

REQUEST FOR PROPOSALS

**Strengthen monitoring capacity of labs under MONRE/DONREs
(Ref. 2-171101)**

**Project Vietnam POPs and Sound Harmful Chemicals Management
(ID: 91381)**

Vietnam



United Nations Development Programme

November 2017

Section 1. Letter of Invitation

Hanoi, 27 November 2017

RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Ref. 2-171101)

Dear Mr./Ms.:

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions
- Section 9 – Submission check-list

Your offer, comprising of a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme
Nguyen.thi.hoang.yen@undp.org
Attention: Ms. Nguyen Thi Hoang Yen, Procurement Associate

The letter should be received by UNDP no later than **3 December 2017**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Tran Thi Hong
Head, Procurement unit

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and : (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/about/transparencydocs/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.
6. Similarly, the Proposers must disclose in their proposal their knowledge of the following :
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and

- 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: <http://web.ng.undp.org/procurement/undp-supplier-code-of-conduct.pdf>

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).

- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

12. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

14. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

15. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer's response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP's policies and procedures. All proposers are therefore required to submit the following in their proposals :

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP's acceptance of the justification for substitution, and UNDP's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

16. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

17. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following :

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

22. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions

of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

23. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.
- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP’s deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

24. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

25. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind

that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.

- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

26. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

27. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

28. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum

documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

29. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

$$\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$$

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

Total Combined Score:

$$\frac{(\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})}{\text{Total Combined and Final Rating of the Proposal}}$$

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33),

may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

30. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

31. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

32. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as

follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

33. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See http://www.undp.org/content/undp/en/home/operations/procurement/procurement_protest/ for details)

34. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

36. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

37. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

38. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

39. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/procurement/protest.shtml>

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No. ¹	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	Project Vietnam POPs and Sound Harmful Chemicals Management (ID: 91381)
2		Title of Services/Work:	Strengthen monitoring capacity of labs under MONRE/DONREs
3		Country / Region of Work Location:	Vietnam
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Others (pls. specify) _____
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Not allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered
7	C.22	A pre-proposal conference will be held on:	Time: 10.00 am Date: 1 December 2017 Venue: 304 Kim Ma, Hanoi The UNDP focal point for the arrangement is: Nguyen Thi Hoang Yen, Procurement Associate Email: nguyen.thi.hoang.yen@undp.org Please send registration for the Pre-proposal meeting at least one day in advance to: nguyen.thi.hoang.yen@undp.org
8	C.21	Period of Proposal Validity commencing on the submission	<input checked="" type="checkbox"/> 120 days

¹ All DS number entries in the Data Sheet are cited as reference in the Instructions to Proposers. All DS nos. corresponding to a Data must not be modified. Only information on the 3rd column may be modified by the user. If the information does not apply, the 3rd column must state "N/A" but must not be deleted.

		date	
9	B.9.5 C.15.4 b)	Proposal Security	<input checked="" type="checkbox"/> Not Required
10	B.9.5	Acceptable forms of Proposal Security	N/A
11	B.9.5 C.15.4 a)	Validity of Proposal Security	N/A
12		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
13		Liquidated Damages	
14	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
15	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$) <input checked="" type="checkbox"/> Local Currency <i>Reference date for determining UN Operational Exchange Rate : Submission deadline date</i>
16	B.10.1	Deadline for submitting requests for clarifications/questions	05 days before the submission date.
17	B.10.1	Contact Details for submitting clarifications/questions ³	Nguyen Thi Hoang Yen, Procurement Associate Email: nguyen.thi.hoang.yen@undp.org
18	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email and Posting on the website http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html
19	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier]	Original : 01 Copies : 02
20	D.23.1 D.23.2 D.24	Proposal Submission Address	<u>By email: For green environment, this is preferred submission method</u> E-mail address for proposal submission: bidding.vn@undp.org

³ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

			<p>With subject: (Ref. 2-171101) RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Email ... of ... # of emails)</p> <p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p>With envelop subject: (Ref. 2-171101) RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Envelop... of ...# of envelops)</p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none"> 1. Ms. Nguyen Thi Hoang Yen, Procurement Associate Tel: +84-24-38500200 2. Ms. Tran Thi Hong, Head of Procurement Unit Tel: +84-24-38500144 3. Ms. Ngo Thi Bich Thuy, Administrative Associate Tel: +84-24-38500187 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - For both submission methods, please send separate email to procurement.vn@undp.org to notify that you already submitted proposal and the number of email submitted (in case submitted by email). - Notification emails should be sent to above email by submission deadline or right after you submit proposals) - UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline
21	C.21 D.24	Deadline of Submission	<p><u>Submission of proposal:</u> 14 December 2017 (Hanoi time)</p> <p><u>Submission of password to open proposal for electronic submission:</u> 15 December 2017 (Hanoi time)</p>

22	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Electronic submission of Proposals (Preferred method)
23	D.23.2 D.26	Conditions and Procedures for electronic submission and opening, if allowed	<input checked="" type="checkbox"/> Official Address for e-submission: <i>bidding.vn@undp.org</i> <input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> Format: PDF files only, password protected <input checked="" type="checkbox"/> Password <u>must</u> be provided to UNDP on 15 December 2017 <input checked="" type="checkbox"/> Max. File Size per transmission: 07 MB <input checked="" type="checkbox"/> Mandatory subject of email: <i>(Ref. 2-171101) RFP for Strengthen monitoring capacity of labs under MONRE/DONREs (Email ... of ... # of emails)</i> <input checked="" type="checkbox"/> Time Zone to be Recognized: <i>Hanoi Time (GMT+7)</i>
24	D.23.1	Date, time and venue for opening of Proposals	Date: 18 December 2017 Time: 10.00 am Venue: 304 Kim Ma, Hanoi
25	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively
26	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers	<input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Certificate of Registration of the business <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years . <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the Proposer is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. At preliminary review of the proposals, if UNDP observes that bidders, by oversight, did not provide any of the documents in the submission checklist, which does not affect the substance of the technical component nor their financial offers such as: certificates, business registration, ect... UNDP will provide bidders a chance to supplement them within 2 days after UNDP notifies bidders of such missing documents.
27		Other documents that may be Submitted to Establish Eligibility	
28	C.15	Structure of the Technical Proposal (<i>only if different from the provision of Section 12</i>)	
29	C.15.2	Latest Expected date for commencement of Contract	25 December 2017

30	C.15.2	Expected duration of contract (Target Commencement Date and Completion Date)	12 months (December 2017 – December 2018)
31		UNDP will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
32	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Tables below) Technically qualified threshold: 700 points/1000 points Proposal achieving the highest combined technical and financial scores will be selected
33	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the Proposer on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed
34		Conditions for Determining Contract Effectivity	<input checked="" type="checkbox"/> Contract is signed by both parties
35		Other Information Related to the RFP	

EVALUATION CRITERIA:

No.	Criteria	Maximum score	Detailed score (if any)	Minimum required score
1	Experience and capacity	200		140
	1.1. Experience in the field of POPs, PTS monitoring	70		
	a. > 5 years of experience		70	
	b. 3-5 years of experience		40	
	c. 1-3 years of experience		20	
	d. No experience		0	
	1.2. Experience in developing and implementing of training programs on pollution monitoring and environmental monitoring in Vietnam.	70		
	a. > 5 years of experience		70	
	b. 3-5 years of experience		40	
	c. 1-3 years of experience		20	
	d. No experience		0	
	1.3 Have a laboratory that has full necessary equipment to conduct the contract	30		
	a. Have a laboratory		30	
	b. Have no laboratories		0	
	1.4 Have at least 04 main staffs on analytical chemistry, environmental technology, environment, environmental management and other technical and supporting staff in the laboratory	30		
	a. Have at least 04 main technical staff and other supporting staff		30	
	b. Have at least 02 main technical staff and other supporting staff		15	
	c. Have less than 02 main technical staff and other supporting staff		5	
2	Methodologies	300		210
	2.1. Clearly understanding the purpose of the package	50		
	2.2. Approach and methodology which are appropriate to the task	80		
	2.3. Presentation	20		
	a. Proposal is clearly, logically structured and presented		12	
	b. Complete and convincing proposal		8	
	2.4 Implementation plan	50		
	a. Work plan includes all tasks to implement the contract. Each specific task must be analyzed, described in a complete, appropriate and clear manner.		25	
	b. Implementation plan is appropriate to the methodology and expected progress		15	

