**Request for Proposals (RFP) Template**

***Complete the red fields.***

**Date: [Date here]**

**Request for Proposals [Number][Title]**

Dear Sir or Madam,

[Name of your organization] is issuing a Request for Proposals (RFP) for **[Insert Service]**. The attached RFP contains all the necessary information for interested Offerors.

**[Background Here]**

Offerors **[firms or consultants]** should indicate their interest in submitting a proposal for the anticipated agreement by sending an email to **[[NAME OF YOUR ORGANIZATION] General Email Address] by [Time] [Timezone] on [Date]**. Interested Offerors can submit their questions to **[[Name of your organization] General Email Address]**.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI’s Code of Ethics and AFD’s Statement of Integrity, Eligibility and Environmental and Social Responsibility.

Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CEPF via its Ethics Hotline at [www.ci.ethicspoint.com](http://www.ci.ethicspoint.com).

**Request for Proposals**

RFP # **[Number from cover letter]**

For the provision of

**[Insert Service Name]**

Contracting Entity:

**[Your organization’s name]**

Funded under:

**Critical Ecosystem Partnership Fund (“CEPF”)**

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**Section 1. Instructions and General Guidance**

**1.1 Introduction**

[NAME OF YOUR ORGANIZATION], the Contracting Entity, is soliciting offers from Offerors **[firms or consultants]** to submit proposals to carry out **[Service]**

**OBJECTIVES**: **[Detail the objectives here]**

* 1. **Offer Deadline**

Offerors shall submit their offers electronically at the following email address, **[[NAME OF YOUR ORGANIZATION] General Email Address].**

Offers must be received no later than **[Time] [Time Zone][Date].** Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers will not be considered.

**[Please delete this part if you request electronic submission]** Hard-copy offers must be received no later than **[Time] [Time Zone] [Date]** at the following address:

**[Please insert Mailing Address here]**

**1.3 Instruction for Offerors**

All proposals must be submitted in one volume, consisting of:

* Technical proposal
* Cost proposal, and
* Offeror Representation of Transparency, Integrity, Environmental and Social Responsibility **[This document must be signed by the Offerors or (Offerors representative) and submitted with the Offeror's proposal to [NAME OF YOUR ORGANIZATION]].**

This RFP does not obligate [NAME OF YOUR ORGANIZATION] to execute a contract nor does it commit [NAME OF YOUR ORGANIZATION] to pay any costs incurred in the preparation or submission of the proposals. Furthermore, [NAME OF YOUR ORGANIZATION] reserves the right to reject any and all offers, if such action is considered to be in the best interest of [NAME OF YOUR ORGANIZATION].

Technical Proposal

The technical proposal shall comprise the following parts:

* Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long, but may not exceed 5 pages.

The Technical Proposal should describe in detail how the Offeror intends to carry out the requirements described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The Offeror should include details on personnel, equipment, and contractors who will be used to carry out the required services.

Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs may be included in an annex to the technical proposal and will not count against the page limit. CVs must demonstrate: **[Insert specific skills, experience, knowledge for this assignment].**

* Part 3: Corporate Capabilities, Experience, Past Performance, and 3 client references. This part shall be between 2 and 4 pages long, but may not exceed 4 pages. Please include descriptions of similar projects or assignments and at least three client references.

Cost Proposal

**[If desired, you may insert a budget range in this section but do not specify an exact contract amount]**

Offerors shall use the cost proposal template “Detailed Budget” attached in section 2.1. The cost proposal must be valid for at least 90 days after submission to [NAME OF YOUR ORGANIZATION]. The cost proposal is used to determine which proposals are the most advantageous and serves as a basis of negotiation for award of a contract. The cost proposal must be all-inclusive of profit and fees. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by [NAME OF YOUR ORGANIZATION] should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in **[enter Country Currency].** The cost shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. [NAME OF YOUR ORGANIZATION] reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness or completeness of an Offeror’s cost proposal.

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof.   If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so.  Any tax savings should be reflected in the total cost.

**2.1. Offeror Proposed Detailed Budget [This document to be filled by the Offerors or (Offerors representative) and must be submitted along with Technical Proposal to [NAME OF YOUR ORGANIZATION]].**

**[SELECT BUDGET TABLE APPLICABLE TO GOODS OR SERVICES BELOW]**

**[BUDGET TABLE APPLICABLE TO SERVICES]**

|  |  |  |  |
| --- | --- | --- | --- |
| Description OF SERVICE |  DAILY OR HOURLY Cost | other costs (local currency)  | Total Cost (local currency)  |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |
|  Total |   |   |   |

**[BUDGET TABLE APPLICABLE TO GOODS]**

|  |  |  |  |
| --- | --- | --- | --- |
| Description OF Goods | Unit cost | other costs (local currency)  | Total Cost (local currency)  |
|  |  |  |  |
|   |   |   |   |
|   |   |   |   |
|  Total |   |   |  |

**1.4. Chronological List of Proposal Events**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

**RFP published (Date)**

**Deadline for written questions (Date)**

**Proposal due date (Date)**

The dates above may be modified at the sole discretion of [NAME OF YOUR ORGANIZATION]. Any changes will be published/advertised in an amendment to this RFP.

