Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

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

2. CONTACT DETAILS
2.1. During the course of this procurement, i.e. from the publication of this RfP to the award of a contract, you may not discuss this procurement with any IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

IUCN Contact: Marek Dalibor, Procurement Officer, marek.dalibor@iucn.org

3. PROCUREMENT TIMETABLE
3.1. This timetable is indicative and may be changed by IUCN at any time. If IUCN 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 (see section 3.2).

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 November 2021</td>
<td>Publication of the Request for Proposals</td>
</tr>
<tr>
<td>24 November 2021</td>
<td>Deadline for expressions of interest</td>
</tr>
<tr>
<td>24 November 2021</td>
<td>Deadline for submission of questions</td>
</tr>
<tr>
<td>30 November 2021</td>
<td>Planned publication of responses to questions</td>
</tr>
<tr>
<td><strong>12 December 2021</strong></td>
<td><strong>Deadline for submission of proposals to IUCN (“Submission Deadline”)</strong></td>
</tr>
<tr>
<td>20 December 2021</td>
<td>Clarification of proposals</td>
</tr>
<tr>
<td>w/c 13 January 2022</td>
<td>Presentations by shortlisted bidders</td>
</tr>
<tr>
<td>31 January 2022</td>
<td>Planned date for contract award</td>
</tr>
<tr>
<td>7 February 2022</td>
<td>Expected contract start date</td>
</tr>
</tbody>
</table>
4. **COMPLETING AND SUBMITTING A PROPOSAL**

4.1. 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.

4.2. Your Proposal must be submitted by email to the IUCN Contact (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name]. The bidder 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 IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. **Pre-Qualification Criteria**

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

<table>
<thead>
<tr>
<th>Pre-Qualification Criteria</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 relevant references of clients/solutions similar to IUCN with whom you have worked for at least three years. By submitting these details you confirm that IUCN may contact the named individuals. Name of client; contact name, telephone number and email address; approximate number of staff; contract start and end date; brief description of the solution you have provided them including scope (e.g. eTendering, P2P, marketplace, etc.)</td>
</tr>
<tr>
<td>2</td>
<td>Confirm that you have all the necessary legal registrations to perform the work</td>
</tr>
<tr>
<td>3</td>
<td>Most recent set of audited financial statements</td>
</tr>
</tbody>
</table>

4.4. **Technical Proposal**

The technical proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (1 to 9).

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

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

1. **(ToR Ref 1): Selection of Procedure (10%)**

   **Desirable:** implement decision tree as is

   **Information to provide:** Confirm that the solution can implement the decision tree; specify what information a user would need to input; provide details of any parts of the decision tree that the solution could not implement or which would require customisation and describe how it would work.
2. **(ToR Ref 2,3): End-to-end tendering procedures (25%)**

   **Must have:** can implement procedure: open, invitation, 3 quotes, single tender

   **Desirable:** can implement procedure: direct purchasing, use call-off arrangement, contract amendment/extension

   **Information to provide:** Confirm that the solution can process each of IUCN's six procedures: open, invitation, 3 quotes, direct purchasing, single tender, contract extension/amendment; provide details of any parts of IUCN's procedures that the solution does not support or which would require customisation and describe how it would work.

3. **(ToR Ref 5,6): Customisability (5%)**

   **Desirable:** Customise decision tree to reflect specific donor or regional requirements, e.g. lower threshold for Direct Purchase; super-users to customise process steps at regional or project level; integrate IUCN document templates for users to select or complete and then upload (e.g. template contract, terms of reference, conditions of tender); upload documents (e.g. terms of reference) rather than having to complete fields within the solution.

   **Information to provide:** Explain how the solution allows the client to integrate its own template documents and the extent to which the process flows can be configured by the client, including adjusting relevant monetary thresholds.

4. **(ToR Ref 7,8,9): User-friendliness, training requirements and support (30%)**

   **Must have:** Solution must be user-friendly and require minimum training for end-users; user manual, including for super-users; technical support (e.g. bug-fixing); account manager

   **Desirable:** Online support; support for bidders; language selection: French, Spanish

   **Information to provide:** User manual and/or, optionally, a recorded presentation of the system and walk-through of one of the main procedures (max 5 minutes in length); list of all training materials and online help and support resources; outline what training will be provided to different types of user and what level of customer support will be available; detail your standard SLAs; explain what other training material/media will be provided; explain in which languages the solution is available.

5. **(ToR Ref 10,11,12): Access control, data security and backup (10%)**

   **Must have:** Differentiated access permissions (user profiles); secure storage of submitted proposals; compliance with GDPR and features supporting resolution of GDPR information requests; robust back-up and restore procedures

   **Desirable:** Simple process for nominating alternate users

   **Information to provide:** Confirm that the solution provides the user profile distinctions IUCN requires; explain how the solution provides access for alternate users; explain how the solution ensures submitted proposals are kept secure in line with international best practice in procurement; explain how the solution achieves compliance with GDPR and how it can help in resolving GDPR information requests, including where data is hosted. Explain how data is backed up and how the system is restored in case of failure; and specifically what would happen if the system went down during the 24 hours proceeding a tender submission deadline.

