

# REQUEST FOR PROPOSAL

## FRAMEWORK AGREEMENT FOR CONSULTANCY SERVICES

**Water and Habitat Infrastructure Projects – Project Steering,  
Masterplan Development, Technical Design Support & Operation  
Advisory**

**RFP GVA26/002352**

June 2026



**ICRC**

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Annex B - Expert Daily Rate Schedule.xlsx

Annex C - War Risk Insurance

Annex D - Framework Agreement for Consultancy Services

Annex E - New Lot Request Template

Annex F - Supplier Code of Conduct

## INVITATION LETTER

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Dear Sir/Madam,

**Subject: Request for Proposal for a Framework Agreement for Consultancy Services: Water and Habitat Infrastructure Projects — Project Steering, Masterplan Development, Technical Design Support & Operation Advisory, over a fixed period of 3 years, with the possibility of extension for another 1 + 1.**

**RFP Case No.:** RFP GVA26/002352 - Water and Habitat Infrastructure Projects — Project Steering, Masterplan Development, Technical Design Support & Operation Advisory

The International Committee of the Red Cross (ICRC) is pleased to invite prospective bidders to submit a proposal in accordance with the requirements and process as set out in this Request for Proposal (“**RFP**”) for the establishment of a Framework Agreement (“Framework Agreement” or “FA”) with pre-qualified consultancy firms to provide, on an as-needed basis, the following categories of services in support of ICRC Wathab operations worldwide:

- Project Steering and Management;
- Masterplan Development and Feasibility Studies;
- Technical Design Support; and
- Operation and Maintenance Advisory.

Specific assignments under the Framework Agreement will be issued through **New Lot Requests** (“NLRs”) over the term of the Framework Agreement.

The RFP consists of the following:

- This Invitation Letter;
- RFP Particulars (Section I);
- Instructions to Bidders (Section II);
- Evaluation Method and Criteria (Section III);
- Returnable Proposal Schedules (Section IV);
- Annexes

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and process as set out in this RFP and submit it to ICRC by the Deadline for Proposal Submission set out in the RFP Particulars in Section I of the RFP.

We look forward to receiving your proposal.

**Ivana Radosevic**

WatHab and Engineering Category Buyer

SDT\_LOG\_PROC

**International Committee of the Red Cross**

19 avenue de la Paix | 1202 Geneva | Switzerland

Tel. +381 11 40 43 133

[iradosevic@icrc.org](mailto:iradosevic@icrc.org)

## SECTION I – RFP PARTICULARS

<p>Services (Article 1)<sup>1</sup></p>	<p>The Services to be provided under the Framework Agreement comprise the following categories of consultancy services in support of ICRC water, sanitation and habitat (WatHab) operations worldwide:</p> <ul style="list-style-type: none"> <li>• Project Steering and Management;</li> <li>• Masterplan Development and Feasibility Studies;</li> <li>• Technical Design Support; and</li> <li>• Operation and Maintenance Advisory.</li> </ul> <p>Specific assignments will be issued over the term of the Framework Agreement through <b>New Lot Requests (NLRs)</b>, each defining the scope, technical requirements and deliverables for the assignment concerned. The Services are further described in <b>Returnable Proposal Schedule 1 (Terms of Reference)</b> of this RFP.</p>
<p>Contact for correspondence, notifications and requests for clarifications (Article 1)</p>	<p>All correspondence, notifications and requests for clarifications in relation to this RFP shall be sent to:</p> <p><b>Ivana Radosevic</b>          WatHab and Engineering Category Buyer          Engineering Goods &amp; Services cluster  <b>International Committee of the Red Cross</b>          SDT_LOG_PROC          gva_logpurchengineering_services@icrc.org          Tel N° +381114043133</p> <p><b>ATTENTION: PROPOSALS SHALL NOT BE SUBMITTED TO THE ABOVE ADDRESS BUT TO THE ADDRESS FOR PROPOSAL SUBMISSION AS SET OUT BELOW (see Art. 23).</b></p>
<p>Bidder eligibility (Article 4)</p>	<p>No nationalities are excluded from submitting a proposal.</p>
<p>Clarifications (Article 8)</p>	<p>Requests for clarification from bidders will not be accepted any later than <b>two weeks</b> before the Deadline for proposal submission.</p> <p>Responses to requests for clarification will be communicated to bidders by posting responses on ICRC website.</p>
<p>Clarification meetings (Article 9)</p>	<p>A clarification meeting shall not be held.</p>
<p>Site inspection (Article 10)</p>	<p>Not applicable.</p>

<sup>1</sup> The articles in the left column refer to the clauses of the Instructions to Bidders (Section II below).

