05 June 2020

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

for individual consultants and individual consultants assigned by consulting firms/institutions

<table>
<thead>
<tr>
<th>Country:</th>
<th>Viet Nam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of the assignment:</td>
<td>01 National Consultant to support the development of an PPE supply chain management system and e-tool</td>
</tr>
<tr>
<td>Period of assignment/services (if applicable):</td>
<td>15th June 2020 – 30th September 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Vietnam</td>
</tr>
<tr>
<td>Tender reference:</td>
<td>T200604</td>
</tr>
</tbody>
</table>

1. Submissions should be sent by email to: luu.thi.trang@undp.org no later than:
   23.59 hrs., 12 June 2020 (Hanoi time)

   With subject line:

   T200604 - 01 National Consultant to support the development of an PPE supply chain management system and e-tool

Submission received after that date or submission not in conformity with the requirements specified this document will not be considered.

Note:

- Any individual employed by a company or institution who would like to submit an offer in response to this Procurement Notice must do so in their individual capacity, even if they expect their employers to sign a contract with UNDP.

- Maximum size per email is 30 MB.

- Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit – UNDP Viet Nam will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.
- After submitting proposal, bidder should send notification by email (without attachment) to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.

- Female consultants are encouraged to bid for this required service. Preference will be given to equally technically qualified female consultants.

2. Please find attached the relevant documents:

- **Term of References** …………………………………………………………………………………………………(Annex I)
- **Individual Contract & General Conditions** ……………………………………………………………………………(Annex II)
- **Reimbursable Loan Agreement** (for a consultant assigned by a firm)……………(Annex III)
- **Letter to UNDP Confirming Interest and Availability** ………………………………………(Annex IV)
- **Financial Proposal** ………………………………………………………………………………………………………(Annex V)

3. Interested individual consultants must submit the following documents/information (in English, PDF Format) to demonstrate their qualifications:

   a. **Technical component:**
   - Signed Curriculum vitae
   - Signed Letter to UNDP Confirming Interest and Availability
   - Reference contacts of past 4 clients for whom you have rendered preferably the similar service (including name, title, email, telephone number, address…)

   b. **Financial proposal (with your signature):**
   - The financial proposal shall specify a total lump sum amount in **VND for national consultant and US dollar for International Consultant** including consultancy fees and all associated costs i.e. airfares, travel cost, meal, accommodation, tax, insurance etc. – see format of financial offer in Annex V.

   - Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

   - If quoted in other currency, prices shall be converted to the above currency at UN Exchange Rate at the submission deadline.
4. Evaluation

The technical component will be evaluated using the following criteria:

<table>
<thead>
<tr>
<th>Consultant(s’) experiences/qualification related to the services</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At least Master’s degree or equivalent work experience in medical equipment supply chain management, business administration, health management and/or related fields</td>
<td>200</td>
</tr>
<tr>
<td>2. Minimum 10 years of working experiences in health equipment supply/procurement, supply chain management;</td>
<td>250</td>
</tr>
<tr>
<td>3. Good knowledge of Viet Nam’s health supply chain management</td>
<td>300</td>
</tr>
<tr>
<td>4. Understanding of and experience in preparation of health equipment production, supply and management policies will be an advantage;</td>
<td>150</td>
</tr>
<tr>
<td>5. Strong skills in leading and providing technical guidance to consultancy teams; good skills in preparing report and design supply chain systems</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

A two-stage procedure is utilized in evaluating the submissions, with evaluation of the technical components being completed prior to any price proposals being opened and compared.

The price proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical component. The technical component is evaluated on the basis of its responsiveness to the Term of Reference (TOR). Maximum 1000 points will be given to the lowest offer and the other financial proposals will receive the points inversely proportional to their financial offers. i.e. \( S_f = 1000 \times F_m / F \), in which \( S_f \) is the financial score, \( F_m \) is the lowest price and \( F \) the price of the submission under consideration.

The weight of technical points is 70% and financial points is 30%.

Submission obtaining the highest weighted points (technical points + financial points) will be selected subject to positive reference checks on the consultant’s past performance.

Interview with the candidates may be held if deemed necessary.

5. Contract

“Lump-sum” Individual Contract will be applied for freelance consultant (Annex II)
“Lump-sum” RLA will be applied for consultant assigned by firm/institution/organization (Annex III)

Documents required before contract signing:
- International consultant whose work involves travel is required to complete the courses on BSAFE which is the new online security awareness training and submit certificate to UNDP before contract issuance.

