



REQUEST FOR PROPOSAL (RFP)

From firms/institutes/organizations

Dear Sir / Madam:

We are looking for an APC UPS provider to provide a Static Transfer Switch (STS) at Green One UN House (GOUNH) building, 304 Kim Ma, Ba Dinh, Ha Noi, Viet Nam

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 30, 2016** (Hanoi time) by the following methods:

<u>By email: For green environment, this is preferred submission method</u>	<u>By hard copy: (within working hours only)</u>
E-mail address for proposal submission: ngo.thi.bich.thuy@undp.org	Proposals should be addressed to:
Separate emails for technical and financial proposal.	Ms Ngo Thi Bich Thuy Administrative Assistant UNDP Vietnam 304 Kim Ma, Hanoi VIETNAM Tel: +84-4 3850 0187
With subject: (Name of bidder) RFP for a Static Transfer Switch (Email ... of ... emails)	Technical and Financial Proposals are to be submitted in separate envelop.
Maximum size per email: 7 MB . Bidders can split proposal into several emails if the file size is large)	With envelop/email subject: (Name of company) RFP for a Static Transfer Switch

Note:

- For both submission methods, please send a separate email (**without attachment**) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails 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 3 working days from the submission deadlines. In case you do not receive acknowledgement, please contact us within 5 working days after submission deadlines.

Your Proposal must be expressed in 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.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
9/16/2016

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	Static Transfer Switch
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	Please see information in the TOR
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input checked="" type="checkbox"/> Exact Address: GOUNH 304 Kim Ma Street, Ba Dinh District, Hanoi <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	8 weeks
Target start date	As soon as possible
Latest completion date	
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> <input checked="" type="checkbox"/> None
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"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars for international firms <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) for local firms 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	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes

Proposal	<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	100% payment will be made upon the equipment and service report certified by UN IT team
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Head of UN IT team
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract or <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement: Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance of the Contractors <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <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	Only bidders meeting mandatory conditions will be assessed further. Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points and is qualified for financial evaluation. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial scores 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"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2-c: Submission check-list) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 3) ¹ <input checked="" type="checkbox"/> Detailed TOR (Annex 4) <input checked="" type="checkbox"/> Institutional contract for service & Contract for Professional services (Annex 5) <input type="checkbox"/> Long Term Agreement (Annex 6)
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms Ngo Thi Bich Thuy Administrative Assistant UNDP Email: ngo.thi.bich.thuy@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>
Notification of selection result:	UNDP will contact only successful bidder for contracting
Other information	

¹ 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.

² 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:

Technical Proposal Evaluation		Points obtainable	Company / Other Entity				
			A	B	C	D	E
<u>Qualification of firm:</u>		<u>200</u>					
1.1	- Years in similar service	80					
1.2	- APC certified partner and service provider	120					
<u>Relevant Experience of firm:</u>		<u>800</u>					
	- Number of similar sized projects	200					
	- Detailed of technical proposal	500					
	- Detailed of plan of installation and mitigation	100					
	Total	1000					

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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

³ This serves as a guide to the Service Provider in preparing the Proposal.

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

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 1.1 and 1.2 – 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 PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

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				
II. Out of Pocket Expenses				
1. Travel Costs				

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

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

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: 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 **30 September 2016** (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	Interested bidders are requested to submit the following documents to demonstrate their qualification and their understanding of UN requirement as below: a) Copy of valid <u>business license</u> b) <u>APC certificate</u> c) Description about <u>bidder's experience</u> on the similar sized project d) Detailed <u>technical proposal</u> to demonstrate how the bidder would implement to meet UN requirement as above e) A <u>detailed time schedule</u> of installation service and <u>risk mitigation method</u> during the installation of the STS system.			
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 procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted (in case submitted by email). Notification emails should be sent to above email address by submission deadlines or right after you submit proposals (either by email or hard copy).			

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

TERMS OF REFERENCE

Service	A Static Transfer Switch (STS) for these two UPSs. Final products: New power supply system in GOUNH building, 304 Kim Ma, Ba Dinh, Ha Noi, Viet Nam
Duty station:	GOUNH, 304 Kim Ma Street, Ba Dinh District, Hanoi, VIETNAM
Expected Duration:	The Service Contractor is expected to provide specified services within 8 weeks
Supervision:	The successful Service Contractor will work closely with the assigned Common Services staff, GOUNH

TERMS OF REFERENCE FOR STATIC TRANSFER SWITCH AT GOUNH

1) GENERAL BACKGROUND

Currently, Green One UN House (GOUNH) is using a 60KVA APC GALAXY 5000 UPS for data center. To ensure business continuity, there is a need to setup an additional UPS that will operate in parallel with old UPS to supply the power for data center.

GOUNH Common Service team is looking for an APC UPS provider to provide a static transfer switch (STS) for these two UPSs.

2) OBJECTIVE OF THE ASSIGNMENT

The APC UPS provider will provide and integrate static transfer switch UPSILON STS100 to the current UPS system.

3) SCOPE OF WORK

The service company will provide integrate static transfer switch UPSILON STS100 to the current UPS system that meets below requirements:

- + Install new main MDB panel:
 - 02 x MCCB 3P 100A for two UPS inputs
 - 02 x MCCB 3P 100A for two UPS outputs
 - 02 x MCCB 3P 100A for by pass system
- + Install STS to UPS room
- + Install input and output cable from current UPS room to the new UPS room
- + Install cable from two UPS to static transfer switch (STS)
- + Connect two UPS to STS
- + Connect STS to main power cabinet
- + Testing new system

+ Warranty for whole system in period of 1 year after completion of installation system

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

The period for installation STS system and service is 8 week.

The location for product and service will be UN Viet Nam, 304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam.

5) FINAL PRODUCTS

New power supply system in GOUNH building, 304 Kim Ma, Ba Dinh, Ha Noi, Viet Nam

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

The service company must meet below requirements:

- Must be APC certified service provider
- Have experience in setup the equivalent APC UPS system.
- Have experience in installation APC UPS systems in past 5 years

7) BIDDING SUBMISSIONS:

Interested bidders are requested to submit the following documents to demonstrate their qualification and their understanding of UN requirement as below:

- f) Copy of valid business license
- g) APC certificate
- h) Description about bidder's experience on the similar sized project
- i) Detailed technical proposal to demonstrate how the bidder would implement to meet UN requirement as above
- j) A detailed time schedule of installation service and risk mitigation method during the installation of the STS system.

8) PRE-BID MEETING:

A pre-bid meeting will be organized on **21 September 2016 at 14.00** for the interested bidders to gain full understanding of UN requirement. The bidders who wish to attend the meeting are requested to registered with **Mr. Ta Van Khieu at ta.van.khieu@undp.org.**

9) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The service company will install STS and provide installation service at GOUNH compound. The onsite personnel are required to follow all UN Viet Nam rules and regulations including code of conduct, information security policy, and abide by UN security and safety regulations. The company will provide a dedicated **Focal Point/Account Manager** for the UN Viet Nam.

10) PAYMENT

100% payment will be made upon the equipment and service report certified by UN IT team

EVALUATION CRITERIA

No.	Criteria	Maximum point
1.1	Qualification of firm: <ul style="list-style-type: none">- Years in similar service- APC certified partner and service provider	200 80 120
1.2	Relevant Experience of firm: <ul style="list-style-type: none">- Number of similar sized projects- Detailed of technical proposal- Detailed of plan of installation and mitigation	800 200 500 100
	Total	1000