	c. Tables describe the work plan and the progress of the report		10	
	2.5. Reasonable arrangement for human resource	50		
	2.6. Other factors (satisfying materials, machinery and equipment owned by the contractor or being rented to serve the monitoring work)	50		
3	Experts	500		350
	3.1. National Team leader	200		
	3.1.1. Degree related to the field of analytical chemistry, environmental technology or related fields.	40		
	a. Master degree or higher		40	
	b. Engineer, Bachelor		20	
	3.1.2. Experience in environmental monitoring, previous work experience in POP, PTS is preference	40		
	> 15 years of experience		40	
	10 - 15 years of experience		30	
	1-10 years of experience		10	
	3.1.3 Experience in synthesis of information, data analysis, planning and writing report	40		
	5-10 years of experience		40	
	1-5 years of experience		30	
	< 1 year of experience		10	
	3.1.4 Have at least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference	40		
	>5 years of experience		40	
	3-5 years of experience		30	
	<3 years of experience		10	
	3.1.5. Knowledge on Stockholm Convention and POPs/PTS and environmental management for chemicals;	10		
	3.1.6 Track-record experience in working as team leader of a consultancy team;	10		
	3.1.7 English skill	20		
	3.2 Environment Experts (02 national experts)	200		
	3.2.1. Degree	50		
	Master's degree in the field of analytical chemistry, environmental technology or related fields.		50	
	University's degree in the field of analytical chemistry, environmental technology or related fields.		30	
	3.2.2. Experience in environmental monitoring, especially POP, PTS monitoring	40		
	> 10 years of experience		40	

	5 - 10 years of experience		35	
	< 5 years of experience		20	
	<i>3.2.3 Experience in laboratory work, sampling, sample analysis and data processing</i>	40		
	> 10 years of experience		40	
	5 - 10 years of experience		35	
	< 5 years of experience		20	
	<i>3.2.4 Have at least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference</i>	40		
	>5 years of experience		40	
	3-5 years of experience		30	
	<3 years of experience		10	
	<i>3.2.5. Knowledge on Stockholm Convention and POPs/PTS and environmental management for chemicals;</i>	15		
	<i>3.2.6 English skill</i>	15		
	3.3. Environmental management specialist (01 national specialist)	100		
	<i>3.3.1. Degree</i>	20		
	Master's degree in the field of environmental technology or related fields.		20	
	University's degree in the field of environmental technology or related fields.		15	
	<i>3.3.2. Experience in environmental management and/or law on environmental protection</i>	20		
	> 10 years of experience		20	
	5 - 10 years of experience		15	
	< 5 years of experience		5	
	<i>3.3.3. Experience in POP, PTS management, Stockholm convention</i>	20		
	> 10 years of experience		20	
	5 - 10 years of experience		15	
	< 5 years of experience		5	
	<i>3.3.4 Have at least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference</i>	20		
	3 -5 years of experience		20	
	1-3 years of experience		15	
	<1 years of experience		5	
	<i>3.3.5. Experience on industry/industrial zone management and knowledge on the pathway of pollution emission in production progress</i>	10		
	<i>3.3.6 English skill</i>	10		
	Total (100%)	1.000		700

