

REQUEST FOR PROPOSAL (RFP)

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)	DATE: October 27, 2021
	REFERENCE: RFP#RCR/004/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Communication Services**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, November 10, 2021** via email, courier mail to the address below:

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)- Hydro Power Building (7th Floor)
Block 11 - Piece 15, Melsa District Ard El Golf, Nasr City, Cairo, Egypt
Procurement Section
Procurement@rcreee.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by RCREEE after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of RCREEE requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by RCREEE, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on RCREEE's re-computation and correction of errors, its Proposal will be rejected.





Mitigation Enabling Energy Transition in the MEDiterranean region
Together We Switch to Clean Energy



Regional Center for Renewable Energy and Energy Efficiency
المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts the General Terms and Conditions of RCREEE.

Please be advised that RCREEE is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

RCREEE encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to RCREEE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

RCREEE implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against RCREEE, as well as third parties involved in RCREEE activities. RCREEE expects its Service Providers to adhere to RCREEE General Terms & Conditions.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Section

10/27/2021



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Introduction:

meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.

The second phase of the project is implemented by the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE) in cooperation with the Mediterranean Association of the National Agencies for Energy Management (MEDENER).

Scope of Work:

The purpose of this Long-Term Agreement (LTA) is to identify and select service providers for producing communication and visibility materials for meetMED project.

These services, details of which are given in this section, shall be provided in line with EU visibility guidelines and in coordination with meetMED communication team. The items requested shall reflect project identity and be in general harmony and consistency both within each other and within the designs.

The purpose of this Arrangement is to facilitate the implementation of meetMED activities by ensuring the timely engagement of a service provider for graphic design, printing, video production of materials and documents:

1. To facilitate the implementation of communication services including design creation, printing of visual art products of various kinds, video production, events equipment...etc.



2. To shorten the turnaround time to complete the needed communication services assignments and allows for shorter processing and procurement time.

The service provider is required to submit a price-list to the following services to be valid during the duration of this Agreement: -

I. Visuals & Publications

#	Design	Print - Qty
1.	Brochure: Size: 30x42 cm. Couche 300 gm. Printing: 4 colors 2 sides Finishing: lamination Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	50
		100
		200
2.	Folder: Size: 32x22 cm. Couche paper 350 gm. + 2 pockets inside Lamination matt + riga	50
		100
		200
3.	Layout report: - Pages: 20-25 Size: 30x21 cm Glossy paper 150 gm inside. 300 gm. For cover - 4 colors printing all pages Finishing: lamination for cover Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	50
4.	Digital banner: Creative design and art work	--
5.	Leaflet: Size: 21 x 29.7 cm. Couche 300 gm. Printing: 4 colors 2 sides Finishing: lamination + 2 riga Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	50
		100



6.	Flyer: Size: 21 x 29.7 cm. Couche 300 gm. Printing: 4 colors one sides Finishing: lamination + 2 riga Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	50 100
7.	Newsletter: A4, 2 sided up to 6 pages Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	--
8.	Notepad Size:16.2 cm x 22cm -A5 Cover couche 300 gm. Inner: 80 sheets 80 gm	50 100
9.	Flag Indoor with Flag Stand (1200mm x 1800mm)	1
10.	Desktop Flag with Stand (160mm x 100mm)	1
11.	Poster: Size: 50 × 71 cm + vinyl sticker Glossy paper. Indoor printing + matt lamination	1
12.	Poster: Size: 17.6 × 25 cm+ vinyl sticker Glossy paper. Indoor printing + matt lamination	1
13.	Cover/back cover: Size: 30x42 cm Creative design and art work	1
14.	Internal page design: Size: 30x21 cm Creative design and art work (HD photos, infographics, charts, pies charts, tables, icons)	1
15.	Design of Event Visual Identity	3
16.	Pop up Size: 230x350 cm - Material: PVC + indoor printing. - Printing: indoor high res - Finishing: Pop up machine	1



17.	PVC ID Card	Price per unit
18.	Branded Podium	1
19.	Written Translation English/French/English for Regular Documents (250 words)	--
20.	Written Translation English/French/English for Technical Documents (250 words)	--

II. Photo and Video

21.	Photography per day
22.	Video HD Camera per day including interviews
23.	Free Fly Camera per day
24.	Editing Unit per day (including music library, infographics, after effect visuals, graphics, animations, audio mixing ...etc.)
25.	Drone with 4K Camera
26.	Video script
27.	Voice over (including studio rental)
28.	Video Subtitling Per Minute
29.	Infographic video 60-90 seconds
30.	Promo Video (2-3 Minutes)
31.	Video Transcription Per Minute
32.	Social media visual including caption



