



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to **conduct research on and map the contribution of Informal Waste Pickers (IWP) on Danang's waste management system (Ref. B-200301)**

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 **Sunday, April 05, 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-200301) National firm for research and mapping IWP in Da Nang</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-200301) National firm for research and mapping IWP in Da Nang</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
3/27/2020

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	National firm to conduct research on and map the contribution of Informal Waste Pickers (IWP) on Danang's waste management system
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 Accelerator Lab
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 Da Nang province
Expected duration of work	April - May 2020
Target start date	10 April 2020
Latest completion date	31 May 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 Accelerator Lab
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
Firm's Qualifications	1.1	At least 3 years of experience in waste management in Viet Nam.	100
	1.2	Implement at least 03 projects in waste management area, with at least 01 project in Da Nang.	100
	1.3	At least 01 project involving informal waste pickers.	100
		Total for firm	300
Team's Qualifications	2.1	Team Leader	
	2.1.1	Master's degree in sciences, environment or related majors.	100
	2.1.2	Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.	100
	2.1.3	Ability to manage waste management projects.	100
	2.1.4	Good command of writing and making presentations in English.	100
	2.2	Team Supporter 1	
	2.2.1	Bachelor's degree in sciences, environment or related majors.	50
	2.2.2	Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.	50
	2.2.3	Good command of writing and making presentations in English.	50

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.

	2.3	Team Supportert 2	
	2.3.1	Bachelor's degree in sciences, environment or related majors.	75
	2.3.2	Have research, analyzing and mapping skills.	75
		Total for team	700
Total			1000

Annex 1

TERMS OF REFERENCE

Package Title:	National firm to conduct research on and map the contribution of Informal Waste Pickers (IWP) on Da Nang's waste management system
Starting date:	April 2020
Duration:	April – May 2020
Location:	Homebased and Da Nang
Report to:	UNDP Accelerator Lab

A. Consultancy Title

National firm to conduct research on and map the contribution of Informal Waste Pickers (IWP) on Danang's waste management system

B. Description

Da Nang is a class-1 municipality and the fifth largest city in Viet Nam in terms of population (with over 1.1 million people). Located on the coast of Viet Nam and the mouth of the Han River, it is one of Viet Nam's most important port cities. Da Nang is one of the five direct-controlled municipalities and is under the direct administration of the central government.

Da Nang has a higher urbanization ratio than any of Viet Nam's other provinces or centrally governed cities. It is also one of the most beautiful coastal cities of Viet Nam and has abundant potential for tourism.

Da Nang is implementing the Resolution 204/NQ-HDND dated 19/12/2018 by the City People's Council on domestic solid waste management and Decision 1577/QD-UBND dated 11/4/2019 by the City People's Committee on promulgating the Plan on domestic solid waste segregation in Da Nang to 2025.

UNDP Accelerator Labs (AccLab) were created globally to re-imagine development for the 21st century – and do so at an unprecedented scale by tapping into the relationships, resources, and the expertise of UNDP and its partners. UNDP AccLab in Vietnam has partnered with Danang City, and more specifically Danang's Department of Natural Resource (DONRE) to tackle Danang's environmental pollution. Based on this partnership, in 2019 the team carried out an ethnographic research on different waste management stakeholders in Da Nang and found that the informal waste pickers (IWP) have been a big and integral part of the waste management system (more in our [blog](#)). However, they have not been recognized by the government, nor included in any current and future waste management plans of the City.

Realizing the important role of these IWPs in the waste management system, AccLab wants to create an experiment to understand and visualize the contribution of IWPs in Da Nang, ie, how their work impacts the current waste management system, as well as to gather necessary data for policy advocacy with the City's government. Therefore, UNDP is seeking a national organization to support with this task.