TERM OF REFERENCE

Service: Strengthen monitoring capacity of labs under MONRE/DONREs (Activity 2.2.2.1).
Project: Vietnam POPs and Sound Harmful Chemicals Management (ID: 91381)
Duration: 12 months (from December 2017 to December 2018)
Report: Project Management Unit (PMU) and UNDP

1. GENERAL BACKGROUND

The project “Vietnam POPs and Sound Harmful Chemicals Management” (The Project) is funded by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). Ministry of Natural Resources and Environment is the line Agency, Vietnam Environment Administration is the National Implementing Partner (NIP). The Project will be implemented within 3 years (2016 - 2018). The overall objective of the project is the continued reduction of environmental and health risks through the reduction of POPs and harmful chemicals release.

The project will contribute to enhance the environmental management of hazardous chemicals and wastes, focusing on Persistent Organic Pollutants (POPs), Persistent Toxic Substances (PTS), and mercury in order to help reduce environmental and human health risks by reducing emissions of POPs and hazardous chemicals.

Four main components of project are envisaged, as following:

Component 1: Policy framework for sound chemicals management, including POPs, PTS developed and implemented;

Component 2: Monitoring and report of POPs and PTS;

Component 3: Management of POPs contaminated sites;

Component 4: National Mercury baseline inventory and release reduction strategy.

Now, In Vietnam, more than 900 laboratories have been certified ISO 17025 by Bureau of Accreditation under the Ministry of Science and Technology and over 200 laboratories achieved VIMCERT certificates that certified full conditions for environmental monitoring service activities. However, there are only some laboratories, which have capacities of POPs/PTS analysis. A number of national laboratories monitored POP Pesticide in soil, PCDD/F in soil, sediment, air waste and PCBs in transformer oil, although, overall evaluation on demands as well as capacity of POPs monitoring have not been conducted for the laboratories in general, for laboratories under MONRE/DONREs in particular. The organization of training courses on sampling and monitoring of POPs is still limited, mainly in bilateral activities.

In addition, in recent years, many new POPs have been added to the POPs list of Stockholm Convention, and in the foreseeable years, the Stockholm Convention will continue to add to the list. Therefore, the enhancing of laboratory monitoring capacity to analyze POPs and new POPs in environment, industrial release, and waste is essential to meet the needs of Convention and requirements for environmental protection, health in Vietnam.

In the framework of Component 2, the Project will assist the Vietnam Government in promoting the certification of laboratories to develop the POP monitoring network as well as to enhance the capacity of sampling, analyzing the POPs, following the international standards. The PMU will implement the Contract No.6: Strengthen monitoring capacity of laboratories under MONRE/DONREs (Activity 2.2.2.1).

The PMU/UNDP is seeking a consultant agency to conduct the above contract. The consultant will be selected and sign the contract in accordance with the procurement progress of Vietnam and UNDP.

2. OBJECTIVES AND SCOPE

Objectives of the contract:

- Strengthen the capacity for the technical staffs in the laboratories under MONRE/DONREs of provinces and cities on monitoring and reporting the POPs/PTS, according to international and national standards;
- Enhance the capacity for the laboratories under MONRE/DONREs on monitoring and reporting of POPs/PTS, in accordance with the international standards.

Scope of the contract:

- Capacity-building needs assessment of the laboratories under MONRE/DONREs that have capacity and demand to participate in the POP/PTS monitoring and reporting network;
- Based on the result of needs assessment above, develop the capacity-building program and training documents.
- Organize the training courses under the program developed for at least 40 staffs from the laboratories under the Ministry of Natural Resources and Environment and the DoNREs
- Establish a network of POP and PTS monitoring laboratories and develop a mechanism for sharing information within the network and reporting mechanism to the higher level. Select at least two laboratories that meet the international monitoring criteria at best and test the mechanism of information sharing and reporting to improve this reporting mechanism.

