REQUEST FOR PROPOSALS (RFP) INVITATION
NOTICE RFP No. RFP/2020/06/002 TRANSLATION OF
MATERIALS OF THE WORLD GREEN ECONOMY
ORGANIZATION BETWEEN 5 LANGUAGES

RFP Information table
Issue Date: 30th June 2020
Proposal and Questions Submission Address:
info@worldgreeneconomy.org

1. The World Green Economy Organization (“WGEO”) now invites proposals for the above-
mentioned assignment.
2. Submitting a proposal in response to this RFP constitutes an acceptance of the terms
indicated herein and WGEO reserves the right to reject the proposal of any entity, as the
case may be, that fails or refuses to comply with, or accept, such terms.
3. This RFP shall not be construed as a contract or a commitment of any kind. This RFP in
no way obligates WGEO to award a contract, nor does it commit WGEO to pay any costs
or expenses incurred in the preparation or submission of proposals.
4. For audit and efficiency purposes, this RFP process is being managed electronically, and
bidders are required to submit their proposals via email at: info@worldgreeneconomy.org
5. Proposals must be received by WGEO by the RFP Closing Time and at the RFP Closing
Date, all as indicated in the above RFP Information Table.
6. Unless otherwise indicated, proposals shall be submitted in pdf and should be divided in
two separate folders, one containing your cost proposal and one containing your technical
proposal.
7. The subject line of your attachment must be labelled as follows:
   a. RFP/2020/06/002 - Organization Name – Translation Proposal
8. All communications with regard to this RFP shall be in writing and via email at
   info@worldgreeneconomy.org as indicated in the above RFP Information Table.
9. Any communication between a Bidder and WGEO regarding this RFP, which is not
   through the designated channel (info@worldgreeneconomy.org), may invalidate such
   Bidder’s proposal to this RFP.
ATTACHMENT A: STATEMENT OF WORK

I. BACKGROUND

The World Green Economy Organization (WGEO) was launched in October 2016 to be owned by a wide range of stakeholders, including state and non-state actors, to promote the green economy agenda, and to serve as an international platform dedicated to facilitating public and private partnerships, and promoting international cooperation and knowledge sharing. WGEO is uniquely placed to provide systematic and holistic catalytic support to the promotion of the green economy, addressing all the various aspects of the promotion of green economy. For more information on WGEO, please visit the organization’s corporate website: http://worldgreeneconomy.org.

WGEO’s mandate is as follows:
A multi-stakeholder organization, as reflected in its governance structure, WGEO serves as the premier platform for international cooperation between State Members and Platform Members (Public Sector, Private Sector, Civil Society, Academia and Youth, Cities, Financial Institutions and International Organizations) to come together in concerted effort towards promoting the green economy agenda to enable and implement bankable and sustainable green projects and programs in the areas of energy, water and infrastructure by linking technology, capacity building and finance.

WGEO’s objectives are as follows:
1. Access to technical and financial assistance
2. Transfer of knowledge, technology and green economy tools
3. Dialogue on green economy policies, strategies and methodologies
4. Capacity building
5. Creation of employment opportunities

WGEO has seven platforms which are the key mechanism for the implementation of WGEO’s activities, they operate as a framework for the cooperation and collaboration between State Members and Platform Members. Each platform is led by a specific type of stakeholder. They are:
1. Public Sector
2. Private Sector
3. Financial Sector
4. Cities
5. Academia & Youth
6. Civil Society
7. International Organizations

WGEO is also the hosting entity for the Global Compact Network – UAE. Through this structure, the GCN-UAE and WGEO work as partners to align activities with the same common goal. The UN Global Compact is founded on Ten Principles and operates through its Local Networks in over 60 countries. Local Networks provide a bridge between the Government and Private Sector, therefore highlighting WGEO’s important role as a partner and host to the GCN-UAE.
Both W GEO and GCN-UAE have a need to communicate their key messages and activities in a creative yet informative way to raise awareness and educate.

II. SCOPE OF WORK

The scope of work for the RFP responses should include but are not limited to the following activities:

Proposal Outline:
1. Cost for Translation between 5 languages (English, Arabic, French, Spanish, Russian) and proofreading per word for each language
2. Timeframe per page / 200 words

Details:
1. Translation
   a. Translation is required into multiple languages including but not limited to, 6 different languages (Arabic, English, French, Spanish, Russian, Chinese)
   b. Translation for each language is to be comprehensive and accurate (preferably by a native speaker of the target language)

2. Proofreading
   a. At least two editing phases to be conducted

2. DTP
   a. DTP is to be applied (desktop publishing translation) professionally and accurately, based on the original layout of the provided materials

Note: In case of approval of the offered proposal, an NDA will be signed your end prior LPO

III. TIMEFRAME AND DELIVERABLES

The contract will be in place for 3 calendar months as a trial and will be open for renewal for one calendar year based on quality of deliverables (Start and end date to be nominated).

