



REQUEST FOR INFORMATION

Reduction of sustainable risk per item.

REF: RF12022-1/Sustainable Supply Chain Alliance

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DOCUMENT'S HISTORY

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1. INTRODUCTION

1.1. THE INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)

The work of the ICRC is based on the Geneva Conventions of 1949, their Additional Protocols, its Statutes - and those of the International Red Cross and Red Crescent Movement - and the resolutions of the International Conferences of the Red Cross and Red Crescent. The ICRC is an independent, neutral organization ensuring humanitarian protection and assistance for victims of armed conflict and other situations of violence and endeavours to prevent suffering by promoting and strengthening international humanitarian law and universal humanitarian principles. It takes action in response to emergencies and at the same time promotes respect for international humanitarian law and its implementation in national law.

ICRC is part of the RCRC Movement, along with the International Federation of Red Cross and Red Crescent Societies - or IFRC - and the 192 National Red Cross and Red Crescent societies, such as the Philippine Red Cross or the Yemen Red Crescent Society. They are all independent institutions with very strong ties. The RCRC Movement is the largest humanitarian network in the world, with more than 80 million people involved

The ICRC is the oldest member of the Movement. It was founded over 150 years ago and it is active in more than 80 countries. ICRC runs three type of programmes: Protection, assistance and prevention

- Protection includes two main activities. First, to reunite family members who have been separated by conflict. Second, to visit detainees in prisons around the world to ensure they are being treated properly.
- Assistance, which represents 67 per cent of the organization's total budget. This programme consists mainly of supplying food and relief items to people in need. ICRC ensure their needs are met when it comes to water, electricity and other basic infrastructure, and we support health-care structures in the field with staffing and medical materials. The assistance programme also supports to reduce the impact of weapon contamination on civilians and works with local authorities to ensure the proper and dignified management of human remains.
- Prevention. The main activity for prevention is meeting with weapon bearers in conflict zones to improve their understanding of international humanitarian law [IHL] and familiarize them with the ICRC's mandate and activities. Weapon bearers can include members of the armed forces and the police, paramilitary units, non-State armed groups and the staff of private military companies. Prevention staff are also responsible for convincing national authorities around the world to promote ratification or accession to IHL treaties, raising awareness of IHL through law and policy conferences, collaborating with academic circles and ensuring media coverage of the ICRC on humanitarian issues.

For further information, visit the ICRC web site:

[Mandate and mission - overview](#)

1.2. NAME OF PROJECT / BACKGROUND

Sustainable development was officially launched at the ICRC in September 2011 with the adoption of a [Framework for Sustainable Development at the ICRC](#). Since, a set of key performance indicators have been put in place to measure the country offices' environmental impacts, including energy consumption and CO₂ emissions. Based on these indicators, a number of measures has been put in place to reduce country offices' electricity and/or diesel consumption, and when financially feasible, to integrate solar energy into the ICRC's activities.

In 2018, the ICRC adopted a new [Institutional Strategy for 2019-2022](#) with the ambition to bolster the sustainability of its humanitarian response by (among others) demanding higher quality and sounder environmental practices on procurement. Which has been translated into Logistics Division Strategy (SP2 Sustainable Supply) to contribute to a sustainable humanitarian response through the development of a reliable, environmentally conscious and ethical Supply Chain while influencing practices of other actors in these fields.

In September 2020 a new joint initiative called "Sustainable Supply Chain Alliance" was launched by the ICRC, the IFRC, and the Red Cross and Red Crescent National Societies, aiming at embedding the three pillars of sustainability in the supply chain activities of the Red Cross and Red Crescent Movement. The ICRC leads the work of the Alliance.

