



# Request for Proposals (RfP)

## Recruitment of a graphics & publishing expert for the production of the IUCN quarterly report June-September 2023

**PACO- Unite de developpement institutionnel et communication**  
**RfP Reference: IUCN-2023-09-09**

**Develop an online magazine to promote and disseminate the contribution of the various IUCN regions to the quarterly global report.**

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: André-Marie Tine - [andre-marie.tine@iucn.org](mailto:andre-marie.tine@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 contact you.

DATE	ACTIVITY
11.09.2023	Publication of the Request for Proposals
18.09.2023	Deadline for confirmation of intention to bid
20.09.2023	Deadline for submission of questions
20.09.2023	Planned publication of responses to questions
25/09/2023	Deadline for submission of p U R S R V D O V <b>Submission Deadline</b>
27/09/2023	Clarification of proposals
29.09.2023	Planned date for contract

3.2. Please email the IUCN contact to confirm whether or not you are intending to submit a proposal by the deadline stated above.

#### **4. COMPLETING AND SUBMITTING A PROPOSAL**

4.1. Your Proposal must consist of the following three documents:

- Signed Declaration of Undertaking (see Attachment 2)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

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. *Prices include all costs*

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 to determine whether such taxes apply to your organisation and to include them in your financial offer.

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 [CFA XAF].

4.5.5. *Breakdown of rates and prices*

For information only, the price needs to be broken down as follows:

	Description	Quantity	Unit Price	Total Price
1	Honorarium	Number of day	Unit	
2	Transportation	1	Package	
3				
4				
5				
	TOTAL			

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 11.04 TfLang (en-GB)>BDC q0.000008871 11.04 Tf4 TfLang (en-GB)>BDC q5fact BMC 8

### 5.2.3. *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

### 5.3. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. Your financial proposal will receive a score calculated by dividing the lowest financial proposal that has passed the minimum quality thresholds (see Section 5.2.2) 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  $80/100 = 80\%$

### 5.4. *Total Score*

Your p U R S R V D O ¶ V W R W D O V F R U H Z L O O E H F D O F I X O A B W H A G D V W K F  
your financial score.

The relative weights will be:

**Technical: 70%**  
**Financial: 30%**

Thus, for example, if your technical score is 83% and your financial score is 77%, you will.