33.	Streaming Online Unit (to be shared on LinkedIn)
34.	Conversion Unit from Camera to Platform

III. On-line Meetings

35.	Hosting online platform including technical support and internet connections (100 Participant) (1-2 hours) and (2-4 hours)
36.	Hub set up for one language interpretation online platform including technical support and internet connections (1-2 hours) and (2-4 hours)
37.	Hub set up for Two languages interpretation online platform including technical support and internet connections (1-2 hours) and (2-4 hours)
38.	Integration of interpretation on site including technical support for 1 and 2 languages

IV. Projectors, LCDs, sound systems and event management:

39.	Screen 3X4 (200 inch)
40.	Screen 3.25X2.34 (150 inch)
41.	Projector 6000 Ansi lumens
42.	LCD 42", 50" and 65"
43.	Sound System including loud speakers, Podium Microphone & Mixer to cover 250 Pax
44.	Wireless Conference Microphone
45.	Ushers (English speaker/ Dress code: Formal)

- All designs must be delivered in an **open-source package** (Illustrator/InDesign) in **CMYK color mode** in line with EU visibility guidelines.



- Annex 3 includes a tentative list of publications, under each component of meetMED, shall be proceeded within the duration of this LTA.
- Videos should be submitted full HD in **open-source** format.

General Provisions:

- This Agreement represents an offer on the part of the service provider to provide meetMED with the services, prices, and estimated delivery time under the terms and conditions detailed herein for the duration of the Agreement. Only Purchase Orders made pursuant to this Agreement and only for the services stipulated herein will constitute a commitment on meetMED's part.
- The service provider will be requested to maintain its proposed pricing structure for the duration of the Agreement.
- meetMED's liability shall be limited to the Purchase Order only for the services stipulated therein and no increase in the total liability of meetMED or in the price of the products will be authorized or paid to the Supplier.
- meetMED is not obligated to purchase any minimum service quantity under this Agreement.

Qualifications and Selection Criteria:

- Applicant must be a legal entity registered in the EU, Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Tunisia;
- Applicant must be a reputable company with solid knowledge and prior experience in providing similar services to international clients;
- Extensive knowledge in events' management including wireless conference systems;
- Excellent in knowledge of the relevant design and desktop publishing skills and software such as Adobe Creative Suits, Page Maker, Photo Shop, Corel Draw, Illustrator, In Design;
- Graphic design, Illustration and visualization skills;
- Extensive publications layout and design experience;



- Proven track record in producing high-quality short form video clips, infographic videos and/or documentary style videos;
- Professional-level of videography and editorial competencies;
- Proven track record of using innovative techniques and different video formats;
- Ability to produce multi-materials in English, Arabic and French;
- Budget explained item by item and indicative timeline for the implementation of the requested services;
- Experience in applying the EU visibility rules is an asset.

Requirements for Submission of Proposal

- Technical Proposal including the mechanisms of implementation and estimated delivery time of producing each service (design, printing, video editing, script ...etc).
- Detailed company profile.
- Track Record - Identify clients for whom have done similar work.
- Work samples: compile relevant examples of design work, publications, videos, social media materials, infographic videos and creative Art.
- The service provider must assign a devoted team to work on assignments, including an experienced project manager to act as meetMED's main point of contact; ensuring a response time within 24 work day hours (*except the official holidays/weekends based on Egypt's' holiday yearly schedule*).
- Designing, printing and video production capabilities (in-house or outsourced).
- The submitted financial proposal must include a breakdown of costs for each service requested.

Validity of the Agreement:

- This Agreement shall be valid for a Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

Payment Terms:



- Invoices for all communication services procurement requests shall be submitted to meetMED financial department upon completion of assignment by attaching copies of Purchase Orders.
- Payment will be made within 30 days from the date of receiving both RCREEE & MEDENER PMs written acceptance of the quality of the outputs and approved Invoice, which shall be submitted only after completion of services to which it relates and only if meetMED team has certified that the services have been satisfactory performed by the service provider.

Termination of this LTA:

- Termination by Either Party for Convenience. Either Party can terminate this LTA on not less than thirty (30) days' written notice without having to provide any justification. The termination will be effective on the expiry of such thirty (30) days' notice period.

