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REQUEST FOR PROPOSAL

From Vietnamese firms/institutes/organizations

For

**Revision of the Pollutant Release and Transfer Register (PRTR)
regulation and development of technical guidelines on PRTR
for industrial sectors**

RFP No.: 2-200202

Country: Hanoi, Vietnam

Issued on: 21 February 2020

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Section 1. Letter of Invitation

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form C: Joint Venture/Consortium/Association Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement.vn@undp.org, indicating whether you intend to submit a Proposal or otherwise. You may also utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

Name: **Luu Ngoc Diep**

Title: **Procurement Associate**

Date: **February 21, 2020**

Name: **Tran Thi Hong**

Title: **Head of Procurement Unit**

Date: **February 21, 2020**

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.</p> <p>1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>

4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process; b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP. <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. General Considerations	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>
6. Cost of Preparation of Proposal	<p>6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
7. Language	<p>7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.</p>
8. Documents	<p>8.1 The Proposal shall comprise of the following documents:</p>

Comprising the Proposal	<ul style="list-style-type: none"> a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
9. Documents Establishing the Eligibility and Qualifications of the Bidder	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
11. Financial Proposals	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
12. Proposal Security	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails:

	<p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
13. Currencies	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) 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 last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
14. Joint Venture, Consortium or Association	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>

<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
<p>16. Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17. Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18. Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<p>19. Amendment of Proposals</p>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p>

	19.2	If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
20.Alternative Proposals	20.1	Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.
	20.2	If multiple/alternative proposals are being submitted, they must be clearly marked as "Main Proposal" and "Alternative Proposal"
21.Pre-Bid Conference	21.1	When appropriate, a Bidder's conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
C. SUBMISSION AND OPENING OF PROPOSALS		
22.Submission	22.1	The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.
	22.2	The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.
	22.3	Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.
Hard copy (manual) submission	22.4	Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows: <ul style="list-style-type: none"> a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> i. Bear the name and address of the bidder; ii. Be addressed to UNDP as specified in the BDS

	<p>iii. Bear a warning that states <i>"Not to be opened before the time and date for proposal opening"</i> as specified in the BDS.</p> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>Email Submission</p> <p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. <p>eTendering submission</p> <p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected. c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS. d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/
<p>23. Deadline for Submission of Proposals and Late Proposals</p>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<p>24. Withdrawal, Substitution, and Modification of Proposals</p>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of</p>

	<p>Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
25. Proposal Opening	<p>25.1 There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.</p>
D. EVALUATION OF PROPOSALS	
26. Confidentiality	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
27. Evaluation of Proposals	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> Preliminary Examination Minimum Eligibility and Qualification (if pre-qualification is not done) Evaluation of Technical Proposals Evaluation of Financial Proposals
28. Preliminary Examination	<p>28.1 UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.</p>
29. Evaluation of Eligibility and Qualification	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; They have a good financial standing and have access to adequate financial

	<p>resources to perform the contract and all existing commercial commitments,</p> <ul style="list-style-type: none"> c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
30. Evaluation of Technical and Financial Proposals	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
31. Due Diligence	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the</p>

	<p>following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.
32. Clarification of Proposals	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
33. Responsiveness of Proposal	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
34. Nonconformities, Repairable Errors and Omissions	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction

	<p>of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
35.Right to Accept, Reject, Any or All Proposals	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36.Award Criteria	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
37.Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary 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.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
41.Performance Security	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42.Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at

	https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default
43. Liquidated Damages	<p>43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
44. Payment Provisions	<p>44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.</p>
45. Vendor Protest	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:</p> <p>http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</p>
46. Other Provisions	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15</p> <p>http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference Participation by Bidders in this pre-proposal conference is strongly recommended	<p>Will be Conducted</p> <p>Time: 10.00 am</p> <p>Date: February 26, 2020 10:00 AM</p> <p>Venue: Green One UN House, 304 Kim Ma street, Hanoi</p> <p>The UNDP focal point for the arrangement is: Luu Ngoc Diep Telephone: 024 38500200 E-mail: luu.ngoc.diep@undp.org</p> <p>Please provide the full names of personnel who will attend on behalf of your firm (maximum 3 attendees per firm)</p>
5	10	Proposal Validity Period	90 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.
6	14	Bid Security	Not Required