In April 2021, the ICRC adopted the Climate and Environment Charter for Humanitarian Organizations, as well as a set of 3 targets showcasing how the organization intends to implement the Charter. One of these targets is to reduce by 50% its greenhouse gas emissions by 2030, compared to 2018 levels, taking into account all direct and indirect emissions. Later in 2021, the ICRC partnered with the Climate Action Accelerator (CAA) to develop an environmental and decarbonization roadmap, which will demonstrate how the ICRC will reach its ambitions. The roadmap development methodology includes both working with experts across the ICRC and externally, on key thematic areas of particular relevance to the ICRC's environmental impacts, as well as broader engagement of the whole organization from the start. The project described in this Request for Information will be part of this strategic roadmap - as it will support environmental impact reduction opportunities in terms of procured items. However, the scope of this project is wider, as it looks at sustainability risk of procured items (deforestation, water consumption, waste, labour practices, health and safety, child labour, etc.).

Complementarity to existing initiatives conducted by the ICRC. For over a decade, the ICRC has taken steps to improve the environmental sustainability of its operations and support activities. The following list highlights some of the main steps taken; it is not intended to be exhaustive.

Between 2017 and 2019, the ICRC undertook three studies to evaluate the environmental impact of the organization's activities:

- In 2017, the global environmental mapping exercise highlighted that GHG emissions, hazardous waste (generated from ICRC vehicles and electronic equipment), plastic waste from packaging and other sources, as well as the procurement of environmental commodities (such as palm oil) or products manufactured thereof (e.g., cotton-based clothing or medical items) represented key environmental risks to the organization.
- In 2019, a gap analysis between the ICRC's environmental guidelines for assistance programmes and the World Bank's environmental and social standards concluded that the ICRC does not take a systematic approach towards environmental risk management in its humanitarian interventions, and does not adequately document and/or monitor the associated positive and potentially negative impact.
- Finally, in 2019, the ICRC established its GHG emission baseline (for 2018) following the GHG protocol methodology, which demonstrated that more than 60% of the ICRC's carbon emissions are due to purchased goods and materials. The largest direct emission category is energy consumption.

Notable initiatives for the development of sustainable procurement practices that have been carried out or will be carried out in the near future:

- Since 2010, the ICRC has developed its capacity to assess its main suppliers on their Quality, Social and Environmental management systems; this approach is being gradually expanded. Furthermore, the ICRC has worked with suppliers to redesign products (reducing weight, optimizing packaging, etc.) and we are currently revising product requirements to improve their environmental and social impacts.
- The ICRC is piloting in 2021-2022 the procurement of sustainably produced palm oil (i.e., palm oil grown and transformed by suppliers certified under the Roundtable for Sustainable Palm Oil).
- The ICRC launched in 2021, in collaboration with UNHCR and WFP, a project to research and test an alternative material to Polypropylene bags, widely used for food and relief item packaging.
- A similar research and development project was launched with UNHCR and IFRC in 2021 for an eco-design of the tarpaulin. One of the most distributed items in the humanitarian sector.
- In 2022, ICRC will focus on developing sustainable procurement guidelines and training to engage our purchasers in this important challenge of increasing sustainability in the procurements we do.

1.3. OBJECTIVE

The ICRC - under the leadership of the Sustainable Supply Chain Alliance - wants to reinforce its sustainable procurement practices by:

- (i) identifying all the sustainability risks related to the ICRC's procurement and agreeing with the right internal stakeholders on the main / most significant risks the ICRC should focus on.
- (ii) evaluating all the items the ICRC procures in terms of sustainability (social, environmental and economic) risks and identifying the critical items the ICRC should work on.

- (iii) exploring, together with procurement and assistance teams, and based on external knowledge, solutions to reduce the sustainability risks of the main items, and evaluating the feasibility of these solutions given the contexts in which the ICRC works.

Through this Request for Information (RfI), the ICRC is seeking to identify qualified, reputable and experienced consultancies to carry out this project. Selected consultancies will be invited to participate to a Request for Proposal (RfP).

Principles behind the methodology.

