



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: Consultancy service to assist EPPIC competition related communications activities	DATE: May 11, 2020
	REFERENCE No.: 2-200501

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Consultancy service to assist the competition related communications activities for the Ending Plastic Pollution Innovation Challenge (EPPIC) project.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Monday, May 25, 2020** and via email to the address below:

**United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Ngoc Diep, Procurement Associate
Luu.ngoc.diep@undp.org**

Note:

- Please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. **Notification email indicating the tender's reference number should be sent to this email 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.
- Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.

Your Proposal must be expressed in the English language, and valid for a minimum period of **120 days from the date of bid submission deadline.**

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/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condut_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
5/11/2020

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Ha Long City, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	May – November 2020
Target start date	As soon as possible in May 2020
Latest completion date	30 November 2020
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
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 [pls. specify]
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"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<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

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <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 ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> 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	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Other Type of Contract [pls. specify]
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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>

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input checked="" type="checkbox"/> Expertise of the Firm (50%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (25%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Please refer to the Evaluation Criteria for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁷	Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org 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.
Other Information [pls. specify]	Bidders are responsible for checking the UNDP website: https://procurement-notice.undp.org/ 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

⁵ 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.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ 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.

	advised to check the UNDP website frequently prior to submitting their proposal.
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TERMS OF REFERENCE

Country:	Viet Nam
Project name:	Ending Plastic Pollution Innovation Challenge (EPPIC)
Assignment:	01 national firm to assist EPPIC competition related communications activities
Expected duration:	May to November 2020
Duty station:	Home-based and Halong city (including 01 day for online launch of the competition and 01 day for the pitching)
Reporting to:	Media & Communications Analyst and Programme Analyst Waste/Chemical - UNDP Viet Nam Climate Change & Environment Unit

1 GENERAL BACKGROUND

Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and more than quadruple by 2050. Moreover, the petrochemical industry's demand for oil is expected to accelerate and reach over half of global oil consumption growth by 2040. 80 percent of plastic found in the ocean originates from land-based sources, and 8 million tons of plastic enter the sea every year. Plastic waste poses high risks to aquatic life, with serious consequences for the ocean ecosystem and the sustainability of fisheries.

Globally, only 14% of plastic is recycled or 'decycled,' as plastics are mostly transformed in low-value materials a few times before eventually being discarded in landfills or the environment. Less than 2% of used plastics are actually recycled in a closed circuit, that is to say, recovered to produce a usable material like new plastic and indistinguishable from it.

Tackling plastic pollution entails developing strategies for a range of sectors: packaging and construction, but also textiles and consumer products. Although the current awareness campaigns have mostly shed light on the over-use of single-use plastic by the food and beverage industries, this is only the tip of the iceberg and less commonly identified sectors deserve equal attention.

Four ASEAN member countries (Viet Nam, Indonesia, Thailand, and the Philippines) are responsible, with China, for 60 percent of the plastic discharged into the ocean every year (Ocean Conservancy, 2015). These countries are indeed large plastic producers and importers, but they also possess limited waste management systems, leading to leakage of plastics into the environment. Constraints to effective implementation of such waste systems include rapid urbanisation, population growth, and increase in per capita income leading to increased consumption; alongside lack of environmental awareness. However, the topic of plastic pollution is gaining momentum, and ASEAN member countries endorsed in June 2019, the Bangkok Declaration on Combating Marine Debris in the ASEAN region.

Plastic pollution can only be reduced by a system-level shift towards a circular economy⁸, including both bottom-up and top-down approaches. Consequently, there is a need to identify and leverage existing solutions aimed at preventing the generation of plastic waste and improving local waste management systems.

The project *Ending Plastic Pollution Innovation Challenge (EPPIC)* seeks to reduce plastic pollution in coastal areas in Viet Nam and Thailand in 2020, followed by Indonesia and the Philippines in 2021, contributing to the achievement of SDG 14 (Life Below Water) and SDG 12 (Responsible Production and Consumption). EPPIC will bring together citizens, local governments, and the private sector to collaborate in establishing effective and innovative solutions. The EPPIC competition is also the opportunity to drive change by raising awareness, collecting lessons learned and trying new approaches to address localised plastic issues. It intends to deliver two outcomes:

- **OUTCOME 1:** A portfolio of solutions is selected, supported and scaled-up through the EPPIC in four countries (Viet Nam, Thailand, Indonesia, and the Philippines).
- **OUTCOME 2:** Capacity building in Viet Nam and knowledge, cooperation, networking in ASEAN countries for prevention and reduction of plastic waste is increased.

2 OBJECTIVE OF THE ASSIGNMENT

The EPPIC competition will be launched in the end of June 2020. As such, UNDP Viet Nam is looking for **01 Contractor** to assist all related communications activities, with following objectives:

1. Broad participation for a successful launch of the EPPIC Competition online – end of June 2020;
2. High awareness around the EPPIC competition to ensure that it receives at least 40 applications in Viet Nam.
3. High awareness and participation around the EPPIC pitching competition show

3 SCOPE OF WORK & RESPONSIBILITIES

The contractor is expected to undertake the following activities

Output 1: Detailed Workplan

The contractor is expected to submit a detailed work plan, including the timeline, key milestones, members of the team and indicative budget for the assignment.

