



Request for Proposals (RfP) Advancing the BBNJ Treaty Process

IUCN Ocean Team

RfP Reference: IUCN-23-05

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: James Oliver, Senior Programme Officer, james.oliver@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).

DATE	ACTIVITY
25.05.2023	Publication of the Request for Proposals
30.05.2023	Deadline for expressions of interest
31.05.2023	Deadline for submission of questions
01.06.2023	Planned publication of responses to questions
08.06.2023	Deadline for submission of Proposals to IUCN (“

15.06.2023	Expected contract start date
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3.2. Please email the IUCN contact to express your interest in submitting a Proposal by the deadline stated above. This will help IUCN to keep you updated regarding the procurement.

2	Support the mobilization, organization and coordination of Member States and Regional Groups	qualifications for applying for this role including details of similar work conducted in the past and the approach you intend to adopt.	30
3	Supporting the effective convening of a BBNJ community		40
TOTAL	100%		

4.5.

4.5.1. The Financial Proposal must be a fixed and firm price for the provision of the goods/services stated in the RfP in their entirety.

4.5.2.

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. IUCN will not accept charges beyond those clearly stated in the Financial Proposal. This includes applicable withholding taxes and similar. It is your responsibility (ept)-6.6 ()TJ0.355 Tw 0 -1.152 TDes,re6n 0.192 Tw -4.315 -1.141 Td[(r)-6 (

2.

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

5.3.2.

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

5.3.3.

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

5.4.

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

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:

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

7.1. To participate in this procurement, you are required to submit a Proposal, which fully complies

Attachment 2