7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	VND 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.
11	31	Deadline for submitting requests for clarifications/ questions	05 days before the submission deadline
12	31	Contact Details for submitting clarifications/questions	Focal Person in UNDP: Luu Ngoc Diep Address: 304 Kim Ma street, Hanoi, Vietnam E-mail address: luu.ngoc.diep@undp.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email and Posting on the website: http://procurement-notice.undp.org/
14	23	Deadline for Submission	March 6, 2020 For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.
15	22	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery <input checked="" type="checkbox"/> Submission by email <input type="checkbox"/> e-Tendering
16	22	Proposal Submission Address	<u>By email: For green environment, this is preferred submission method</u> E-mail address for proposal submission: bidding.vn@undp.org <u>Separate emails for technical and financial proposals.</u>

		<p>With subject: (Ref. 2-200202) RFP for the Pollutant Release and Transfer Register (<i>Email ... of ... emails</i>)</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</p> <p>304 Kim Ma Street, Hanoi, Vietnam</p> <p>With envelop subject: (Ref. 2-200202) RFP for the Pollutant Release and Transfer Register</p> <p>When submitting hard copy proposals, please submit 1 original + 3 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.</p> <p>One of the following staff can be called to receive hard copy proposals:</p> <ol style="list-style-type: none"> 1. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200 2. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143 <p>The bidder is requested to sign a bid submission form when delivering proposal.</p> <p>Note:</p> <ul style="list-style-type: none"> - <i>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).</i> - <i>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.</i>
17	22	<p>Electronic submission (email or eTendering) requirements</p> <ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for technical proposal must not be provided to UNDP until the date as indicated in No. 14 (<i>for email submission only</i>) ▪ Password for financial proposal must not be provided to UNDP until requested by UNDP

			<ul style="list-style-type: none"> Max. File Size per transmission: 30 MB Mandatory subject of email: [Specify] Documents which are required in original (e.g. Proposal Security) should be sent to the below address with a PDF copy submitted as part of the electronic submission: [Insert Address]
18	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	<i>March 15, 2020</i>
20		Maximum expected duration of contract	14 weeks
21	35	UNDP will award the contract to:	One Proposer Only
22	39	Type of Contract	<p>Contract for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
23	39	UNDP Contract Terms and Conditions that will apply	<p>UNDP General Terms and Conditions for Professional Services</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
24		Other Information Related to the RFP	<p>Bidders are responsible for checking the UNDP website: http://www.vn.undp.org/content/vietnam/en/home/operations/procurement/procurement_notices.html for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal</p>

Section 4. Evaluation Criteria

Technical Evaluation Criteria

1. Mandatory requirements:

- Having business license to perform this service in Vietnam

2. Evaluation criteria for technical proposal:

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience			Points obtainable
1.1	Experience in the field of environmental protection and more specifically, in the management of POPs, hazardous chemicals and hazardous waste, sampling of waste and environmental media, handling of waste and hazardous substances, solid waste treatment, industrial wastewater treatment for an overall amount in the last 3 years of:		100
	- ≥ USD 1,000,000	100	
	- More than USD 700,000	70	
	- More than USD 500,000	50	
	- More than USD 300,000	30	
	- Less than USD 300,000	10	
1.2	Experience in the development of environmental databases on POPs management		50
	- 2 contracts with amount ≥ USD 100,000/each in the last 3 years	50	
	- 1 contract with amount ≥ USD 50,000 in last 3 years	20	
	- 0 contract	0	
1.3	Experience in environmental monitoring/inventory of hazardous chemical emission in industrial facilities/area especially manufacturing industries		50
	- 2 contracts ≥ with amount USD 200,000/each in the last 3 years	50	
	- 1 contract with amount ≥ USD 100,000 in last 3 years	20	
	- 0 contract	0	
1.4	Experience in environmental in the field of environmental protection and more specifically in the management of POPs		50

