





4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following four separate documents:



4.4. *Technical Proposal*

The Technical Proposal must address each of the criteria stated below explicitly and separately, quoting the relevant criteria reference number (left-hand column).

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.

Where CVs are requested, these must be of the individuals who will actually carry out the work specified. The individuals you put forward may only be substituted with IUCN's approval.

IUCN will evaluate Technical Proposals with regard to each of the following criteria and their relative importance:

	Description	Information to provide	Relative weight
1.	Clarity and completeness of the tender	The technical offer shall be clear, organized in compliance with the evaluation criteria, and aligned with the requested service as stated in the TOR.	5%
2.	Methodology and management plan.	Not more than 12 pages, explaining the methodology and approach to prepare, arrange, coordinate, design, implement, commission, and hand over the sites. Furthermore, the bidder should provide the resources plan, logistics arrangements, supply materials plan, management plan (who will do what), and documentation in compliance with the ToR. Considering the timeline for the contract and other tender documents.	30%
3.	Detailed Work plan	Detailed work plan according to the project documents and ToR. Considering the proposed methodology and timeline for implementation.	20%
4	Qualifications of experts	The bidder should provide the qualifications and expertise of the expert's team (four experts) required to implement this contract	



responsibility to determine whether such taxes apply to your organisation and to include them in your Financial Proposal.

4.5.3. *Applicable Goods and Services Taxes*

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

4.5.4. *Currency of proposed rates and prices*

All rates and prices submitted by Proposers shall be in [USD].

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				
2				
	TOTAL			

** Cost should be broken down according to Attachment 2: BOQs, specs, and design requirements.*

4.6. Additional information not requested by IUCN should not be included in your Proposal and will not be considered 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 will not be considered further.

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. Your Financial Proposal will receive a score calculated by dividing the lowest Financial Proposal that has



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 comdsecuponjogal.7 (f) s r pre- 0 Tw 1.663 0 41.08 oton-2 ()8.9 (tbc 0 Tw 1.663 0 .-02 Tc -0.00



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 IUCN's template in Attachment 3, the terms of which are not negotiable. They may, however, be amended by IUCN to reflect particular requirements from the donor funding this particular procurement.

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.

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