Output 2: Broad participation in the online launch of the EPPIC competition – end of June 2020

The launch will take place online and will be livestreamed on two different platforms. It is expected to have at least 1,500 views of the EPPIC launch. The firm will be expected to:

Before the launch:

- Attend inception meetings with UNDP and the video agency to agree on content and agenda and ensure smooth coordination.
- Develop a communication plan to ensure the successful launch of the competition. The plan will need to have UNDP's approval before implementing;

⁸Looking beyond the current take-make-waste extractive industrial model, a circular economy aims to redefine growth, focusing on positive society-wide benefits. It entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. Underpinned by a transition to renewable energy sources, the circular model builds economic, natural, and social capital. It is based on three principles: Design out waste and pollution, Keep products and materials in use, Regenerate natural systems.

- Design backdrop, banners, posters, promotion items, and other branding products for the EPPIC project/competition.
- Start some approved communications work to attract attention of public audience on the competition through social media channels

During the launch:

- Post on social media (Facebook, Instagram) about the competition;

Output 3: High awareness around the EPPIC competition to ensure maximum number of applications

The firm will be expected to:

- Develop a communication plan to ensure there are at least 40 submissions for the EPPIC competition in Viet Nam. The plan includes PR, social media campaign and traditional media. The indicators that the firm need to achieve as below:
 - Collect at least 40 submissions for the competition from Vietnam (individuals, start-up, NGOs, CSOs academia etc)
 - Have at least 10,000 people like and follow the fan page of the project <https://www.facebook.com/OceanorPlastic>
 - Draft and implement social media plan for daily posts to raise awareness on plastic waste, marine plastic, including the role of private sector and social enterprises in addressing marine plastics
 - Reach at least 5,000 people in each Facebook post
 - Have at least 500 likes for each Facebook post
 - At least 1 post/2 days
 - Have about 20 newspapers published information about the competition, with more focus on VNexpress, VietNamNews, Tuoi Tre, Zing, Dan Tri, etc.
- Actively identify and share the competition to potential applicants including but not limited too students, start-ups/entrepreneurs, mass organisations such as Women’s Unions, existing trade/professional fairs.

*It is noted that the website of the competition and a short clip are being produced by another UNDP’s consultants.

Output 4: Communication around EPPIC pitching competition show in October/November

The firm will be expected to:

Before the pitch :

- Develop a communication plan to ensure the successful pitching competition. The plan will need to have UNDP’s approval before implementing;
- Design backdrop and other branding products for the EPPIC pitching competition.
- Start some approved communications work to attract attention of public audience on the pitching competition through social media channels

During the pitch:

- Take photos and produce photo voice pitching competition;
- Do communication activities on social media

4 DURATION OF ASSIGNMENT & DUTY STATION

Duration: The contractor is expected to provide the specified services in from May to November 2020.

Duty station: Home-based and Ha Long City

5 DELIVERABLES

The contractor is expected to deliver the following:

Output	Deliverable	Expected Results	Indicative Schedule
1	Detailed workplan and budget	<ul style="list-style-type: none"> A detail workplan on delivery of the outputs (both logistics and communication plans) A communication plan to ensure the successful launch of the competition; and there are at least 40 submissions for the EPPIC competition in Viet Nam; 	7 days after contract signature
2	Full support to the launch of EPPIC competition	<ul style="list-style-type: none"> 1,500 persons attended the online launches. 5000 reaches/engagements of EPPIC launch in the media 	June 2020
3	Awareness-raising and advocacy, including social media campaigns and arrangement of local workshops and events for project visibility and wide participation. The communication report will need to send to UNDP and get UNDP's approval.	<ul style="list-style-type: none"> A collection of at least 40 submissions for the EPPIC competition in Viet Nam Reach out to potential applicants 10,000 people like and follow the fan page of the project Reach at least 5,000 people in each Facebook post Have at least 500 likes for each Facebook post Have about 20 newspapers published information about the competition, with more focus on VNexpress, VietNamNews, Tuoi Tre, Zing, Dan Tri, etc. A final report about the competition and its communications achievements. 	August 2020
4	Full support to the pitching competition	<ul style="list-style-type: none"> 1,500 persons attended the pitching show Livestream on Facebook Page with 1,000 views 5000 reaches/engagements of EPPIC launch in the media 	October/November 2020

6 SUPPORT FROM UNDP & REFERENCE DOCUMENTS

UNDP will provide the following support where deemed appropriate:

- Information about the EPPIC project, and other relevant materials
- Coaching and mentoring on substance and contents involved.
- Suggest some potential applicants

7 PROVISION OF MONITORING & PROGRESS CONTROL

Upon contract signing, the contractor will be expected to work closely with the CCE Media & Communications Analyst, as s/he will monitor every stage of deployment of the tasks and evaluate the deliverables as described in this TOR. The contractor will report directly to UNDP Viet Nam, and provide a report on the delivery of the service upon completion of the contract.