Description of Requirements



Context of the Requirement	<p>meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.</p> <p>The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) in partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).</p>
Implementing Partner of RCREEE	MEDENER
Expected duration of work	(32) months
Target start date	November 2021
Latest completion date	30 th of June 2024
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input type="checkbox"/> Egyptian Pounds
Payment Provisions	<p>Foreign Firm: Payment will be affected by bank transfer in the currency of contract.</p> <p>Local Firm: Payment will be affected by bank transfer in the currency of contract, Or in Egyptian Pounds based on the rate of day of transfer.</p>



Deadline for Submission	Date: November 10, 2021 1:00 PM EGYPT Time Zone Time: 1.00pm (Local Time)
Deadline for submitting requests for clarifications/questions	October 31, 2021
Contact Details for submitting clarifications/questions	Address: RCREEE, Cairo, Egypt E-mail address dedicated for this purpose: Procurement@rcreee.org Attn. Queries– RFP#RCR-004-2021 This email address is officially designated by RCREEE. If inquiries are sent to other person/s, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received. Any delay in RCREEE’s response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes (RCREEE is exempted)
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, RCREEE may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	Payment will be made within 30 days from the date of receiving both RCREEE & MEDENER PMs written acceptance of the quality of the outputs and approved Invoice
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager Communication Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract



Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 20% technical offer and 80% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (60%)</p> <input checked="" type="checkbox"/> Expertise of the firm including examples of previous relevant work and certified references (current and former clients in international affairs, energy sector, or related fields) 40% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p>Financial Proposal (40%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by RCREEE</p>
RCREEE will award the contract to:	<input type="checkbox"/> One and only one Service Provider <input checked="" type="checkbox"/> One or more Service Providers
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Service Provider contracts https://drive.google.com/file/d/16X0mBCk_hGdYzjZZJ4URnzh-cBHHJujZ/view?usp=sharing
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Section</i></p> <p>Any delay in RCREEE 's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	None

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 10/27/2021, and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of RCREEE by indicating the following:

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by RCREEE, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel



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If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1			
2			
3			
	Total	100%	

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]



- Tentative list of meetMED's publications expected to be implemented during the period of the Agreement

meetMED II List of Publications and Reports			
WP #	# Of editions/ Reports	Publication/ Report Name	Number of Pages
WP2	1	Guidelines and best practices on energy efficiency measures in buildings with costs and arguments for decision makers	30/40
	1	Guidelines and best practices on standards implementation for key appliances for decision makers	30/40
	1	Regional report on Trends on EE in buildings and appliances implementation	30/40
	1	Engagement plan	30/40
	8	National engagement plans of Southern countries	10
	3	meetMED week report	1-2 p
WP3	9	Activity Final Reports (A311, A312,A314, A315,A316, A317, A321, A322,A323) *	TBD
	1	Cool Building Initiative (A315) state of Art Report	TBD
	1	Report on assessment of green building rating system in southern Mediterranean countries (A316)	TBD
	1	Final catalog of all existing tools and guidelines, including the newly developed ones (A321) *	TBD
	1	Training catalog (A323) *	TBD
	1	pre-feasibility studies for dedicated projects in buildings (A312)	TBD
	1	Water-energy nexus - state of art report *	TBD
	1	Publication on Water energy nexus solutions	TBD
	1	Publication "Solutions for Energy efficiency in public buildings: from audit to action"	TBD
	1	Publication "Study on the Continuous political endorsement for increase in RE in the country mixes and support to Mediterranean energy cooperation are necessary conditions.	



	1	Study on the potential of District Cooling in the South Mediterranean Countries	TBD
WP4	1	Scrapping campaign process manual	TBD
	1	Feasibility study of a regional testing laboratory	TBD
	1	Manual procedure for MEPS implementation (regional)	TBD
	2	National MEPS program report	TBD
	1	Regional report on MEPS / labels implementation with a focus on air conditioning	TBD
WP5	1	A financing capability guidebook for efficient buildings and appliances	TBD
	1	Report for the climate of finance and innovative financing for building and appliances in the targeted countries	TBD
	1	Report on suggested potential bankable projects in the targeted countries - tbc	TBD
	4	Events report	TBD
Others			
WP6	1	Brochure	A4, two-sided, 4 pages
	1	Folder with inside pockets	Paper size A4
WP1	1	Final Report on meetMED II	30 pages
	1	Project booklet	20 pages
High Level Events	3	Digital banners Visual identity Posters – B2/B5 (up to 6 designs) Flags Flyers Leaflets	TBD