Proposal validity period (Article 13)	Proposals shall remain valid for acceptance by ICRC for 90 days from the Deadline for proposal submission.
Partial proposals (Article 14)	Partial proposals will NOT be evaluated.
Alternative proposals (Article 15)	Alternative proposal will NOT be evaluated.
Proposal security (Article 16)	No proposal security is required.
Proposal Currenc(ies) (Article 17)	Prices shall be quoted in Swiss Francs (CHF), Euros (EUR), or US Dollars (USD) . Bidders shall use the currency in which the majority of their professional costs are denominated. For comparison and evaluation purposes, ICRC will, if applicable, convert proposal rates into Swiss Francs (CHF) at the ICRC reference rate of exchange in force at the Deadline for Proposal Submission.
Duties and Taxes (Article 18)	All proposals shall be submitted net of any direct taxes
Language of proposals (Article 20)	All proposals, information, documents and correspondence exchanged between ICRC and the bidders in relation to this bid process shall be in English.
Deadline for Proposal Submission (Article 21)	All proposals must be received by ICRC by <b>12:00 pm (noon) Geneva, Switzerland Time on 28.07.2026.</b>
Proposal Submission (Article 23)	<p>Proposals must be submitted by e-mail to secure proposal e-mail address: <a href="mailto:gva_logpurchengineering_services@icrc.org">gva_logpurchengineering_services@icrc.org</a> , as detailed below by the Deadline for proposal submission.</p> <p>The technical and financial proposals shall be sent in an e-mail not exceeding <b>6 megabytes</b>. Should the proposal be over <b>6 megabytes</b>, a link for downloading the additional heavy files can be proposed.</p> <p>The e-mail subject line shall read “Proposal RFP GVA26/002352 – Framework Agreement for WatHab Consultancy Services – <b>Name of the company</b>”.</p> <p><b>PLEASE DO NOT SEND THE E-MAILS WITH YOUR PROPOSAL TO ANY OTHER E-MAIL ADDRESS DIFFERENT FROM THE SECURE PROPOSAL E-MAIL ADDRESS.</b></p>
Opening of Proposals (Article 24)	Not applicable.

## **SECTION II – INSTRUCTIONS TO BIDDERS**

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### **1. INFORMATION FOR BIDDERS**

Bidders are invited to submit a proposal for the services described in the RFP, in particular in Section I (RFP Particulars), Returnable Proposal Schedule 1 (Terms of Reference) and Section V (ICRC Framework Agreement for Consultancy Services for Works).

All correspondence, notification and proposals in relation to this RFP shall be sent to the contact person and address set out in the RFP Particulars in Section I (RFP Particulars). Please note that the address for proposal submission may be different.

### **2. INTERPRETATION OF THE RFP**

This RFP is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights.

No binding contract, including a process contract or other understanding or arrangement, will exist between the bidder and ICRC and nothing in or in connection with this RFP shall give rise to any liability on the part of ICRC unless and until the Contract is signed by ICRC and the successful bidder.

### **3. AMENDMENTS TO THE RFP**

Prior to the Deadline for proposal submission, ICRC may at its discretion modify the bidding documents by way of a written addendum. All written addendum to the bidding documents shall form part of the RFP.

In the event ICRC modifies the RFP, ICRC will notify in writing all bidders that have received the RFP from ICRC of such modification.

In order to give the bidders reasonable time to take such modification into account, ICRC may extend the Deadline for proposal submission as may be appropriate under the circumstances.

### **4. BIDDER ELIGIBILITY**

A bidder may be a private, public or government-owned legal entity or any association, including a joint venture or consortium with legal capacity to enter into a binding contract with ICRC.

A bidder, and all parties constituting the bidder, may have the nationality of any country with the exception of the nationalities, if any, listed in the RFP Particulars in Section I.

A bidder shall not be eligible to submit a proposal if and when at the time of proposal submission, the bidder has been suspended or declared ineligible by ICRC or does not comply with any additional requirements as may be set out in the RFP Particulars in Section I.

If a bidder does not have all the expertise required for the provision of the Services to be provided under the Contract, such bidder may submit a proposal in association with other entities, particularly with an entity in the country where the works are to be implemented. An entity may not submit more than one proposal in response to this RFP, whether alone or in association with other entities (except for alternative proposals, if so provided in the RFP particulars in section I).

In the case of a joint venture, consortium or association:

- (i) All parties of such joint venture, consortium or association shall be jointly and severally liable to ICRC for any obligations arising from their proposal and the Contract that may be signed with them as a result of this RFP;
- (ii) The proposal shall clearly identify the entity designated to act as the contact point to deal with ICRC. Such entity shall have the authority to make decisions binding upon the joint venture, association or consortium during the bidding process and, in the event that a contract is awarded, during the duration of the contract; and
- (iii) The composition or the constitution of the joint venture, consortium or association shall not be altered without the written prior consent of ICRC.

## **5. ERRORS, OMISSIONS OR CHANGES**

Bidders shall immediately notify ICRC in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

Bidders shall immediately notify ICRC in writing of any material changes regarding the information provided in the proposal to ICRC which may occur after submission of the proposal.

## **6. BIDDERS' RESPONSIBILITY TO INFORM THEMSELVES & ACKNOWLEDGEMENT**

Bidders shall be responsible to inform themselves in preparing their proposal. In this regard, bidders shall ensure that they:

- (i) examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP;
- (ii) review the RFP to ensure that they have a complete copy of all documents;

- (iii) obtain and examine all other information relevant to the project and the scope of the services available on reasonable enquiry;
- (iv) verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with ICRC, its employees or agents;
- (v) attend any clarification meeting or Site inspection under this RFP;
- (vi) fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the provision of the services; and
- (vii) form their own assessment of the nature and extent of work required to execute the services and properly account for all work in their proposal.

Bidders acknowledge and agree that the RFP does not purport to contain all relevant information in relation to the services and is provided solely on the basis that bidders shall be responsible for making their own assessment of the matters referred to in the RFP, including the Contract (see Section V).

Bidders acknowledge and agree that ICRC, its directors, personnel and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the bidders.

## **7. ICRC FRAMEWORK AGREEMENT FOR CONSULTANCY SERVICES**

Bidders shall be willing to sign the Framework agreement (see Section V), without amendment, limitation or exclusion should they be selected as a result of this bid process.

