



REQUEST FOR PROPOSAL (RFP)
(Ref. B-191103)

From firms/institutes/organizations

Dear Sir / Madam:

We kindly request **national Firm/Organization** to submit proposal for supporting for the finalization of the national report on 5-year implementation of SDGs.

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, November 07, 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: quach.thuy.ha@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p>With subject line: (B-191103) National institution/firm to support to finalize the national report on SDGs</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>With envelop subject (B-191103) National institution/firm to support to finalize the national report on SDGs</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. Quach Thuy Ha, Procurement Assistant Tel: +84-24-385001432. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200 <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.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
11/1/2019

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	Viet Nam based Firm/Organization to support to finalize the national report on 5-year implementation of SDGs
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	Department for Science, Education, Natural Resources and Environment (MPI), UNDP.
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"/> Hanoi and travel to provinces
Expected duration of work	November 2019-December 2019
Target start date	11 November 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 (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	Department for Science, Education, Natural Resources and Environment (MPI), 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 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. <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"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<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		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Firm reputation and experience	20%	200					
2.	Team composition and qualification	80%	800					
Total			1000					

Firm reputation and experience Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
1.1	Firm reputation and experience in data collection and analysis, and reporting on development progress reports and quality assurance	200					
Total		200					

Team composition and qualification Form 2		Points Obtainable	Company / Other Entity				
			A	B	C	D	E
2.1	Education of consultant team leader and members as required in TOR	100					
2.2	Knowledge and understanding of consultant team leader and members as required in TOR	300					
2.3	Working experiences and skills (including skills in designing interviews/group discussions and survey data analysing) of consultant team leader and members as required in TOR.	300					
2.4	English skills of consultant team leader and members as required in TOR.	100					
Total		800					

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.

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

Support to finalize the national report on SDGs

Title:	Support to finalize the national report on 5-year implementation of SDGs
Timeline:	November – December 2019
Requirement:	National firm
Work area(s):	Hanoi and other provinces (if necessary)

1. GENERAL BACKGROUND

In line with international commitments, the Vietnamese Government has issued a National Action Plan to implement the 2030 Agenda for Sustainable Development (Decision No. 622 / QD-TTg dated May 10, 2018 of the Prime Minister).

The action plan, in addition to identifying 17 general goals and 115 specific goals for sustainable development of Vietnam, has assigned specific responsibilities to relevant ministries and agencies, setting out divergences, specific tasks and solutions for implementation as well as mechanisms for implementation and monitoring, evaluation and reporting of VSDGs implementation. One of the key tasks assigned by the National Action Plan to the Ministry of Planning and Investment is to prepare the National Report on SDGs. Action plan of the Ministry of Planning and Investment to implement the 2030 Agenda has set out the task of developing the National SDGs Report in 2020, 2025 and 2030.

In 2018, with support from UNDP, a draft National Report on SDGs was developed (the final report is expected to be published in 2019). The draft National Report was developed following the Vietnam National Voluntary Report on Sustainable Development that Vietnam presented at the United Nations High-level Political Conference in July 2018. Unlike the VNR Report (which is Vietnam's report for the international community, the UN High-level Political Conference with specific topics annually), the National Report on SDGs targets domestic readers such as: The National Assembly, Government, ministries, organizations and people of Vietnam, and includes more comprehensive information and analysis on the results of implementation of each specific SDG, analyzes the challenges that are being posed, and suggests some solutions for each SDG. The report also summarizes common issues that need to be resolved to successfully implement VSDGs in the future.