	- 2 contracts \geq with amount USD 300,000/each in the last 3 years	50	
	- 1 contract with amount \geq USD 200,000 in last 3 years	20	
	- 0 contract	0	
1.5	Experience in related to PRTR, estimated emissions of some chemicals, for example, Hg, Dioxin/furan, etc.		50
	- 2 contracts \geq with an amount of USD 300,000/each in the last 3 years	50	
	- 1 contract \geq with an amount of USD 200,000/each in the last 3 years	20	
	- 0 contract	0	
1.6	Working experience with enterprises, industrial facilities/areas, especially manufacturing and processing industries		50
Total Section 1			350

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Clearly understanding the purpose of the package	50
2.2	Approach and methodology which are appropriate to the task	100
2.3	Clear presentation	20
2.4	Feasible implementation plan	70
2.5	Reasonable arrangement for human resource	60
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	01 National Team Leader		100
3.1.1	Postgraduate degree, preference in the field of environment, chemicals, or related fields		15
3.1.2	Experience in environment management/ environment technology/ environmental monitoring		35
	- \geq 15 years' experience	35	
	- More than 10 years' experience	25	
	- More than 7 years' experience	20	
	- More than 5 years' experience	10	
	- Less than 5 years' experience	05	
3.1.3	Experience with local authorities, industrial authorities, enterprises, industrial facilities/areas, especially manufacturing, processing industries and local provinces		10
3.1.4	Knowledge on Stockholm Convention and POPs/PTS		10
3.1.5	Experience in synthesis of information, data analysis, planning and writing report		10
3.1.6	Track-record experience in working as team leader of a consultancy team		10

3.1.7	English skill		10
	- ≥ 3 written consultancy reports/article on international Journals	10	
	- ≥ 2 written consultancy reports/article on international Journals	7	
	- ≥ 1 written consultancy reports/article on international Journals	5	
	- 0 written consultancy reports/article on international Journals	0	
3.2	02 National Environment Experts		100
3.2.1	Master's degree in the field of environment, environmental technology or related fields		10
3.2.2	Experience in environment management/pollution and waste treatment, especially POP/PTS chemicals		25
	- From 10 years' experience	25	
	- More than 7 years' experience	15	
	- More than 5 years' experience	10	
	- Less than 5 years' experience	0	
3.2.3	Working experience with industrial facilities/areas		5
3.2.4	Knowledge on Stockholm Convention and POPs/PTS		5
3.2.5	English skill		5
3.3	02 National Experts on chemical analysis		100
3.3.1	Master's degree in the field of analytical chemistry or related fields		10
3.3.2	Experience in laboratory work, POPs/PTS analysis		25
	- ≥ 10 years' experience	25	
	- More than 7 years' experience	15	
	- More than 5 years' experience	10	
	- Less than 5 years' experience	0	
3.3.3	Working experience with industrial facilities/areas		5
3.3.4	Knowledge on Stockholm Convention and POPs/PTS		5
3.3.5	English skill		5
3.4	01 National Expert on environment monitoring		50
3.4.1	Bachelor/Engineering degree in the field of environment or related fields		10
3.4.2	Experience in environment management/ environment technology/ environmental monitoring		25
	- ≥ 10 years' experience	25	
	- More than 7 years' experience	15	
	- More than 5 years' experience	10	
	- Less than 5 years' experience	0	
3.4.3	Working experience with industrial facilities/areas		5
3.4.4	Knowledge on Stockholm Convention and POPs/PTS		5
3.4.5	English skill		5

	Total Section 3 350
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Note: Evaluation will be done separately for each of the proposed key personnel and the obtainable points will be the **total score**.

