

REQUEST FOR PROPOSALS (RFP) – Invitation letter

1. The World Intellectual Property Organization (WIPO), a specialized agency of the United Nations, is the global forum for intellectual property policy, services, information and cooperation. More details may be found at: <http://www.wipo.int/>.
2. WIPO is conducting, on behalf of WIPO for Creator Consortium a competitive solicitation process to select one or more providers to enable WIPO for Creators to select a Program Management Team (PMT) and Content Delivery Team (CDT) to progress and manage the build and operation of the Creators Platform on its behalf. WIPO hereby invites your firm to submit a proposal in response to (RFP) No. CCIS_CMD/2021/776/RF for the selection of a PMT and CDT for WIPO for Creators. The selected Contractor(s) will be offered a Long-Term Agreement (LTA) for an initial period of 5 years, with possible extensions subject to satisfactory performance and availability of funds as further described in the attached Draft Contract.
3. This RFP is divided into two lots. Bidders may submit their response(s) for one or two lots. Each lot will constitute an individual submission to be evaluated separately.
 - LOT 1: provision of a Programme Management Team to progress, manage and coordinate the build and operation of the Creators Platform on its behalf; and
 - LOT 2: provision of a Content Delivery Team (CDT) to design, develop and produce the content for the Creators Platform in consultation with the PMT and the Project Board.
4. To enable your company to submit a bid, please read the instructions in the *User guide to WIPO eSourcing platform for suppliers*, at https://www.wipo.int/export/sites/www/procurement/en/pdf/suppliers_guidelines.pdf, and the documents attached to the tender. Having familiarized yourself with the requirements of this tender, you will then be required to respond to all the questions asked of you on the WIPO eSourcing system.

A. Tender procedure

3. All communication for this tender shall be made in writing through the eSourcing system available through www.ungm.org, and no other contact shall be made to WIPO employees outside of the system, subject to disqualification.
4. **Deadline:** Timelines for this tender are indicated on the eSourcing system, and WIPO reserves the right to reject proposals received after the indicated time and date. Any change of date will be communicated to all participants through the system.
6. **Bidders queries:** Queries concerning the technical, legal or commercial aspects of this tender shall only be sent via the “Messages” tab on the eSourcing system by the deadline

indicated. A consolidated and anonymous list of all queries received, together with WIPO's answers, will be published in the designated area on the system.

Additionally, WIPO will organize an anonymous webinar to present the project and directly interact with questions from bidders regarding the project. The webinar will be take place on **Friday, October 22, at 11:00 CET**. To register to the webinar, please click the link below:

https://wipo-int.zoom.us/webinar/register/WN_YfdkPeMbSWiuHgSS49n6Vg

7. Submission of proposals: To submit your proposal you must click on "Create Response". For further information please see the *User guide to WIPO eSourcing platform for suppliers* referred to above. Proposals transmitted in ways other than through this procedure are not acceptable, and we reserve the right to disqualify them. We strongly encourage you to test your access in the system ahead of the closing date.

5. Double-envelope special procedure: The technical and financial components of your proposal **MUST be submitted separately: the technical elements of your proposal must only be uploaded in the "Technical envelope" of the eSourcing system (with no indication of prices), and the financial elements of your proposal must only be uploaded in the "Commercial envelope" of the eSourcing system.**

8. It is the Bidder's responsibility to inform themselves fully on all relevant aspects in preparing the bid, to ensure they have provided all the information required in the tender and assure compliance with the submission process. If proposals are not submitted per the instructions, WIPO will neither assume responsibility for the proposal's misplacement or premature opening, nor guarantee its confidentiality. **WIPO reserves the right to disqualify proposals that do not comply with these instructions.** Should there be a change of circumstances occurring during the tender process (e.g. change to accreditation, license or approval, or major organizational changes), please inform WIPO immediately via the messaging function on the eSourcing system.

9. Amendments: WIPO reserves the right to modify and/or amend this tender in any way deemed necessary. Amendments to this tender, if any, will be posted on the eSourcing system. In such a case, the system will automatically notify all bidders **who have expressed interest** in this tender. You are therefore advised to log into the system immediately upon receipt of said notification in order to obtain information about the amendments.

10. Cancellation: In the case of compelling circumstances, WIPO reserves the right to cancel the tender, partially or fully, at any time before the award of the contract. All participants in the tender will be notified if cancellation occurs.