## **8. CLARIFICATION OF THE RFP**

Bidders may request clarification of the RFP or bid process by submitting a written request to the contact stated in the RFP particulars in section I up to the time stated in the RFP particulars in section I and thereafter requests for clarification will not be accepted.

ICRC shall gather all requests for clarification and may respond in writing to all such requests at the same time. Responses to requests for clarification shall be communicated to all bidders that received the RFP directly from ICRC if the RFP was not available online, and/or, if the RFP was available online or if stated in the RFP particulars in section I, responses will be posted online without disclosing the names of the bidders who submitted the requests for clarification.

## **9. CLARIFICATION MEETING**

A clarification meeting shall not be held.

## 10. SITE INSPECTION

Not applicable. The Framework Agreement is not project-specific. Site-specific information relevant to each assignment will be provided in the corresponding New Lot Request.

## 11. CONTENT OF PROPOSAL SUBMISSIONS

### 11.1 Returnable Proposal Schedules

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Proposals shall include only a fully completed and dated set of the returnable proposal schedules, including only the information required by each returnable proposal schedule, either completed on the returnable proposal schedule document or annexed to the document, as the case may be, each signed in accordance with Article 19 by a person authorised by the bidder to bind it. The returnable proposal schedules are set out in Section IV.

### 11.2 Other Information

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Proposals submitted shall only include information required to be submitted in accordance with the RFP.

## 12. REMUNERATION FOR AND COSTS OF PROPOSALS

Bidders shall not be entitled to any remuneration or compensation for the preparation and submission of their proposal.

Bidders acknowledge that their participation in any stage of the bid process for this RFP is at the bidders' own risk and cost. ICRC shall not be responsible for any costs or expenses incurred by bidders in the preparation and submission of proposals or participation in the bid process, including any clarification meeting or site inspection.

ICRC shall not be held liable to bidders for any costs, expense or loss on any legal, contractual, quasi contractual or restitutionary basis incurred or suffered in connection with the RFP or bidders' participation in the bid process, including where:

- (i) clarifications and addenda are provided or not provided to bidders;
- (ii) a bidder is not selected or not engaged to provide the services;
- (iii) ICRC varies, terminates, suspends or delays any aspect of the bid process or conducts another process in its place;
- (iv) ICRC elects not to proceed with the RFP in whole or in part; or
- (v) ICRC exercises any rights under the RFP.

## 13. PROPOSAL VALIDITY PERIOD

Proposals shall remain valid for acceptance by ICRC for the entire period set out in the RFP particulars in section I. A proposal valid for a shorter period of time shall be rejected.

Prior to expiration of the proposal validity period, ICRC may request in writing that the bidders extend the validity of their proposals with the same conditions. The proposal of bidders who decline to extend the validity shall become disqualified as no longer valid.

#### **14. PARTIAL PROPOSALS**

Bidders shall bid for the entire required Services. ICRC will not accept proposals for one or several parts of the Services only.

#### **15. ALTERNATIVE PROPOSALS**

Alternative proposals will not be evaluated.

#### **16. PROPOSAL SECURITY**

No proposal security is required for this RFP.

#### **17. PROPOSAL CURRENCIES**

Rates in the proposals shall be quoted in the currenc(ies) stated in the RFP particulars in section I. If applicable, for comparison and evaluation purposes, ICRC will convert the proposal rates into Swiss Francs (CHF) at ICRC reference rate of exchange in force at the time of the Deadline for proposal submission.

Proposal rates shall be fixed. Proposal with adjustable proposal rates shall be disqualified.

#### **18. DUTIES AND TAXES**

All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in the RFP particulars in section I.

#### **19. PROPOSAL FORMAT**

A proposal shall contain no interlineations, erasures, or overwriting. If necessary to correct errors made by a bidder, hand written corrections to the proposal may be made before the submission and/or the Deadline for proposal submission. In this case, such corrections shall be initialed by the person or persons who signed the proposal.

Proposals shall be signed by the person authorized to do so in returnable proposal schedule 2 – proposal Form (see Section IV). That person shall be authorized by the bidder to bind the bidder. A copy of such authorization shall be submitted along with the proposal.

#### **20. LANGUAGE OF PROPOSALS**

All proposals, information, documents and correspondence exchanged between ICRC and the bidders in relation to this proposal process shall be in the language set out in the RFP particulars in section I.

Supporting documents may be submitted in their original language. If such language is different from that set out in the RFP particulars in section I, the supporting documents shall be submitted together with a translation of the supporting documents' relevant excerpts.

## **21. DEADLINE FOR PROPOSAL SUBMISSION**

All proposals shall be received by ICRC by no later than the time and date set out in the RFP particulars in section I. It shall be the sole responsibility of the bidders to ensure that their proposal is received by the Deadline for proposal submission.

Proposals submitted after the Deadline for proposal submission shall be rejected.

## **22. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF PROPOSALS**

Prior to the Deadline for proposal submission, a bidder may withdraw, substitute, or modify its proposal after it has been submitted by sending a written notice to ICRC. After the Deadline for proposal submission, the proposals shall remain valid and open for acceptance by ICRC for the entire proposal validity period, as may be extended.

Proposal for which withdrawal has been requested prior to the Deadline for proposal submission shall be made available for collection by the bidder that submitted it within 15 days of its withdrawal. Otherwise, ICRC shall have the right to discard such proposal unopened without further notice to the bidder. ICRC shall not be responsible to return the proposal to the bidder at ICRC costs.

## **23. PROPOSAL SUBMISSION**

All proposals shall be submitted to ICRC in accordance with the requirements set out in this RFP.

Proposals that are not submitted in accordance with the provisions set out in this RFP shall be rejected.