Section 5. Terms of Reference

For Vietnamese firms

Project title:	Vietnam POPs and Sound Harmful Chemicals Management Project, Project ID: 91381
Package Title:	Revise Pollutant Release and Transfer Register (PRTR) regulation and develop technical guidelines on PRTR for industrial sectors
Implementing agency:	Vietnam Environment Administration / Ministry of Natural Resources and Environment
Starting date:	March 2020
Duration:	14 weeks
Location:	Viet Nam
Report to:	UNDP CO in Viet Nam and PMU

I. GENERAL INFORMATION

The “Vietnam POPs and Sound Harmful Chemicals Management Project” (hereinafter referred to as “the Project”) has been endorsed by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The expected project duration is 3 years. The official starting date of the project was 29 January 2016 and the expected closure date of the project is 31 July 2020. The project is being implemented by the Ministry of Environment and Natural Resources of Vietnam (MONRE) and Vietnam Environment Agency (VEA) is the project owner.

The project objective is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction.

This will be achieved by provision of an integrated institutional and regulatory framework covering management and reporting of POPs and harmful chemicals.

The reporting system will be established in the framework of a national sound chemical management programme which will include the development of capacity for addressing POPs contaminated sites.

The project builds on experience from GEF-4 projects to build a management plan at provincial level to assess risk and implement release reduction measures from industrial areas and POs contaminated sites.

The specific project objectives are to strengthen national capacity on safety management of POPs and harmful chemicals; control and reduce release of POPs to environment from POPs contaminated site; perform a preliminary inventory of mercury sources and draft a roadmap on mercury reduction.

The project has 4 main components as below:

- Component 1: Policy framework for sound chemicals management, including POPs/PTS (Persistent and Toxic Substances) developed and implemented.
- Component 2: Monitoring and report of POPs and PTS.

- Component 3: Management of POPs contaminated sites.
- Component 4: National mercury baseline inventory and release reduction strategy.

Under component 2, Output 2.2.3 of the project a PRTR was be pilot in Binh Duong. To make a legal basis to extend the results of PTRT pilot in Binh Duong, the project would like to revise the PRTR regular and develop the technical guidelines for selected industrial sectors.

Accordingly, based on the proposal of the Project Management Unit, UNDP wants to seek a qualified Vietnamese company to implement this assignment.

II. OBJECTIVES OF THE ASSIGNMENT

Objective of this assignment is:

- to provide support on the development of guidance tool for estimating emission factors for release and transfer of pollutants (PRTR) in selected industrial sectors in Vietnam;
- provide technical support in the revision of the PRTR draft regulation and two technical guidelines developed under the project.

III. SCOPE OF WORK

A. Scope of work

The development of guidance tool for estimating emission factors will concern the following industrial sectors:

- 1) Iron and steel;
- 2) Incineration;
- 3) Wastewater treatment;
- 4) Rubber;

The contractor will also provide support to the revision of the draft regulation on Pollution Release and Transfer Registration and two technical guidelines on PRTR that developed under the project.

B. Tasks

The contractor shall perform the following tasks:

- 1) **Brief analysis of the status, processes and technologies of the selected industrial sectors in Vietnam.** Through consultation with local experts, the contractor will draft a summary report for each of the selected industrial sector. For each sector, the summary report will contain the following:
 - a. Brief description of the main technologies used in the industrial sector, which may provide indication of relevant emission factor. A tentative list of the processes to be considered by each sector is as follow:
 - i. Iron and steel: (1) coke production, (2) sinter production, (3) iron production, (4) iron preparation, (5) steel production, (6) semi-finished product preparation, (7) finished product preparation,
 - ii. Incineration: (1) original waste (healthcare, industrial, household); (2) waste pre-treatment (3) waste storage (4) Air Pollution Control System configuration (main and