**1.5. Evaluation and Basis for Award**

An award will be made to the Offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical capability requirements, and is determined to represent the most advantageous to [NAME OF YOUR ORGANIZATION].

**[The evaluation table below is a sample only. Adjust the Evaluation Criteria and scoring in the table to closely match your needs and donor requirements. ]**

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria** | **Total Possible Points** |
| **I** | **Technical Proposal Part I- Technical Approach, Methodology, and Detailed Work Plan**  |
| 1 | Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?  | [Number of total possible points] |
| 2 | Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the Scope of Work effectively and effi[Name of your organization]ently? | [Number of total possible points] |
| 3 | Does the proposal demonstrate the Offeror’s knowledge related to technical sectors required by the Scope of Work?  | [Number of total possible points] |
| **II** | **Technical Proposal -Part II- Management, Key Personnel, and Staffing Plan** |
| 1 | Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work? | [Number of total possible points] |
| 2 | CVs for the above indicated technical staff involved? | [Number of total possible points] |
| **3** | **Technical Proposal -Part III - Corporate Capabilities, Experience, Past Performance, and references** |
| 4 | Company Background and Experience – Does the company have experience relevant to the project Scope of Work? | [Number of total possible points] |
| **III** | **Cost Proposal- Cost- Includes (Travel, Fee, Charges, any other expenses)**  |
| 1 | Cost- Lowest Cost | [Number of total possible points] |

**Section 2. Scope of Work, Deliverables, and Deliverables Schedule**

**2.1. Scope of Work**

**[insert detailed Scope of Work]**

**2.2. Deliverables & Deliverables Schedule [Please insert spe[Name of your organization]fic deliverables, schedule for delivery and if there will be any conditions for Acceptance (i.e. Government Ministry approvals etc]**

**Section 3. Procurement and Contract Standards.**

 **3.1 [NAME OF YOUR ORGANIZATION]’s Service Agreement Template (including Code of Ethics)** **[Attach approved Services Agreement Template adapted to include Donor Procurement requirements and other donor flow-downs where applicable]**

3.2 Code of Ethics

Scope of Applicability

The following ethics standards apply to all persons and entities which receive, are responsible for the deposit or transfer of, or take or influence decisions regarding the use of Grant Funds received from CI (jointly referred to as ‘Grant Fund Recipients’). Grant Funds Recipients include employees, agents, sub-contractors and sub-recipients of the aforementioned persons and entities.

Ethics Standards

Grant Funds Recipients are expected to observe the highest standards of professional and personal ethics in the implementation of projects funded by the CI.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at [www.ci.ethicspoint.com.](http://www.ci.ethicspoint.com.)

Grantee shall communicate and advertise the below ethics standards and the availability of the Ethics Hotline for Project related complaints to all Grant Fund Recipients.

Grant Funds Recipients are required to implement, monitor and enforce compliance with a Code of Ethics that substantially reflects the following ethics standards:

Integrity:

Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.

Comply with Funding Terms and Conditions, internal policies of the Grantee as well as all applicable laws, rules and regulations, domestic and international, in every country where the Grantee does business and where Project related activities are carried out.

Reflect actual expenses or work performed in expense reports, time sheets, and other records.

Never engage in any of the following acts: falsification of business documents, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

Perform duties, exercise authority and use Grant Funds and assets procured with Grant Funds for Project purposes and never for personal benefit.

Avoid conflicts of interest and not allow independent judgment to be compromised.

Not accept gifts or favors from Project vendors/suppliers, sub-recipients or sub- contractors in excess of token gifts.

Accountability:

Disclose to CI, at the earliest opportunity, any information they have or become aware of, that may result in a real or perceived conflict of interest or impropriety.

Exercise responsible stewardship over Grant Funds and assets procured with Grant Funds; spend Funds wisely, in furtherance of the Project.

Manage programs, activities, staff and operations in a professionally sound manner, with knowledge and wisdom, and with the goal of a successful Project outcome.

Confidentiality:

Not disclose confidential or sensitive information obtained during the course of the Project

Mutual Respect and Collaboration:

Assist CI, Project partners and beneficiaries in building the necessary capacity to carry out the Project efficiently and effectively and to manage Funds in a fiscally and operationally prudent manner.

3.3 Statement of Integrity, Eligibility and Environmental and Social Responsibility

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

2.2 Having been:

1. convicted, within the past five years by a court decision, which has the force of *res judicata i*n the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
2. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
3. convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

1. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

1. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
2. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
3. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
5. In the context of the procurement process and performance of the corresponding contract:

6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State‑owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority’s country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti‑competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

1. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name:

In the capacity of:

Signature:

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_