In the revision of top volume/ top sustainability risks per item, the following principles will be applied:

- Collective intelligence: the ICRC distributes a wide variety of items due to the diversity of our activities. The main categories of items are: food, housing, economic rehabilitation, water-habitat and engineering, telecom and energy, drugs, medical renewable items, medical equipment instruments, orthopedics, forensic, weapon contamination, etc. Therefore, it is important that the consultancy has access to experts on sustainability that cover all those product categories.
- Bringing key stakeholders on board using a participatory approach to encourage diverse voices and ensuring ownership of the project by the institution.
 - The main stakeholders for this project will be procurement and assistance teams; different meetings have been held to agree on the need of the project.
 - Including both HQ and field levels in the development of solutions, to ensure they can be applied and replicated worldwide.
- Ensure complementarity with existing ICRC initiatives improving the environmental sustainability of its operations as well as with the environmental and decarbonization roadmap project mentioned above.
- Sustainability awareness-raising: share the main principles of sustainability with the different stakeholders to incorporate a joint learning culture, taking positive experiences, knowledge and lessons from other organizations and sectors into account.

Because the ICRC is leading the SSCA initiative, ICRC items will be reviewed first and then the scope of products might be enlarged with adding few additional key products that the IFRC distributes in relief operations. Then a second revision of the new items will be followed by an ideation workshop with procurement and relief teams identified by IFRC. The supply chains of both organizations have things in common, although they are different in terms of volumes, data, structure, capacity, locations, etc.

To proceed with this mapping, the selected consultancy will be given access to previous studies performed by the ICRC and the IFRC, including:

- “Green Supply Chain Report” (IFRC, 2018) with the life cycle assessment of 10 main relief items procured and distributed by the ICRC.
- “Environmental Hotspot Mapping exercise” (ICRC 2016), which covers all ICRC activities, including the ones in the supply chain. It highlighted the following activities with high environmental risks: procurement (as the largest contributor to the ICRC’s carbon footprint, but also for the sustainability risk associated with relief item manufacturing and with the production of environmental commodities essential to ICRC operations - such as palm oil, cotton, rice, sugar, etc.), vehicle workshop waste handling and treatment, and electronic and electric waste handling and treatment.
- 2018, 2019 and 2020 ICRC carbon accounting following the GHG protocol methodology (ICRC).
- Sustainable guidelines of EHI + food Parcel (ICRC, IFRC 2021)

Here there is access to other files to learn more about ICRC logistics which has a section on procurement as well as a specific file in procurement at the ICRC

 [ICRC LOG Presentation Externals.pptx](#)

https://ifrcorg.sharepoint.com/:p/s/IFRCSharing/EWW8Ad5QrcRGIbwM_GFThKkBLBPOwpavaJv9faPECiA2fg?e=BzNmIK

 [External Briefer - ICRC Procurement.pdf](#)

<https://ifrcorg.sharepoint.com/:b:/s/IFRCSharing/ERTTQXWgYqJHmgXjEp9gGY0BLNukCqw6B0wQXykjxO69UQ?e=Vq64af>

2. SCOPE AND REQUIREMENTS OF THIS RFI

The objective of this RFI is to identify bidders that will be involved in the next phase (Request for Proposal phase) of the project. This document is focused on the RFI phase only. Future phases are entirely dependent on the outcome of the RFI phase:

- RFI phase: In this first phase, bidders are requested to respond to the RFI by describing how the project activities and deliverables (outlined in section 2.1 and 2.3 below) will be carried out, while respecting the project requirements (section 2.2 below). After submission of bidders' Response document to this RFI, ICRC will select a number of bidders to participate in the RFP phase.
- RFP phase: In the RFP phase, bidders will be requested to make a binding proposal on the basis of the RFP by giving responses to all the project requirements. After submission and evaluation of all received proposals, ICRC will select the bidder they consider the best placed to deliver the expected results for the project

An open dialogue will be organized in between the RFI and the RFP phase to allow bidders and Partners to exchange on relevant aspects of the project.

