



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

NAME of service: A national firm to survey and assess energy consumptions of individual buildings of 6 typologies in Northern of Vietnam	DATE: May 21, 2020
	REFERENCE: 2-200503

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Survey and Assessment of energy consumptions of individual buildings of 6 typologies in Northern of Vietnam**.

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

Proposals may be submitted on or before **Thursday, June 04, 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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
5/21/2020

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 Noi, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	June to December 2020
Target start date	As soon as possible in June 2020
Latest completion date	31 December 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 <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
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: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (15%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (35%)

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"/> Management Structure and Qualification of Key Personnel (50%) 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]	Bidding for a similar TOR which is designed for the survey in Da Nang and Ho Chi Minh separately will be launched at the same time with the survey in Ha Noi. Due to the short duration for the implementation of both surveys (from June to December 2020), interested bidders could consider applying for one survey only or both surveys. In case they apply for both surveys, it is important that each proposal should present sufficient human resources and without overlapping roles in the two surveys to ensure the delivery of expected outputs within the timelines as indicated in the TORs. Bidders apply for both surveys with overlapping roles in human resources in the two surveys will be selected to implement only

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.

	<p>one survey if it wins two bids. In this case, the selected survey to be awarded for the contract to the bidder will be the one with the higher difference between the 1st ranked and 2nd ranked bids and the 2nd ranked bid of the lower difference between the 1st ranked and 2nd ranked bids will be selected for the other survey.</p> <p>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 advised to check the UNDP website frequently prior to submitting their proposal.</p>
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TERMS OF REFERENCE

Job title:	A national firm to survey and assess energy consumptions of individual buildings of 6 typologies in Northern of Vietnam
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Appointment:	<i>June to December 2020</i>
Duty Station:	Home based and Hanoi
Report to:	International Technical Specialist, National Project Manager, UNDP

1) GENERAL BACKGROUND

Ministry of Construction (MOC)/ Department of Science, Technology and Environment (DOSTE) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Vietnam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Viet Nam. Realization of this objective will be achieved through implementation of the three following components:

- 1) Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, and application of EE designs, materials, technologies and equipment in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e.

The EEBC project earlier carried out energy surveys in 165 buildings of 5 different typologies in Northern, Central and Southern regions to enable the definition of Specific Energy Consumption profiles and related energy consumption benchmarks for the years 2016, 2017 and 2018 with following expectations:

Table 1 - Summary of expected numbers of building by typology

ID.	Buildings by Typology	Quantity to be surveyed			Year			Note
		North	Central	South	2016	2017	2018	
1	Private Office Buildings	15	0	15	√	√	√	>2,500m ²
2	Public Office Buildings	15	0	15	√	√	√	>2,500m ²
3	Malls	15	0	15	√	√	√	>2,500m ²
4	Hotel 2 -3 *	15	15	15	√	√	√	>2,500m ²
5	Hotel 4 -5 *	15	0	15	√	√	√	>2,500m ²
	Total	75	15	75				

In order to achieve an expected 95% of confidence level at the SEC normalisation step and as also highlighted at the consultation workshop organized in October, further buildings surveys should be implemented to make up for some of unusable data sets. Besides, data series of year 2019 should be collected to allow further comparison in between years and then ensure more reliable SECs and energy benchmarks.

During the SEC and energy benchmark development process, it has been found that there is a broad dispersion of statistical data among private and public office building typologies. It clearly demonstrates data heterogeneity and the existence of sub-populations within these typologies. The analysis results indicate that these initial typologies should then be modified to more accurately represent these different sub-populations. Consequently, “government administrative offices”, “small commercial office buildings” and “large commercial office buildings” typologies should be created to finally ensure more representative and homogeneous SECs and benchmarks. Further surveys will help to emphasize this option.

The entire survey works encompasses 3 cities of Vietnam: Hanoi, Da Nang and Ho Chi Minh, representing respectively 3 typical climate zones and territories of the country (Northern, Central and Southern).

This TOR is for a National Firm to identify buildings and implement data collection in Hanoi to help the establishment of the national SEC profiles and energy benchmarks with a confidence level of 95% and pilot the energy consumption certification at selected buildings.

Bidding for a similar TOR which is designed for the survey in Da Nang and Ho Chi Minh separately will be launched at the same time with the survey in Ha Noi. Due to the short duration for the implementation of both surveys (from June to December 2020), interested bidders could consider applying for one survey only or both surveys. In case they apply for both surveys, it is important that each proposal should present sufficient human resources and without overlapping roles in the two surveys to ensure the delivery of expected outputs within the timelines as indicated in the TORs. Bidders apply for both surveys with overlapping roles in human resources in the two surveys will be selected to implement only one survey if it wins two bids. In this case, the selected survey to be awarded for the contract to the bidder will be the one with the higher difference between the 1st ranked and 2nd ranked bids and the 2nd ranked bid of the lower difference between the 1st ranked and 2nd ranked bids will be selected for the other survey.