3. DETAILED TASKS

In accordance with the objectives and scope of work mentioned above, with the coordination and support of international experts and under the supervision of the Project Management Unit, the contractor is responsible (but not limited) the specific tasks below:

Task 1: Develop the detailed plan

Develop a detailed plan for the implementation of the Package with methodology, scope, specific activities, expected time and deliverables... to ensure the completion of work in accordance with expected objectives and progress. The exact time and focus of the tasks will be determined in detail with the PMU during the inception phase.

Task 2: Capacity-building needs assessment of laboratories

- Make a list of laboratories, which are in capable of POP, PTS monitoring under MONRE and DoNREs. Collect and summarize the available information of these laboratories.
- Develop the methods, tools and plans for specific surveys in laboratories to assess the capacity-building needs of laboratories, which have been sent to the PMU for approval before conducting the assessment. The assessment will focus on the audience and the content (but not limited to) the following:
 - + Subjects for evaluation: All laboratories having capacities of POP, PTS monitoring under MONRE and DoNREs; All staff involving in POP, PTS monitoring in these laboratories.
 - + Content: The current status assessment of laboratories; Assessment of the equipment status for monitoring POP, PTS; the current status assessment of POPs, PTS capacity monitoring (including knowledge, experience, skills) and reporting/providing information mechanisms to the higher level; Understand the needs/demand of the capacity building of laboratories and their staff.
- Conduct surveys, collect information, and assess the capacity-building needs in laboratories according to methods, tools and plans approved by the PMU. - Synthesize and analyze information from the survey, compile a report on survey results and synthesize the capacity building needs of the laboratories under the MONRE/DONREs

Task 3: Develop the capacity building program and training documents

- Develop capacity building program for the laboratories:

+ Summarize information on training programs relating to the chemical monitoring, especially POPs and PTSs which have been implemented in the last 2 years and will be implemented in the next 2 years in Vietnam.

Based on the results of the Capacity Building Needs Assessment which are carried out in Task 2, combining with information on the training programs compiled above, the draft capacity building program for laboratories will ensure the best possible response to the needs of the laboratories, in line with the project objectives, and will be able to connect with ongoing programs in Vietnam.

+ Develop the criteria for selecting the right participants in the capacity building program.

+ The capacity building program will focus on:

- Overview of international experiences on POPs, PTS monitoring
- Overview of Stockholm Convention Information on POPs, PTS, POPs in environmental components, status of POP and PTS management and monitoring in the world in general and in Vietnam in particular.
- Introduce and provide methods and procedures for sampling and analyzing POPs, PTS, in accordance with current national and international regulations.
- Practical guidance on sampling and analysis of samples on analytical instruments.
- How to synthesize information and write monitoring report.

+ Organize a consultation workshop in Hanoi to receive comments on the capacity-building program.

+ Send the draft capacity-building program to the provincial stakeholders for contributing comments.

+ Synthesize comments and finalize the capacity-building program and submit it to the PMU for approval.

- Develop the overall training documents:

+ Based on the capacity building program approved by the PMU, the structure of the training curriculum is developed.

+ Organize technical meetings with stakeholders to gather ideas for the structure of training curricula; synthesize comments, finalize the structure of the syllabus, and send to the PMU for approval.

+ Develop the content according to agreed structure with PMU.

+ Send content to relevant stakeholders for comments, sum up the comments, complete syllabuses, and submit PMUs for approval.

Task 4: Organize the training courses on POPs, PTS monitoring and analysing

- Develop the criteria for selecting the participants in training courses and agree with the PMU. It is expected that at least 40 national and provincial staffs involved in POP monitoring will participate in the training course.

- Develop a detailed plan (including time, place ...), arrange lecturers, and organize capacity building activities, according to plans, curricula and curricula approved by the PMU. It is expected to have at least 3 basic training classes (a day for each class) and 3 intensive training courses (3 days per class). In addition to classroom training, trainees will practice in their laboratories with instructors, faculty assistants (when needed). Note, theoretical practical training and cross-checking the results of POPs, PTS sampling and analysis.