2.1. SCOPE

The ICRC is asking the consultancy company to:

1. Working with the right stakeholders in ICRC, determine what the main sustainability risks to focus on are, using Iso standards and others international and accepted framework to identify the 5-7 essential criteria that include GHG emissions, as well as environmental criteria that matters to local communities. The consultant should help us weigh the more important sustainability risks for the organization. This will be important as it will set the basis for the next steps.
2. Taking into account the sustainability criteria identified in the first step, revise all our items, in order to narrow down the following analysis based on top volume / top sustainability risks per ICRC distributed items.
 - o To do so, the consultancy team should be properly briefed by ICRC colleagues, not only in terms of procurement, but also in terms of ICRC activities. It is important that the consultancy company understands from the beginning the ICRC way of working, procurement strategy, challenges, etc.
 - o Then a list with all ICRC distributed items will be shared with the consultancy team. The consultant should do first a high-level analysis to discard irrelevant items to the analysis and then concretize the analyses for the riskiest items.
 - i A complementary list with Red Cross and Red Crescent Movement list will also be shared.
 - o A research should be conducted to have a complete picture of the sustainability risks that those items have. It is important to understand that the volume of the distributed items should be taken into consideration. Even if during the research a very high sustainability risk item is identified, it should not be excluded from the list. The research should include as much quantitative data as possible.
 - i It is possible that during this revision the consultant might need more information from the procurement team (lead buyers, regional procurement managers), as well as from the assistance team, in order to clearly identify the sustainability risks of the product.
 - ii If, during the process, qualitative data is needed, it will be important to identify the need, the right stakeholders and the right method to use to fulfill the needs.

- o It will be important to identify items in all categories as this will allow a discussion per Unit that could also serve to increase awareness of the stakeholders of that specific category. The main units identified in ICRC are:
 - i Ecosec: food, housing, economic rehabilitation,
 - ii Wahtab: water-habitat and engineering, telecom and energy,
 - iii Health and forensic: drugs, medical renewable items, medical equipment instruments,
 - iv Weapon contamination
- o The consultancy team should already identify the possible solutions that could be implemented to reduce the risks, taking into consideration the type of operations, challenges, supply chain of the ICRC.

The research should help transform the risks into pragmatic solutions that will be discussed during the third step. It is important that the pragmatic solution have clear information on cost, availability, etc., as this information will be key for the next step.

3. Ideation workshops

- o The consultancy team should organize different ideation workshops, per ICRC Unit.
 - i The first ideation workshop should be organized as a safe space that allows for generation of ideas on how the sustainability risks of the identified items can be reduced. It will serve to identify solutions, taking the ICRC reality into account. The basis for the ideation workshop will be the previous research.
 - The key stakeholders should participate in each workshop (i.e., SSCA PM, sustainable procurement advisor, focal point per category and/or Unit from assistance and procurement, procurement and assistance teams from the field). If, during the process, it is identified that other stakeholders are important, it will be taken into consideration in the process.
 - During the workshop, the different stakeholders should learn how to identify sustainability risks and the different steps to mitigate them.
 - ii Then a second ideation workshop will be organized to further discuss those ideas. It is important that the different stakeholders leave the first workshop with homework, to check with the field the feasibility of the options that have been identified. This will allow a discussion closer to the operational reality during the second workshop.

It is key that the ideation workshops are organized in a way that consensus agreement will be reached.

The solutions should be divided between what is feasible to implement in the short/medium term and what is feasible in the long term. Identifying solutions in the long term will be key for the different stakeholders to follow them until they can be implemented.
- o For the list of RCRC movement, two ideation workshops will be organized with the movement stakeholders.
 - i 1st one to openly discuss and share ideas on how to reduce risks of the items that have been identified.
 - ii 2nd to validate the solutions identified in the first webinar.