2) OBJECTIVE OF ASSIGNMENT

The firm is required to identify buildings and perform energy surveys, following agreed methodologies, to collect building physical, operational and energy related data in Hanoi for the upgrading of the available SEC profiles and

benchmarks developed by EECB project in order to achieve at least finally 15 eligible buildings/ typology. This will help to achieve SECs and energy benchmarks definition with a 95% level of confidence. This includes:

- (i) Surveying and collecting 2019 data for the list of buildings provided by PMU and,
- (ii) Seeking additional buildings, surveying and collecting related information of these buildings to help making up for the data building sets of 2017, 2018 and 2019 and pilot the energy efficiency certification at a number of selected buildings.

3) SCOPE OF WORK

The National firm is expected to undertake the following tasks based on the methodologies provided by PMU (see the Appendix attached), under the close supervision for every submitted evidence-based data by the team of national and international experts (IC and NC) on SEC and Energy benchmarks as assigned by PMU:

(i) Survey and collect 2019 data for the list of buildings provided by PMU

Below is the table with the number of expected buildings per typology to be surveyed to collect 2019 data in the North. The list of buildings and related contact information will be provided to the team after the contract is signed.

Table 2 - Number of identified buildings to be further surveyed by typology

ID.	Building Typology	Number of Buildings
1	Governmental Administrative Office	0
2	Small-size commercial office buildings	4
3	Large-size commercial office buildings	11
4	Malls	13
5	Hotel 2 -3 *	8
6	Hotel 4 -5 *	12
	Total	48

The national firm is expected to:

- Coordinate with proposed buildings' owners/ representatives to check whether any data related to the physical aspect (i.e. total area, areas breakdown, floors, height, etc.), and operational aspect (i.e. occupancy rates, operating hours, etc.) have been changed or amended.
- In case of any change reported, a new site survey should be undertaken for the related buildings and items, the firm shall provide a clear work plan with detailed instructions to each building's technical team, so that the surveys can be processed smoothly). The additional surveys of the changed items shall follow the methodology provided by PMU at relevant step.
- In case of no change reported, then data collection shall be processed solely for energy consumption of the year 2019 based on the methodology provided by PMU at relevant step;

- Collect yearly/monthly energy consumption required data strictly following approved methodologies, using dedicated forms, collecting defined information and undertaking all further needed clarifications when instructed/requested by the team of international and national experts in SEC / Energy benchmark, in charge of the direct supervision.
- Produce individual survey data sets with evidence provided for each building and a summary of all findings in a final report.

(ii) Seek additional buildings, survey and collect the information of these buildings to help making up for data building sets related to 2017, 2018 and 2019, in order to achieve at least finally 15 eligible buildings/typology for establishment of SEC and energy benchmarks and pilot the energy certification at selected buildings.

The table below describes the number of buildings to be sought and surveyed with specific requirements regarding building size:

Table 3 - Number of buildings to be sought and surveyed by typology

ID.	Buildings by Typology	Number of Buildings to be surveyed	Building Size
1	Governmental Administrative Office	15	>2,500m ²
2	Small-size commercial office buildings	11	>2,500m ² <7,500m ²
3	Large-size commercial office buildings	4	>7,500m ²
4	Malls	2	>2,500m ²
5	Hotel 2 -3 *	7	>2,500m ²
6	Hotel 4 -5 *	3	>2,500m ²
	Total	42	

The national firm is expected to:

- Approach potential building owners to introduce about the purpose of the expected surveys i.e. to help the establishment of the SEC profiles and energy benchmarks and then to pilot the EE labeling and certification schemes implementation at site. This is to ensure that building owners are aware of an energy efficiency labeling certificate to be awarded to them after the surveys.
- Propose a list of relevant buildings for each typology. Each identified building should be described by its main attributes (i.e. approximate GFA, height, exact function, etc.) to allow adequate pre-assessment and approval by the PMU and the data processing team before survey works can be performed. (In case proposed and surveyed buildings cannot be finally utilized for the SEC and energy benchmark calculation (i.e. discarded after SEC normalization), new buildings should then be identified and surveyed until a minimum of 15 units /typology / climate zone can be finally qualified after the final SEC normalization step).