## **24. OPENING OF PROPOSALS**

Proposals will be opened at the time and location, and in accordance with the requirements set out in the RFP particulars in section I, if any.

## **25. EVALUATION METHOD AND CRITERIA**

ICRC shall evaluate proposals and select a preferred bidder pursuant to Section III of this RFP.

## **26. OTHER ICRC RIGHTS**

Subject to Section III of the RFP, ICRC shall have no obligation to accept any proposal, including the proposal with the lowest price.

ICRC may, in its absolute discretion, do all or any of the following:

- (i) require additional information from bidders;
- (ii) change the structure and timing of the RFP;
- (iii) alter, terminate, suspend or defer the bid process or any part of or activity in it;
- (iv) organise any site inspections or clarification meetings;
- (v) request, attend or observe any product, plant, equipment or other demonstration, trial or test, provided ICRC acts reasonably in so doing;
- (vi) abandon, cancel or otherwise not proceed with the bid process at any time prior to the signature of the Agreement, without any liability toward the bidders and without providing any reason or notice to bidders.

## **27. COLLECTION OF REJECTED OR UNSUCCESSFUL PROPOSALS**

ICRC shall not return any rejected or unsuccessful bids to the bidders, except for late proposals, which will be available for collection by the bidders within fifteen days of the rejection.

## **28. CONFIDENTIALITY**

All information and documents provided to the bidders by ICRC shall be treated as confidential by the bidders and shall:

- (i) remain the property of ICRC;
- (ii) not be used for any purpose other than the purpose of preparing a proposal.

All information and documents provided to the bidders by ICRC shall not be disclosed to any third party, except:

- (i) with the prior written consent of ICRC;
- (ii) where the third party is assisting a bidder in preparing the bid, provided the bidder has previously ensured that third party's adherence to this duty of confidentiality;
- (iii) if the information or documents is/are at the time of this RFP lawfully in the possession of the bidder through a third party other than ICRC;
- (iv) if required by law, and provided that the bidder has previously informed ICRC in writing of its obligation to disclose the information or documents and provided further that any such disclosure is limited to the minimum extent necessary to comply with the legal requirement; or
- (v) if the information becomes publicly known without restriction after disclosure through no action or inaction of the bidder

## 29. ETHICS AND CORRUPT PRACTICES

ICRC requires that all bidders observe the highest standard of ethics during the entire bid process, as well as the duration of any contract or agreement that may be signed as a result of this bid process. Therefore, all bidders shall represent and warrant that they:

- (i) have not unduly obtained, or attempted to unduly obtain, any confidential information in connection with the bid process and any contract or agreement that may be signed as a result of this bid process;
- (ii) have no conflict of interest that would prevent them from entering into a contract or agreement with ICRC, and shall have no interest in other bidders or parties involved in this bid process or in the project underlying this bid process;
- (iii) have not engaged, or attempted to engage, in any Corrupt Practices in connection with this bid process or the contract that may be awarded as a result of this bid process. For the purposes of this provision, “Corrupt Practices” shall mean any of the following:
  - *bribery*: the act of unduly offering, giving, receiving or soliciting anything of value to influence the process of procuring the services, or executing contracts;
  - *extortion or coercion*: the act of attempting to influence the process of procuring the services, or executing contracts or agreements by means of threat of injury to person, property or reputation;
  - *fraud*: the misrepresentation of information or facts for the purpose of influencing the process of procuring the services, or executing the contracts, to the detriment of ICRC or other participants; or
  - *collusion*: the agreement between bidders designed to result in proposals at artificial rates that are not competitive.

In the event that a bidder fails to comply with any of the above representations and warranties, ICRC shall have the right to reject the proposal submitted by such bidder, and to terminate any contract that may have been signed as a result of this bid process immediately upon notice, without any liability for termination charges or any other liability of any kind of ICRC. In addition, the bidder may be precluded from doing business with ICRC in the future.

## 30. AUDIT

Any bidder participating in this bid process shall agree to cooperate with ICRC Ethics Risk and Compliance Office (ERCO) as well as with any other investigation units authorized by ICRC to investigate any allegation of misconduct, and in particular any allegation of a breach of Article 29 above, in connection with this bid process or any contract that may be awarded as a result of this bid process.

In cooperating with ICRC, the bidders shall give access to ICRC, upon written request, to all employees, representatives, agents and assignees, as well as to all documents, records and other elements of the bidder that may be required to conduct such investigation.

The failure of a bidder to comply with any of the above representations and warranties shall give ICRC the right to disqualify the proposal submitted by such bidder, and to terminate any contract that may have been signed as a result of this bid process immediately upon notice, without any liability for termination charges or any other liability of any kind of ICRC. In addition, the bidder may be precluded from doing business with ICRC in the future.

### **31. BID PROTEST**

Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint to the ICRC's Ethics Risk and Compliance Office (ERCO) in Geneva (<https://icrc.integrityplatform.org/>).

## **SECTION III – EVALUATION METHOD AND CRITERIA**

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The selection of the preferred bidder will be based on a cumulative analysis, relevant costs, risks and benefits of each proposal throughout the whole life cycle of the services and in the context of the project as a whole. The lowest priced proposal will not necessarily be accepted.

Proposals will be evaluated according to a three-step procedure:

- First, upon opening of the proposals, ICRC shall proceed to a preliminary examination of the proposal. ICRC may reject any proposal during the preliminary examination which does not comply with the formal requirements set out in this RFP, without further consultation with the bidder.
  