11. Disqualification: WIPO reserves the right to disqualify your proposal if:

- a) your proposal is not submitted using the specified transmittal tool of the eSourcing system;
- b) your proposal does not include one or more documents/information/elements required in the tender;
- c) your proposal is not in conformity with the qualification requirements;
- d) the technical and financial components of your proposal are not submitted in accordance with the double-envelope procedure.

12. Split and/or partial award: WIPO reserves the right to split the award in any way it may be deemed necessary, and accepting a proposal in part.

14. Award publication: WIPO reserves the right to publish the details of awards, including supplier name and country, and a brief description of the services.

15. Please note that all costs of preparing and presenting a proposal and of negotiating a contract, including any related travel, have to be borne by your company, are not reimbursable; nor can they be included as a direct cost of the assignment.

16. The contents of this document and any information obtained through sanctioned discussions with WIPO personnel pursuant to the preparation of your response must be treated as confidential and proprietary information of WIPO. No contact should be made by your company to any of our suppliers without our prior approval.

B. Content of your proposal

17. Your proposal should be composed of your responses to the questions in the relevant envelopes (Qualification, Technical and Commercial) on the eSourcing system, with **no financial element and/or price included in the “Qualification envelope” or in the “Technical envelope”, and no technical elements included in the “Qualification and Commercial envelope”**, and taking into account the following:

- i. Compliance with all of the Mandatory Requirements is obligatory, and for each Mandatory Requirement, you should explain how your company or your proposal meets this particular requirement; and
- ii. Unless specifically required, responses shall be concise, comprehensive, and only address the information requested, and should not include standard, long-worded promotional material; Supporting documentation/certificate/financial statements should be attached to your proposal.

C. Evaluation Process

18. WIPO will evaluate proposals on the basis of all the information requested in this tender and on the potential customer reference checks made based on information provided by bidders in their respective proposals. Lots in scope of this tender will be evaluated separately.

The evaluation will unfold as follows:

i. Qualification Requirements

- This section addresses important preliminary requirements for WIPO. Please ensure that you answer correctly and honestly. Those questions marked as “MR” (mandatory requirements) will apply a pass/fail methodology, meaning that your proposal will be rejected, depending upon the answer given. Where evidence is required to demonstrate your response, WIPO shall, at its sole discretion, make the final decision as to its sufficiency.

ii. Technical Evaluation

- The second stage for those companies who have passed the qualification requirements will be the technical evaluation.
- The technical evaluation will be for the services described in the *Terms of Reference* (Annex 1) and based on the responses provided under the Technical Envelope in the eSourcing system. The technical proposals will be evaluated based on the criteria relevant weights, and minimum ratings (if any) indicated under the Technical Envelope.

Rating scale: each technical criterion will be rated in accordance with the following scale:

100%	Outstanding
80%	Competent
50%	Average
20%	Mediocre
10%	Poor
0%	Not acceptable

iii. Oral Presentation

- WIPO reserves the right to shortlist the highest scored bidders to perform an oral presentation of their proposals to complete the evaluation. The purpose of the oral presentation is to provide an overview of the Bidder's proposed personnel, corporate resources and capabilities, service delivery approach, and specific approach and methodology for the execution of project specified in Annex 1 – Terms of Reference.

Only bidders who obtained minimum 30% rating in the Technical Evaluation (the Oral Presentation included) will be considered for the Financial Evaluation.

iv. Financial Evaluation

- WIPO will only review the financial proposals of bidders that pass stages i, ii and iii above.
- Please note that WIPO does not disclose the financial weight of the evaluation matrix. However, bidders are strongly encouraged to provide their best financial proposal as WIPO will give high relevance to the financial component.

v. Overall evaluation

- The final ranking of proposals shall be established by the sum of the weighted technical and financial scores.

D. Additional information

22. In order to request a copy of WIPO for Creators Business Plan, bidders are requested to fill in the Non-disclosure Agreement attached in the Qualification Envelope in the e-Sourcing system.

23. Should bidders have issues with uploading their attachments while submitting their proposals in **the qualification or technical envelopes only**, it is possible to send those attachments via Messages option in the e-Sourcing platform. No financial information can be sent via Messages option in the e-Sourcing platform

23. WIPO looks forward to receiving your proposal and thanks you in advance for your interest in its procurement opportunities.