



REQUEST FOR PROPOSAL (RFP)
From firms/institutes/organizations

Dear Sir / Madam:

We kindly request you to submit your Proposal for **provision of Daily news digest and clipping services on the topic of climate change, resilience and environment in 2019. (Ref. N-190301)**

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 **Thursday, April 04, 2019** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: nguyen.thuy.nga@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p><u>With subject line: (Ref. N-190301) RFP for provision of Daily news digest and clipping services on the topic of climate change, resilience and environment in 2019.</u></p> <p>Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)</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><u>With envelop subject: (Ref. N-190301) RFP for provision of Daily news digest and clipping services on the topic of climate change, resilience and environment in 2019.</u></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 Thuy Nga, Procurement Executive Tel: +84-24-385018312. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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Note:

- *For both submission methods, please send separate email (without attachment) to 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

Thank you and we look forward to receiving your Proposal.

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	provision of Daily news digest and clipping services on the topic of climate change, resilience and environment in 2019
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	UNDP Vietnam Country Office
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"/> At Contractor Location and Project sites
Expected duration of work	8,5 months
Target start date	15 April 2019
Latest completion date	31 December 2019
Travels Expected	Please refer to the 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 <i>[pls. specify]</i>
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 <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) 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: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <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.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. See detailed evaluation criteria in the below table.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder

Annexes to this RFP	<input checked="" type="checkbox"/> Evaluation criteria (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> Contract templates and General Terms and Conditions (Annex 4)
Contact Person for Inquiries (Written inquiries only) ¹	<p>Ms. Nguyen Thuy Nga Procurement Executive, UNDP Vietnam Email: nguyen.thuy.nga@undp.org</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	

¹ 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:

#	Evaluation criteria	Max. points
Form 1	Qualification of service Provider	400
1	4-5-year experience in providing similar service	200
2	Proven services for international clients of the same nature	100
3	Proven records of similar assignments (media analysis report)	100
Form 2	Qualifications of Key Personnel	600
4	Team Leader	
	University degree in Mass media, communication, international relations or relevant fields	100
	At least 5 year-experience in the required services, especially in media analysis	200
	Good written in English and Vietnamese through the submitted media report	100
	Team member (s)	
5	University degree in Mass media, communication, international relations or relevant fields	100
	Strong English language skills, especially summarizing translating and analysing skills	100
	TOTAL	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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) 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 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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

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*

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Applicable taxes				

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: 30 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 04 April 2019 (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 submission form			
2	Company profile			
3	Business license			
4	Track record			
5	Certificates and Accreditation			
6	Written Self-Declaration			
7	Methodology/ Implementation schedule			
8	CVs of 01 team leader and 02 team members			
9	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
10	This duly filled, checked, certified submission checklist to be attached to the submission			
11	Send email (without attachment) to procurement.vn@undp.org 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]*

TERMS OR REFERENCE

Services Required	Daily news digest and clipping services on the topic of climate change, resilience and environment in 2019
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Consultant firm
Type of Contract	Firm, lumpsum contract
Duty Station	Home-based, no travel required
Duration	From April- December 2019, with possible extension until 2021
Report to	UNDP CCE Media and Communications Analyst, UNDP Programme Management Specialist for GCF Coastal Resilience (GCF) Project

GENERAL INTRODUCTION

Viet Nam, a natural disaster-prone country particularly vulnerable to the effects of climate change, faces new challenges as it continues its development journey. A growing population, increased urbanization and rapid economic development are posing great pressures on natural resources and the environment, while economic growth patterns and technologies are not energy efficient, leading to rising greenhouse gas emissions. Together, these high impact issues have collided to threaten the country's sustainable development.

In the partnership with the Green Climate Fund (GCF), UNDP support Viet Nam to improve the resilience of the coastal vulnerable local communities to help them respond effectively to climate change, natural disasters and ensure the country's environmental sustainability.

The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information and therefore increase its utility in decision making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits)
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate information in decision making** (Indicator: Use of climate information products/ services in decision making in climate sensitive sectors)

The resilience housing component currently covers five provinces: Quang Ngai, Quang Nam; Thua Thien-Hue, Quang Binh, Thanh Hoa. Building on a going social protection programme to provide houses for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to strengthen storm/ flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

Moreover, under the Country Strategic Plan, UNDP supports Viet Nam to accelerate its transition to a low-carbon economy and enhance its adaptation and resilience to climate change and disaster risk. It also works to enhance the sustainable management of natural capital, biodiversity and ecosystem services to improve the environment quality while contributing to the implementation of multilateral environmental agreements and achieving the Sustainable Development Goals.

This news digest and clipping services will focus on the topic with climate change and resilience, disaster risk reduction, blue economy (low-carbon economy), energy efficiency biodiversity, natural resource and environment, emphasizing the contribution of the UNDP-GCF project and UNDP's support to overall Viet Nam efforts on these themes in 2019.

It is expected to leverage the visibility of the project in Viet Nam and contribute to the project's communication plan as an effective monitoring and evaluation tool. It will give the project's staffs a sense of what is happening in the media in and related to Viet Nam on these areas.