- Second, proposals that passed the preliminary evaluation shall be evaluated for technical quality based on the technical offer documents. Technical criteria may include elements such as :
  - technical expertise and experience;
  - quality of the proposed methodology;
  - capacity, resources and key personnel.

**The maximum number of points that a bidder may obtain for the Technical proposal is 75 points. To be technically compliant, bidders must obtain a minimum of 50 points.**

- Finally, the financial part of proposals that are found to be technically compliant shall be evaluated.

**The maximum number of points that a bidder may obtain for the financial proposal is 25.**

**The total score obtained in both technical and financial proposals will be the final score for proposal. The proposal obtaining the overall highest score will be considered as the selected proposals.**

These proposals will be considered to be the most responsive to the needs of ICRC in terms of value for money.

ICRC may request clarification or further information in writing from the bidders at any time during the bid process. The bidders' responses shall not contain any changes regarding the substance (including the rates) of their proposal.

ICRC may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.

## 32. Evaluation Criteria

The details of the evaluation process are summarized in the table below :

N°	Name	Instructions	Evaluation		
			Pre.	Tech.	Fin.
1	Terms of Reference	Informative document – not to be included in Proposals	-	-	-
2	Proposal Form	Evaluation document – to be included in the Technical proposal	C & C	-	-
3	Bidders Details	Evaluation document – to be included in the Technical proposal	C & C	-	-
4	Comments on the Terms of Reference	Technical document – to be included in the Technical proposal	P / F	Points	-
5	Outline Statement of Proposed Methods	Technical document – to be included in the Technical proposal	P / F	Points	-
6	Capacity Experience, Work in Hand and Completed.	Technical document – to be included in the Technical proposal	P / F	Points	-
7	Key Personnel	Technical document – to be included in the Technical proposal	P / F	Points	-
8	Proposed Sub-Contractors	Technical document – to be included in the Technical proposal	P / F	Points	-
9	Insurances	Informative document – not to be included in Proposals	-	-	-
10	Pledge of Discretion	Informative document – not to be included in Proposals	-	-	-
11	Security in the Field	Informative document – not to be included in Proposals	-	-	-
12	Rules to be observed by Individuals who work for ICRC	Informative document – not to be included in Proposals	-	-	-
13	Conflict of Interests	Evaluation document – to be included in the Technical proposal	C & C	-	-
14	Dispute details	Evaluation document – to be included in the Technical proposal	C & C	-	-
15	Addendum to the RFP	Evaluation document – to be included in the Technical proposal	C & C	-	-
16	Proposal security	Not applicable for this RFP	-	-	-
17	Financial Proposal	Financial document – to be included in the Financial Proposal	P / F	-	Points

With the following evaluation systems :

**P / F** : “Pass or Fail” – The document shall be present in the bid, and filled comprehensively and clearly.

**If a proposal fails, it will receive a “pass fail” criteria and it will be disqualified and subject to no further evaluation.**

**C & C** : “Check & Clarify” – The document shall be present in the bid, and filled comprehensively and clearly. Non-compliance with “Check and Clarify” evaluation criteria may be rectified by the bidders upon request by ICRC.

**ICRC is not bound to ask for clarifications if a document is not properly filled. Instead, ICRC may decide to disqualified it.**

Points : the document will be attributed a number of points as per the evaluation grid described in the section 1.2 (technical evaluation criteria) below .

## 1.1 Preliminary Evaluation Criteria

---

Upon opening of the proposals, ICRC shall proceed to a preliminary examination of the proposals. ICRC may reject any proposal during the preliminary examination which does not comply with the formal requirements set out in this RFP, without further consultation with the bidder.

Proposals which are incomplete, frivolous, clearly not competitive or contain material deviations from or reservations to the terms of the Contract may, in ICRC absolute discretion, be rejected or excluded from further consideration at any time during the evaluation, including after preliminary examination. A bidder may not be permitted to correct or withdraw material deviations or reservations in a proposal after the Deadline for proposal submission.

**Each returnable proposal schedules will be evaluated in the preliminary evaluation as per the table above.**

## 1.2 Technical Evaluation Criteria

---

Technical proposals will be evaluated as per the following criteria:

Criteria	Source (RPS)	Maximum Points
Comments on the Terms of Reference (understanding of the assignment, observations and proposed clarifications)	RPS 4	20
Quality of the proposed methodology (proposed approach, work plan, quality management system, mobilisation capacity and indicative response times for NLR assignments)	RPS 5	25

Experience of the Consultant (comparable WatHab assignments over the last 10 years, with humanitarian and international actors in fragile context)	RPS 6	15
Quality and qualifications of the proposed team (Key Personnel and Supporting Technical Staff: relevant qualifications, experience, languages, multidisciplinary coverage and proposed allocation to assignments)	RPS 7 and RPS 8	15
Total Technical Score		75

### 1.3 Financial Evaluation Criteria

---

The financial evaluation of the proposals shall be conducted only for the proposals found to be technically compliant.

The ICRC will assess the competitiveness of submitted financial proposals by reference to internal benchmarks derived from comparable assignments.

The maximum number of points will be allocated to the lowest evaluated price bid.

All other prices will receive points in reverse proportion according to the following formula:

$$\text{Points (Financial) of a bid} = \frac{\text{Max. Number of points (Financial)} \times \text{Price of the lowest bid}^2}{\text{Price of the bid being evaluated}^2}$$

## SECTION IV – RETURNABLE PROPOSAL SCHEDULES

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*Note to bidders (the “**Bidders**”): Instructions to complete each returnable proposal schedule are highlighted in blue in each schedule. Please complete the returnable proposal schedules as instructed.*

## **RETURNABLE PROPOSAL SCHEDULE 1 – Terms of Reference**

---

Note to Bidders: This document is informative and should not be included in the Bidder's proposal (the "**Proposal**"). However, by submitting a proposal, a Bidder acknowledges its understanding of the following terms of reference.

