

Request for Proposal

RFP GIS-IUCN - Dedicated Internet Access 2022

3Yrs & 5Yrs proposals

IUCN ref. no. IS22/029

Submission Deadline: Monday 14th March 2022



Request for Proposals (RfP) Dedicated Internet Access

2 February 2022

IUCN Headquarters

RfP Reference: IS22/029

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 the TOR (Attachment 1). See section on Performance Metrics.

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: GIS-IUCN, RFPDIA@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).

Mail Confidentiality Docs to Proposed Vendors	Tues 2 Feb	
Answer Bidder RFP Questions and Publish to all Bidders	Tues 2 Feb	Mon 14 Feb
Receive Bid Responses (13:00 CEST)	Mon 14 Mar	
Notify Shortlisted Bidders	Mon 21 Mar	
Shortlisted Bidder Presentations in Gland or TEAMS	Tues 29 Mar	Fri 8 Apr
Award Contract; Begin Contract Formalities	Thurs 14 Apr	

- 3.2. Please email the IUCN contact to express your interest in submitting a proposal by the deadline stated below. This will help IUCN to keep you updated regarding the procurement.

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4. COMPLETING AND SUBMITTING A PROPOSAL

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

- Signed "RFP Dedicated Internet Access - Proposer's Declaration (Attachment 2).docx"
- Pre-Qualification Information (see Section 4.3 below)
- Technical Proposal (see Section 4.4 below)
- Financial Proposal (see Section 4.5 below)

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to the IUCN Contact (RFPDIA@IUCN.ORG) (see Section 2). The subject heading of the email shall be [RfP Reference – bidder name] (RFP - GIS-IUCN - Dedicated Internet Access 2022 – “bidder name”). The bidder name is the name of the company/organisation on whose behalf you are submitting the proposal, or your own surname if you are bidding as a self-employed consultant. Your proposal must be submitted in PDF format. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and within 12 hours, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

4.3. *Pre-Qualification Criteria*

IUCN will use the following Pre-Qualification Criteria to determine whether you have the capacity to provide the required goods and/or services to IUCN. Please provide the necessary information in a single, separate document.

	Pre-Qualification Criteria
1	3 relevant references of clients similar to IUCN / similar work
2	Confirm that you have all the necessary legal registrations to perform the work
3	State your annual turnover for each of the past 3 years
4	How many employees does your organisation have who are qualified for this work?

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4.4. *Technical Proposal*

Please fill in the following tables.

SERVICE LEVELS TABLE

Vendors should provide service level guarantees in the table below for each location.

Site Code	Network Availability	Router to Router round trip delay (msec)	Packet Loss (%)	Jitter (msec)	Maximum Response Time to Incident (min)	Service Restoration Time Guarantee (min)	Proactive Monitoring and Notification Guarantee	Penalties for under-performance	Helpdesk hours	Helpdesk location and language	Bandwidth	Comments
BEBR												
CRSJ												
ECQT												
FJSV												
DEBO												
JOAM												
KENA												
SNDK												
RSBE												
ESMA												
CHGL												
CHGE												
CHGL												Layer 2
CHGE												Layer 2
THBK												
USWD												

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SUMMARY TABLE

Vendors should provide a summary of the information they have provided in their proposal in the format of following table.

	Summary Table Question	Response
1	Are all sites included in above? If no please explain.	
2	Worst-Case Round-Trip Delay between any two Sites? (msec)	
3	Worst Case packet loss between any two Sites? (percent)	
4	Guaranteed Network Availability sites? (percent uptime)	
5	Equal SLA coverage to all sites? If no please explain	
6	Anticipated Lead Time for completion of sites installation? (in calendar days)	
7	In how many of the Site cities, does vendor have customer installation? (number)	

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.

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4.5. *Financial Proposal*

4.5.1. *Required Information tables to be included in the answer:*

Costs: By location, please enter the type of service being proposed, the bandwidth, the various service costs, and any other information required in the format below. Vendors may add columns with more information as required; vendors can add Excel spreadsheet(s) in an annex for better comprehension. All amounts should be payable in a unique currency, CHF is the preferred currency, however, bidders can propose USD or EUR as alternatives.

Site Code	Non-Recurring costs (setup fees all inclusive)	Monthly recurring	Service Type
BEBR			Internet
CRSJ			Internet
ECQT			Internet
FJSV			Internet
DEBO			Internet
JOAM			Internet
KENA			Internet
SNDK			Internet
RSBE			Internet
ESMA			Internet
CHGL			Internet
CHGE			Internet
CHGL			Layer 2
CHGE			Layer 2
THBK			Internet
USWD			Internet

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

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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 [Swiss Francs (CHF), Euro or USD].

