



## REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations in Vietnam

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Development of 05 Vietnamese standards related to energy efficiency properties of building materials in Viet Nam (Ref. C-180805)**.

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Friday, September 07, 2018** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:luu.ngoc.diep@undp.org">luu.ngoc.diep@undp.org</a></p> <p><u>Separate emails</u> for technical and financial proposals.</p> <p><b>With subject:</b> (Ref. C-180805) RFP for Development of 05 Vietnamese standards related to energy efficiency properties of building materials in Viet Nam (<i>Email ... of ... emails</i>)</p> <p>Maximum size per email: <b>7 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><b>With envelop subject:</b> (Ref. C-180805) RFP for Development of 05 Vietnamese standards related to energy efficiency properties of building materials in Viet Nam</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"><li>1. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li><li>2. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li></ol> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
--	---

**Note:**

- For both submission methods, please send separate email (without attachment) to [procurement.vn@undp.org](mailto:procurement.vn@undp.org) notifying that you already submitted proposal and the number of email

*submitted (in case submitted by email). Notification emails should be sent to above address 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.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

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

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

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

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

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

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

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties

involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

***Tran Thi Hong***  
*Head, Procurement Unit*  
8/15/2018

## **DESCRIPTION OF REQUIREMENTS**

Context of the Requirement	Please see information in the TOR (Annex 1)
Implementing Partner of UNDP	Please see information in the TOR (Annex 1)
Brief Description of the Required Services	<b>Development of 05 Vietnamese standards related to energy efficiency properties of building materials in Viet Nam</b>
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	Project Management Unit/Senior Technical Advisor, UNDP Viet Nam
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Home-based and Hanoi
Expected duration of work	October 2018 to August 2019
Target start date	1 October 2018
Latest completion date	30 August 2019
Travels Expected	As per TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars (for international bidders) <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) (for local bidders)  For the purposes of comparison of all Proposals: 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 proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions:

	<p>a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</p> <p>b) Receipt of invoice from the Service Provider.</p>
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Management Unit/Senior Technical Advisor, UNDP Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Goods and/or Services
Criteria for Contract Award	<p><input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Criteria for the Assessment of Proposal	<p>Proposal shall be considered technically qualified if it meets specification requirements for equipment and achieves minimum 70% of total obtainable technical points.</p> <p><b>Weight of technical and financial point:</b></p> <p><b><u>Technical Proposal (70%)</u></b></p> <p><b><u>Financial Proposal (30%)</u></b></p> <p>Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>See detailed evaluation criteria in the below table.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list)</p> <p><input checked="" type="checkbox"/> <a href="#">Contract for Goods/Services</a> (Annex 3)</p> <p><input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$ 50k) or <a href="#">General Terms and Conditions</a> (for contract above \$ 50k) (Annex 3)<sup>1</sup></p>
<b>Pre-proposal meeting</b>	<p>Time: <b>3.00 pm</b></p> <p>Date: <b>Wednesday, August 22, 2018</b></p> <p>Venue: 304 Kim Ma street, Ba Dinh District, Ha Noi</p> <p>The UNDP focal point for the arrangement of pre-proposal is:  Ms. Luu Ngoc Diep, Procurement Associate  Tel: (+84-24) 38500200  E-mail: <a href="mailto:luu.ngoc.diep@undp.org">luu.ngoc.diep@undp.org</a></p> <p>Kindly contact the above focal point to register for the pre-proposal meeting at least 1 day in advance.</p>

<sup>1</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Luu Ngoc Diep Procurement Associate, UNDP Vietnam Email: <a href="mailto:luu.ngoc.diep@undp.org">luu.ngoc.diep@undp.org</a></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

---

<sup>2</sup> 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 received.

## EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
	Expertise of Firm / Organisation submitting Proposal	150
2.	Proposed Work Plan and Approach	350
3.	Personnel	500
	<b>Total</b>	<b>1000</b>

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
<i>Expertise of firm / organization submitting proposal</i>							
1.1	Reputation of Organization and Staff (Competence / Reliability)	25					
1.2	Litigation and Arbitration history	10					
1.3	General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	20					
1.4	Quality assurance procedures, warranty	15					
1.6	Relevance of: - Specialized Knowledge industrial engineering, industrial automation, and material or related field - Experience on Similar Programme / Projects - Experience on supporting production facilities or mechanical factories - Work for donors’/ major multilateral/ or bilateral programmes	80					
Total Form 1		150					