- For each capacity-building activity, an initial and final assessment is required

- Certificate of completion of capacity-building activities for the participants.

- Report on the results of the capacity-building for the laboratories, stating the progress of each participant and the results of the whole activity.

Task 5: Establish the network of POPs/PTS monitoring and reporting mechanism

- Based on the training courses, set up a network of POP and PTS monitoring laboratories under the Ministry and DoNREs.
- Discuss with the laboratories to develop a mechanism for sharing information and set up a reporting mechanism for reporting results to the higher level.
- Select 02 laboratories that meet the international monitoring criteria at best, test the reporting mechanism built in reality, and complete the reporting mechanism.

Task 6: Develop the final report on the implementation of contract

- The final report includes the activities and deliverables obtained during the execution of the contract, clearly stating the level of progress, the coordination of the laboratories and the proposal for 02 laboratories that may qualify for international certificates so that the project will consider to continue to carry out activities in the foreseeable period of time.

4. DURATION

Expected time: 12 months from December 2017 to December 2018

5. DELIVERABLES

The consultancy firm will carry out the tasks listed in Item 3 of this document and submit the deliverables and periodical reports to the PMU, according to the plan and requirements of the PMU. For each report, the consultancy firm must submit 01 electronic copy (soft copy) and 03 hard copy in Vietnamese and 3 in English (hard copy). Deliverables and times line include

No	Deliverables	Timeline
1	Report No.1: Inception report including work plan	2 weeks after signed contract
2	Report No.2: Report on needs assessment for the laboratories	4 months after signed contract
3	Report No.3: Report on Capacity-building program and training documents	8 months after signed contract
4	Report No 4: Report on results of capacity-building activities	December 2018
5	Report No 5: List of laboratories in the POPs/PTS monitoring network; Report on mechanism of information sharing and reporting	December 2018
6	Report No 6: Final report on the performance of contract including all activities and results obtained	December 2018

6. REGULATION ON PROGRESS CONTROL

- The selected consultancy firm will work under the supervision of the Project Director/ Deputy Project Director (Director of the Pollution Control Department) and the Project Manager;
- The selected consultancy firm will discuss in detail with the Project Management Unit when the contract starts;
- The selected consultancy firm will have regular meetings (monthly if possible or based on mutual agreement) with the PMU to discuss the plan, progress and content of the work. The consultancy firm will report and consult with the PMU on agreed work progress regularly.

- The selected consultancy firm will contact the PMU via email or contact directly by phone.

7. SUPPORTING DOCUMENTS

The following documents will be provided before the consultancy firm performs the tasks:

- Summary of the project content.
- Preferences document on POP/PTS, such as the 10-year implementation report on the Stockholm Convention, the National Plan for the Implementation of the Stockholm Convention and so on.
- A number of regulations and decrees on monitoring;
- Available information on laboratories under the Ministry and DoNRE.
- Administration:
 - o The consultancy firm is responsible for contacting labs to implement the consultancy.
 - o VEA/PCD/PMU will support letters to relevant agencies to implement the consultancy upon request
 - o PMU support to arrange meetings with relevant partners/stakeholders when necessary

8. KNOWLEDGE AND EXPERIENCE (see details in evaluation criteria table)

The consultancy firm must meet the following conditions:

- At least 05 years experience on monitoring POPs, PTS.
 - At least 05 years experience on relevant activities of developing and implementing the training program on pollutant and environmental monitoring in Vietnam.
 - Having a laboratory that has full necessary equipment to conduct the contract.
- At least 04 main staffs on Analytical Chemistry, Environmental Technology, Environment, Environmental Management and other technical and supporting staffs in the laboratories.