C. Scope of Work

The main objective of the national firm is to map out the activities of IWPs in Da Nang. The scope includes but not limited to the following:

- Together with Acclab team design the detail of the experiment using the Collective Intelligence approach.
- Research and collect data of IWPs. The data will be mainly about how many IWPs operate in a given area?, which areas/routes that waste pickers cover, what type of waste they collect and why, how much of recyclables they collect each day, the way they deal with the valuable waste, who/where do IWPs sell their recyclable waste to? map out collection and consolidation centers (that buy from IWPs); how do these IWPs work? Individuals or collectively? full time or part time? how much they are able to earn, collect their feedback on what would improve their work, etc.
- Engage IWPs in mapping out illegal dumping sites in their routes.
- Process and present the data in a visual map and report. Potentially using open-sourced mapping tools or other related methods.
- Propose policies on how to best facilitate the work of IWPs and integrate them in the waste management system of Da Nang.

D. Expected Outputs and Deliverables

1. At least 25 IWPs in Da Nang are involved in the experiment.
2. A map of these IWPs' activities and characteristics.
3. A map of collection and consolidation centers that buy recyclables from these IWPs.
4. A map of illegal dump sites along with the IWPs' routes.
5. A report on IWP activities and characteristics in Da Nang, which include policy proposals on how to deal with/integrate IWPs in the overall waste management system of Da Nang.

E. Institutional Arrangement

The firm will report to the Accelerator Lab team in Viet Nam.

F. Duration of the Work

The firm is required to work during April - May of 2020. The consultancy expense includes field trips within Da Nang.

G. Duty Station

Home-base & Da Nang

H. Qualifications of the Successful National Firm

- At least 3 years of experience in waste management in Viet Nam.
- Implement at least 03 projects in waste management area, with at least 01 project in Da Nang.
- At least 01 project involving informal waste pickers.

I. Qualifications and tasks of the teams

01 Team leader: (estimated 15 working days including the field work)

Qualifications

- Master's degree in sciences, environment or related majors.
- Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.
- Ability to manage waste management projects.
- Good command of writing and making presentations in English.

Tasks

- Together with Acclab, design the plan and experiment to work with IWPs
- Coordinate with the team members to ensure their tasks are fulfilled
- Consolidate the final report.

Team supporter 1: (estimated 25 working days including the field work)

Qualifications

- Bachelor's degree in sciences, environment or related majors.
- Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.
- Good command of writing and making presentations in English.

Tasks

- Engage with informal waste pickers for this experiment
- Carry out the engagement with informal waste pickers to obtain necessary data
- Contribute to the final report

Team supporter 2: (estimated 25 working days including the field work)

Qualifications

- Bachelor's degree in sciences, environment or related majors.
- Have research, analyzing and mapping skills.

Tasks

- Use the collected data to visualize in different maps as in required deliverables
- Present the data into the report as in required deliverables
- Contribute to the final report

I. Scope of Price Proposal and Schedule of Payments

All deliverables will be submitted in both English and Vietnamese

Tranches	Target Outputs/ Deliverables	Due date	Percentage
1	Work-plan accepted by UNDP	15 April 2020	20%
2	Final report submitted and accepted by UNDP	31 May 2020	80%

EVALUATION CRITERIA – SCORE CARD

(A) National firm		
1. Firm's qualifications	1.1. At least 3 years of experience in waste management in Viet Nam.	100
	1.2. Implement at least 03 projects in waste management area, with at least 01 project in Da Nang.	100
	1.3. At least 01 project involving informal waste pickers.	100
	Total for firm	300
2. Team's qualification	Team leader	
	Master's degree in sciences, environment or related majors.	100
	Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.	100
	Ability to manage waste management projects.	100
	Good command of writing and making presentations in English.	100
	Team supporter 1	
	Bachelor's degree in sciences, environment or related majors.	50
	Have experience in working with informal waste pickers, government and private sector in the field of waste management in Da Nang.	50
	Good command of writing and making presentations in English.	50
	Team supporter 2	
	Bachelor's degree in sciences, environment or related majors.	75
	Have research, analyzing and mapping skills.	75
Total for team		700
Total		1000

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)

☐

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)