- Coordinate with selected building owners/ representatives to schedule survey performances at site. Provide a clear work plan with detailed instructions to each building's technical team, so that surveys can be processed smoothly.
- Perform physical, operational, energy surveys as scheduled, strictly following approved methodologies, using dedicated forms, collecting defined information and undertaking all further needed clarifications when instructed/requested by the team of International and National experts (IC and NC) in SEC / Energy benchmark, in charge of the direct supervision.
- Produce individual survey datasets for each building and a summary of all findings in a final report.
- The firm shall attend the related consultation workshop(s) and provide assistance to IC+NC to formulate oral and written answers or justifications if necessary.

(iii) Provide support to PMU for the EE labeling / EE certification pilot test.

This task consists in assisting PMU and other appointed experts to link with designated building owners during the EE certification pilot tests. The firm shall be the contact point and liaise all involved parties during pilot tests.

Working Methodology:

The firm shall fully comply with the methodology provided by PMU as mentioned in the Appendix attached. The national firm shall take the lead in coordinating with buildings' representatives. The firm shall also keep the IC and NC, PMU regularly updated about the work progress and any issue that may impact the results that requires PMU assistance or guidance as soon as possible.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: Estimated 138 working days during June to December 2020.

Location: Home based and Hanoi.

If any missions arise as requested by PMU, travel, related travel cost will be covered by UNDP/PMU based on the UN-EU cost-norm or UNDP policy.

5) DELIVERABLES

All reports, work-plans, and products submitted to the PMU should be prepared in Vietnamese and English, including the below mentioned products with suggested timeline.

	Deliverables	Workdays	Time of Final Submission*
1	An inception report for contract performance with related workplan	5	01 week after contract is signed.
2	A reported change record of surveyed buildings And a list of additional buildings to be surveyed	25	1 month after the first product
3	A precise survey Schedule detailing the planning for all concerned buildings	5	2 weeks after the second product

4	Building provided by PMU datasets (including both buildings reported with changes and no change).	25	1 month after the third product
5	New Building survey datasets	70	To be submitted 2 weeks after the deliverable #4
6	A final summary survey report	3	1 month after product #5
	TOTAL	138	

Notes: All reports shall follow PMU approved templates.

Description of Deliverables:

5.1 Inception report:

This report shall describe the expected methodology and needed resources to undertake this assignment, including workplan, work schedule and all other necessary support required from others.

5.2 A reported change record of surveyed buildings and a list of additional buildings to be surveyed by typology.

The firm shall then provide a report listing identified buildings, which suffered changes among the list of buildings provided by the PMU. This report shall feature all relevant information: i.e. building name, location, size, function, etc. and identified changes and their expected impacts compare to their previous configurations.

Besides, this report shall propose a list of relevant additional buildings that matches quantitative and qualitative requirements for each requested typology. The list shall specify basic data for each building (building name, function, owner, type, approximate GFA /number of stories, address, age, etc.) in order to ensure the evaluation of the statistical representativeness of proposed buildings.

5.3 A complete Survey Schedule (including scheduled date and time) for each selected building.

5.4 Datasets of the buildings identified by PMU (including both buildings reported with changes and no change).

- For each provided building by PMU that suffered changes, an individual dataset shall be provided associated with all necessary supporting documents/evidence (design drawings, energy bills, invoices, equipment catalogs, explanatory photographs...) that demonstrate the change and their anticipated related impacts, alongside all other required physical, operational, and energy data.
- For each provided building by PMU that that did not suffer any change, a written confirmation/certification should be provided by the building manager/ owners or relevant government authorities, that no change has happened to the building, besides total yearly and monthly energy consumption data.

5.5 New Building Data sets

For each surveyed new building, a dataset shall be provided associated with all necessary supporting documents/evidence (design drawings, energy bills, invoices, equipment catalogs, explanatory photographs...) of required physical, operational, and energy data that the firm shall collect during survey of that building.

5.6 A final summary survey report

This report about survey implementations shall recap:

- Data and information collection processes and sources,
- Summary of performed surveys' results per typology.
- A summary of challenges and opportunities identified during the work performance at site.
- Written inputs to workshops/ meetings if any.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The firm shall report to International Senior Technical Advisor, National Project Manager, PMU and UNDP. This will be further detailed at contract signing. The team shall work in close collaboration with IC and NC on SEC profiles and energy benchmarks PMU staff and national partners in order to ensure best knowledge sharing and highest quality of the product.

A monitoring and progress control will be agreed with the firm and included in the inception report with clear deadlines and verification activities.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: Relevant documents including the project document, inception reports of survey teams and relevant report templates will be made accessible to the contractor (soft file) upon the commencement of the assignment.

Admin support: PMU will support to the contractor in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation.

