PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

IUCN is a membership Union composed of both government and civil society and indigenous peoples’ organisations. It harnesses the experience, resources and reach of its more than 1,300 Member organisations and the input of more than 10,000 experts. IUCN is the global authority on the status of the natural world and the measures needed to safeguard it.

IUCN’s official languages and the official languages of the Congress are English, French and Spanish (“Official languages”).

[www.iucn.org](http://www.iucn.org)

1.2. About the World Conservation Congress

The IUCN World Conservation Congress (“IUCN Congress”) is the IUCN’s highest profile event. Held once every four years, the IUCN Congress brings together leaders and decision-makers from government, civil society, indigenous peoples, business, and academia, with the goal of conserving the environment and harnessing the solutions nature offers to global challenges. Some 10,000 decision makers from across the globe representing 180 countries including country ministers, industry CEOs and international thought-leaders will participate in over a thousand interactive discussion panels, workshops and high level dialogues to discuss and address compelling issues. The 2016 Congress in Hawai’i generated 21,000 news articles in multiple languages and reached tens of millions of people through social media.

France, will host the next IUCN Congress in the city of Marseille, France from 11 to 19 June 2020 at the Parc Chanot.

The event has three main components – the Forum, the Members’ Assembly and the Exhibition and lasts 9 days in total. After the opening ceremony and a welcome reception on day one, the Forum starts on day two of the IUCN Congress and the Assembly starts on day six. The Forum spans four days, and is open to the general public upon registration, the Assembly also lasts four days and is attended mostly by IUCN Members and observers. The Exhibition, scheduled to be open during 6 days, will welcome both registered and non-registered participants.

IUCN and the Host Country are following through on ambitious goals for making the IUCN Congress as sustainable of an event as possible. The goal is to walk the talk for conservation, set an example for other events of its size and leave a lasting legacy of sustainability in Marseille. Many Green initiatives will take place in Marseille such as applying the ISO20121 management system, and minimising paper consumption just to mentioned a few.
1.3. Summary of the Requirement

IUCN invites you to submit a Quotation for supplying the Congress participant with water containers. The detailed description of the requirement can be found in the attached Quotation Form.

The Quotation Form provides an overview of the main criteria to be fulfilled but also requires specifying price per unit for various ranges of quantities (prices in Euros, except VAT).

The final decision on quantities ordered will be determined on a later stage and will depend on number of registered participants and the ability to find a sponsor.

Goals and Requirements

In line with the sustainability objectives of the IUCN Congress, IUCN wishes to provide water containers for the Congress participants so that they can take advantage of the water fountains that will be available throughout the venue and exhibition. The water containers need to meet the following minimum criteria:

- Reusable
- Leak-proof cap
- Light-weight (maximum 250g)
- Volume (minimum 0.3L / maximum 0.5L)
- Recyclable or safely disposable
- Impact resistant
- Sponsorship logo(s)/message can be added (customisable)

As part of the customisation, the water container needs to provide the possibility to be customisable with the IUCN Congress logo as well as, if applicable, a sponsor logo. We therefore invite you to provide a quote for the unit price with no logo, with 1 logo and with 2 logos. The logos would be in a four-coloured format.

Furthermore, additional criteria is required with a minimum of two criteria met as part of these additional requirements:

- Wide mouth (to easily fit most of water fountains)
- Minimal or compensated carbon emissions (including sourcing, manufacturing, and shipping)
- Made from raw materials obtained in an environmentally sound, sustainable manner
- Non-toxic and odour-free material for customer use
- Manufactured in an environmentally and socially sustainable manner

In addition, as part of the process, we request a sample of the water container to be shipped to our IUCN offices no later than 01 July 2019. The delivery address for this sample is:

IUCN (International Union for Conservation of Nature)
Att. Susana Martin Billon
Rue Mauverney 28
1196 Gland
Switzerland

The final goods ordered will need to be delivered directly at Parc Chanot in Marseille, France between 03 and 08 June 2020, date to be confirmed by IUCN on a later stage. We also ask you to provide an estimate of the costs for the packaging and delivery of the water containers onsite, if applicable, as well as the latest cut-off dates for ordering the containers.

The supplier should provide information about the carbon emissions from the production, and shipping (from production to company headquarters and to delivery address) of the container, this can be specified by including the details of the programme if applicable as an annex to the Quotation Form.

1.4. The procurement process

The following key dates apply to this RFQ:

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFQ Issue Date</td>
<td>29 May 2019</td>
</tr>
<tr>
<td>RFQ Closing Date and Time</td>
<td>19 June 2019, 18:00 (CET)</td>
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<td>Sample shipping deadline</td>
<td>01 July 2019</td>
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<tr>
<td>Estimated Contract Award Date</td>
<td>30 July 2019</td>
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1.5. Conditions

IUCN is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFQ. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFQ, proposers accept the conditions set out in this RFQ. Proposers must sign the “Proposer’s Declaration” (https://www.iucn.org/files/proposers-declaration) and include it in their Proposal.

1.6. Proposal lodgement methods and requirements

In order to be considered for award of this contract, please complete the attached Quotation Form and submit it to IUCN no later than 18:00 (CET) on the 19.06.2019 by email to: congress@iucn.org. The subject heading of the email shall be RFQ Congress Water Containers. The Quotation must be prepared in English.

IMPORTANT: The Quotation Form must be password-protected so that it cannot be opened and read by IUCN before the submission deadline. After the deadline has passed and no later than 11:00 (CET) on 20.06.2019 please send the relevant password to the same email address as used for submitting your Quotation. This will ensure a secure submission and opening process. Please DO NOT email the password before the deadline for Quotation submission.

1.7. Late Submissions

Any Quotation received by IUCN later than closing date and time will not be considered. There will be no allowance made by IUCN for any delays in transmission of the proposal from proposer to IUCN.

1.8. Validity of Quotations

Quotations submitted in response to this RFQ are to remain valid for a period of 90 calendar days from the RFQ closing date.

1.9. Evaluation of Quotations

Subject to 1.5 above, IUCN will select the lowest-priced Quotation that fully meets the requirements stated in this RfQ and on the Quotation Form.