UNDP is therefore looking for a highly qualified and experienced firm that can provide the media services.

OBJECTIVE AND SCOPE OF THE WORK

Overall objective: The news digest, clipping service and media analysis will provide media data and analysis on UNDP Climate Change and Environment Unit projects and activities to support more effective project M&E, learning and targeted communications.

Specific Outputs:

- Search and collect both Vietnamese and English media coverage both in print and on-line regarding climate change mitigation, adaptation and disaster resilience/ risk reduction, including the blue economy, low-carbon economy, renewable energy, green growth, energy efficiency biodiversity, natural resource/ forest management, pollution and the environment.
- Analyze and visualize trends in the national media and public opinion/ interest on these themes with a focus on climate change
- Analysis should be structured around 2 areas: Media and public interest in general on the themes above, and specific coverage directly related to UNDP Viet Nam's current and planned Energy and Environment projects

EXPECTED OUTPUTS AND DELIVERABLES

Main products submitted by the firm (both English and Vietnamese) include:

Daily News Digest

- Search major national and international print and electronic newspapers, magazines in both English and Vietnamese, for the latest news related to the above-mentioned themes. At minimum, news and articles will be picked from major international and domestic outlets and included in the same day's service
- Summarize and reference the news/articles from Vietnamese language newspapers and translate them into English. The content would then need to be organized by the identified subject areas include:
 - Climate change mitigation (GHG emissions), renewable energy and low-carbon economy
 - Energy efficiency
 - Climate Change Adaptation
 - Natural disaster resilience/, disaster risk reduction and management
 - Biodiversity, natural resource/ forest management, pollution and the environment.

- Timing: The news service is expected to be sent via email to UNDP CCE Media and Communication Analyst before 12.00 PM, Monday-Friday. The news/articles published during the weekend will be included in Monday's service

Press Clippings Service

- Search major print and online English and Vietnamese language newspapers and magazines
- Scan news and articles translate titles of the Vietnamese language ones and send electronic copies to UNDP CCE Media and Communication Analyst before 12.00 PM on the same day
- Upon request, to provide media coverage reports for events organized by UNDP CCE. An initial coverage report is expected to be available on the following day of the event and full report, a week later.

Analyze and Visualize the Trend of the National Media and Public Interest

- Based on all clipping and media coverage, analyze and visualize the trend of the national media and public interest.
- 4 quarterly short dashboard style reports with a 1-2 page will be sent to UNDP CCE Media and Communication Analyst on the 3rd week of April (for the time from Jan 2019 – Mar 2019), June, September and December 2019.
- The overall annual report that includes all analysis in 2019 will be sent to UNDP CCE Media and Communication Analyst by 2nd January 2020, in which the 1st draft version is expected to send by 25 December 2019.

DURATION

Consultants perform this task beginning in 15th April and ending on 2nd January 2020.

ADMINISTRATIVE ARRANGEMENT

- UNDP will provide the firm with documents, reports, technical instruction, time of key events... to help consultancy firm with enough information to work.

Provision of Monitoring and progress control

News digest and press clipping must be provided daily (UN holidays excepted) before 12.00 pm. If the supplier contracted, in three consecutive days, miss key articles, or handing in work after deadline, or providing false sources or inaccuracies etc. and/or does not take feedback from UNDP CCE Media and Communication Analyst, the latter reserves the right to deduct 10% of the payment. If the supplier is unable to meet the conditions of this TOR in any way, i.e. regularly missing key articles, handing in work after deadline, providing false sources or inaccuracies etc. and/or does not take feedback, UNDP reserves the right to terminate the contract.

QUALIFICATIONS AND SELECTION CRITERIA

Firm:

- 4-5-year experience in providing similar services for international clients of the same nature
- The team must include a team leader and team members.

Team leader:

- University degree in Mass media, communication, international relations or relevant fields.
- At least 5 year-experience in the required services, especially in media analysis
- Excellent communication skills in English and Vietnamese
- Experience in working with the UN/UNDP is an asset;
- Detail-oriented with strong news judgment and ability to meet deadlines.

Team member:

- University degree in Mass media, communication, international relations or relevant fields.
- Strong English language skills, especially summarizing translating and analysing skills;

PAYMENT MILESTONES AND AUTHORITY

- UNDP Viet Nam shall affect payments to the successful Service Contractor upon UNDP's satisfaction with expected deliverables set above.
- Payments shall be made in phases by outputs:

Phase	Deliverable	Timeline	Indicative Payment Schedule
Phase 1	1 st quarter short dashboard style reports with a 1-2 page (Jan – Mar 2019)	By 30 April 2019	20 %
Phase 2	3 rd quarter short dashboard report	30 September 2019	50%
Phase 3	Final 2019 analysis report submitted to UNDP and get approval from UNDP	31 December 2019	30%

Contract templates and General Terms and Conditions

Please find below link to the Professional service 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:



below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[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)



below US\$ 50,000 (Goods *or* Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[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)



equal to or above US\$ 50,000 (Goods *and/or* Services):

UNDP General Terms and Conditions for Contract apply

[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)