Fundacja WWF Polska                                                                   Tel.: +48 22 849 84 69

ul. M. Gandhiego 3                                                                                 Fax: +48 22 646 36 72

02-645 Warszawa                                                                                      [www.wwf.pl](http://www.wwf.pl)

Reference no. assigned to the case by the Contracting Authority: 01/10/18/ECh on 17.10.2018

**REQUEST FOR PROPOSAL:**

**I.          Contracting Authority**

WWF Polska Foundation, ul. M. Gandhiego 3, 02-645 Warszawa

Tel.: +48 22 849 84 69, fax: +48 22 646 36 72

[www.wwf.pl](http://www.wwf.pl)

**II. Subject Matter of Procurement**

The subject matter of procurement is analysis of sensitive raw materials that are coming to Poland from other European Union countries and beyond.

**III. Background Information**

Global production and trade in commodities affect some of the most breathtaking and ecologically important places on the planet.

And around 500 companies control roughly 70% of global markets for the commodities that have the most significant impacts.

If we can get a critical mass of these leading companies to pursue sustainability, while working with the public sector to shape regulation and policy in areas such banking and public procurement, we can change whole markets, making better production the norm.

To develop the direction of activities, we want to recognize the situation in Poland. The study aims to determine the role of Poland in trade of commodities.

**IV.                Scope and Performance of Procurement**

The subject matter of procurement is the performance of a study aimed at quantitative analysis of import and influx volume and origin paths to Poland for all commodities and comparison of European and global averages and quantitative analysis of export and outflow volume and origin paths from Poland for all commodities and comparison of European and global averages.

1. The aim of the study is to analyze the situation in Poland with regard to priority commodities:
	1. wood,
	2. charcoal,
	3. cellulose (paper),
	4. soy,
	5. palm oil,
	6. beef,
	7. shrimp (in division for wild-caught and farmed shrimp),
	8. tuna,
	9. white fish,
	10. dairy,
	11. sugarcane,
	12. cotton,
	13. farmed salmon,
	14. fishmeal,
	15. rubber,
	16. peat,
	17. eel (wild-caught)

The above list may be changed or modified after obtaining the consent of the Customer, due to the availability of data for given groups of commodities or other relevant premises.

1. The Contracting Authority anticipates organizing at least two meetings of the members of the team preparing the report with the Contracting Authority in the Contracting Authority’s seat, WWF Polska Foundation, at ul. Gandhiego 3 in Warsaw:

1) The first meeting shall take place not later than 3 working days from the conclusion of the Contract on the day indicated by the Contracting Authority. The subject matter of the meeting shall be discussion of the methods presented by the Contractor in their bid and meeting the Contractor’s team, and defining the manner of further communication during the implementation of the project.

This study is to be a pilot for another study analyzing in detail the market of companies involved in the processing and trading of selected raw materials and the market for substitutes for them or certified products.

2) The second meeting shall take place during the performance of the Contract in order to discuss the results of the performed work (submitted in the form of drafts by the Contractor not later than 7 working days before the planned meeting). During the meeting, the Contractor shall be obliged to answer questions of the members of the Contracting Authority’s Team (sent to the Contractor before the meeting and regarding the scope of the study), and, after the meeting, within 10 working days, the Contractor shall introduce potential changes and modifications to the presented work, being the result of the meeting and the received comments. This meeting is planned not later than 2 weeks before the final commissioning of the project by the Contractor. The costs of the Contractor participating in the aforementioned meetings (travel, accommodation, board costs) must be included in the bid price.

1. The Contractor is obliged to submit the subject matter of procurement in an editable digital format of MS Word, via email or on a digital media carrier.

**V. Date and Place of Performance of Procurement**

Procurement performance date: from the day of the conclusion of the contract to 31th January 2019, with the assumption that the Contractor has at least 60 calendar days for the performance of the contract.

**VI. Conditions of Participation in the Proceedings**

Participation in the proceedings can be applied for by the Contractors having a specialist meeting the following requirement:

The Contractor shall prove that within the last 3 years before the date of submitting bids they performed at least three studies regarding trade, environmental protection and/or environmental economy, i.e. plans, reports, opinions, surveys.

**VII. Description of Bid Preparation**

1) Bid must be drawn up in Polish, legible (typed, printed, etc.).

2) Bid must provide answers to the contents of this request for proposal.

3) The Contractor must submit all the required documents specified in the request for proposals.

4) Bid and statements of the Contractor must be signed by persons authorized to submit declarations of intent on behalf of the Contractor. All the signatures must be made in the manner allowing to identify the signatory (legible full name or a stamp with full name and illegible signature). If the signature is made by a plenipotentiary, additionally, the power of attorney must be submitted.

5) The amount provided in the bid must be gross amount in PLN currency. The price must include all the requirements of this request for proposal.

6) The price must include all the costs related to the performance of the task.

