



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to **provide livestream service the workshop on Improving Access to e-Public Services for Citizens through the National e-Service Portal and edit a 2-minute clip of the event highlight (Ref. PC-200601)**

Please be guided by the form attached hereto as Annex 2 (a-b-c), in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, July 01, 2020** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: nguyen.ngoc.phuong@undp.org</p> <p><u>With subject line: (PC-200601) National firm for livestream and video for workshop on Access to e-Public Services for Citizens</u></p> <p>Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><u>With envelop subject (PC-200601) National firm for livestream and video for workshop on Access to e-Public Services for Citizens</u></p> <p>When submitting hard copy proposals, please call the following staff to receive hard copy proposal:</p> <p>1. Ms. Nguyen Ngoc Phuong, Procurement Assistant Tel: +84-24-38500283</p> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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Note:

- For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	National firm to <u>provide livestream service</u> the workshop on Improving Access to e-Public Services for Citizens through the National e-Service Portal and <u>edit a 2-minute clip</u> of the event highlight
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP Governance and Participation Unit
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Homebased and Hue
Expected duration of work	July 2020
Target start date	July 2020
Latest completion date	July 2020
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred

	currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal; Annex 2c: Submission check-list) <input checked="" type="checkbox"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Ngoc Phuong Procurement Assistant, UNDP Vietnam Email: nguyen.ngoc.phuong@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

EVALUATION CRITERIA

No	Criteria	Score
1	At least 3 year-experience in livestreaming, making video clips, documentary films, television programme; Experience working with the UN/UNDP is an asset.	500
2	Have already participated in producing the film / video for at least two projects related to public services or e-governance or citizen participation or similar thematic areas	150
3	Own a team with strong experience in the production of film or television programme, including people undertaking tasks such as livestreaming, writing scripts, filming, sound handling, post-production, reading comments and translating subtitle.	200
4	Have fully equipped filming and recording equipment, post- production to meet the requirement of producing the high-quality livestreaming and video (bidders to provide list of its equipment)	150
	Total	1,000

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

FOR SERVICE AGREEMENT

TITLE: Service provider for live-streaming the workshop on Improving Access to e-Public Services for Citizens through the National e-Service Portal and editing a 2-minute clip of the event highlight
Tentative schedule: 13.00 – 17.00 on Friday, 10 July 2020.

COUNTRY OF ASSIGNMENT: Century Riverside Hue Hotel, 49 Le Loi, Hue city, Viet Nam

1) GENERAL BACKGROUND

In Vietnam, policy on e-government has made substantial progress in the past 5 years with support from top party leaders, strong commitment from central government³ and active engagement of international development partners. In 2019, the Government issued Resolution No. 17 to set out direction and strategic solutions for e-government until 2025. It also launched the National E-document Exchange Platform, e-cabinet for the government and the National e-Service Portal to help digitalize government operations and public services. To speed up the application of e-services, the government promulgated [Decree 45](#) and [Decree 47](#) in early April 2020 to provide the legal framework for online applications and sharing and management of digital data.

The National e-Service Portal aims to provide a centralized, single sign-on window for all citizens and businesses to access the e-portals of connected ministries and 63 provinces in Viet Nam. The central government wants to improve transparency and efficiency of public services through the National e-Service Portal as it allows citizens to find information about online procedures, track progress of e-dossiers, provide feedback on e-service quality and holding ministries and provincial governments accountable in providing these e-services.

By 11th June 2020, the Portal has over 164,000 user's accounts and reached over 42.5 million visits. To date, it provides over 512 e-public procedures with 288 e-services for businesses⁴. Visits to the National e-Service Portal increased dramatically during COVID-19 social distancing and movement restriction measures. In March and April 2020, the number of registered accounts increased by 22,000 each month. However, access to the National e-Service Portal by both citizens and businesses is still low since citizens are not aware of the National Portal and the current number of e-procedures that citizens and businesses can apply directly on the Portal is limited. The Government plans to integrate 30% of essential e-services of ministries and provincial governments on the Portal in 2020 and increase the number of e-services that can be applied and paid online on the National e-Service Portal by 20% each year. It suggests promoting National e-Service Portal helps to improve public administration efficiency, save time and compliance costs, reduce corruption and provide effective measures to adapt to the post-pandemic COVID-19 new normal.

Since 2018, UNDP has included a new e-governance dimension in the Viet Nam Provincial Governance and Public Administration Performance Index ([PAPI](#)). Despite high access to the internet, e-governance performance, including access to e-government provincial portals and e-responsiveness of local governments, is still very low across the entire country. In the PAPI 2019 survey of 14,138 citizen respondents, as many as one third of 63 provinces scored below 3 out of 10 points on this e-governance dimension. One of key reasons is that citizens could not find adequate information about certain administrative procedures on e-government portals. In April and May 2020, UNDP engaged with the Administrative Procedures Control Agency (APCA) from the Office of the Government (OOG) to develop and conduct a rapid online survey on e-public services and shared the survey findings of over 570 responses with APCA. Pending approval from the leaders of OOG,

³ See Resolution 36a/2015 on e-government at <https://thuvienphapluat.vn/van-ban/Cong-nghe-thong-tin/Resolution-36a-NQ-CP-2015-on-e-Government-382033.aspx?tab=1>

⁴ <http://en.cand.com.vn/Business/National-e-service-portal-brings-great-benefits-to-people-and-enterprises-595838/>

UNDP and APCA will co-organize a workshop to promote the National e-Service Portal in July 2020, announce the production of user-friendly tutorial clips to enable citizens to easily access e-services on the National Portal, and introduce a new chatbot to be integrated on the National e-Service Portal. This Terms of Reference articulate requirements for the filming and live streaming of the workshop event to enable online access of the event for citizens and improve e-public procedures on the [National e-Service Portal](#).