4. The results of these workshops will be translated into Standard Operating Procedures (SoP) or policies that will be piloted before being validated. The consultant should help write those SoPs together with the Assistance focal point that has been working on the project.
5. The Climate Action Accelerator will work with ICRC on an environmental and decarbonization roadmap. The consultant will be asked to participate in some workshops organized by the Climate Action Accelerator, as both projects are complementary.

2.2. REQUIREMENTS

The Sustainable Supply Chain Alliance (SSCA) Project Manager will be the main focal point for the project and will receive regular communication and updates on project progress. Critical decision points (on the methodology, data, scope, etc.) should be identified well in advance to allow other interested parties to be involved in consultations.

Procurement and assistance teams are key internal stakeholders in this project.

The proposals, related documents, project deliverables and all correspondence exchanged between the consultancy and the ICRC shall be written in English.

Expected approach

The consultant will have to develop a detailed workplan with a timeline to deliver output.

The consultant will have to provide regular updates, to the SSCA Project Manager.

Interested candidates should possess the following qualifications:

- Sound theoretical and practical knowledge of sustainable risk (environmental preservation, social equity and economic efficiency) of the different categories on which ICRC works, as well as good understanding of the possible solutions available.
- Proven experience in similar projects carried out with humanitarian, private and/or public-sector organizations of a comparable scale to the ICRC.
- Fluent English (fluent French is an advantage).
- Previous knowledge and experience with humanitarian organizations is a definite advantage.
- A sustainability policy and demonstration of its implementation (e.g., action plan and progress reports) is an asset.

2.3. DELIVERABLES

1. A report defining the sustainability risks on which the ICRC has decided to focus, justifying why those have been chosen and not others.
2. A report identifying the top volume/ top sustainability risk items and the possible solutions already integrating the reality of the ICRC, using the sustainability risk criteria chosen in the previous step. The price difference of the possible solutions should be identified as well as the cost that “not doing nothing” represents. “No doing nothing” will be important for the discussions and the decisions that ICRC will have to do.
3. Organizing at least two ideation workshops per Unit+ RCRC Movement workshops
 - a. After each ideation workshop, a summary document needs to be shared specifying the main discussions and decisions taken. When possible, a summary with the lessons learnt will be shared as it will be integrated with the sustainability guidelines to increase awareness.
 - b. After the last workshop, the summary should take not only the short/medium term solutions into account but also the medium/long term solutions.

3. ADMINISTRATIVE INFORMATION

Providers are invited to submit a written proposal to the ICRC for review, in a **concise** way, considering the instructions, scope, requirements, required answer format and timeframe defined in this RfI.

3.1. TIMETABLE

It is the intention of the ICRC to follow this timetable. However, the ICRC reserves the right to change any part of this timetable at any time depending on operational constraints. The ICRC will notify providers of such changes.

For all bidders	Deadline
RfI Publication	21.01.2022
Information due (proposal + questions)	06.02.2022
Open dialogue session	09.02.2022 - 1.30PM to 3PM Ms-teams link https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2MzNWE5ZjUtOTY5Ny00ZDlyLWFiMmltNGUyOWE5Y2U3Mjk3%40thread.v2/0?context=%7b%22Tid%22%3a%229e8a5334-497c-4d8a-a797-7997cf8cc763%22%2c%22Oid%22%3a%2285115bb2-c098-45f4-aef0-e73fef0d8566%22%7d
RFP publication	15.02.2022
Proposal due	22.02.2022
Communication of selected bidders	03.03.2022

3.2. ISSUING OFFICE AND POINTS OF CONTACT

The sole point of contact for purposes of this RfI is the ICRC project manager:

Carmen Garcia Duro
Sustainable Supply Chain Alliance Project Manager
Email address: cgarciaduro@icrc.org

The response document to this RfI must be sent via e-mail before the 8th of February 2022 to the attention of:

Carmen Garcia Duro
Email: cgarciaduro@icrc.org

3.3. QUESTIONS FROM PROVIDERS

All inquiries regarding the content of this RfI must be directed to the ICRC project manager and will be answered during an open dialogue session. Please submit questions during the submission of the proposal, in writing by e-mail, referring to the section and page of the RfI document, if possible. Questions asked by phone or in person will not be answered.

