



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: Data collection and analysis on Mercury and Persistent Organic Pollutants (POPs) in products	DATE: July 10, 2020
	REFERENCE: 2-200701

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Data collection and analysis on Mercury and Persistent Organic Pollutants (POPs) in products**.

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

Proposals may be submitted on or before **Wednesday, July 22, 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
7/10/2020

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 with travel to other provinces <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	August 2020 – May 2021
Target start date	1 August 2020
Latest completion date	31 May 2021
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 (50%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%)

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.

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p>
Pre-proposal meeting	<p>Time: 2.30 pm</p> <p>Date: Tuesday, July 14, 2020</p> <p>Venue: 304 Kim Ma street, Ba Dinh District, Ha Noi</p> <p>The UNDP focal point for the arrangement of pre-proposal is: Ms. Luu Ngoc Diep, Procurement Associate Tel: (+84-24) 38500200 E-mail: luu.ngoc.diep@undp.org</p> <p>Kindly contact the above focal point to register for the pre-proposal meeting at least 1 day in advance.</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@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>

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.

Other Information <i>[pls. specify]</i>	<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

Project title	Vietnam POPs and Sound Harmful Chemicals Management Project – PHCM (Project ID: 91381)
Assignment title	Data collection and analysis on Mercury and Persistent Organic Pollutants (POPs) in products
Type of contract	Vietnamese Firm
Duty location	Hanoi, Vietnam with travel to other provinces
Duration	August 2020 to May 2021
Report to:	UNDP and Project Management Unit (PMU)/ Department of environmental Quality Management (DEQM) - VEA

1. GENERAL INFORMATION

The “Vietnam POPS and Sound Harmful Chemicals Management Project” (hereinafter referred to as “the Project”) has been endorsed by the Global Environment Facility (GEF) through the United Nations Development Programme (UNDP). The expected project duration is 3 years. The official starting date of the project was 29 January 2016 and the expected closure date of the project, after extension, is July 29, 2020. The project is executed by Ministry of Environment and Natural Resources of Vietnam (MONRE) and Vietnam Environment Agency (VEA) is the project owner. The project objective is the continued reduction of environmental and health risks through POPs and harmful chemicals release reduction. This will be achieved by provision of an integrated institutional and regulatory framework covering management and reporting of POPs and harmful chemicals.

The project has 4 main components as below:

- Component 1: Policy framework for sound chemicals management, including POPs and Persistent and Toxic substances (PTS) developed and implemented.
- Component 2: Monitoring and report of POPs and PTS.
- Component 3: Management of POPs contaminated sites.
- Component 4: National mercury baseline inventory and release reduction strategy.

Considering that one of the objectives of the project is to establish a roadmap toward the phasing out of POPs and Hg in products, there is the need to gather information concerning the presence of specific POPs and Hg in a number of products available in the market or used in industrial processes.

2. ROLE AND ORGANIZATION

The consultant firm will implement its main functions under the supervision of PMU/ DEQM of VEA – MoNRE and UNDP, coordinate with Project Manager (PM), assisted by the Visiting International Technical Advisor (VITA). Specific tasks will be agreed with UNDP and PMU/DEQM and specified at the onset in the work plan.

In addition, the consultant firm will be working under overall guidance of International and National Consultants working under another assignment for the development of Project “Reduce the Impact and Release of POPs in Vietnam through Lifecycle Approach and Ecolabel”.

3. SCOPE OF WORK AND KEY FUNCTIONS

This assignment is related to the analytical determination of specific POPs and Hg in a number of articles and products currently marketed in Vietnam, to understand whether these POPs and Hg are still used in manufacturing processes.

Responsibility of the contractor will include the full identification (brand name, manufacturing country, composition in case of chemical mixtures) of the articles and products being analyzed, and the analytical work related to sampling and analysis in compliance with the accepted international standards for the laboratory analysis of POPs and Hg.

4. DETAILED TASKS

Specific tasks of this assignment are the chemical determination and analysis of POPs and Hg in the following products / articles:

1. Anti-mist products to be used in chrome plating processes;
2. XPS and EPS materials to be used as building materials;
3. Chlorinated rubber paint;
4. Single use paper glasses;
5. Plastic/Polymer/Mercury;

4.1. Task 1: Sampling collection and identification.

Following instruction and guidance from UNDP and VEA/DQEM, the consultant firm will collect the samples/ articles and product to be analysed. Each sample should correspond to a different brand of the same product (repeated samples from the same product are not accepted).