Objectives of the workshop

- To improve access to e-public services for citizens through the National e-Service Portal
- To increase quality of e-public services through sharing experiences in connecting with the National e-Service Portal from Hue province and collecting citizen feedback

2) OBJECTIVES OF THE ASSIGNMENT

To livestream all sessions of the aforementioned workshop and edit a maximum 2-minute clip to feature the event in Hue so that the workshop can be viewed on the Facebook page of the Government at this address <https://www.facebook.com/thongtinchinphu/>. The workshop is tentatively scheduled on 10 July 2020 in Hue city. Previous workshops focusing on business sector attracted several thousand views, indicating high public interest in the National e-Service Portal.

3) SCOPE OF WORK

The UNDP Viet Nam is looking for a highly qualified, professional service provider for live-streaming all sessions of the workshop and editing into a short clip.

Specific tasks of this assignment are as follows:

- Work with UNDP team to advise on the required internet broadband and set up of equipment in the workshop venue for high quality and interactive livestream content
- Design showing content (including music) before the workshop opening and when switching between different workshop speakers and sessions
- Advise on required connection and Live stream all sessions of the workshop from the address <https://www.facebook.com/thongtinchinphu/posts/3011776805566153>. The workshop should be livestreamed from all angles
- Connect filming camera close-up with the workshop chair-people and speakers and fully attentive participants during the livestream to provide live experiences for online viewers
- Connect the filming camera close-up to the 2 screens and presenters during presentations so that all participants can see the presentation content clearly
- Edit a 2-minute clip based on relevant footages including scenery and people in Hue, short quotes of Minister of Office of Government and UNDP Resident Representative and one citizen participant, and workshop images to feature UNDP support on e-services and the National e-service Portal for improved citizen satisfaction. The clip will be reviewed by UNDP staff. The service provider is required to work with UNDP to complete the clip.
- Run the livestream boost to reach 20,000 views within one week after the workshop.

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

This assignment will be carried out in Century Riverside Hue hotel, 49 Le Loi street, Hue city, tentatively in the afternoon on Friday, 10 July 2020. The service provider is required to complete the equipment setting and testing in the morning of workshop date to ensure an error-free livestream. Interested service providers should send all-inclusive/lumpsum quote of service charges, logistic costs and VAT to livestream the workshop in Hue and edit the required clip.

5) FINAL PRODUCTS***

- The services provider supplies necessary equipment for the filming and livestreaming, including the server, the mixer and all digital cameras;
- Excellent quality live streaming of all sessions;
- A highlight video as required above within 10 working days from the workshop commencement (2 minutes, with and without English subtitle)

The UNDP in Viet Nam has first selection rights – non-exclusive world rights in all media in perpetuity – to all images taken on this assignment.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Junior Communication Consultant of UNDP Viet Nam will be responsible for the monitoring of progress and supervision required to ensure progress and high-quality final product(s).

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

We are seeking a highly qualified professional video photographer, who is based in Viet Nam. The video photographer will need to be experienced in taking UN-related images and need to be capable of producing the final product within the above-mentioned deadline. The service provider will work independently with technical support and supervision of the respective UNDP Programme Analyst and Junior Communication Consultant. Candidates will be evaluated on their experience as well as their livestreaming portfolio. Working experience with UN agencies in Viet Nam will be an asset.

QUALIFICATIONS AND SELECTION CRITERIA

- At least 3 year-experience in livestreaming, making infographic video clips, documentary films, television programme; Experience working with the UN/UNDP is an asset.
- Have already participated in livestreaming, producing the film / video for at least two International aided projects related to public services or e-governance or citizen participation or similar thematic areas
- Own a team with strong experience in the production of film or television programme, including people undertaking tasks such as livestreaming, writing scripts, filming, sound handling, post-production, reading comments and translating subtitle.
- Have fully equipped filming and recording equipment, post- production to meet the requirement of producing the high-quality livestreaming and video
- Must have experience in working at international television, international media agencies on video production

No	Criteria	Score
1	At least 3 year-experience in livestreaming, making video clips, documentary films, television programme; Experience working with the UN/UNDP is an asset.	500
2	Have already participated in producing the film / video for at least two projects related to public services or e-governance or citizen	150

	participation or similar thematic areas	
3	Own a team with strong experience in the production of film or television programme, including people undertaking tasks such as livestreaming, writing scripts, filming, sound handling, post-production, reading comments and translating subtitle.	200
4	Have fully equipped filming and recording equipment, post-production to meet the requirement of producing the high-quality livestreaming and video (bidders to provide list of its equipment)	150
	Total	1,000

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

The junior Communication Consultant will provide all necessary logistical support and arrangement, including facilitating access to livestreaming sites.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

100% payment will be paid upon successful completion of the assignment accepted by UNDP

Annex 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁵

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁶)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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

⁵ This serves as a guide to the Service Provider in preparing the Proposal.

⁶ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(Note: Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

Annex 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

⁷ This serves as a guide to the Service Provider in preparing the Proposal.

⁸ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

Annex 2-c**CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS****Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 30 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

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

[Designation]

[Date]

Annex 3

Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

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

Please find below link to the General Terms and Conditions:

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

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

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

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

UNDP General Terms and Conditions for Contracts apply

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

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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)