6. **(ToR Ref 13,14,15): Integration with IUCN systems (5%)**

   **Must have:** Data to be extractable in a usable format

   **Desirable:** Single sign-on with existing IUCN’s Active Directory (ADFS); automatic user-profile creation and deletion from IUCN's active directory; implement IUCN approval rules;
integrate fully with potential IUCN EDMS; migrate legacy data (existing contracts and sign-off approvals).

*Information to provide:* Explain the extent to which the solution can draw on IUCN systems (e.g. HRMS, active directory, project portal) for single-sign-on and to automate user profile creation and approval rules; explain to what extent relevant data is extractable and in what formats, and what the requirements for an EDMS would be to receive such data; explain how legacy data could be migrated into the solution.

7. (ToR Ref 16): Auditability (5%)

*Must have:* Clear, secure and reliable audit trail.

*Desirable:* Export data to be audited for the purposes of audit checks.

*Information to provide:* Explain how the solution ensures a clear audit trail.

8. (ToR Ref 4): Approvals for non-procurement contracts (5%)

*Desirable:* Process approvals for contracts that do not involve a procurement process, e.g. Memoranda of Understanding.

*Information to provide:* Explain how the solution is able to process approvals for contracts that do not involve a procurement process for the selection of the contractor.

9. (ToR Ref 17): Contract management (5%)

*Desirable:* Extract key contract data and alert purchasers at relevant dates.

*Information to provide:* Explain what contract data the solution can extract and what workflows are available to manage contracts at negligible extra cost.

4.5. Financial Proposal

4.5.1. The financial proposal must be a set of firm prices for the provision of the solution to meet the requirements stated in Attachment 1a in their entirety, over the period of at least five years. Please indicate clearly where and how the total price varies depending on volume (e.g. number or envelopes, number of users).

4.5.2. *Prices include all costs*

Submitted rates and prices are deemed to include all costs, insurances, taxes (except VAT, see below), fees, expenses, liabilities, obligations, risks and other things necessary for the performance of the Terms of Reference or Specification of Requirements. IUCN 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 if they do.
4.5.3. *Applicable Goods and Services Taxes*

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

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in Swiss Francs (CHF).

4.5.5. *Breakdown of rates and prices*

Prices need to be clearly broken down and labelled according to whether they are one-off charges, or ongoing annual or monthly charges.

Please also indicate clearly where any of the “desirable” requirements in Attachment 1a have a significant cost impact and IUCN could decide to exclude these from the solution.

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

4.7. Your proposal must remain valid and capable of acceptance by IUCN for a period of 90 calendar days following the submission deadline.

4.8. *Withdrawals and Changes*

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

5. **EVALUATION OF PROPOSALS**

5.1. *Completeness*

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

5.2. *Pre-Qualification Criteria*

Only proposals that meet all of the pre-qualification criteria will be evaluated.

5.3. *Technical Evaluation*

5.3.1. *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.

5.3.2. *Minimum Quality Thresholds*

Proposals that receive a score of ‘0’ for any of the criteria 1 to 7 will not be considered further. Criteria 8 and 9 are “desirable” and proposals will not be disqualified for receiving a score of ‘0’.

5.3.3. *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.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit for a period of five years, although IUCN reserves the right to sign an initial contract for a shorter period. 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

5.5. **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: 50%
- Financial: 50%

Thus, for example, if your technical score is 83 and your financial score is 77, you will receive a total score of $83 \times 0.50 + 77 \times 0.50 = 41.5 + 38.5 = 80.0$.

5.6. **Demonstration and References**

Subject to the requirements in sections 4 and 7 above, IUCN will invite the bidders with the three highest Total Scores to give a demonstration of the end-to-end Invitation Procedure (see Attachment 1b – Process steps) through their solution. The demonstration will be scored with regards to user-friendliness and how closely it matches IUCN’s procedure. A further score worth up to 20 points will be awarded for the demonstrations (such that the maximum possible overall score is 120). IUCN will also contact the references provided (see section 4.3 above) by the three shortlisted bidders and discuss any problems, risks or other issues identified, if any, with the shortlisted bidder in question.

5.7. **Final Score**

The score for the demonstration will be added to the proposals’ Total Scores to give a Final Score. IUCN will award the contract to the bidder whose proposal achieves the highest Final Score.

6. **EXPLANATION OF PROCUREMENT PROCEDURE**

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

6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see section 2), taking note of the deadline for submission of questions in section 3.2. Note that answers to all such questions, suitably anonymised, will be shared with all bidders.

6.3. 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. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.

6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in section 3.2 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.
7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

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

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

7.1.2. 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.

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

7.2. 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.

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

7.4. 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.

7.5. 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.

7.6. 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 IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN 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 IUCN concerning another bidder will result in disqualification.

- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.
8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union’s General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when requested.

8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

9. COMPLAINTS PROCEDURE

If you have a complaint or concern regarding the propriety of how a competitive process is or has been executed, then please contact procurement@iucn.org. Such complaints or concerns will be treated as confidential and are not considered in breach of the above restrictions on communication (section 2.1).

10. CONTRACT

The contract will be based on the successful bidder’s standard terms and conditions, which IUCN will review and, if necessary, negotiate.

11. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people’s well-being.

www.iucn.org
https://twitter.com/IUCN/

12. ATTACHMENTS

Attachment 1a  Terms of Reference
Attachment 1b  Process Steps
Attachment 2  Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)