Requirements of consultants of the consultancy firm:

- ***National Team Leader:***
 - o Minimum Master degree, preference in the field of Analytical Chemistry, environmental technology and/or related fields;
 - o At least 15 experience years on environmental monitoring, preference on POPs/PTS monitoring;
 - o *At least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference*
 - o Knowledge on Stockholm Convention and POPs/PTS;
 - o Knowledge and experience on environmental management for chemicals;
 - o Track-record experience in working as team leader of a consultancy team;
 - o Having D certificate on English or relevant certificates or Fluently English and report writing skills (Example of written consultancy reports must be provided for assessment).
 - o Skills of synthesizing and analyzing the information, data, planning, and reporting.
 - o Minimum commitment of 100 work-days for this package.
- ***02 national consultants in environment monitoring:***
 - o Minimum Master degree in the field of Analytical Chemistry, environmental technology and/or related fields;
 - o At least 10 experience years on environmental monitoring, preference on POPs/PTS monitoring;
 - o *At least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference*
 - o Knowledge on Stockholm Convention and POPs/PTS;
 - o Experience on labs, sampling, analyzing and data processing;
 - o Having C certificate on English or relevant certificates or Fluently English and report writing skills.

- Minimum commitment of at least 60 work-days of each person for this package.
- **01 national consultant on environment management:**
 - Minimum Master degree in the field of environment and/or related fields;
 - At least 10 experience years on environment management and/or on environment protection legislation;
 - *At least 05 years of experience in develop training material and training for laboratories, previous work experience in POP, PTS training is preference*
 - Experience on industry/ industrial zone management and knowledge on the pathway of pollution emission in production progress;
 - Knowledge on Stockholm Convention and POPs/PTS;
 - Having C certificate on English or relevant certificates or Fluently English and report writing skills.
 - Minimum commitment of at least 60 work-days for this package.

9. BUDGET AND PAYMENT METHOD

- The budget includes consulting fees, expenses for the performance of duties and taxes. Payments will be made through the PMU and divided into four stages as follows
 - The first installment: 20% contract amount will be paid upon submission of the Report 1 and agreed by PMU;
 - The second installment: 30% contract amount will be paid upon submission of the Report 2 and agreed by PMU;
 - The third installment: 30% contract amount will be paid upon submission of the Report 3 and agreed by PMU;
 - The last installment: 20% contract amount will be paid upon submission of the Report 4, 5, 6 and agreed by PMU.
- Payment method: bank transfer.

Section 4: Proposal Submission Form⁶

[insert: Location, Date]

To: UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for **Strengthen monitoring capacity of labs under MONRE/DONREs (Ref. 2-171101)** in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that :

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *120 days from proposal submission deadline*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

[please mark this letter with your corporate seal, if available]

⁶ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁷

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i>		
4. Year of Registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>		
13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? (Y / N)		
14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁷ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)⁸

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i>		
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>		
4. Year of Registration: <i>[insert Party's year of registration]</i>		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years		
10. Latest Credit Rating (if any)		
1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>		
14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁸ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT
INSERT TITLE OF THE SERVICES

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note :*This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References no.1 (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Declaration:		
<p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p>		
<hr/> Signature of the Nominated Team Leader/Member		<hr/> Date Signed

Section 7: Financial Proposal Form⁹

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1	[UNDP to give percentage (weight) of each deliverable over the total price for the payment purposes, as per TOR]	
2	Deliverable 2		
3		
	Total	100%	USD

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Remuneration per Unit of Time (e.g., day, month, etc.)	Total Period of Engagement	No. of Personnel	Total Rate for the Period
I. Personnel Services				
1. Services from Home Office				

⁹ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

Section 8: Contract for Professional Services

**THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO
ALL TERMS AND CONDITIONS IS MANDATORY.**

Contract for Goods and/or Services

Between the United Nations Development Programme and [insert name of the Contractor]