The Terms of Reference for the Framework Agreement are provided as **Annex A**, and shall be read in parallel with this document.

## RETURNABLE PROPOSAL SCHEDULE 2 – Proposal Form

---

### International Committee of the Red Cross (ICRC)

19, Avenue de la Paix. 1202 Geneva, Switzerland

Dear Sir/Madam,

**Subject: Proposal for a Framework Agreement for the provision of water, sanitation and habitat (WatHab) consultancy services to ICRC, RFP case No. GVA26/002352, dated 15.06.2026**

1. We, [Name of Bidder], hereby submit a proposal for the provision of the above-referenced services (the “Services”) in response to the above-referenced RFP.
2. We warrant that in preparing and submitting this proposal, we have complied with, and are willing to be bound by, any and all of the requirements and provisions of the above-referenced RFP, including the terms and conditions of the Contract as set out in Section V of the RFP.
3. Based on the above, our proposed framework agreement price is as proposed in RPS 17.
4. Our proposal shall remain valid for ICRC acceptance until 90 days from the Deadline for proposal submission.
5. We acknowledge and agree that:
  - subject to Section III of the RFP, ICRC is not bound to accept the lowest priced proposal or any other proposal it may receive in response to the above-referenced RFP;
  - no liability of ICRC and no binding contract may exist between a Bidder and ICRC until a Contract is executed by both parties;
  - in the case of a joint venture, consortium or association, each party constituting the Bidder is bound jointly and severally by this proposal.

I, the undersigned, certify that I am duly authorized by [insert name of Bidder] to sign this proposal and bind [insert name of Bidder] should ICRC accept this proposal:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp Proposal Form with official stamp of the Bidder]

**RETURNABLE PROPOSAL SCHEDULE 3 – Bidder’s Details**

---

RFP Case No.:	_____
Name of Bidder:	_____
Trade Licence title and No.:	_____
Address of registered office:	_____ _____
Name of Bidder representative:	_____
Address for service of notices (if different than above):	_____ _____
Phone number:	_____
Facsimile number:	_____
Mobile phone number:	_____
Email:	_____
Web Address:	_____

**RETURNABLE PROPOSAL SCHEDULE 4 – Comments on the Terms of Reference**

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders:*

*Bidders shall insert their comments (if any) on the terms of reference set forth in schedule 1.*

## **RETURNABLE PROPOSAL SCHEDULE 5 – Outline Statement of Proposed Methods and Quality Management System Proposals**

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Note to Bidders:

Bidder shall provide:

- A detailed method statement setting out how the Bidder proposes to provide the services under the Framework Agreement, including the proposal approach to receiving, scoping, mobilizing and delivering New Lot Requests (NLR) Assignments, and subsequent resources allocation

- A description of the Bidder's quality management system demonstrating the approach to be taken to quality matters during the provision of the services, including any ISO 9001 (or equivalent) certification.
- an outline of the Bidder's approach to obtaining any requisite permits and other authorisations from relevant authorities in relation to the Services, where applicable;
- an outline of the indicative response times the Bidder commits to for the mobilisation of personnel under an NLR (from notification of award to availability of Key Personnel on-site or remotely);
- a description of the Bidder's communication and reporting protocols, in particular for assignments delivered remotely or in volatile operational contexts;
- a description of the Bidder's data protection and information security arrangements applicable to deliverables produced under the Framework Agreement.

*The Bidder may attach supporting documentation as annexes to this schedule.*

## RETURNABLE PROPOSAL SCHEDULE 6 – Capacity, experience, work in hand and work completed

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 1. Similar projects completed within the last 10 years:

List names, locations, client, value, period and a brief description of the Bidder's role. Projects in humanitarian or fragile contexts should be flagged.

### 2. All current projects underway or committed to start:

List names, locations and value, start date, end date

### 3. Company Profile

Organizational structure, including holding companies, subsidiaries, and affiliates including the names of any affiliates, divisions or subsidiaries that will take part in delivery of the products or services requested recent mergers, acquisitions, etc.

### 4. Financial Details

List information regarding financial figures over the past three years and cash at bank and in hand.

### 5. Assets

List information regarding relevant assets that would be used under this Framework Agreement. If such assets are not owned by the Bidder, please include information on how assets will be hired or leased.

### 6. Essential assets subject to evaluation

Minimum of ten years of demonstrated experience as a consulting firm in water and sanitation; a portfolio of at least 5 (five) comparable assignments delivered for the humanitarian or development in fragile settings;

Multidisciplinary in-house capacity (or formalised partnerships) covering the service categories under the Framework Agreement;

## RETURNABLE PROPOSAL SCHEDULE 7 – Key personnel – Supporting Technical Staff

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note to Bidders: Bidders shall set out below:

1. *the key personnel and supporting technical staff that the Bidder proposes to assign to the provision of the Services;*
2. *the qualifications and relevant experience of each of the key personnel that the Bidder proposes to assign to the provision of the Services, including a CV/resume for each of the key personnel and an overview of the experience of the supporting technical staff;*
3. *the proposed organisational structure for providing the Services. Bidders are to attach a chart indicating the Bidder's organisation structure; and*
4. *the Bidder's representatives who are authorized to sign the Contract. The Bidder shall provide a copy of such authorization.*

The experts proposed in the Framework Agreement proposal shall constitute the Consultant's core resource pool for the duration of the Agreement. When mobilised for any NLR assignment, the Consultant shall prioritise the deployment of these experts.

