



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

Dear Sir / Madam:

**We kindly request you to submit proposal for a national firm/institution to develop 04 Vietnamese national standards supporting definition, measurement and verification of energy performance in Buildings (Ref. B-190802)**

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 **5pm Wednesday, August 21, 2019** (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:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p><b><u>With subject line: (B-190802) 04 Vietnamese national standards on energy performance</u></b></p> <p>Maximum size per email: <b>30 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><u>With envelop subject: (B-190802) 04 Vietnamese national standards on energy performance</u></b></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. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li><li>2. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li></ol> <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](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*  
8/7/2019

### 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	A national firm/institution to develop 04 Vietnamese national standards supporting definition, measurement and verification of energy performance in Buildings
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 Manager, Senior PMU Advisor - UNDP Climate Change and Environment Unit
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"/> Homebased and Hanoi
Expected duration of work	September 2019-April 2020
Target start date	1 September 2019
Latest completion date	30 April 2020
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 (Counting for the last day of submission of quotes)	<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	Project Manager, Senior PMU Advisor - UNDP Climate Change and Environment Unit
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 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.  <b>Weight of technical and financial point:</b>  <u><b>Technical Proposal (70%)</b></u>  <u><b>Financial Proposal (30%)</b></u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.  <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2c: Submission check-list) <input checked="" type="checkbox"/> <a href="#">Contract for Goods/Services</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or <a href="#">General Terms and Conditions</a> (for contract above \$50k) (Annex 3) <sup>1</sup>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@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	

### **EVALUATION CRITERIA**

Summary of Technical Proposal Evaluation Forms		Scores
1.	Capacity of the Firm / Organization submitting proposal	150
2.	Proposed Work plan and Approach	350
3.	Management Structure and Key Personnel	500
	<b>Total</b>	<b>1000</b>

Section 1. Capacity of the firm / organization submitting proposal		Scores
1.1	Reputation of Organization and Staff (In terms of 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 management controls)	20
1.4	Quality assurance procedures, warranty	15
1.5	Relevance of: <ul style="list-style-type: none"> <li>- Specialised functions in development of technical standards in construction sector. Experience on development of technical standards in construction fields will be an advantage;</li> <li>- Experience on Similar Programme / Projects;</li> <li>- Work for donors'/ major multilateral/ or bilateral programmes;</li> </ul>	80
<b>Total Section 1</b>		<b>150</b>

<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

<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.

Section 2. Proposed work plan and approach			Scores
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
Total Section 2			350

Section 3. Management Structure and Key Personnel			Scores
3.1	National Team Leader / Engineer in Building Physics		250
	- Hold a Master's Degree and knowledge in civil engineering construction techniques/ building physics/ M&E or any other relevant fields	30	
	- Have at least 10 years of experience in the field of scientific research	130	
	- Have thorough knowledge of existing Viet Nam standards related to the construction sector, especially in buildings.	30	
	- Have experience in leading 03 technical standards in building sector	40	
	- Good command of English language: speaking and writing skills	20	
3.2	National Team members		200
	- Hold a engineering degree in civil engineering/ building physics/ M&E or any other relevant fields	30	
	- Have at least 07 years of experience in scientific research of the construction sector, especially in building field.	130	
	- Have experience in developing technical standards in building sector	20	
	- Good command of English language: speaking and writing skills	20	
	- Working experience in conducting institutional capacity assessments, particularly in the area of rule of law, access to justice and human rights, is an advantage.	20	
3.3	The team as a whole shall have proven experience in translating and adapting international technical standards into Vietnamese standards in construction field		50
Total Section 3			500

## Annex 1

### TERMS OF REFERENCE

<b>Job title</b>	A national firm/institution to develop 04 Vietnamese national standards supporting definition, measurement and verification of energy performance in Buildings
<b>Project:</b>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
<b>Duration of Appointment:</b>	Estimated 310 working days (September 2019-April 2020)
<b>Duty Station:</b>	Hanoi and Home based
<b>Report to:</b>	Project Manager, Senior PMU Advisor, UNDP Viet Nam

#### 1) BACKGROUND

Ministry of Construction (MOC)/ Department of Science, Technology and Environment (DOSTE) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Vietnam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, 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 the three following components:

- 1) Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, and application of EE designs, materials, technologies and equipment in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO<sub>2</sub>e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO<sub>2</sub>e.