Technical Proposal Evaluation Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
<i>Proposed Work Plan and Approach</i>							
2.1	To what degree does the Offeror understand the task?	30					
2.2	Have the important aspects of the task been addressed in sufficient detail?	15					
2.3	Are the different components of the assignment adequately weighted relative to one another?	15					
2.4	Is the proposal based on a survey of the assignment context and was this data input properly used in the preparation of the proposal?	50					

2.5	Is the conceptual framework adopted appropriate for the task?	50					
2.6	Is the scope of task well defined and does it correspond to the TOR?	120					
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70					
<b>Total Form 2</b>		<b>350</b>					

Technical Proposal Evaluation Form 3			Points Obtainable	Company / Other Entity				
				A	B	C	D	E
Personnel								
3.1	National Team leader/Engineer in Building Physics		240					
		Sub-Score						
3.1.1	Hold a Master’s Degree and knowledge in Building physics or equivalent	30						
3.1.2	Have at least 10 years of experience in building material testing field and developing building related technical standards or reports	130						
3.1.3	Have thorough knowledge of existing Viet Nam standards related to the construction sector	30						
3.1.4	Have experience in carrying out researches related to building physics and energy efficiency in buildings	30						
3.1.5	Have experience in coordinating and managing multi-experts technical teams	20						
3.2	National Team member		180					
		Sub-Score						
3.2.1	Hold a Master’s Degree and knowledge in thermodynamics or equivalent	30						
3.2.2	Have at least 10 years of experience in working in building material testing field and developing building related technical standards or reports	120						
3.2.3	Have knowledge of existing Viet Nam standards related to the construction sector	20						
3.3.4	Have experience related to or understanding of energy efficiency in buildings	10						



<b>3.3</b>	<b>The team as a whole shall have proven experience in translating and adapting international technical standards into Vietnamese standards in construction fields and good command of English reading writing skills</b>		<b>80</b>					
	<b>Total Form 3</b>		<b>500</b>					
	<b>TOTAL</b>		<b>1000</b>					

## TERMS OF REFERENCE

<b>Service</b>	<b>Development of 05 Vietnamese standards related to energy efficiency properties of building materials in Viet Nam</b>
<b>Duty station:</b>	<b>Home-based and Hanoi</b>
<b>Expected Duration:</b>	<b>Estimated 350 work days (October 2018 – August 2019)</b>
<b>Supervision:</b>	<b>Project Management Unit/Senior Technical Advisor, UNDP Viet Nam</b>

### 1) GENERAL BACKGROUND

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB) funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of three components

- (1) Improvement and Enforcement of Energy Efficiency Building Code (EEBC);
- (2) Building Market Development Support Initiatives, and
- (3) Building energy efficient Technology Applications and Replications.

To contribute to this process, it is expected that the EECB project will help developing 5 Technical standards related to energy properties of building materials’ products and components which can be Vietnamized from the following international standards:

- ISO 6946:2017 Building components and building elements. Thermal resistance and thermal transmittance. Calculation methods
- ISO 12631:2017 Thermal performance of curtain walling. Calculation of thermal transmittance.
- ISO 10456:2017 Building materials and products. Hygrothermal properties. Tabulated design values and procedures for determining declared and design thermal values.
- ISO 13789:2007 Thermal performance of buildings. Transmission and ventilation heat transfer coefficients. Calculation method.
- ISO 10211:2017 Thermal bridges in building construction. Heat flows and surface temperatures. Detailed calculations.

Such standards should help strengthening the technical knowledge related to building materials’ products and components as regards their energy efficiency characteristics and properties. This task should help raising awareness and enabling the construction industry to easily identify energy efficiency related properties of building materials’ products and components, and therefore shall increase their adoption and dissemination in construction projects nationwide.

The 5 above-mentioned ISO standards have been selected to complement the existing list of national material related standards, to ensure the energy related properties of building materials’ products and components could be assessed in country. Such standards to be put in place would enable the MOC to precisely assess some of important energy related parameters and therefore help the industry to make more efficient choices during process of specifying building materials products and components energy properties for selection in the course of building design and construction.

Hence the EECB PMU is looking for a firm/institution of consultants for the development of 05 technical standards related to energy properties of building materials' products and components in Viet Nam as indicated above

## **2) OBJECTIVES OF THE ASSIGNMENT**

The assignment is aiming at developing specific technical process of specifying standards related to energy efficiency properties of building materials, to increase knowledge and awareness of the construction sector in this area.

