



Request for Proposals (RfP) Host and maintain RSIS

Secretariat of the Convention on Wetlands

RfP Reference: RAM-23-04-RSIS-1

~~UNEP~~ ~~to~~ ~~the~~ ~~Contract~~ ~~CN~~ ~~(H)~~
~~Ramsar~~ ~~at~~ ~~IUCN~~
~~at~~ ~~IUCN~~ ~~at~~ ~~the~~ ~~Secretariat~~
~~in~~ ~~Paris~~ ~~-~~ ~~France~~
~~2023~~

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 Ramsar or IUCN employee or representative other than the following contact. You must address all correspondence and questions to the contact, including your proposal.

Ramsar Contact: Poppy Brace, brace@ramsar.org

3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by Ramsar at any time. If Ramsar 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 |
|---------------------|--|
| 30 June 2023 | Publication of the Request for Proposals |
| 14 July 2023 | Deadline for expression of interest including submission of Pre-Qualification criteria |
| 19 July 2023 | Top 7 Pre-Qualification bidders notified and invited to submit proposal |
| 28 July 2023 | Deadline for submission of questions |
| 2 August 2023 | Planned publication of responses to questions |
| 01 September 2023 | Deadline for submission of proposals to IUCN (" Submission Deadline ") |
| 22 September 2023 | Evaluation of proposals |
| 2 - 13 October 2023 | Interviews / presentations |
| 27 October 2023 | Planned date for contract award |
| 1 January 2024 | Expected contract start date |

5. COMPLETING AND SUBMITTING A PROPOSAL

Only shortlisted bidders will be invited to submit a full proposal.

5.1. Your Proposal must consist of the following two separate documents:

Full proposal (see deadline for proposal submission in 3.1):

- Technical Proposal (see Section 5.3 below)
- Financial Proposal (see Section 5.4 below)

Proposals must be prepared in English.

5.2.

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

6.2.3. ~~6~~

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.

6.3. ~~6.3~~

We will calculate an estimated total price for the full maximum duration of the service (10 years) based upon the price elements you submit. Your financial proposal will receive a score calculated by dividing the lowest estimated total price that has passed the minimum quality thresholds (see Section 5.3.2) by the estimated total price of your financial proposal.

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

6.4.

8. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

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

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

8.1.2. 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.

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

8.2. 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.

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

8.4. 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.

8.5. 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 di) re, bi5.6 (i)2.612.r imtc 0 Tw 1d()Tj-:2()10.7 (o9(t)[669)-6.6 ()10.7 a.c 0.072.6 ()10

9. CONFIDENTIALITY AND DATA PROTECTION

- 9.1. Ramsar follows the European Union's General Data Protection Regulation (GDPR). The information you submit to Ramsar 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, Ramsar 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.
- 9.2. In the Declaration of Undertaking (Attachment 2) you need to give Ramsar express permission to