Any substitution of proposed experts must be disclosed in the relevant NLR proposal. Replacement personnel must hold qualifications and experience equivalent to, or exceeding, those of the expert being replaced, subject to the Client's prior written approval

### Key Personnel

No.	Position Description	Name	Years Exp
1	[Insert Description]	[Insert Name]	[Insert No.]
2	[Insert Description]	[Insert Name]	[Insert No.]
3	[Insert Description]	[Insert Name]	[Insert No.]
4	[Insert Description]	[Insert Name]	[Insert No.]
5	[Insert Description]	[Insert Name]	[Insert No.]
6	[Insert Description]	[Insert Name]	[Insert No.]
7	[Insert Description]	[Insert Name]	[Insert No.]
8	[Insert Description]	[Insert Name]	[Insert No.]

**RETURNABLE PROPOSAL SCHEDULE 8 – Proposed subcontractors**

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders: Bidders shall provide details of the subcontractors they propose to use on the project, including:*

- *companies' names; and*
- *particulars of the services which the Bidder proposes to be undertaken by them.*

## RETURNABLE PROPOSAL SCHEDULE 9 – Insurances

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note to Bidders: Below are :

- *Part I The insurance requirements: the Bidder will have to comply with if it is selected. If the Bidder already has qualifying insurance, please share information with ICRC. If the Bidder anticipates not being able to comply (in whole or in part) with these insurance requirements, it needs to specify this element in this Returnable Proposal schedule and clarify to what extent (if any) it can comply with insurance requirements regarding professional responsibility. For instance, if the Consultant is unable to take out an insurance which meets the requirements set out in Sections 1.4 (Limit of Indemnity) and 1.5 (Deductibles) below, the Bidder needs then to specify to what alternative solutions (if any) it can offer. ICRC may then, in its sole discretion, decide whether it waives (in whole or in part) the insurance requirements stated below.*
- *Part II Information and forms on the insurances :ICRC will subscribe for the Consultant staff who will go to the site of the Project. These documents should be returned duly filled for each staff member, if you are selected.*

### **PART I – Insurance requirements**

#### **1. Professional Indemnity Insurance**

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##### **1.1 Scope of cover**

---

Indemnify the Consultant against any liability of the Consultant (and its subcontractors/subconsultants) as a result of any negligent act, error or omission in providing the Services (including the costs of redesign, reconstruction, rectification or any other liability the Consultant may have to the Employer (as this term is defined in the Contract attached hereto in Section V) as a result of such negligent act, error or omission).

##### **1.2 Insured Parties**

---

The Consultant (and its subcontractors/subconsultants undertaking professional activities).

##### **1.3 Term**

---

As may be required by applicable law but at least from the date of the Contract until 7 years after the expiration or termination of the Contract (as this term is defined in the Contract attached in Section V).

#### **1.4 Limit of Indemnity**

---

As may be required by applicable law but at least 5 Million CHF.

#### **1.5 Deductibles**

---

As may be required by applicable law.

### **2. Public Liability Insurance**

---

#### **2.1 Scope of Cover**

---

Indemnity in respect of legal liability of the Consultant (and its subcontractors/subconsultants) to third parties for or arising from:

- (i) bodily injury, illness, death;
- (ii) physical loss or damage to the property; and
- (iii) interference, trespass, loss of amenities, nuisance, infringement, obstruction, arising out of or in connection with the Services.

#### **2.2 Insured Parties**

---

- the Employer;
- (ii) the Consultant (and its subcontractors/subconsultants); and
- (iii) each for their respective rights and interests.

#### **2.3 Term**

---

As may be required by applicable law but at least from the date of the Contract to 7 years after the expiration or termination of the Contract (as this term is defined in the Contract attached in Section V).

#### **2.4 Limit of Indemnity**

---

As may be required by applicable law but at least 5 Million CHF.

#### **2.5 Deductibles**

---

As may be required by applicable law.

### **3. Employer's Liability Insurance**

---

#### **3.1 Scope of Cover**

---

Indemnify in respect of legal liability of the Consultant (and its subcontractors/subconsultants) resulting from bodily injury, illness, death of the Consultant's personnel (and/or its subcontractors/subconsultants' personnel) as a result of providing the Services or as may be required by applicable law.

#### **3.2 Insured Parties**

---

The Consultant (and its subcontractors/subconsultants).

**3.3 Term**

---

From the date of the Contract until after the expiration or termination of the Contract (as this term is defined in the Contract attached in Section V).

**3.4 Limit of Indemnity**

---

As may be required by applicable law.

**3.5 Deductibles**

---

As may be required by applicable law.

**PART II – ICRC Insurance coverage**

As per **Annex C** - War Risk Insurance

## RETURNABLE PROPOSAL SCHEDULE 10 – Pledge of Discretion

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RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Note to Bidders: This returnable proposal schedule has to be returned by the successful Bidder after selection by ICRC. The Pledge of Discretion needs to be signed individually by each person working with the selected Bidder (i.e. the Consultant) and involved on the project (including, but without limitation, the Consultant's employees, officers, directors, subcontractors and subconsultants).*

### Preamble

The objective of the ICRC is to provide protection and assistance for victims of war, civil war or internal disturbances and for other victims on whose behalf the ICRC is called upon to take action. To attain this objective as effectively as possible, the ICRC must at all times enjoy the confidence of governments and of the victims.