- secondary furnace, quencher, neutralizer, filtering system, (cyclone, fabric, electrostatic, selective catalysis, activated carbon, etc.)
- iii. Wastewater treatment: (1) original wastewater and wastewater characterisation (2) solid removal (3) oil and grease removal (4) chemical treatment (5) biological treatment (6) neutralisation (7) removal of toxic organics inorganic chemicals (8) sludge disposal.
 - iv. Rubber: (1) Mixing, (2) Milling, (3) Calendering, (4) Curing, (5) Tire curing, (6) Grinding
 - b. For all the above sectors, the processes and technologies for heat and electricity supply and the handling and transport of raw and intermediate waste materials will also be assessed.
- 2) **Estimation of emission factors of relevant chemicals for the selected sectors.** Based on the result of the analysis above, for each industrial sector and process, the type and amount of chemicals released in air, water and waste shall be assessed. This has to be done on the basis of literature sources (emission factor documents and tool developed by institutions such as the European Joint Research Centre, US EPA, the PRTR guidance developed by the Japan and Australian governments, and so on. The type and amount of chemicals should only concern relevant chemicals to be selected among the following:
- a. Industrial POPs: commercial PBDE mixtures (c-deca, c-tetra, c-penta, c-hexa and c-hepta BDE); hexabromobiphenyl; Hexabromocyclododecane; Hexachlorobenzene; Hexachlorobutadiene; Pentachlorobenzene; PFOS and PFOAs, PCBs.
 - b. PAHs: naphthalene (NAP), acenaphthylene (ACY), acenaphthene (ACE), fluorene (FLU), phenanthrene (PHEN), anthracene (ANTH), fluoranthene (FLTH), pyrene (PYR), benzo[a]anthracene (B[a]A), chrysene (CHRY), benzo[b]fluoranthene (B[b]F), benzo[k]fluoranthene (B[k]F), benzo[a]pyrene (B[a]P), benzo[g,h,i]perylene (B[ghi]P), indeno[1,2,3-c,d]pyrene (IND), and dibenz[a,h]anthracene (D[ah]A).
 - c. Priority heavy metals: arsenic, cadmium, chromium, lead, and mercury
 - d. POPs pesticides: Aldrin, Chlordane, Chlordanecone, Dicofol, Dieldrin, Alpha and Beta hexachlorocyclohexane, Lindane, Mirex, Pentachlorobenzene, Pentachlorophenol, Endosulfan, Toxaphene
 - e. U-POPs: PCDD/F, PCBs.
 - f. Pollutants related to combustion processes: CO, CO₂, SO_x, NO_x, PTS and PM2.5
 - g. Solvents: halogenated solvents, aromatic solvents.
- 3) **Development of guiding documents for the calculation of the pollutant release and transfer in the sectors mentioned above.** The guiding documents will consist of the following sections:
- a. Sector and process description (specifically for Vietnam), including a list of processes;
 - b. Emission factor formulas of the relevant pollutants in air, water and waste for each process;
 - c. Literature reference
- 4) **Support on the revision of the draft regulation on PRTR and two technical guidelines.** Under the project, a draft regulation and two technical guidelines on PRTR have been developed. The draft regulation includes the sections: 1) general information; 2) a list of pollutants to be regulated under the PRTR circular; 3) a list of production and business sectors to be regulated under the PRTR circular, and relevant chemicals for each sector; 4) PRTR declaration form. The draft technical guidelines are

for plating and power generation sectors. The contractor, in coordination with PMU and its technical staff, will undertake the revision of the draft regulation and 2 technical guidelines in order to simplify and rationalize its implementation.

IV. DELIVERABLES AND TIMEFRAME

The following deliverables will be submitted by the contracted firm:

- Activity workplan and methodology: A workplan, which may be a confirmation of the timeframe proposed below, and a short methodological summary, which may be limited to proposed amendments to the methodology depicted in this TOR.
- "Four guidance documents for the calculation of the pollutant release and transfer in the selected sectors including (i) Brief analysis of the status, processes and technologies of selected industrial sectors in Vietnam and (ii) Estimation of emission factors of relevant chemicals for the selected sectors", relevant to Task 1, 2 and 3 above.
- Final draft regulation and two technical guidelines on PRTR, relevant to task 4 above.