The objective is:

- To review, assess and potentially customize the 05 following ISO standards:
  - o ISO 6946:2017 Building components and building elements. Thermal resistance and thermal transmittance. Calculation methods
  - o ISO 12631:2017 Thermal performance of curtain walling. Calculation of thermal transmittance
  - o ISO 10456:2017 Building materials and products. Hygrothermal properties. Tabulated design values and procedures for determining declared and design thermal values.
  - o ISO 13789:2007 Thermal performance of buildings. Transmission and ventilation heat transfer coefficients. Calculation method.
  - o ISO 10211:2017 Thermal bridges in building construction. Heat flows and surface temperatures. Detailed calculations.
- To work out adapted versions of these 05 standards to best suit to Viet Nam national context. Those 05 standards are to be integrated in the national standards bank for further dissemination and adoption by the construction industry.

## **3) SCOPE OF WORK**

To produce 05 Vietnamese technical standards based on the following 05 ISO standards:

- ISO 6946:2017 Building components and building elements. Thermal resistance and thermal transmittance. Calculation methods.
- ISO 12631:2017 Thermal performance of curtain walling. Calculation of thermal transmittance.
- ISO 10456:2017 Building materials and products. Hygrothermal properties. Tabulated design values and procedures for determining declared and design thermal values.
- ISO 13789:2007 Thermal performance of buildings. Transmission and ventilation heat transfer coefficients. Calculation method.
- ISO 10211:2017 Thermal bridges in building construction. Heat flows and surface temperatures. Detailed calculations.

The firm/institution shall undertake the following tasks:

- Define development outlines for the development of the 05 Vietnamese standards based on above-mentioned standards (This includes the development of a list of tasks, assigned person and tentative work schedule).
- Review the 05 mentioned standards and current legal regulations, the building code and related document, and construction status in Viet Nam and analyze the suitability of these standards in Viet Nam and recommend adapted standards with justifications.
- Produce first Vietnamese drafts for the 05 standards after editing/ amending / upgrading the 05 original ISO standards, so that they can be appropriate and relevant to national Vietnamese technical and regulatory contexts.
- Develop a narrative report/proposal to justify the development of the 05 standards and distribute the 05 draft versions to relevant and competent technical agencies and individuals within the country for consultation. (This diffusion might also be performed through a consultation workshop to get

further feedbacks and comments from local and international experts. Presentation materials would then be required).

- Gather all received comments, reviews, analysis and address them according to their respective relevance and pertinence and work out a summary of all changes to be brought for each standard.
- Produce an amended draft version (#2) and proposal for the 05 standards to submit to the scientific council of MOC.
- Gather all relevant comments and incorporate them into the 05 final draft versions for later submission to the Ministry of Science and Technology (MOST)
- Incorporate all relevant data/ comments received from MOST to ensure the promulgation of the 05 Vietnamese standards.

#### 4) DURATION OF ASSIGNMENT

Duration: It is estimated that the institution/firm will engage a team of experts with a total maximum of 350 workdays starting from October 2018 to August 2019.

Duty Station: home based and Hanoi. The expert team may have some field trips if appropriate and approved by PMU. Travel to provinces outside Hanoi (if any) will be covered by the project budget by PMU or UNDP based on UN-EU cost norm.

#### 5) FINAL PRODUCTS

The selected firm/institution shall be responsible for quality and progress of the implementation plan and related deliverables as follows

No.	Outputs	Time of final submission
1	An inception report	1 month after the contract is signed (November 2018)
2	Formulation of the first Vietnamese Draft Vietnamese of the 05 ISO standards, (including a narrative report/proposal to justify their respective development and a report about brought modifications to the original standard content if any) produced for the consultation process.	5 months after the inception report acceptance (April 2019)
3	2 <sup>nd</sup> draft Standards and associated proposals together with Summary and analysis report about received comments and of proposed amendments during the consultation for each first draft version.	1 month after all consultation comments are received. (June 2019)
4	Final report including the 05 Vietnamese final standards and final Proposal for 05 standards	August 2019

Detailed schedules will be elaborated in the inception report.

#### Description of Deliverables:

##### **Output 1: An inception report/ implementation outline.**

The report should indicate objectives of main tasks, implementation methodology and approach, identification of main information, data sources, data collection, a tentative timeline for accomplishments, and specific working agenda with stakeholders. The support needed from PMU shall also be defined in this report. The report shall describe the draft outlines for the 05 standards development, including the work plan, assigned tasks and responsibility of the expert team and implementation schedule.