This confidence is largely based on the neutrality of the ICRC, on the discretion with which it conducts its activities as a matter of principle, and more particularly on its undertaking that its representatives will not divulge what they have observed in the countries in which they work, especially during visits to places of detention.

Accordingly, anybody active for the ICRC is duty bound to observe absolute discretion with regard to the confidential ICRC activities in which he or she participates or of which he or she has knowledge. An exception is made for information which duly designated persons are called upon to give in the course of their duties, in accordance with ad hoc directives.

In the light of the foregoing, anybody active for the ICRC, aware of his or her responsibilities towards the victims he or she is called upon to assist and protect, agrees to sign the following undertaking:

### Personal undertaking

Having taken cognizance of the above preamble, I hereby undertake to observe the utmost discretion concerning matters with which I shall be called upon to deal or which may come to my knowledge during or in connection with the performance of my activities for ICRC, and to consider myself bound by an obligation of strict confidentiality in this regard.

I understand that I remain bound by this duty of secrecy without limitation, including after my work with the ICRC ends.

Read and accepted \_\_\_\_\_(place), \_\_\_\_\_ (date)

First and last name: \_\_\_\_\_ Signature: \_\_\_\_\_

## RETURNABLE PROPOSAL SCHEDULE 11 – Security in the Field

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RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

### WARNING / DISCHARGE FROM LIABILITY

The nature of the ICRC's mandate in conflict zones implies that dangerous conditions are in no way exceptional. You are exposed not only to the risks associated with armed conflict but also to crime, abduction, serious illness and accidents. Physical and psychological harm, with possibly fatal results, are part of the irreducible risks that you accept. In the event of abduction the ICRC steadfastly adheres to its policy of not paying any ransom. It has no insurance coverage in this regard.

You should be familiar with the content of the attached document «*Visitors and Dependants Security Rules*» for the selected area and consult it every time a security question arises. The instructions it contains and the instructions specific to your delegation should be read regularly and must be scrupulously complied with in all circumstances.

Every individual is responsible for ensuring security at his/her own level. Gathering, transmission and analysis of information, contacts with the parties and risk assessment are the responsibility of everyone in accordance with his/her role in the field.

In all and any case ICRC's liability is expressly excluded. If an insurance coverage has been taken out on your behalf, benefits are strictly limited to those stipulated in the relevant annex to your contract.

If you have any doubts about the risks you are prepared to accept, you should seek the support and advice of your head of delegation. You are also entitled to ask to be repatriated at any time.

In the event of a serious incident, the ICRC reserves the right to communicate only with the contact persons you indicated. Any change in this respect should be notified immediately to your personnel management unit.

You hereby confirm that you have been informed of the above and expressly accept the risks inherent in your humanitarian work.

**This discharge is exclusively governed by the Swiss Code of Obligations. Swiss social or labor law is not applicable.**

**Any dispute with respect to or in connection with this discharge shall be exclusively and finally settled by one or more arbitrators in accordance with the Rules of ARBITRATION of the Geneva Chamber of Commerce and Industry. The arbitration is exclusively governed by Swiss law without regard to conflicts principles. The place of arbitration is Geneva.**

Read and accepted \_\_\_\_\_(place), \_\_\_\_\_ (date)

First and last name: \_\_\_\_\_ Signature: \_\_\_\_\_

**RETURNABLE PROPOSAL SCHEDULE 12 – Rules to be observed by individuals who work for ICRC**

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

As per **Annex F** - Supplier Code of Conduct

## **RETURNABLE PROPOSAL SCHEDULE 13 – Conflicts of Interest**

---

RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***Note to Bidders:** The Bidder shall declare, and provide reasonable detail on the nature and extent of, any actual or potential conflicts of interest which may arise with respect to the project as between:*

- (i) ICRC and the Bidder; and/or*
- (ii) ICRC and any subcontractor or subconsultant proposed by the Bidder.*

*Conflict of interests includes any business, professional, personal, or other interest that may conflict in any manner or degree with the future provision of the services by the Bidder (if selected) in accordance with the Contract.*

**RETURNABLE PROPOSAL SCHEDULE 14 – Dispute Details**

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RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

***Note to Bidders:** Bidders shall submit a statement below providing details of any current contract dispute and/or arbitral or legal proceeding involving the Bidder. The statement shall include details of any dispute which has been, or is reasonably likely to be, referred to formal dispute proceedings (e.g. mediation or arbitration) or is the subject of litigation in any court locally or overseas. This information shall be provided regardless of whether such action has been instigated by the Bidder against a client or a client of the Bidder against the Bidder.*



## **RETURNABLE PROPOSAL SCHEDULE 16 – Form of Proposal security (bank guarantee)**

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Not applicable for this RFP.

## **RETURNABLE PROPOSAL SCHEDULE 17 – Financial proposal**

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RFP Case No.: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Note to Bidders:** This Returnable Proposal Schedule is to be completed using the accompanying **Annex B** - Expert Daily Rate Schedule.xlsx which sets out the daily rate structure for the Framework Agreement. The BoQ is structured by profile (Key Personnel and Supporting Technical Staff categories).

The Bidder shall complete all unit rates (daily rates) for each personnel category in the Bidder's chosen proposal currency.

## **SECTION V – ICRC FRAMEWORK AGREEMENT FOR CONSULTANCY SERVICES**

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As per draft attached document **Annex D** - Framework Agreement for Consultancy Services

By submitting a proposal, the Bidder acknowledges its understanding and acceptance of the terms of Framework agreement to be signed after being edited with the relevant contractual information.