **Part 1**: Technical Approach, Methodology and Detailed Work Plan. | The Technical Proposal should describe in detail how the Offeror intends to carry out the requirements described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The Offeror should include details on personnel, equipment, and contractors who will be used to carry out the required services. |
| **Part 2**: Management, Key Personnel, and Staffing Plan. | CVs may be included in an annex to the technical proposal. CVs must demonstrate: [Insert specific skills, experience, knowledge for this assignment]. |
| **Part 3**: Corporate Capabilities, Experience, Past Performance, and 3 client references. | Please include descriptions of similar projects or assignments and at least three client references. |

**Cost Proposal**

* The cost proposal is used to determine which proposals are the most advantageous and serves as a basis of negotiation for the award of a contract.
* The cost proposal must be all-inclusive of profit, fees, or taxes.
* Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offeror's proposal be accepted.
* Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price.
* All cost information must be expressed in [enter Award or Purchasing Currency].
* The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item.
* Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item.
* CI reserves the right to request additional cost information if the evaluation committee has concerns about the reasonableness or completeness of an Offeror’s cost proposal.
* If selected, the Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement, or supply thereof. If the Offeror is eligible to apply for refunds on taxes paid, the Offeror shall do so. Any tax savings should be reflected in the total cost.
1. **Scope of Work, Deliverables, and Deliverables Schedule**

**Scope of Work**

|  |
| --- |
| Click or tap here to enter text. |

**Deliverables & Deliverables Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Activity | Due Date | Deliverable | Acceptance Criteria |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| 1.4 |  |  |  |  |
| 1.5 |  |  |  |  |
| 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5.1 |  |  |  |  |
| 5.2 |  |  |  |  |
| 6.1 |  |  |  |  |
| 6.2 |  |  |  |  |
| 6.3 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9.1 |  |  |  |  |
| 9.2 |  |  |  |  |
| 9.3 |  |  |  |  |
| 9.4 |  |  |  |  |

1. **Evaluation:** An award will be made to the Offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical capability requirements, and is determined to represent the most advantageous to CI.

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| --- | --- |
| **Evaluation Criteria** | **Total Possible Points** |
| **Technical Proposal** |
| **Part 1 - Technical Approach, Methodology and Detailed Work Plan** |
| Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?  | [Number of total possible points] |
| Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and efficiently? | [Number of total possible points] |
| Does the proposal demonstrate the Offeror’s knowledge related to technical sectors required by the Scope of Work?  | [Number of total possible points] |
| **Part 2- Management, Key Personnel, and Staffing Plan** |
| Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work? | [Number of total possible points] |
| **Part 3 - Corporate Capabilities, Experience, Past Performance, and references** |
| Company Background and Experience – Does the company have experience relevant to the project Scope of Work? | [Number of total possible points] |
| **Cost Proposal**  |
| Cost: Budget narrative clearly demonstrates the basis and reasonability of proposed costs | [Number of total possible points] |

1. **Important Information**

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| --- | --- |
| Currency | Price must be quoted in [enter Award or Purchasing Currency]. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.  |
| Resulting Award | CI reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a contract, nor does it commit CI to pay any costs incurred by the bidder in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required. |
| Confidentiality | All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI’s evaluation results are confidential and applicant scoring will not be shared among bidders. |
| Code of Ethics | All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. Conservation International’s reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI’s Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](file:///C%3A%5CUsers%5Cfrenedo%5CDownloads%5Cwww.ci.ethicspoint.com). |

**\*\*Proposal template available upon request**

**Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility**

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics. CI’s Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI’s core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

1. **With respect to CI’s Code of Ethics, we certify:**
	1. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.
2. **With respect to social and environmental standards, we certify:**
	1. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons*,* child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
	2. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.
3. **With respect to our eligibility and professional conduct, we certify:**
	1. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror’s business
	2. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.
	3. We are/were not involved in writing or recommending the scope of work for this solicitation document.
	4. We have not engaged in any collusion or price fixing with other offerors.
	5. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
	6. We have taken no action, nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
	7. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
	8. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
	9. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension”. **[Include additional sanctions lists of the country of a public donor, if required by the donor.]**

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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| --- | --- |
| Requestor Signature |  |
| Name & Title |  |
| Date |  |