IV. CONTRACTOR REQUIREMENTS

WGEO is looking for the following team members from the Contractor to be involved:

1. One senior focal point for all communication

V. CONDITIONS

a) Technical directions The Contractor will be a supplier to W GEO and will act as vendor working under the overall guidance of the W GEO Director General Director.

b) Contractual period this contract is for three months as trial, to be renewed for a further
ATTACHMENT B: EVALUATION CRITERIA

WGEO will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria described herein.

In assessing each proposal, WGEO will take into consideration expertise and qualification as well as cost factors. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being considered; the cost evaluation is only undertaken for technical submissions that score above the minimum.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to WGEO. However, WGEO reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

The evaluation criteria are divided into technical and cost factors. In assessing a potential Contractor’s proposal, WGEO will allocate greater importance to technical factors than to cost factors and thus the evaluation is split 70% for technical factors, and 30% for cost. However, cost is carefully looked at and shall be a determining factor in the final decision.

A. Technical Evaluation Criteria

The technical merit of proposals will be evaluated based on the following evaluation criteria:

a. Methodological Approach - 40
   a. Understanding of the objective and scope of work. The extent to which the proposal demonstrates responsiveness to the nature, scope and timeline and the environment in which the work must be delivered
   b. Approach and tools: the appropriateness and relevance of methodologies
   c. The nature, extent and feasibility of proposed activities and solutions

b. Past experience and capabilities - 40
   a. The extent to which the proposal demonstrates the Contractor’s experience in the subject of green economy
   b. The extent to which the proposal demonstrates the necessary past experience to manage and complete the scope of work
   c. Prior experience showcased with the same scope of work

c. Qualifications of applications - 20
   a. The extent to which the applicants demonstrate to have enough capacity to undertake the scope of work with the necessary experience
b. Advanced professional proficiency and written for all languages highlighted in scope of work

A minimum technical score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal that fails to achieve the minimum technical threshold will not be considered further.

B. Cost Evaluation Criteria

Proposals will be evaluated in terms of best value to WGEA, price and other factors considered.

Cost proposals must be submitted in United States Dollars (USD) and based on a set price per word per language that can be applied to any piece of work.

ATTACHMENT C: PROPOSAL REQUIREMENTS, PROCESS, AND GENERAL INFORMATION

I. PROPOSAL REQUIREMENTS

The proposal should be concisely presented and structured, and should explain in detail your availability, ability, capacity, and resources to provide the requested services. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English and can be in pdf, MS-Word or MS Power Point including applicable schedules where defined.

Cost proposal and technical proposal must be submitted as two separate documents:

• RFP/2020/06/002 - Organization Name – Translation Proposal

a. Technical Proposal

The potential Contractor is required to submit a proposal not exceeding 7 pages describing:

• Understanding and background of the scope of work.

A: Proposed Approach.

• A summary of past experience and capabilities of the team.
• Qualifications of team members and their roles in the Contractor team

b. Cost Proposal
The cost proposal must cover all the services requested in the scope of work outlined in the proposal and should be in United States Dollars. The Cost proposal should highlight a set rate/price per word for each of the languages required which can be applied to any piece of content needing translation.

Note:

The cost proposal shall be inclusive of all direct and indirect costs as well as profit or fees and shall be fixed for the period of the contract. The cost proposal must cover all the services requested in the scope of work. The cost tables and accompanying notes must show the composition of all cost elements, including hidden fees and profits.

II. PROPOSAL SUBMISSION AND COMMUNICATIONS

Proposal submissions and all communication shall be via email at info@worldgreeneconomy.org

III. SPECIFIC INSTRUCTIONS

a. Period of Validity

Proposals should be valid for a period of 60 days from the closing date of their receipt.

b. Modifications to Proposal

No further additions to, or modifications on submitted proposals shall be allowed unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be affected with prior, written, approval from WGEO.

c. Tender Expenses

Potential Contractors are solely responsible for their own expenses or losses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

d. Currency and Language to be Used

All costs in the pricing spreadsheets must be in USD only (for proposal). The currency of the
contract will be in USD. All communication in respect to this RFP shall be in English.

IV. GENERAL INFORMATION

WGEO may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation.

It is the potential Contractor’s responsibility to consult the WGE0 website to ensure that they are aware of amendments to this RFP.

WGEO may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.

WGEO may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the potential Contractor’s best terms from a cost and technical standpoint. WGEO reserves the right (but is not under obligation to do so) to enter into discussions with one or more potential Contractors in order to obtain clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal, or negotiate the cost proposal.

WGEO will be under no obligation to reveal, or discuss with any potential Contractors, how a proposal was assessed, or to provide any other information relative to the selection process. Potential Contractors whose proposals are not selected will be notified in writing of this fact and shall have no claim whatsoever for any kind of compensation.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates WGE0 to award a contract, nor does it commit WGE0 to pay any cost incurred in the preparation of the proposal.

In addition to the written proposal, WGE0 may request potential Contractors to make oral presentations in English or to participate in a pre-proposal conference. The date, time, and place for such (if any) will be communicated to all eligible potential Contractors. Any statement or presentation made during these meetings shall not in any way amend or modify the WGE0 RFP Invitation Notice solicitation. Information obtained through oral presentations will be considered in the overall evaluation process.