The amount of samples and analytical determination requested is provided in the table below:

Table 1: List of samples to be collected and analysed

Type of products/articles	Number of samples required (from different manufacturers)	POPs and Mercury to be analyzed
Mist suppressant	4	PFOS and PFA
XPS (Extruded Polystyrene foam)	3	HBCDD, total bromine
EPS (Expanded polystyrene foam)	4	HBCDD, total bromine
Chlorinated rubber paint	4	SCPP, total chlorine
Food packaging paper (Dessert and bread wrappers, sandwich and burger wrappers, paperboard, paper cups)	10 (from mixed samples of 25 pieces from each category of food packaging)	PFOS, PFAs
Plastic /Polymers/Mercury in selected industries	15	PBDEs, HBB, HCBDD, HBDE, total bromine, Mercury
Total	40	

4.2. Task 2: Analytical plan.

A laboratory sample pre-treatment and analytical plan will be delivered before starting the laboratory work, for approval by UNDP and PMU/DEQM.

The analytical plan will cover the following number of analytical determinations.

Table 2: Number of expected analysis by POP

Chemicals	Number of expected analysis
PFOS	4
PFAs	4
HBCDD	6
total bromine	5
SCPP	3
total chlorine	3
PBDEs	4
HBB	3
HBDE	3
Mercury	5
Total	40

The sampling and analytical methodology to be used for the sampling and analysis are reported in the section below. Deviation from the proposed methodology are accepted provided that the expected methodology is thoroughly reported in the analytical plan discussed with UNDP and PMU/DEQM before starting of the analytical and laboratory work.

In case the sampling and analysis is performed with a methodology not compliant with the table below and not previously agreed with UNDP and PMU/DEQM, the results will be rejected, and the analysis will have to be repeated with the correct methodology.

4.3. Proposed sample pre-treatment and analytical methodologies for the analytical plan

4.3.1. Analysis of POPs in plastic /polymer

Samples will be constituted of hard plastic/polymers components in selected industries. Each sample will be collected from different industries.

POPs to be analysed:

- PBDEs, including: Polybrominated diphenylether (PBDE) including at least Hexabromodiphenyl ether and heptabromodiphenyl ether (CAS No: 68631-49-2; CAS No: 207122-15-4; CAS No: 446255-22-7; CAS No: 207122-16-5; Tetrabromodiphenyl ether and pentabromodiphenyl ether (CAS No: 5436-43-1, CAS No: 60348-60-9) Decabromodiphenyl ether (CAS No: 1163-19-5).
- Polybrominated Byphenyls
- HBCDD (Hexabromocyclododecane)
- HBDE

Other chemicals to be analyzed: Total bromine.

Sampling pre-treatment: For all methods a sample size reduction to 0.5 mm using cryogenic grinding/milling with liquid N2 cooling is required.

Standard analytical methods to be adopted: EPA 1614 using GC-MS/MS or IEC 62321

4.3.2. Analysis of POPs in mist suppressant

Mist suppressant are usually liquid mixtures. The detailed Safety Data Sheet of each product undergoing analysis has to be asked to the manufacturer to achieve information related to the composition of the mixture. Suitable analytical methods for PFOS and are:

- ISO 25101 (2009): Water quality – Determination of perfluorooctanesulfonate (PFOS) and perfluorooctanoate (PFOA) Method for unfiltered samples using solid phase extraction and liquid chromatography/mass spectrometry;
- EPA Method 537: Determination of Selected Perfluorinated Alkyl Acids in Drinking Water by Solid Phase Extraction and Liquid Chromatography/Tandem Mass Spectrometry (LC/MS/MS);
- High-performance liquid chromatography (HPLC) coupled with tandem mass spectrometry (HPLC-MS/MS): This method allows for more sensitive determinations of individual PFOS and precursor compounds

Sampling pre-treatment: The samples have to be thoroughly homogenized before analysis.

4.3.3. Analysis of POP in Chlorinated rubber paint.

Chlorinated rubber paint are usually high viscosity mixtures or suspensions. The detailed Safety Data Sheet of each product undergoing analysis has to be asked to the manufacturer to achieve information related to the composition of the mixture.

POPs to be analyzed: SCCP. (CAS No. 68920-70-7; CAS No. 108171-26-2; CAS No. 85681-73-8; CAS No. 71011-12-6; CAS No. 85536-22-7)

Standard analytical methods to be adopted: ISO 18635:2016 Water quality -- Determination of short-chain polychlorinated alkanes (SCCPs) in sediment, sewage sludge and suspended (particulate) matter -- Method using gas chromatography-mass spectrometry (GC-MS) and electron capture negative ionization (ECNI)

Sampling pre-treatment: The samples have to be thoroughly homogenized before analysis.

4.3.4. Analysis and assessment of POP in paper food containers.

Single use paper cups may use PFOS or PFAs in their coating to ensure water and grease repellence. Samples will be taken from food contact papers, paperboard containers, and beverage containers from fast food restaurants.

POPs to be analyzed: PFOS and PFOAs.

Analytical methods: see the supplementary information provided in “Fluorinated Compounds in U.S. Fast Food Packaging” (available online at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6104644/>).