7) The Contracting Authority does not allow for submitting partial bids.

**VIII. Documents Required for Confirmation of Meeting the Conditions**

1) The Contractor’s Bid Form (Appendix No. 1)

2) Statement of the Contractor on the Lack of Capital or Personal Connections (Appendix No. 2)

3) Statement on Meeting the Conditions of Participating in the Proceedings (Appendix No. 3)

4) List of Experiences of the Contractor (Appendix No. 4)

**IX. Criteria of Bid Assessment, Percentage Weights Assigned to Specific Criteria and the Method of Scoring Points**

|  |  |  |
| --- | --- | --- |
| **Item** | **Name of criterion** | **Weight** |
| 1 | gross price | **40%** |
| 2 | Substantive assessment (experience and risk management) | **60%** |

Method of assessing criteria:

**1. Criterion – gross price:**

|  |  |  |
| --- | --- | --- |
| **X =** | **Cmin** | **\* 4 pts** |
| **Co** |

***where:***

**X** – value of the assessed criterion in points

**Cmin** – the lowest price of the submitted bids

**Co** – the price of the assessed bid

 2. **Criterion – Experience (D)**

The personnel of the Contractor shall be assessed with the consideration of the Contractor’s experience regarding the scope of the analysis. The maximum number of points to be scored for this criterion is 6.

**The final score (PO) will be calculated according to the formula: PO = X+D**

The Contracting Authority shall select the Contractor with the highest score to perform the procurement. A maximum of 10 points can be obtained. If the most favorable bid cannot be selected due to the fact that two or more bids have the same score, the Contracting Authority shall invite the Contractors who submitted these bids to submit additional bids. Additional bids should have prices not higher than their original prices. The highest score possible to obtain is 10.

**X. The Manner and Deadline for Submitting Bids**

The bid shall be submitted in written form, via mail, digitally or in person to the seat of the Contracting Authority under the address:

WWF Polska Foundation

ul. M. Gandhiego 3

02-645 Warszawa, Poland

Email: echodkiewicz@wwf.pl

By 31st October 2018, 4:00 p.m.

The subject of email or the envelope should include the reference number assigned to the case by the Contracting Authority: 01/10/18/ECh

**XI.   Person Authorized to Communicate with the Contractors**

Ewa Chodkiewicz, Tel.: +48 22 849 84 69 ext. 116; + 48 606 921 338

Adres e-mail: echodkiewicz@wwf.pl

**XII. Final Remarks**

1. These proceedings are excluded from the provisions of the Act of 29th January 2004 – Public Procurement Law.
2. The Contracting Authority reserves the possibility of invalidating the proceedings without stating any cause. If the proceedings are invalidated, the Contracting Authority shall not bear the costs of the proceedings.

**XIII. Information Concerning the Scope of Exclusion**

The Contractors participating in the proceedings cannot be entities having personal or capital connections to the Contracting Authority. Capital or personal connections are understood as mutual relations between the Contracting Authority or the persons authorized to enter into commitments on behalf of the Contracting Authority or the persons performing, on behalf of the Contracting Authority, actions related to the preparation and performance of the procedure of selecting a contractor and the Contractor, specifically the following:

a) being part of the company as a partner in a partnership or civil law partnership,

b) owning at least 10% of shares or stocks,

c) performing the function of a member of a supervising or managing body, procurer, plenipotentiary,

d) being a spouse, a direct blood relative or relative-in-law, a second-degree relative or a second-degree relative-in-law in secondary line, adoption, care or guardianship.

In order to prove that the Contractor is not subject to the aforementioned exclusion, i.e. they have no personal or capital connections with the Contracting Authority, they submit a statements in accordance with the template constituting Appendix No. 3 to this request for proposal.

**XIV. Mode of Providing Explanations**

1) Every Bidder is entitled to turn to the Contracting Authority for explanation of the contents of the request for proposal in question. The Bidder’s questions must be sent to the email address: echodkiewicz@wwf.pl

2) The Contracting Authority shall immediately provide and send answers via email to the address provided in the inquiry.

**XV. Mode of Publishing Results of the Proceedings**

All the Bidders submitting their bids shall be informed about the results of the proceedings, and the selected Bidder shall be additionally informed about the date and place of signing the contract.

**XVI. Contract Amendments**

The Contracting Authority does not anticipate any possibility of amending the contract.

**XVII. Appendices to the Request for Proposal**

The appendices to this request for proposal are the following templates:

|  |  |
| --- | --- |
| **Appendice’s indication** | **Appendice’s name** |
| *Appendix No. 1* | Bid Form |
| *Appendix No. 2* | Statement on the Lack of Capital or Personal Connections |
| *Appendix No. 3* | Declaration of compliance with the conditions for participation in the proceeding |
| *Appendix No. 4* | List of the Contractor’s Experiences |

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