The open dialogue session will be recorded and shared with all the bidders.

The bidders must not contact any entity within the ICRC, or any of its subcontractors / Partners regarding this RfI. Any other contact with regard to this subject within the ICRC is prohibited unless with the express permission of the ICRC project manager. A possible consequence of bidders soliciting information about this RfI either directly or indirectly from any other sources may result in disqualification of the bidder from the RfI and subsequent RFP process.

Should the questions be too numerous, the first 10 questions from each bidder will be answered. The ICRC therefore recommends that bidders prioritize their questions

3.4. QUESTIONS FROM ICRC

The ICRC may have further questions at any time throughout the course of this RfI, for which additional written answers might be requested.

3.5. INFORMATION AND DOCUMENT EXCHANGE

E-mail is the preferred mode of communication. For important documents, senders should request acknowledgement of reception. The required formats for documents are either Adobe Acrobat PDF files, or MS-Office files, e.g. MS-Word for the global document, PowerPoint or Visio for diagrams, and Excel for spreadsheets.

3.6. SUBMISSION OF RESPONSE DOCUMENT TO THIS RFI

The bidder shall submit the Response document to this RFI in electronic format to the ICRC project manager before the deadline as outlined in the timetable section. It must be duly signed and state the bidder’s name.

All documents submitted should be in English and in A4 format.

3.7. REQUIRED FORMAT OF RESPONSE DOCUMENT TO THIS RFI

Proposals must contain a version number in order to facilitate the identification of revisions.

All proposals submitted shall conform to the following format:

Section	Content
1. Cover letter	The cover letter must identify the provider name and address, and the name, email and telephone number of the person authorized to represent the provider in relation to the proposal. The letter shall be signed by a person authorized to bind the provider to all commitments made in the proposal. It shall indicate that the provider has thoroughly reviewed this document .
2. Executive Summary	The presentation of your offer shall present a summarized view of each major section, highlight any unusual features and benefits contained in your proposal and deliver the major selling points. It must at a minimum meet the following requirements: <ul style="list-style-type: none"> • • Summarize your overall approach • Describe the specifications of expected deliverables • Discuss the risks and concerns arising from this RFI • Explain what is needed from the ICRC to begin the project • Discuss the proposed planning • Customer references in the domain
3. Company Presentation	Presentation of the Company Profile. This section should at a minimum contain the following information: <ul style="list-style-type: none"> • Official registered name, mailing address, main telephone number and web address • 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) • Official status (company or self-employed) with documentation to support this declaration (extract from commercial register for companies or social security certificate for self-employed)
4. Solution Presentation	A detailed description and workplan with a timeline to deliver output, addressing at a minimum all requirements listed in section 2 of this table.
5. Proposed team	Describe the resources that the bidders has to complement the ICRC’s resources and thus create a single project team achieving the objectives. Describe the proposed communication/workflow channels both within the team and between the provider team and the ICRC project team. <u>English will be the standard means of communication on the project</u>
6. Planning proposal	The bidder is required to describe or attach an implementation plan or schedule including project stages and milestones, in line with the project’s roadmap.
12. Other	Add other documents and references deemed appropriate.

Please do not submit generic marketing materials, broadly descriptive attachments or other general literature. Providers are cautioned not to refer to a brochure as a response to a requirement. Providers are expected to write complete answers for each requirement indicated in this RFI and not to refer to previous responses.

3.8. LANGUAGE REQUIREMENTS

In this RFI, the key words "may", "must", "must not", "optional", "recommended", "should", and "should not", are to be interpreted as follows:

Must: This word, or the terms "required", "at a minimum" or "shall", means that the definition is an absolute requirement of the specification.