No.	Deliverable	Timeframe
1	Activity workplan and methodology	15 days after contract signature
2	Brief analysis of the status, processes and technologies of 4 industrial sectors in Vietnam	6 weeks after contract signature
3	Estimation of emission factors of relevant chemicals for 4 industrial sectors	10 weeks after contract signature
4	04 guiding documents for the calculation of the pollutant Release and transfer in 4 sectors, including i) Iron and steel; ii) Incineration; iii) Wastewater treatment; and iv) Rubber.	14 weeks after contract signature
5	Final draft regulation on PRTR and 02 technical guidelines on PRTR for plating and power generation sectors	14 weeks after contract signature

V. DUTY STATION: Nationwide (Vietnam)

VI. PROVISION OF MONITORING AND PROGRESS CONTROL

- The selected firm will work under the supervision of the National Project Director/Deputy Project Director and UNDP Programme Officer;
- The selected firm will discuss in more details with the PMU and UNDP Programme Officer before commencement;
- The selected firm will have regular meetings and discussion with the PMU and UNDP Programme Officer. Regularly report and consult with the PMU and UNDP Programme Officer on the work progress as agreed;
- The selected firm will communicate with the PMU and UNDP Programme Officer via email or telephone.

VII. ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

Copies of following documents will be made available to the selected firm upon commencement of the assignment:

- Project Document and Inception Report
- Report of 10 years of implementation of Stockholm Convention on Persistent Organic Pollutants in Viet Nam (2005-2015)
- Vietnam National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants until 2025, vision to 2030
- Preliminary and completed report of package No. 4 and No. 7 & 20 on PRTR

VIII. PAYMENT TERM

- Payments will be made through UNDP and divided into three installments as follows
 - The first installment: 20% contract amount will be paid upon submission of the Deliverable 1 and agreed by PMU and UNDP
 - The second installment: 40% contract amount will be paid upon submission of the Deliverable 2 and 3 and agreed by PMU and UNDP;
 - The last installment 40% contract amount will be paid upon submission of the Deliverable 4 and 5 and agreed by PMU and UNDP.
- Payment method: bank transfer.

IX. REQUIRED QUALIFICATIONS/REQUIREMENTS

To be eligible, bidders shall have as a minimum the following qualifications:

General requirements to the service supplier:

- Vietnamese firms or association of firms. Authorized capital is more than 1,000,000 USD.
- At least 5 years of experience in the field of environmental protection and more specifically, in the management of POPs, hazardous chemicals and hazardous waste, sampling of waste and environmental media, handling of waste and hazardous substances, solid waste treatment, industrial waste water treatment for an overall amount of not less than 1,000,000 USD in the last 3 years (provides track records of similar contracts in the last three years: 2017, 2018, 2019)
- Working experience in PRTR development, estimation of emissions of chemicals, for example, Hg, Dioxin/furan, etc.
- Experience in the development of environmental databases on POPs management
- Working experience with enterprises, industrial facilities/areas, especially manufacturing and processing industries;
- At least 06 key experts in environment management, environment technology, chemicals or related areas; Vietnamese nationality and excellent in English for Key personnel

Requirements to key personnel of the service provider:

- **National Team leader:**
 - Postgraduate degree, preference in the field of environment, chemicals, or related fields;