1. Country Where Goods Will be Delivered and/or Services Will be Provided: Viet Nam	
2. UNDP <input type="checkbox"/> Request for Quotation <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Direct contracting Number and Date:	
3. Contract Number:	
4. Long Term Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Subject Matter of the Contract: <input type="checkbox"/> goods <input type="checkbox"/> services <input type="checkbox"/> goods <i>and</i> services	
6. Type of Services:	
7. Contract Starting Date:	8. Contract Ending Date:
9. Total Contract Amount: [insert currency and amount in figures and words]	
9a. Advance Payment: [insert currency and amount in figures and words or indicate “not applicable”]	
10. Total Value of Goods and/or Services: <input type="checkbox"/> below US\$ 50,000 (Services only): UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply <input type="checkbox"/> below US\$ 50,000 (Goods <i>or</i> Goods and Services): UNDP General Terms and Conditions for Contracts apply <input type="checkbox"/> equal to or above US\$ 50,000 (Goods <i>and/or</i> Services): UNDP General Terms and Conditions for Contracts apply	
11. Payment Method: <input checked="" type="checkbox"/> fixed price <input type="checkbox"/> cost reimbursement	
12. Contractor’s Name: Address: Country of incorporation: Website:	
13. Contractor’s Contact Person’s Name: Title: Address: Telephone number: Fax: Email:	
14. UNDP Contact Person’s Name: Title: Address: Telephone number:	

Fax:
Email:
15. Contractor's Bank Account to which payments will be transferred:
Beneficiary:
Account name:
Account number:
Bank name:
Bank address:
Bank SWIFT Code:
Bank Code:
Routing instructions for payments:

This Contract consists of the following documents, which in case of conflict shall take precedence over one another in the following order:

1. This face sheet ("Face Sheet").
2. UNDP Special Conditions [delete if not applicable].
3. [UNDP General Terms and Conditions for Contracts] [UNDP General Terms and Conditions for Institutional (de minimis) Contracts] [delete if not applicable and remove square brackets].
4. Terms of Reference (TORs) and Schedule of Payments, incorporating the description of services, deliverables and performance targets, time frames, schedule of payments, and total contract amount [delete if not applicable].
5. Technical Specifications for Goods [delete if not applicable].
6. The Contractor's Technical Proposal and Financial Proposal, dated [insert date], as clarified by the agreed minutes of the negotiations meeting, dated [insert date]; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Contract.
7. Discount Prices [to be used in cases where the Contractor is engaged on the basis of an LTA; delete if not applicable].

All the above, hereby incorporated by reference, shall form the entire agreement between the Parties (the "Contract"), superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

This Contract shall enter into force on the date of the last signature of the Face Sheet by the duly authorized representatives of the Parties, and terminate on the Contract Ending Date indicated on the Face Sheet. This Contract may be amended only by written agreement between the duly authorized representatives of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Contract at the place and on the day set forth below.

For the Contractor		For UNDP	
Signature:		Signature:	

Name:		Name:	
Title:		Title:	
Date:		Date:	

UNDP General Terms and Conditions for Contracts

Please click on the below link to access:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

SECTION 8: CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 07 MB. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email
- Email and proposal should indicate clearly the name of tender.
- Deadline of Submission:
 - Submission of Technical and Financial proposal: 14 December 2017 (Hanoi time)
 - Submission of password to open proposal for electronic submission: 15 December 2017 (Hanoi time)

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Section 4: Proposal submission form			
2	Fully filled Section 5: Documents establishing the eligibility and qualifications of the proposer <ul style="list-style-type: none"> - Company profile (showing relevant experience, laboratory, related equipment, machinery...) - Business registration - Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past 5 years. - List of key technical staff and supporting staff - List of previous similar contracts with details 			
3	Fully filled Section 6: Technical proposal form including: <ul style="list-style-type: none"> - Understanding the TOR - Approach and methodology to implement - Implementation plan - Arrangement of human resources - CV of team leader and team members - Proposed materials, machinery, equipment to serve the work 			
4	Fully filled Section 7: Financial proposal form			
5	This duly filled, checked, certified submission checklist to be attached to the submission			
6	For submission by hard copy and by email, send separate email to notify procurement.vn@undp.org that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above address right after you submit proposals and before the submission deadline.			

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