Must not: This phrase, or the phrase "shall not", means that the definition is an absolute prohibition of the specification.

Should: This word, or the adjective "recommended", means that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighted before choosing a different course.

Should not: This phrase, or the phrase "not recommended" means that there may exist valid reasons in particular circumstances when the particular behaviour is acceptable or even useful, but the full implications should be understood and the case carefully weighted before implementing any behaviour described with this label.

May: This word, or the adjective "optional", means that an item is truly optional.

Providers must respond to all mandatory requirements ("must", "shall", "required", "must not", "shall not") presented throughout this RFI. Provider's compliance with requirements must be indicated. Failure to respond may disqualify your proposal.

3.9. PROVIDER PROPOSAL PRESENTATION TO THIS RFI PREPARATION COSTS

The bidders issuing a Response document to this RFI will do so at its own cost. The ICRC will not consider any requests for the reimbursement of any costs associated with the preparation and issue of the Response document

3.10. INTEGRITY OF RESPONSES

The proposal must be a bona fide response. Responding companies may be ruled out from further consideration for failure to comply with the specifications of this RFI.

3.11. ETHICAL PRINCIPLES GUIDING ICRC'S RELATIONSHIPS WITH PROVIDERS

Offering any form of bribes, gifts or any other inducement to any ICRC representative, or its designated contractors, with the view to influence the outcome of the RFI will result in the rejection of the proposal and disqualification of the provider.

3.12. LEGAL DISCLAIMER

This document is a Request for Information (RFI) in connection with the project outlined in it. It is not intended to, nor should it be interpreted as, being an offer to contract.

Neither the ICRC nor any of its officers, employees or external consultancy make any explicit or implied representation or warranty as to, nor will have any liability or responsibility for, the accuracy or completeness of the information contained in this document or made available in connection with the project outlined in it. The ICRC and its officers, employees and external consultancy expressly disclaim any and all liability, which may be based on such information, errors therein, or omissions there from (provided nothing in this RFI shall exclude or limit liability for fraudulent misrepresentation).

3.13. NON-DISCLOSURE

The ICRC agrees to hold all information received in response to this RFI in confidence and will not disclose it to parties without express written consent from bidder.

3.14. COMMUNICATION

Bidders may not refer to the ICRC for any public communication purposes, such as displaying the ICRC's logo for example. Publicity or news release pertaining to this RFI must not be made public without prior written approval of the ICRC.

3.15. OWNERSHIP OF MATERIALS

All materials submitted in response to this RFI become the property of the ICRC. Response documents to this RFI and supporting material will not be returned to bidders.

3.16. ACCEPTANCE

The ICRC reserves the right to reject any or all proposals received as the result of this RFI, in whole or in part, in the sole discretion of the ICRC. The ICRC reserves the right to negotiate modifications, prior to and leading up to selection of the provider(s).

3.17. PROVIDER EVALUATION AND SELECTION

The ICRC will select the bidder(s) to be included in the subsequent RFP process after a thorough evaluation. Any responding bidder will be chosen on the basis of greatest benefit to the ICRC and will be included in the subsequent RFP process. The ICRC reserves the right, in its evaluation of the Response document to this RFI, to consider all pertinent information and criteria it deems appropriate, whether or not related requirements and criteria are specified in this RFI.

Main evaluation criteria are:

- Understanding of the work to be performed
- Ability to work collaboratively with the ICRC (and its partners, where necessary) to ensure the project objectives are met
- Completeness, accuracy and consistency of the proposals
- Commitment to quality and technical expertise
- Full comment of general and technical issues
- Experience with similar projects
- Provider viability
- Match with ICRC: mentality, ethics, resources, processes

The principle of independence requires that the contractual relationship between the ICRC and a provider does in no way lead to believe that the ICRC may endorse a provider, its products, policies or services. The ICRC cannot grant formal "exclusivity" to any provider.

4. APPENDICES

Response Grid.