- At least 15 experience years on environment management/environment technology/environmental monitoring, preference on environment management for chemicals;
 - Experience with local authorities, industrial authorities, enterprises, industrial facilities/areas, especially manufacturing, processing industries and local provinces;
 - Knowledge on Stockholm Convention and POPs/PTS;
 - Skills of synthesizing and analyzing the information, data, planning, and reporting.
 - Track-record experience in working as team leader of a consultancy team and experience with UN organizations is preferred;
 - Having D certificate on English or relevant certificates or Fluently English and report writing skills (3 written consultancy reports/article on international Journals to be provided).
- **02 national experts on environment:**
 - Master's degree in the field of environment, environmental technology or related fields;
 - At least 10 experience years on environmental management, handling of pollution/waste, preference on POPs/PTS chemicals;
 - Experience working in industrial environment management/industrial areas and knowledge of the pathway of pollutants in the production process;
 - Knowledge on Stockholm Convention and POPs/PTS;
 - Good at English (1-2 report samples to be provided).
- **02 national experts on chemical analysis:**
 - Master's degree in the field of analytical chemistry or related fields;
 - At least 10 experience years in laboratories and POPs/PTS analysis;
 - Experience working in industrial environment management/industrial areas and knowledge of the pathway of pollutants in the production process;
 - Knowledge on Stockholm Convention and POPs/PTS;
 - Good at English (1-2 report samples to be provided).
- **01 national expert on environment monitoring:**
 - Minimum Bachelor/Engineering degree in the field of environment or related fields;
 - At least 10 experience years in environment monitoring, especially POPs/PTS monitoring;
 - Experience working in industrial environment management/industrial areas and knowledge of the pathway of pollutants in the production process;
 - Knowledge on Stockholm Convention and POPs/PTS;
 - Good at English (1-2 report samples to be provided).

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
▪ Copy of the Business license (mandatory)	<input type="checkbox"/>
▪ Proven track-records of experience/completed contracts in the field of environmental protection and more specifically, in the management of POPs, hazardous chemicals and hazardous waste, sampling of waste and environmental media, handling of waste and hazardous substances, solid waste treatment, industrial waste water treatment in the last 3 years (with clear indication of the paid amounts)	<input type="checkbox"/>
▪ Proven track-records of experience/completed contracts in the development of environmental databases/GIS on POPs management in the last 3 years (with clear indication of the paid amounts)	<input type="checkbox"/>
▪ Proven track-records of experience/completed contracts in environmental monitoring/inventory of hazardous chemical emission in industrial facilities/area especially manufacturing industries in the last 3 years (with clear indication of the paid amounts)	<input type="checkbox"/>
▪ Proven track-records of experience/completed contracts in the field of environmental protection and more specifically in the management of POPs in the last 3 years (with clear indication of the paid amounts)	<input type="checkbox"/>
▪ Proven track-records of working experience about PRTR, estimated emissions of some chemicals, for example, Hg, Dioxin/furan, etc.	<input type="checkbox"/>
▪ Proven track-records of working experience with enterprises, industrial facilities/areas, especially manufacturing and processing industries	<input type="checkbox"/>
▪ Proposed solutions and methodologies for implementation of the package (incl. purpose of the package, approach and methodology, implementation plan with detail timeframe for each activity, HR arrangement, etc.)	<input type="checkbox"/>

<ul style="list-style-type: none"> ▪ For the National Team Leader: <ul style="list-style-type: none"> ✓ Updated CV with copies of relevant degrees and certificates ✓ Written consultancy reports/articles on international Journals (in English) 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ For the Environment Experts: <ul style="list-style-type: none"> ✓ Updated CV with copies of relevant degrees and certificates ✓ 1-2 English reports 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ For the Experts on Chemical Analysis: <ul style="list-style-type: none"> ✓ Updated CV with copies of relevant degrees and certificates ✓ 1-2 English reports 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ For the Experts on Environment Monitoring: <ul style="list-style-type: none"> ✓ Updated CV with copies of relevant degrees and certificates ✓ 1-2 English reports 	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

<ul style="list-style-type: none"> ▪ Form F: Financial Proposal Submission Form 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Form G: Financial Proposal Form 	<input type="checkbox"/>

Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form B: Bidder Information Form

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a UNDP vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person UNDP may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture
 OR
☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name of partner: _____ Name of partner: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Currency of the proposal: [Insert Currency]

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/hours	Total Amount
		A	B	C=A+B
In-Country				
Home Based				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			

Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
Subtotal Other Costs:				

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
.....				