Currently, a number of ISO’s energy related standards have been interpreted by the Ministry of Science and Technology and promulgated into national standards (TCVN). For example TCVN ISO 50001:2012. Energy management systems. Requirements with Guidance for Use is interpreted from ISO 50001:2011), TCVN ISO 50002:2015 Energy Audits. Requirements with Guidance for Use is interpreted from ISO 50002:2014).

To support the enforcement of specific energy consumption (SEC)/ energy benchmarking / energy efficiency labelling and energy measurement and verification (M&V) system in buildings and improve management capacity in the commercial and high-rise residential buildings in Vietnam, it is expected that EECB Project will help develop 04 national standards related to supporting definition, measurement and verification of energy performance in Buildings based on international standards (ISO, EN) including energy efficiency benchmarking methodology, indicators for expressing energy performance and for energy certification of buildings, general technical rules for measurement, calculation and verification of energy savings of projects.

To achieve the above-mentioned tasks, EECB PMU is looking for a qualified and competent firm/institution of consultants to develop those 04 national standards and submit competent authorities for the issuance of these standards.



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

The assignment is aiming at developing 04 national standards related to energy efficiency in buildings including:

TCVN on Energy efficiency benchmarking methodology (EN 16231-2012);

TCVN on Energy performance of buildings. Indicators, requirements, ratings and certificates. General aspects and application to the overall energy performance. (ISO 52003-1:2017);

TCVN on Energy performance of buildings Overarching EPB Assessment. Part 1: General Framework and Procedures (ISO 52000-1:2017);

TCVN on General technical rules for measurement, calculation and verification of energy savings of projects (ISO 17741:2016).

These above-mentioned standards will support MOC and relevant stakeholders to implement following activities: (i) Energy efficiency benchmarking methodology; (ii) standardization of methods for expressing energy performance and for energy certification of buildings (EE labelling); (iii) standardization of general technical rules for measurement, calculation and verification of energy savings of projects.

These standards will lay an important foundation for MOC to implement provisions of the Law on Energy Efficiency and Economical Use which are the development of Energy efficiency benchmarking (Article 15, Clause 7 and Article 16 and clause 1) and the provision of information on EE benchmarking in building (EE labelling, Article 3, Clause 7) and pave a way for Energy Audit, M&V, Energy Performance contracts and all other ESCOs works.

## **3) SCOPE OF WORK**

The firm/institution shall undertake the following tasks:

a, Develop the outline for the development of the 04 above-mentioned standards in Vietnamese language (This includes objectives, implementation methodology, content, assigned person and tentative work schedule).

b, Review current legal regulations and practices in Viet Nam to recommend suitable standards.

c, Produce the first draft for the 04 standards in Vietnamese and respective interpretation, organize a consultation workshop to get feedbacks and comments from local and international experts; produce revised draft version according to received comments, reviews and feedbacks from experts.

d, Develop the draft proposal of 04 standards to submit to the scientific council of the firm/institution in accordance with current regulations, incorporate received comments from scientific council's members and explain brought amendment, adaptations and improvements and finalize the draft of 04 standards and interpretation.

e, Submit and report the proposal of 04 standards to the scientific council of MOC; incorporate received comments from scientific council's members and the conclusion of the council's chairman; produce final draft version for later submission to the Ministry of Science and Technology (MOST) for appraisal and promulgation.

f, Work with MOC and MOST during appraisal process; incorporate all relevant comments received from MOST's scientific council to ensure the promulgation of 04 national standards.

g, Prepare reports and products as indicated in section (5)

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** It is expected that the firm will develop 04 standards at the same time within 310 workdays on an intermittent basis, during September 2019 to April 2020.

**Location:** Home-based and Hanoi

During the assignment, the team of experts may conduct site visits to other provinces/city to collect related information. The missions shall be clearly defined in the inception report for PMU' approval. In case of travel, related travel costs will be covered by the PMU based on UN-EU cost norm.

#### 5) DELIVERABLES

All deliverables and sub-deliverables shall be submitted in Vietnamese unless clearly defined in the description of deliverables.