## **Output 2: Formulation of the first Draft of the 05 Vietnamese standards based on the 05 ISO standards for relevant consultation**

This report shall be composed of adapted Vietnamese drafts of the 05 ISO standards and proposals to for the 5 standards. It shall include a summary and analysis report of all potential links with already existing related VN standards and technical conditions of Viet Nam. It shall also provide a clear list of all brought amendments, adaptations and improvements from original content of 05 original versions. It shall also feature the narrative to justify the development of these 05 standards, and related powerpoint presentations for the consultation workshops. As the first part of this narrative report, the executive summary shall describe main ideas of the report with recommended changes compared to the international versions for conformity with the Vietnamese context.

*Note: The draft standards and proposal for the standards shall be in Vietnamese. While the executive summary of the narrative report/proposal and the Powerpoint presentation for the consultation workshop shall be in both Vietnamese and English.*

## **Output 3: 2<sup>nd</sup> draft standards and proposal/narrative report, and summary and analysis report about comments received and proposed amendments received from technical consultations of the Draft of the 05 Vietnamese Standards.**

This deliverable shall be composed of the list of received comments and suggestions during the consultation process (by written correspondence and/or through a consultation workshop), their respective analysis (justifications about why are they accepted/ rejected) and of the final list of amendments to bring to the 2<sup>nd</sup> draft of each of these 05 standards.

*Note: The summary and analysis report shall be in both Vietnamese and English.*

## **Output 4: 05 Final Drafts of the 05 Vietnamese Standards and Proposals for 05 standards completed incorporated response and feedbacks to comments received from officially/legally required stakeholders consultation for MOC approval and MOST Promulgation**

### **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The firm/institution will assign a team leader who shall report to Project Manager/Senior Technical Advisor and UNDP on the progress of the assignment as well as any issues arising during the implementation of the assignment. The consultants shall work in close collaboration with PMU staff and national counterparts in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the expert and included in the inception report with clear milestones and verification activities.

If a meeting/ mission is supported by PMU as requested by the expert, a mission/ meeting plan shall be submitted to Project Manager/ Senior Technical Advisor by firm/institution at least 7 work-days before the mission/ meeting for PMU's approval and support. A mission report shall be submitted to PMU within 05 work-days after the mission has ended. The templates will be provided by PMU for application.

### **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

The firm/institution shall make available a team of at least 02 experts who have 02 main different profiles: 01 Engineer in Building Physics (Team Leader), 01 Engineer in thermodynamics.

The Engineer in Building Physics (team leader) shall:

- Hold a Master's Degree with knowledge in Building physics or equivalent

- Have at least 10 years of experience in building material testing field and developing building related technical standards or reports.
- Have experience in carrying out researches related to building physics and energy efficiency in buildings
- Have thorough knowledge of existing Viet Nam standards related to the construction sector
- Have experience in coordinating and managing multi-experts technical teams

The Engineer in thermodynamics shall:

- Hold a Master's Degree with knowledge in thermodynamics or equivalent
- Have at least 10 years of experience in working in building material testing field and developing building related technical standards or reports
- Have knowledge of existing Viet Nam standards related to the construction sector
- Have experience related to or understanding of energy efficiency in buildings

The team as a whole shall have proven experience in translating and adapting international technical standards into Vietnamese standards in construction fields and good command of English reading writing skills

## **8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS**

PMU will support the assigned team with logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation for consultation workshop.

## **9) REVIEW TIME REQUIRED AND PAYMENT TERM**

First payment of 10% of contract value will be made upon submission and approval Output 1 (inception report) by 30 November 2018

Second payment of 40% of the contract value shall be made upon submission and approval of Output 2 including the first draft of all standards and related proposals for the 05 standards.

Third payment of 30% of the contract value shall be made upon submission and approval of Output 3 including 2<sup>nd</sup> draft standards and related updated proposals for the 05 standards.

Final payment of 20% of contract value shall be made upon submission and approval of all products under the contract.

## **10) CONSULTANTS PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE**

☐ NONE                      ☐ PARTIAL                      ☒ INTERMITTENT                      ☐ FULL-TIME

## FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

**(Note:** Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

### B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

**(Note:** Please refer to Form 2 – Evaluation criteria for UNDP requirements when preparing this section)

**C. Qualifications of Key Personnel**

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP

**(Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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



## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)*

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 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 Deliverable\*

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

### B. Cost Breakdown by Cost Component *[This is only an Example]:*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

6. Others				
<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

## 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/email. 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 by **Friday, September 07, 2018** (Hanoi time).
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

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

*[Designation]*

*[Date]*

## Contract templates and General Terms and Conditions

Please find below link to the contract template:

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

Please find below link to the General Terms and Conditions:

[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)

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)