



1. The Green Climate Fund (GCF) seeks proposals from qualified contractors for the following activity, in accordance with the attached documentation and other requirements, terms, and conditions stipulated herein.

Summary of Requirement:

We kindly request you to submit your quotation/proposal for Provision of Video Brief for GCF Replenishment Campaign ('GCF-3'), details of which are in Annex 1 of this RFQ. Please be guided by the form attached hereto as Annex 2 and 3, in preparing your proposal. Proposals must be submitted on or before 25 March 2026 at 14:00 hours Korea Standard Time through the GCF Supplier portal or via email to tenders@gcfund.org cc. sojungle@gcfund.org

Please review the attached ToR for full details.

2. Please submit your Proposal using the [GCF Supplier Portal](#). Alternatively, bids may be submitted to tenders@gcfund.org cc. sojungle@gcfund.org. Any questions pertaining to this RFP shall be submitted at least five days before the above closing date, and any resulting clarifications may be published for all Bidders. Interested Bidders are encouraged to notify GCF of their interest, in order to receive any related clarifications and notices.

3. The following documents are applicable to this RFP. In the event of a conflict, the first listed has precedence.
[Terms of reference \(ToR\)](#), as attached
[The Draft Contract](#), as attached
[GCF Instructions to Bidders - RFP](#)
[Standard Terms and Conditions for Purchases](#)

4. Bidders must ensure that all requirements are followed, the Instructions to Bidders provides more information. Note that this is a 'two envelope' process. That is, the technical proposal must be submitted without prices. GCF will only review pricing after the technical evaluation is complete, thus pricing must be in a separate file. Communication with GCF related to this RFP shall only be through the GCF Supplier Portal, or tenders@gcfund.org. Deviation may lead to the proposal being disqualified. Note that Proposals must NOT be sent directly to to the Buyer.

5. Please note that the terms set forth in this document, including the contents of any attachments and annexes, may form part of any contract subsequently awarded. Any such contract will require compliance with all factual statements and representations made in the proposal. In submitting a proposal, the Bidder accepts in full and without restriction the requirements of this RFP (including the above terms) as the sole basis of this tender process, and waives their own conditions of sale.



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04-Mar-2026

Three sections follow (within the Portal, please find the the scroll button to the right)

1. Compliance. Attach your Technical Proposal here.
2. Evaluation. This is provided for your information, providing further details here is optional.
3. Commercial. Attach your Commercial Proposal here.



RFP Response Sheet - Technical

2. Requirements

**Response is required*

Supplier Name:

I certify that my attached proposal meets all the requirements of the GCF RFP, with the following observations

2.1 Section 1. Compliance (Technical)

*1. Please attach your Technical Proposal here, without pricing information. This Proposal will be reviewed by GCF staff to confirm that the minimum requirements are met.

Please confirm that you comply with the minimum GCF Requirements by selecting 'yes' below, and/or note any deviations/observations.

Scoring: Automatic, Weight: 0.00, Maximum Score: 1, Knockout Score: 1

Comments are allowed.

Target: Yes, our proposal meets all of the requirements.

Select one of the following:-

a. Yes, our proposal meets all of the requirements. (Score: 1) *(Response attachments are required)*

b. No, we have submitted a non-compliant bid (Score: 0) *(Response attachments are optional)*

2.2 Section 2. Evaluation (Technical)

1. Please review the attached scoring table to understand how GCF will evaluate your Technical Proposal.

Your Technical Proposal was already attached in the previous section. Please do not attach it again. Indeed, this section is 'for your information': no response is required. However, you may choose to provide additional guidance to assist the GCF Evaluation Team in reviewing your proposal.

Scoring: Manual, Weight: 70.00, Maximum Score: 100, Knockout Score: 1

Response attachments are optional. Comments are allowed.

2.3 Section 3. Commercial (Financial) (Commercial)

*1. Please attach your Commercial Proposal here (also known as a Financial Proposal), with all the required pricing detail. This proposal will be reviewed by GCF after the technical scores have been assigned.

Note that you will also be asked to enter your Total Price in a later section. Please ensure that your attached Commercial Proposal clearly demonstrates how your Total Price was calculated.

Scoring: Automatic, Weight: 0.00, Maximum Score: 1, Knockout Score: 1

Hint: Attachment is REQUIRED

Comments are allowed.

Target: Yes, my Financial Proposal is attached

Select one of the following:-

a. Yes, my Financial Proposal is attached (Score: 1) *(Response attachments are required)*

b. No, I do not have a Financial Proposal (Score: 0) *(Response attachments are optional)*

Name of supplier representative:



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Date:

Signature:



RFP Response Sheet - Commercial

3 Lines

Instructions

Supplier Name:

I certify that my total price to fulfill all aspects of the requirement is

The attached proposal provides the full details. The prices stated include all costs to complete the required work, with no additional payments required to us or any third party, with the following omissions, limitations, and comments:

The total price is calculated as follows:

3.1 Price Details:

Line Number	Item Number	Item Description	Quantity	Unit Of Measure	Unit Price
1		Video Brief for GCF Replenishment Campaign ('GCF-3')	1	Each	

Comments:

Use this box to note any offerings that are not required, and so not included in the above cost, but you recommend buying at the same time. And/or, note any discounts that could be offered against alternative terms.

Name of supplier representative:

Date:

Signature:

---end---



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