Deliverables	Workday	Timeline
<b>Main Deliverables</b>		
5.1. Inception report and implementation workplan	20	02 weeks after the contract is signed (September 2019)
5.2. Produce the first draft version of 04 standards in Vietnamese and respective interpretation after the draft is accepted by the institution/firm scientific council	190	03 months after the inception report acceptance (December 2019)
5.3. A report that incorporates all received comments and the explanation of brought amendments, adaptations and improvements after the draft is accepted by the scientific council of MOC	40	02 weeks after reporting to the scientific council of MOC
5.4. A report that incorporates all received appraisal comments from the scientific council of MOST and the explanation of brought amendments, adaptations and improvements for the final draft version of 04 standards	60	02 weeks after receiving appraisal comments from the scientific council of MOST
<b>Total</b>	<b>310</b>	

##### Description of deliverables:

##### **An inception report and 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 04 standards development, including the work plan, assigned tasks and responsibility of the expert team and implementation schedule.

The template shall be provided after the contract is signed.

##### **The first draft version of 04 standards in Vietnamese and respective interpretation (TCVN)**

This report shall be composed of adapted Vietnamese drafts of the 04 standards and proposals for the 04

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 04 original versions. It shall also feature the narrative to justify the development of these 04 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.

The first draft of 04 standards should be presented as regulated by the law and in accordance with current Vietnamese standards (TCVN) regarding paper size, cover, type and font size.... Terminologies in the draft standards shall be consistent with current Vietnamese standards.

*Note: The executive summary and the presentation shall be translated into English.*

#### **A report that incorporates all received comments and the explanation of brought amendments, adaptations and improvements**

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 2nd draft of each of these 04 standards with following key notes:

- (i) The report shall consist of received comments and the explanation of amendments, adaptations and improvements of each of these 04 standards;
- (ii) Received comments shall be categorized in accordance with the content of each standard;
- (iii) There is explanation of each received comment and respective adaptations/amendments/improvements.

### **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.

A consultancy firm/institution shall be responsible for preparing relevant materials and participating PMU's progress meetings with consultation teams on reviewing the progress and results of tasks assigned by PMU.

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) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

**Reference documents:** The project document, inception report, a database of construction equipment and materials and relevant report templates will be made accessible to the team (soft file).

**Admin support:** PMU will support the team in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation (if appropriate). The transportation cost is covered by the firm based on UN – EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam. Costs of workshops are also covered by PMU.

Any cost other than the above cost shall be submitted to the PMU for approval. The expert does not have interpretation support during contract performance.

## 8) DEGREE OF EXPERTISE AND QUALIFICATIONS

### a, For institution/firm

- Specialised functions in development of technical standards in construction sector. Experience on development of technical standards in construction fields will be an advantage;
- Experience on Similar Programme / Projects;
- Work for donors'/ major multilateral/ or bilateral programmes.

### b, For specialists

#### **National Team Leader:**

- Minimum master degree in civil engineering construction techniques/ building physics/ M&E or any other relevant fields.
- At least 10 years of experience in the field of scientific research;
- Experience in leading 03 technical standards in building sector;
- Proficiency of written and spoken English.

#### **National Team Member:**

- Minimum bachelor degree in civil engineering/ building physics/ M&E or any other relevant fields;
- At least 07 years of experience in scientific research of the construction sector, especially in building field;
- Experience in developing technical standards in building sector;
- Proficiency of written and spoken English.

## 9) PAYMENT TERM

Payment for contractor is based on completed deliverables and approved by PMU and UNDP. Payment will be distributed to following instalments:

- 1<sup>st</sup> payment of 10% of the contract value will be made upon submission and approval of Deliverables No. 5.1 by 15 September 2019;
- 2<sup>nd</sup> payment of 40% of the contract value will be made upon submission and approval of Deliverable No. 5.2 by 30 December 2019;
- 3<sup>rd</sup> payment of 30% of the contract value will be made upon submission and approval draft Deliverable No. 5.3 by 15 February 2020;
- Last payment of 20% will be made upon submission of approval of all products under the contract including the Deliverable 5.4. by 28 April 2020.

## 10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

## Annex 2-a

### 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 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 listed under section 1 and 2 for UNDP requirements when preparing this section)

<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

**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;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

**(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]*

## Annex 2-b

### 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				
6. Others				

<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

<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]



**Annex 2-c****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
- 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 i.e. company profile, company registration certificate, CVs of experts...			
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]*

## Annex 3

### 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:

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**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)

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**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)

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**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)