8 DEGREE OF EXPERTISE AND QUALIFICATIONS

The **firm** is expected to meet the following qualifications:

- Licensed firm/ organization that has at least 3 year- experience in organizing communications activities and/or social media campaigns in Viet Nam
- Demonstrable previous experience in development and implementation of successful communications campaigns, products, etc.
- Sufficient qualified personnel to maintain a high level of professionalism.
- Having strong experience working with VTV and newspapers
- Strong connections to the start-up 'ecosystem' in Viet Nam are an asset.
- Prior experience with similar projects and/or UNDP is an asset.
- Clear work plan with cost-effective activities that ensure the achievements of all outputs, demonstrating a good understanding of the purpose of the assignment.

The **team leader** of the team in charge of the activities under this TOR is expected to meet the following qualifications:

- Bachelor's degree or higher in information technology, business administration, or related field;
- Proven experience working in Viet Nam, in social innovation, and with international development organisations;
- Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.

9 PAYMENT TERMS

UNDP Viet Nam will affect payments to the successful Service Contractor upon satisfaction with the stated deliverables. Payments shall be made in phases by outputs:

Phase	Output	Indicative Payment Schedule
1	Delivery of the detailed workplan and timeline	20%
3	Successful organisation of EPPIC competition virtual launch	30%

3	At least 40 applications to the EPPIC challenge and the final report approved by UNDP	50%
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10 SELECTION CRITERIA

Contractor's experience/qualifications related to the service		Points
Section 1. Bidder's qualification, capacity and experience		
1.	Licensed firm/ organization that has at least 3 year- experience in organizing communications activities and/or social media campaigns in Viet Nam	50
2.	Demonstrable previous experience in development and implementation of successful communications campaigns, products, etc.	100
3.	Sufficient qualified personnel to maintain a high level of professionalism.	100
4.	Strong connections to the start-up 'ecosystem' in Viet Nam are an asset.	50
5.	Prior experience with similar projects and/or UNDP is an asset.	50
6.	Demonstrating strong experience working with television and newspapers on the company profile	150
Section 2. Proposed Methodology, Approach and Implementation Plan		
	Clear workplan with cost-effective activities that ensure the achievements of all outputs, demonstrating good understanding of the purpose of the assignment.	250
Section 3. Management Structure and Key Personnel		
1.	Bachelor's degree or higher in media & communications, business administration, or related field.	50
2.	Proven experience working in Viet Nam, in social innovation, and with international development organisations.	100
3.	Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.	100
TOTAL		1000

11 DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- Company profile;
- Proposed work plan and approach;
- A valid copy of certificate of business registration in Viet Nam;
- Personal CV of the team leader; and 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);
- Financial offer with cost breakdown;
- 02 Sample works (photos, videos, social media post with reaches/engagements....) previously conducted for other clients and/or UNDP/UN agencies.

EVALUATION CRITERIA

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	500
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	250
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Licensed firm/ organization that has at least 3-year experience in organizing communications activities and/or social media campaigns in Viet Nam	50
1.2	Demonstrable previous experience in development and implementation of successful communications campaigns, products, etc.	100
1.3	Sufficient qualified personnel to maintain a high level of professionalism.	100
1.4	Strong connections to the start-up 'ecosystem' in Viet Nam are an asset.	50
1.5	Prior experience with similar projects and/or UNDP is an asset.	50
1.6	Demonstrating strong experience working with television and newspapers on the company profile	150
Total Section 1		500

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
	Clear workplan with cost-effective activities that ensure the achievements of all outputs, demonstrating good understanding of the purpose of the assignment.	250
Total Section 2		250

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Bachelor's degree or higher in media & communications, business administration, or related field.	50

3.2	Proven experience working in Viet Nam, in social innovation, and with international development organisations.	100
3.3	Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.	100
Total Section 3		250

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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 the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *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.*

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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. **Qualifications of Key Personnel**

If required by the RFP, 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 if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **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		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **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				
3. Services from Overseas				
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				
III. Other Related Costs				

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and 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]

Contract Templates and General Terms and Conditions

1. 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)

2. Please find below link to the General Terms and Conditions:



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

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

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



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

UNDP General Terms and Conditions for Contracts apply

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



equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

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

CHECKLIST 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 emails before or by Monday, May 25, 2020 (Hanoi time).**
- Email and proposal should indicate clearly the reference and 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 the guidelines in Annex 2) with copies/scan of 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) Work references: contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments)			
	d) Track record for prior experience with similar projects and/or UNDP (if any)			
	e) 02 Sample works (photos, videos, social media post with reaches/engagements....) previously conducted for other clients and/or UNDP/UN agencies.			
	f) 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.			
	g) Proposed Methodology for the Completion of Services			
	h) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	i) Detailed CVs of the proposed personnel			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			

3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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

[Designation]

[Date]