However, (i) in terms of data, because in 2018, the system of statistical indicators on sustainable development and the roadmap for implementation of SDGs has not been issued, the Draft Report did not analyze data and evaluate progress according to the roadmap for the

implementation of the SDGs that the Prime Minister issued in June 2019 and (ii) the Action Plan of the Ministry of Planning and Investment for the implementation of the 2030 Agenda has decided to publish the first national SDGs report, to review the progress of SDGs implementation after 5 years (2015-2020), in 2020. To ensure the quality of the National Report on the 5-year implementation of SDGs, especially in updating data, analyzing and making judgments and assessments of progress in line with the Roadmap and the Target System of sustainable development, this mission outline was developed for UNDP to mobilize the services of the national firm to continue supporting the Ministry of Planning and Investment to complete the draft report of national SDGs, which would be published in 2020.

2. OBJECTIVES OF THE ASSIGNMENT

Finalize the draft National Report on 5-year implementation of VSDGs, which focuses on the following main contents:

- Update data and analysis for the draft National SDG Report;
- Propose a new layout and writing for the National SDG Report;
- Research and propose local rankings for the implementation of sustainable development goals.

3. SCOPE OF WORK, FINAL PRODUCTS AND DURATION OF ASSIGNMENT

3.1. Scope of work

The national firm will perform the following tasks:

3.1.1. Update data and analysis for the draft National SDG Report

a. Collect and update data for all 17 SDGs, including: data series to be updated and assessed in the last 5 years (up to 2019), or in accordance with the timeline of cyclical censuses. Updated targets need to follow the targets in the Roadmap for the implementation of SDGs and the Statistical indicators system for sustainable development issued in 2019.

Note: the collection and update of data include the figures for VSDGs indicators / targets that have new data sources in 2018 and 2019 compared to the data used in the draft report. In addition, it is necessary to collect the targets (in the most recent 5 year - to 2019) in the Roadmap for the implementation of SDGs and the Statistical indicators system for sustainable development, which was not presented in the draft report prepared in 2018 (since the Roadmap and Statistical indicators system have not been issued then). In summary, it is necessary to collect and systematize data for the National SDGs report corresponding to the targets included in the Roadmap for Sustainable Development of Vietnam to 2030 and the Statistical indicators system for Sustainable Development of Vietnam, based on the draft National SDGs Report in 2018 and data collected by the group.

The national firm needs to point out (i) new sources of data that may be made available in Q1 2020 and (ii) the need to update the draft Report in Q2 2020.

b. Analyze data and update evaluation on the progress and level of achievement of the SDGs by 2020 in accordance with the Roadmap for implementation of the SDGs, and at the same time analyze and forecast the completion of the roadmap by 2020, 2025 and 2030. Identify trend of implementing the goals in coming time.

For sustainable development indicators (which are part of the 158 sustainable development indicators) that are not included in the Roadmap, if they still have data (compared to the Draft Report 2018), the national firm should collect and / or update that data to the Draft Report, and make comments and assessments on the progress of the implementation of these items / indicators.

c. In addition to official data sources, the national firm should take into account the collection of unofficial data (if necessary), especially for indicators that are only available in informal surveys that non-state organizations implements to provide information for the National SDGs Report.

d. Design charts and graphs showing the implementation of sustainable development targets based on collected data. Charts and graphs need to show the targets until 2020, 2025 and 2030 according to the Roadmap for the implementation of the SDGs. The charts and graphs need to be uniformly drawn (in shape, data representation, tables, etc.) for all 17 SDGs, to be updated in 2020 (if necessary) in accordance with the updated report of ministries, agencies and other stakeholders.

Based on collected data, build an excel data sheet on sustainable development targets from 2015-2019.

Output: The draft National SDG Report is updated with relevant data and analysis. Deadline for submitting the final report: December 31, 2019

3.1.2. Propose a new layout and writing for the National SDG Report

- Refer to national reports on SDGs of other countries / international organizations, Vietnam's national reports that have creative presentation that attracts readers from many classes.

- Propose a draft of new and creative layout for the National SDGs Report.

Output: Draft new and innovative layout, propose for the National SDGs Report, particularly on how to present the Report's information in a sharp, focused manner, on progress and obstacles / challenges in the country's sustainable development issues, and easy to understand (and attract) different / broader audiences. Deadline for submitting the final report: December 31, 2019.