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 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*

Proposals which meet the technical minimum criteria in the TOR (Attachment 1). Will be taken forward for financial evaluation.

5.4. *Financial Evaluation and Financial Scores*

The financial evaluation will be based upon the full total price you submit. The three lowest financial offers meeting the minimum technical requirements will be invited to give a presentation.

5.5 Shortlisted contenders will be notified and requested to present either by webinar or in person in the IUCN headquarters, Gland (between Tuesday 29th March and Friday 8th April).

Short list winners will give a Presentation.

Subjects to discuss are:

- Ticketing system
- Data centre
- Management platform
- Migration status
- Implementation plan

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5.6 *Total Score*

Shortlisted proposals' total score will be calculated as the weighted sum of the technical score and the financial score.

The final decision making will use the relative weights for:

Price:	80%
Service:	20%

Subject to the requirements in Sections 4 and 7, IUCN will award the contract to the bidder whose proposal achieves the highest total score.

6. EXPLANATION OF PROCUREMENT PROCEDURE

- 6.1. IUCN is using the Open Procedure for this procurement. This means that the contracting opportunity is published on IUCN's website and open to all interested parties to take part, subject to the conditions in Section 7 below.
- 6.2. You are welcome to ask questions or seek clarification regarding this procurement. Please email the IUCN Contact (see Section 2), taking note of the deadline for submission of questions in Section 3.1.
- 6.3. All proposals must be received by the submission deadline in Section 3.2 above. Late proposals will not be considered. All proposals received by the submission deadline will be evaluated by a team of three or more evaluators in accordance with the evaluation criteria stated in this RfP. No other criteria will be used to evaluate proposals. The contract will be awarded to the bidder whose proposal received the highest Total Score. IUCN does, however, reserve the right to cancel the procurement and not award a contract at all.
- 6.4. IUCN will contact the bidder with the highest-scoring proposal to finalise the contract. We will contact unsuccessful bidders after the contract has been awarded and provide detailed feedback. The timetable in Section 3.1 gives an estimate of when we expect to have completed the contract award, but this date may change depending on how long the evaluation of proposals takes.

7. CONDITIONS FOR PARTICIPATION IN THIS PROCUREMENT

- 7.1. To participate in this procurement, you are required to submit a proposal, which fully complies with the instructions in this RfP and the Attachments.
 - 7.1.1. It is your responsibility to ensure that you have submitted a complete and fully compliant proposal.
 - 7.1.2. 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.
 - 7.1.3. IUCN will query any obvious clerical errors in your proposal and may, at IUCN's sole discretion, allow you to correct these, but only if doing so could not be perceived as giving you an unfair advantage.
- 7.2. In order to participate in this procurement, you must meet the following conditions:
 - Free of conflicts of interest

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- 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 complete and sign the Declaration of Undertaking (see Attachment 2).

7.4. 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.

7.5. Each bidder shall submit both the three-year proposal and the five-year 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 disqualified.

7.6. By taking part in this procurement, you accept the conditions set out in this RfP, including the following:

- It is unacceptable to give or offer any gift or consideration to an employee or other representative of IUCN as a reward or inducement in relation to the awarding of a contract. Such action will give IUCN the right to exclude you from this and any future procurements, and to terminate any contract that may have been signed with you.
- Any attempt to obtain information from an employee or other representative of IUCN concerning another bidder will result in disqualification.
- Any price fixing or collusion with other bidders in relation to this procurement shall give IUCN the right to exclude you and any other involved bidder(s) from this and any future procurements and may constitute a criminal offence.

7.7. Disclaimers

IUCN will not be liable in any way for any costs incurred by vendors in the preparation and delivery of their responses to the RFP, nor any subsequent discussions, meetings and/or demonstrations. Receipt of the RFP or submission of an RFP response, confers no rights upon the vendor nor obligates IUCN or its contractor, in any manner.

8. CONFIDENTIALITY AND DATA PROTECTION

8.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN 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, IUCN is required to

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retain your proposal in its entirety for 10 years and make this available to internal and external auditors and donors as and when requested.

- 8.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 8.1. Without these permissions, IUCN will not be able to consider your proposal.

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 the vendor's standard contract template. IUCN reserves the right to negotiate or reject any contract clauses it deems unacceptable.

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.

Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

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12. ATTACHMENTS

Attachment 1 Specification of Requirements / Terms of Reference

“RFP Dedicated Internet Access (DIA)2022 (attachment 1).docx”

Attachment 2 *“RFP Dedicated Internet Access - Proposer's Declaration (Attachment 2).docx”*