- **Note:** In order to access the courses, please go to the following link: [https://training.dss.un.org](https://training.dss.un.org)

  The training course takes around 3-4 hours to complete.

- Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel. (This is not a requirement for RLA contracts).

- Release letter in case the selected consultant is government official.

6. **Payment**

UNDP shall effect payments to the consultant (by bank transfer to the consultant’s bank account provided in the vendor form upon acceptance by UNDP of the deliverables specified in the TOR.

Payments are based upon outputs, i.e. upon delivery of the products specified in the TOR.

If two currencies exist, UNDP exchange rate will be applied at the day UNDP instructs the bank to effect the payment.

7. **Your proposals are received on the basis that you fully understand and accept these terms and conditions.**
TERMS OF REFERENCE

National consultancy service

Support the development of an PPE supply chain management system and e-tool

Estimated Duration: 60 working days for National Consultant - PPE supply chain management system over the period from – 15th June 2020 – 30th September 2020).

Status: Part-time

Duty Station: Home based.

A. Background:

Viet Nam’s rapid and effective containment of COVID-19 is emerging as good example of Anticipatory Governance in action – from the first recorded case on 23rd January to the current state today (15 May 2020) of 312 cases, with 260 recovered and zero deaths, Viet Nam is rightly being heralded by its citizens and the global community as one of the most promising responses at this time.

Anticipating the spread of the virus very early on, the Government of Viet Nam (GoV) took swift, decisive leadership action through contact tracing, isolation and quarantine measures to curtail the spread and limit community transmission. Key to this success was adopting a ‘whole of government’ approach, engaging both health and non-health sectors at all levels. Based on the overall principle of removing any financial barriers to health care access for COVID-19 patients, the GoV has ensured free testing and treatment and provided support to those quarantined.

A key and determining factor in Viet Nam’s response was adapting fast-tracked innovation for national production of globally stocked-out essential medical equipment and protective gear. The GoV’s entrepreneurship has been evidenced by its decision to fund the national research institutions to develop the test kits and swift approval for the application of the test kits by more than 120 labs across the country. This together with the innovative partnership with domestic firms has helped the fastest-ever commercialization of R&D results that has enabled domestic firms to produce test kits, medical and cloth masks with both the quality and quantity that is not only sufficient to meet domestic need but also demand for export.

The areas for improvement however were identified, for example in ensuring the smooth supply of personal protective equipment (PPE, such as medical masks and grown). While national capacity for producing medical (surgical) masks is high, at some periods there have been shortages: reportedly the national stock in April 2020 could only have 40 million masks vs. 60 million as planned. The shortage of N95 mask (Vietnamese enterprises’ production
capacity of which is limited, as only until recently few enterprises started investing in N95 mask production) has been more critical especially during the global stockout and main producing countries applied ban on export. The “local” shortages also happened: different hospitals and retailers in “hot spots” or high-risk locations at times faced PPE shortages while in other locations experienced surpluses. MOH sending requests to enterprises for reporting on their production capacity and stocks helped obtain the information and somehow ease the problems but such manual system could not provide real-time information that could enable timely actions. The absence of a digital and real-time supply information system is also evident by MOFA sending letter to MOH and MOIT sharing the information on some countries’ requests for donation and purchase masks from Viet Nam and making enquiries on ability to meet such requests. Lacking the real-time information about the domestic needs and production capacity and supply has been one of several issues that caused “debates” on the decision for enterprises to export surgical masks. These indicate the urgent need for Viet Nam to develop a robust PPE supply chain management system consisting of (i) a real-time information system on PPE demand and supply, (ii) supply chain management procedures and (iii) a user-friendly digital tool that helps operationalize the system. Such system will not only beneficial for the GoV/MOH at the central level and local DOHs/hospitals to ensure the smooth supply for the national and local/hospital stocks, but also domestic enterprises that engage in PPE production, selling PPE to national/local/hospital stocks, import/export and retails) in making their business (production, import/export) plans more effectively and delivering PPE more timely (both for domestic use and export). Such system will also help address the local shortages through enabling the reallocation of PPE from locations/hospitals with surpluses to hot spots that face shortages.

This TOR is therefore to procure national consultancy services to support MOH (GoV in general) and business community to develop and operationalize a robust PPE supply chain management system to meet different stakeholders’ needs during the “new normal” as well as to contribute to helping Vietnamese enterprises obtain a more solid position in the global PPE supply chain.

