



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to **produce a video clip that documents and highlight the key results and lessons learnt from the project activities over the years (Ref. B-200201)**

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 **Wednesday, March 11, 2020** (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><u>With subject line: (B-200201) National firm for documenting key results and lessons learnt from project activities</u></p> <p>Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><u>With envelop subject (B-200201) National firm for documenting key results and lessons learnt from project activities</u></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. 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
2/26/2020

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	A National Firm to produce a video clip that documents and highlights the key results and lessons learnt from the project activities over the years.
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP Climate Change and Environment Unit
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Homebased and Hanoi
Expected duration of work	March – June 2020
Target start date	March 2020
Latest completion date	June 2020
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred

	currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Climate Change and Environment Unit
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. 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		Scores
1.	Firm with more than 5 years' experience working in film/reportage/documentary writing, producing, directing, and editing	100
2.	Firm's experience in production of video clips for development projects, of which demonstrating the experience working with local authorities, enterprises and local community	200
3.	Firm's working experience with international development organizations such as UN agencies, WB, ADB etc	100
4.	Firm's ability to access to high quality filming, light, sound and editing equipment	100
5.	Track record of successful materials filmed in similar topics would be an asset	100
6.	Assigned team with sufficient personnel and high qualification to apply high production and technical standards for the purpose of maintaining high level of professionalism	300
7.	English proficiency of a member in the assigned team.	50
8.	Clear and good workplan with well understood the purpose of the assignment	50
	Total	1000

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.

Annex 1

TERMS OF REFERENCE

Project title:	Vietnam POPs and Sound Harmful Chemicals Management Project, Project ID: 91381
Package Title:	Documentation of the project results
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

1. 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.

By 2020, the project has completed most of its planned activities and achieved the majority of its

expected results. Therefore, the project will develop an audio and visual documentation in order to milestone its key results and achievements.

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

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to produce a video clip that documents and highlights the key results and lessons learnt from the project activities over the years.

3. SCOPE OF WORK

Scope of work

Develop 01 short video clip of at least 5 minutes that highlighting the important results and lessons learnt of the project and its contribution to the reduction of environmental and health risks of Viet Nam. The video must be with realistic and full HD quality footage taken in Binh Duong, Quang Binh, Can Tho/Hai Duong, and Ha Noi provinces.

Tasks

The contractor shall produce a video of at least 5 minutes, with an overview of the project and the achieved results, to be shown in domestic and international events:

- Consult and come to an agreement with the Project Management Unit, UNDP and the concerned technical staff of Vietnam Environment Administration on the scenario/script for the video
- Conduct filming according to the agreed scenario, making sure that the video is visually lively and abundant of real images. The footage must be shot at least in the following places:
 - Binh Duong: at Binh Duong DONRE and some businesses – Regarding PRTR
 - Quang Binh: at the treatment area of pesticide residues in Lam Hoa commune, People's Committee of Lam Hoa commune and households in Lam Hoa commune - Regarding sustainable management of residual pesticide contaminated areas
 - Can Tho / Hai Duong: at the laboratory(ies) - Regarding POP / PTS analysis capability according to ISO 17025: 2017
 - Ha Noi: UNDP Office, MONRE/VEA, MOIT/VINACHEMIA
- The video clip should highlight the important results of the project in promoting sound management of POPs and hazardous chemicals; and its contribution to the country reduction of environmental and health risks, such as:
 - PRTR in Binh Duong
 - Contaminated sites treatment and management in Quang Binh
 - Strengthening the capacity of Labs in Can Tho and Hai Duong
 - Policy improvement on POPs/PTS management
 - Capacity building for officials and awareness raising for local people on contaminated sites management

- The video clip should also include an interview with the project director (PMU) and UNDP representative
- The video clip will have audio in Vietnamese, with subtitles in English. At the close of each film the following logos are presented: GEF, MONRE, UNDP
- Gather opinions from concerned parties and finalize the video.
- Final videos will be reviewed and checked for acceptant by both VEA and UNDP
- Produce short 30-45 second promo cuts for social media with big English subtitle
Hand over to UNDP and VEA all footage, video with subtitle, video without subtitle and the promo cuts. All are HD quality that is suitable for television broadcast and showing at key events.

4. DELIVERABLES AND TIMEFRAME

The following deliverables will be submitted by the contracted firm:

No.	Deliverable	Due date
1	Activity workplan methodology and draft script	15 days after contract signature
2	Short 30-45 second promo cuts for use on social media	14 weeks after contract signature
3	A full at least 5-minute video on the project results	14 weeks after contract signature

VIDEO FORMAT AND OTHER CONSIDERATIONS

- The video will be in MP4, full HD format.
- The video is required to be in Vietnamese with Vietnamese voice-over and English subtitles.

5. DUTY STATION:

Binh Duong, Quang Binh, Can Tho/Hai Duong and Ha Noi

6. 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.

7. 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
- Final reports of project activities, project evaluations and other products/publication of the project

8. PAYMENT TERMS

Payments will be made through UNDP and divided into two installments as follows:

- The first installment: 20% contract amount will be paid upon submission of the Deliverable 1 and agreed by the PMU and UNDP.
- The second installment 80% contract amount will be paid upon submission of the Deliverable 2 and 3 agreed by the PMU and UNDP.

Payment method: bank transfer.

9. REQUIRED QUALIFICATIONS/REQUIREMENTS

To be eligible, bidders shall have the following qualifications:

- Educational background in video photography or relevant field
- More than 5 years' experience working in film/reportage/documentary writing, producing, directing, and editing
- Working experience with local authorities, enterprises, and communities.
- Sufficient personnel resources with ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism
- A workplan with clear milestones for the achievement of the assignment.
- Access to highest quality filming, light, sound, and editing equipment in order to meet the requirements of producing high-quality video
- Track record of successful materials filmed in similar topics would be an asset
- English's certificate of a team member in the assigned team

10. APPLICATION PROCEDURE

The bidding dossiers must include the following:

1. Technical Proposal, including:
 - A letter of interest
 - Detailed methodology on the approach and implementation plan of the assignment
 - Valid copy of certificate of business registration in Vietnam
 - Valid copy of certificate of tax registration
 - Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects;
 - Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments);
 - Sample work previously done for other clients.
 - List of required equipment to perform the services in the TOR
2. Financial Proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Annex 2-a

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.

(Note: Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 for UNDP requirements when preparing this section)

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

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:

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

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

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

☐

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)