The national firm is responsible for editing and finalizing the products based on the comments of the Department for Science, Education, Natural Resources and Environment, UNDP and consultation with other stakeholders.

In addition, the national firm must report directly to the Department for Science, Education, Natural Resources and Environment, UNDP during implementation of the work when required.

3.2. Final products and deadline

- Overall inception report on the implementation of the work in Section 3.1 above. **Deadline:** 15.11.2019
- First draft report in accordance with the content in section 3.1 above. **Deadline:** 15.12.2019
- Final draft report in accordance with the content in section 3.1 above. **Deadline:** 31.12.2019

4. PAYMENT

- 40% of payment will be made upon UNDP's satisfactory acceptance of the Inception Report.
- 60% of payment will be made upon UNDP's satisfactory acceptance of the Final draft report in section 3 above.
- The consultancy fee is inclusive of all travel costs (if necessary).

5. ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP and the Department for Science, Education, Natural Resources and Environment will work closely with the national firm throughout the development of the report.

The Department for Science, Education, Natural Resources and Environment supports the national firm in connecting with relevant ministries, sectors and agencies (if necessary), and the national firm should be proactive, in collaboration with stakeholders, in appropriate ways to collect information from related ministries, sectors and agencies.

UNDP and the Department for Science, Education, Natural Resources and Environment will provide the following documents to the national firm:

- Draft National SDG Report 2018.
- Research report related to the development of Vietnam's voluntary National Review Report at HLPF 2018.
- Other related documents.

6. DEGREE OF EXPERTISE AND QUALIFICATION

1. Team leader:

- At least a master's degree in development economics and / or related fields.
- Have knowledge and understanding of the 2030 Agenda, SDGs, both in terms of process and content, understanding of UN guidelines related to the SDGs and the 2030 Agenda, on the VNR and national SDGs report development process and technical requirements.
- Have knowledge of VSDGs, Action Plan to implement Agenda 2030, MDGs, international experience in developing MDGs and SDGs.

- Have knowledge about Vietnam's development context, coordination mechanism among state sectors. Good knowledge of SDGs-related work, implementation schedule, key challenges and issues facing SDGs implementation in Vietnam.
- Have experience in developing research reports related to Vietnam's development goals.
- Good and in-depth understanding of data sources (availability, quality, classification, etc.) for monitoring, evaluation and reporting on SDGs implementation in Vietnam.
- Good assessment, writing / presenting skill in both English and Vietnamese.

2. Team members (2-3):

- At least a bachelor's / master's degree in development economics and / or related fields.
- Have knowledge and understanding of the 2030 Agenda, SDGs, UN guidelines related to the SDGs and the 2030 Agenda, VNR reports and national SDGs reports.
- Have knowledge of VSDGs, Action Plan to implement the 2030 Agenda.
- Have knowledge about Vietnam's development context, coordination mechanism among state sectors. Good knowledge of SDGs-related work, implementation schedule, key challenges and issues facing SDGs implementation in Vietnam.
- Have experience in developing research reports related to Vietnam's development goals.
- Have knowledge and skills of analyzing data sources for monitoring, evaluation and reporting on SDGs implementation in Vietnam.
- Good assessment, writing / presenting skill in both English and Vietnamese.

EVALUATION CRITERIA

National firm		
1. Firm reputation and experience	1. Firm reputation and experience in data collection and analysis, and reporting on development progress reports and quality assurance.	200
2. Team composition and qualification	2.1. Education of consultant team leader and members as required in TOR	100
	2.2. Knowledge and understanding of consultant team leader and members as required in TOR	300
	2.3. Working experiences and skills (including skills in designing interviews/group discussions and survey data analysing) of consultant team leader and members as required in TOR.	300
	2.4. English skills of consultant team leader and members as required in TOR.	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

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.

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

(**Note:** Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 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;
- 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 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				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

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

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]

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 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]

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:

☐

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)