B. Objectives:

The overall objective of the consultancy service is to ensure the smooth supply of PPE needed for Viet Nam to combat Covid-19 – a prolong emergency, possibly other future epidemics, and contribute to helping Vietnamese enterprises obtain a more solid position in the global PPE supply chain.

Concrete objective is to support MOH (GoV in general) and business community to develop and operationalize a robust PPE supply chain management system to meet different stakeholders’ needs for effectively informative planning, procurement, utilization, coordination, and stock management (for making purchase/stocking, producing, importing and exporting) as well as to contribute to helping stakeholders have better exchanges in the domestic and global PPE supply chain.

C. Tasks

Under the overall supervision and technical guidance of UNDP PO in-charged of health portfolio and in close cooperation with and under the overall technical guidance of the MOH (Department of Planning and Finance, Department of Medical Equipment, Office of the MOH, etc), the consultant will carry out following tasks for producing the above deliverables:
• Prepare and provide the consultancy work plan and outline of the final reports (with inputs from team member and comments from UNDP and MOH)
• Review the available materials on pandemic control focusing on PPE reservation planning, procurement, utilization, supply, and coordination within the health sector and sources of supply; conducting necessary interviews with relevant authorities on PPE supply, management, and coordination
• Draft the review report and present to stakeholders for comments, based on the comments finalize the review report
• Draft design of the recommended improved single supply chain management system, present the draft to stakeholders for comments, based on the comments finalize the design.
• Provide inputs/guidance to the design/development of an e-tool to operationalize the final design of the recommended supply chain management system;
• Coaching to the IT consultant, provide technical inputs/guidance/necessary training to pilot run the designed e-tool, obtain the feedbacks from the users

1. FINAL PRODUCTS

• A report on reviewing the pre-Covid-19 and current PPE supply chain management system (policy/legal frameworks, procedures, institutional arrangements and practices of (i) MOH supply chain management for national stock and provision of PPE to the users, planning, procurement, distribution, and coordination of the PPE within the health system of both preventive and curative sides (ii) national/provincial/district/commune supply chain management form their own use and (iii) enterprises – (production, import/export and wholesale/retail) – supply chain management), highlighting the gaps/bottlenecks/areas for improvement as well as good practices (especially during the period from the start of the pandemic to now). By 30 July 2020.
• Based on the above review, a recommendation on how to improve/develop a single supply chain management system that (i) primarily for MOH to ensure the smooth supply to the national stock and provision of PPE to the users, (ii) help health authorities of national and provincial levels to use data from the system for planning, procurement and ensure the coordination/reallocation of PPE among regions, provinces, and health facilities and (iii) for the enterprises (production, import/export and wholesale/retail) to use for improving their production management and export. By 30 September 2020.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Content</th>
<th>Timing</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A consultancy workplan</td>
<td>Consultant provides a workplan for implementation of assigned consultancy tasks</td>
<td>15th June 2020</td>
<td>Consultant submits to UNDP CO</td>
</tr>
<tr>
<td>Draft reports</td>
<td>A report on reviewing the pre-Covid-19 and current PPE supply chain management system</td>
<td>15th July, 2020</td>
<td>Consultant sends to CO, reviewed by UNDP CO, MOH, and concerned partners</td>
</tr>
</tbody>
</table>
Finalized report | The reports finalized and confirmed by concerned partners who provided data, information, and research reports | 30 July 2020 | Submits to UNDP CO
---|---|---|---
Finalize recommendations for single supply chain management system | Technical recommendations and guidance to the development of e-system for PPE supply chain management submitted | 30 September 2020 | Submits to UNDP CO

**D. PAYMENT TERMS**

20% of the total contract value will be paid upon provision of the consultancy workplan
40% of the total contract value will be paid upon submission of the report and on PPE supply chain management system
40% of the total contract will be paid upon all final deliverables with satisfactory acceptance from UNDP CO and MOH.

**REVIEW TIME REQUIRED AND PAYMENT TERM**

Payment will be made as follows:

<table>
<thead>
<tr>
<th>%</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>At submission and approval of consultancy workplan</td>
</tr>
<tr>
<td>40%</td>
<td>Following submission and approval of the report on PPE supply chain management system</td>
</tr>
<tr>
<td>40%</td>
<td>Following submission and approval (UNDP-CO) of the final deliverables with satisfactory acceptance from UNDP CO and MOH.</td>
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</tbody>
</table>

**E. DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP**

UNDP CO and MOH will provide background documents and data necessary for the consultant team to carry out the assignments.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and MOH.