The contractor shall not have interpretation support from during contract performance.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

a. Qualifications for the firm

- At least 05 years of experience in energy survey or audit;
- Demonstrated experience of having carried out energy audits or surveys in at least 10 facilities, preferably in buildings;
- Must provide at least 01 survey team to be composed of 01 team leader and at least 2 other technical experts.
- Has implemented or participated in at least 3 ODA projects/ funded by international organization related to development, energy surveys & evaluation/ climate change/ construction;
- Has already cooperated with national, provincial, or local organizations (EVN, local power companies, associations related to building management, energy efficiency, Departments of construction) in

collecting and processing data related to building energy performance will have a strong advantage.

b. Requirement for experts

The firm to carry out this assignment shall comprise at least 03 people, including 1 Team Leader and 02 MEP engineers (but not limited to):

- 01 HVAC engineer
- 01 electrical engineer

General requirements for all experts participate in this assignment:

- Have experience working in a same/ similar position applied in this package;
- National Firm must have at least 3 experts having experience working in energy survey/audit projects;
- Good office skills such as MS Word, Excel, PowerPoint and searching skills on internet;
- Good command of English;
- Good communication and teamwork;
- Good at handling work pressures and meet strict deadline;

Specific requirement for each position:

- **Team Leader** (expert on energy survey/audit planning and implementation)
 - University Degree or higher, related to electrical, mechanical or related engineering fields.
 - At least 8 years' experience in planning, implementation and supervision of energy survey/audits.
 - Participated in at least in 10 energy survey/audits in buildings.
 - Has ability to use and train staff using necessary measuring equipment.
 - Ability to write detailed and clear reports.
 - Good leadership skill, coordination and communication skill;
 - Fluent English.
- **Two MEP experts:**
 - University Degree or higher in mechanical and electrical engineering
 - At least 05 years experience performing energy survey/audits
 - Familiar with building operations and maintenance
 - Demonstrated ability to use measuring equipment

9) PAYMENT TERM

Instalments will be made only when a deliverable is approved by PMU's director. Instalments are listed as follows:

	Deliverables	% of payment	Expected due date
1	Submission and approval of 5.1, 5.2, and 5.3	20% of total contract value	15 August 2020
2	First 50% of expected datasets (deliverables 5.4 and 5.5)	30% of total contract value	30 October 2020

3	Remaining 50% of expected datasets (deliverables 5.4 and 5.5)	30% of total contract value	30 November 2020
4	A final summary report (deliverable 5.6)	20% of total contract value.	30 December 2020

Note: The estimation is done for 42 new buildings and 48 already identified buildings. In case the firm cannot complete surveys for the total number of buildings, the contract value should be readjusted in proportion of the work done. If any activity fails to complete, the deduction will be calculated based on the agreed master workplan between PMU and the firm.

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA

1. Evaluation criteria for technical proposal:

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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	150
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff (Competence / Reliability) in energy efficiency in construction sector	30
1.2	<ul style="list-style-type: none"> - Specialized knowledge in technical audits in construction sector, energy efficiency in buildings - 5 years' experience on development of technical surveys or energy audits in buildings 	70
1.3	Experience on at least 3 Similar ODA Programmes / Projects funded by international organizations	20
1.4	Cooperation with national, provincial, or local organizations (EVN, local power companies, associations related to building management, energy efficiency, Departments of construction) in collecting and processing data related to building energy performance.	30
Total Section 1		150

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	To what degree does the Offeror understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	15
2.3	Are the different components of the assignment adequately weighted relative to one another?	15
2.4	Is the proposal based on a survey of the assignment context and was this data input properly used in the preparation of the proposal?	50

2.5	Is the conceptual framework adopted appropriate for the task?	50
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70
Total Section 2		350

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	01 National Team Leader	240
3.1.1	Hold a university Degree related to electrical, mechanical engineering or equivalent	30
3.1.2	Have at least 08 years of experience in planning, implementing and supervising energy survey/audits	130
3.1.3	Have participated in at least 10 energy audits/ surveys in buildings	30
3.1.4	Have ability to manage and train staff using necessary measuring equipment	30
3.1.5	Have experience writing detailed and clear reports	20
3.2	National Team Members (at least 2 persons)	180
3.2.1	Hold a University Degree or higher in mechanical or mechanical engineering or equivalent	30
3.2.2	Have at least 05 years of experience in performing energy audits / surveys	120
3.2.3	Have knowledge of building operations and maintenance	30
3.3	The team as a whole shall have proven experience in writing technical reports and shall demonstrate good command of English reading writing skills	100
Total Section 3		350

Note: Evaluation will be done separately for each of the proposed key personnel and the total personnel score will be the average.

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.
Submission obtaining the highest weighted points (technical points + financial points) will be selected.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[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, contract 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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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 **Thursday, June 04, 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) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references			
	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.			
	f) Proposed Methodology for the Completion of Services			
	g) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	h) Detailed CVs with copy of certificates 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 email/envelop submitted. Notification email 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]