

## **Amendment: Section III – Questions and Section VI - Price for Web Producer Services**

### **REQUEST FOR QUOTATION**

**For:** Consultant - web producer – native French speaker  
**From:** The Critical Ecosystem Partnership Fund (CEPF)  
**Amendment Date:** Tuesday, 1 September 2020  
**Subject:** Request for Quotation – RFQ: Consultant – web producer – native French speaker

Dear Offerors: Be advised that updates have been made to the following sections:

**Section III:** The dates for submitting questions and the posting of responses have been extended. Questions are now due 22 September 2020 5pm Eastern Daylight Time (EDT), and answers will be posted to this page by 23 September 2020 5 p.m. EDT.

**Section VI:** Be advised that hours will vary, and CEPF is seeking services for an average of 23 hours per month for an estimated contract term of 10 months. Assignments may occasionally be requested on quick turnaround. Contract to commence as soon as an offeror is selected and an agreement can be established.

The price should simply be an hourly rate quoted in U.S. dollars.

## **REQUEST FOR QUOTATION**

**To:** Consultant - web producer – native French speaker  
**From:** The Critical Ecosystem Partnership Fund (CEPF)  
**Date:** Wednesday, 19 August 2020  
**Subject:** Request for Quotation – RFQ: Consultant – web producer – native French speaker

Dear Offerors:

CEPF is procuring web producer services for the CEPF website, [www.cepf.net](http://www.cepf.net). CEPF invites all eligible suppliers to provide your best offer for this solicitation by the due date stated in Part II. **(Please include all costs related, terms of warranty and post services in your price quotation.)**

### **I. Type of Contract**

The anticipated type of award resulting from this request for quotation (RFQ) is a contract for services. The chosen consultant will agree to comply with all terms.

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 (Exhibit B) and AFD's Statement of Integrity, Eligibility and Environmental and Social Responsibility (Exhibit C).

### **II. Submission of Quotations**

All quotations are due on **Wednesday, 30 September 2020**, by **no later than 5 p.m. Eastern Daylight Time**. Quotations should be sent by email, in PDF format, to **[cepf@cepf.net](mailto:cepf@cepf.net)** with the subject line "Request for Quotation – Consultant – web producer – native French speaker."

Quotations submitted after the deadline will be considered late and will be disqualified from further evaluation process.

### III. **Questions**

Technical inquiries and/or requests for clarification to this RFQ must be made in writing via email to **cepf@cepf.net** no later than 5 p.m. (Eastern Daylight Time) on **Wednesday, 9 September 2020**. All questions received and responses will be posted [here](#) by 5 p.m. on **Thursday, 10 September 2020**.

### IV. **Evaluation of Quotations**

CEPF will evaluate each quotation on the merit of price and technical specification (**Best Value Determination**) and evaluation scoring will be considered.

Maximum total points: 100

<b>Maximum points</b>	<b>Scoring Criteria</b>
<b>30</b>	Skills appropriate to project
<b>30</b>	Experience relevant to project
<b>30</b>	Appropriateness of estimate and details provided with estimate
<b>10</b>	Recommendations from external sources

### V. **Specifications for Consultant – Website Producer – Native French Speaker**

Seeking to contract with a consultant who is a native French speaker, fluent in English, and is also experienced in Drupal for provision of the following services:

- Post materials to the website, including (but not limited to) stories, project final reports, photos, safeguard documents, links for CEPF in the News, Donor Council and Working Group documents, learning section materials, etc. Size and optimize photos for posting according to website standards.
- Help with efforts to improve translation of website content to French and Japanese, including checking and improving auto-generated French translations and assisting colleagues in Japan who are working on improving the Japanese translation in the use of the content management system (Drupal) as it relates to updating translations.
- Assist CEPF communications team with assorted tasks, including adding photos to the online photo library.

We are seeking a contract that would be in effect through 30 June 2021.

**VI. Price for Web Producer Services**

Price must be quoted in an hourly rate, U.S. dollars.

**VII. Past Performance**

Please list two recent references for whom you provided similar services:

- Name \_\_\_\_\_
- Job title \_\_\_\_\_
- Phone number \_\_\_\_\_
  
- Name \_\_\_\_\_
- Job title \_\_\_\_\_
- Phone number \_\_\_\_\_

**VIII. Reserve the Right**

CEPF reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CEPF to award a contract, nor does it commit CEPF to pay any costs incurred by the Offeror in preparing and submitting the quotation. CEPF reserves the right to enter negotiations about price and terms as required.

# Exhibit A

## Offeror Profile

Name of service provider

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Address

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City/State/Zip Code

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Telephone Number

Email Address

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Authorized Signature

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## **Exhibit B**

### **Code of Ethics**

Any offeror awarded a contract with CEPF must sign the following Code of Ethics for Conservation International, which administers the CEPF program.

#### **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.

## Exhibit C

### Statement of Integrity, Eligibility and Environmental and Social Responsibility for contracts funded by Agence Française de Développement

Any offeror awarded a contract with CEPF must sign the following statement.

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:
    - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in 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);
    - b) 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);
    - c) 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.
3. 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:
- a) 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;
  - b) 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.
4. 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.
5. 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.
6. 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 intended 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.
7. 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: \_\_\_\_\_