UNDP Country Office and MOH are not required to provide any physical facility for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office and as necessary. As necessary, UNDP Country Office and MOH will facilitate meetings of consultants with relevant government agencies and enterprises and experts.

**F. Qualification and experience requirements**

- At least Master’s degree or equivalent work experience in medical equipment supply chain management, business administration, health management and/or related fields.
- Good knowledge of Viet Nam’s health supply chain management (legal/policy frameworks and practices) at central, local, hospital and enterprise levels; knowledge on PPE supply chain management is an asset;
- Minimum 10 years of working experiences in health equipment supply/procurement,
supply chain management, developing/designing/training in supply chain management, especially in health supply in government system and/or private companies (PPE and in Viet Nam is an asset).

- Strong skills in leading and providing technical guidance to consultancy teams; good skills in preparing report and design supply chain systems,
- Good command of writing and making presentations in English and Vietnamese.
- Good command of writing and making presentations in English and Vietnamese.
OFFEROR’S LETTER TO UNDP

CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [indicate title of assignment] under the [state project title];

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [delete this item if the TOR does not require submission of this document];

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex V;
G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ________ days [minimum of 90 days] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

J) If I am selected for this assignment, I shall [please check the appropriate box]:

☐ Sign an Individual Contract with UNDP;
☐ Request my employer [state name of company/organization/institution] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [check all that applies]:

☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
☐ I am currently engaged with UNDP and/or other entities for the following work:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit / Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
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L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

   YES ☐  NO ☐  If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

P) Do you have any objections to our making enquiries of your present employer?

   YES ☐  NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?

   YES ☐  NO ☐  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

   YES ☐  NO ☐  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

   DATE: ___________________________  SIGNATURE: ___________________________
NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *(please check all that applies):*
- [ ] CV shall include Education/Qulification, Processional Certification, Employment Records /Experience
- [ ] Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
GUIDELINES FOR CV PREPARATION

WE REQUEST THAT YOU USE THE FOLLOWING CHECKLIST WHEN PREPARING
Your CV:
Limit the CV to 3 or 4 pages
NAME (First, Middle Initial, Family Name)
Address:
City, Region/State, Province, Postal Code
Country:
Telephone, Facsimile and other numbers
Internet Address:
Sex, Date of Birth, Nationality, Other Citizenship, Marital Status
Company associated with (if applicable, include company name, contact person and phone number)

SUMMARY OF EXPERTISE
Field(s) of expertise (be as specific as possible)
Particular development competencies-thematic (e.g. Women in Development, NGOs, Privatization, Sustainable Development) or technical (e.g. project design/evaluation)
Credentials/education/training, relevant to the expertise

LANGUAGES
Mother Tongue:
Indicate written and verbal proficiency of your English:

SUMMARY OF RELEVANT WORK EXPERIENCE
Provide an overview of work history in reverse chronological order. Provide dates, your function/title, the area of work and the major accomplishments include honorarium/salary.
References (name and contact email address) must be provided for each assignment undertaken by the consultant that UNDP may contact.

UN SYSTEM EXPERIENCE
If applicable, provide details of work done for the UN System including WB. Provide names and email address of UN staff who were your main contacts. Include honorarium/salary.

UNIVERSITY DEGREES
List the degree(s) and major area of study. Indicate the date (in reverse chronological order) and the name of the institution where the degree was obtained.

PUBLICATIONS
Provide total number of Publications and list the titles of 5 major publications (if any)

MISCELLANEOUS
Indicate the minimum and maximum time you would be available for consultancies and any other factors, including impediments or restrictions that should be taken into account in connection with your work with this assignment.
Annex V

FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR for the sum of …… (VND for National Consultant; USD for international Consultant).

This is a lump sum offer covering all associated costs for the required service (fee, meal, accommodation, travel, taxes etc).

Cost breakdown:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultancy fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Out of pocket expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Per diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Full medical examination and Statement of Fitness to work for consultants from and above 65 years of age and involve travel – (required before issuing contract).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Others (pls. specify) …..</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>

* Individual Consultants/Contractors who are over 65 years of age with assignments that require travel and are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN-approved doctor prior to taking up their assignment.

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 120 days from the submission deadline of the proposals.

Dated this day /month of year

Signature

(The costs should only cover the requirements identified in the Terms of Reference (TOR)
Travel expenses are not required if the consultant will be working from home).