Other analytical methods:

- ISO 25101 (2009): Water quality – Determination of perfluorooctanesulfonate (PFOS) and perfluorooctanoate (PFOA) Method for unfiltered samples using solid phase extraction and liquid chromatography/mass spectrometry;
- EPA Method 537: Determination of Selected Perfluorinated Alkyl Acids in Drinking Water by Solid Phase Extraction and Liquid Chromatography/Tandem Mass Spectrometry (LC/MS/MS);
- High-performance liquid chromatography (HPLC) coupled with tandem mass spectrometry (HPLC-MS/MS): This method allows for more sensitive determinations of individual PFOS and precursor compounds in air, water, soil and biota.

Sample pre-treatment: The detailed sample pre-treatment is described in “Fluorinated Compounds in U.S. Fast Food Packaging” (available online at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6104644/>). It envisages the following.

- Sample must be clean samples, that had not come in contact with food. Samples must cut into regular pieces of around 10cm² for further pre-treatment
- Each piece to be centrifugated in a tube along with 20 mL of methanol and 1ng 13C4-PFOS/mL tracer;
- Samples to be placed in a sonicator for 30 minutes and then centrifuged to pelletize the paper.
- 5 mL of supernatant was passed through a 3 cc Supelclean ENVI-Carb 250 mg solid phase extraction (SPE) cartridge (Supelco, Bellefonte, PA) that was twice pre-treated with 5 mL of methanol.
- The resulting eluates must be evaporated to ~0.5 mL and prepared for analysis by mixing the methanol-based extracts with 2 mM ammonium acetate at a 60:40 ratio.

4.3.5. Analysis of POPs in XPS and EPS foam

The main application (90%) of HBCD is in polystyrene foam that is used in insulation boards, which are widely used in building and construction. Insulation boards with HBCD may also be found in transport vehicles, and in road and railway embankments (UNEP 2010a). These polystyrene foams exist in two forms, as expanded polystyrene (EPS) and extruded polystyrene (XPS) foams, with HBCD concentrations ranging from 0.5% to 2.5%.

Samples will be taken from commercial EPS and XPS foam.

Analytical and sample pre-treatment methods: there is no official methods established yet for HBCDD. Both gas chromatography (GC) and liquid chromatography (LC) methods are used for the instrumental quantification of HBCD. However, the separation of the isomers is only possible with LC methods. GC-FID (flame ionization detector) using a HBCD reference is also able to identify and quantify HBCD. This method is validated for concentrations above 1000 mg/kg. See also: Schlummer M, Vogelsang J, Fiedler D, Gruber L, Wolz G (2015) Rapid identification of polystyrene foam wastes containing hexabromocyclododecane or its alternative polymeric brominated flame retardant by X-ray fluorescence spectroscopy. Waste Management & Research, 33(7), 662-670.

4.3.6. Analysis of Mercury in selected products

Samples will be collected from Mercury lamp, Thermometer and Cosmetics. Each sample will be collected from different products.

Mercury will be analysed from each different sample.

4.4. Task 3: Laboratory work and reporting.

Once the analytical plan is agreed, the consultant firm will proceed with the execution of sample pre-treatment and analysis.

- The report will include the following sections.
- Sampling identification (for each category of sample)
- Sampling – pre-treatment (for each category of sample)
- QA/QC methodology for each analyte
- Analytical report for each sample tested, including QA/QC report

5. EXPECTED RESULTS AND DELIVERABLES, TIMING AND DURATION

In the table below, expected results, deliverable and the proposed timeline for the assignment is reported.

Table 3: Expected result and deliverables with timeline

Task	Deliverable	Deadline
Work plan of the activity-	A detailed workplan with timeline of the assignment delivered and approved by UNDP and PMU/DEQM.	2 weeks from the signature of the contract
Task 1: Sampling identification and collection	Report on Sampling collection and identification delivered and approved by UNDP and PMU/DEQM. Samples properly collected, identified and delivered to the laboratory.	One month from the signature of the contract.
Task 2: Analytical plan delivered	Analytical plan delivered and approved by UNDP and PMU/DEQM.	Six weeks from the signature of the contract.
Task 3: Laboratory work and reporting	Analytical and assessment report delivered and approved by UNDP and PMU/DEQM.	Three months from the signature of the contract.

6. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The contractor is expected to execute the assignment from August 2020 to May 2021.

Duty station: Home based and Ha noi .

7. MONITORING AND PROGRESS CONTROL

The consultant firm will be supervised by UNDP and PMU/VEA (Vietnam Environment Administration). The respect of the deadlines stipulated in the timeline will be monitored by UNDP and PMU/VEA. If required, the consultant firm will need regular updating and progress briefings.

8. ADMIN SUPPORT AND REFERENCE DOCUMENTS

VEA will provide administrative support such as introduction documents so that the contractor will be able to work with localities or enterprises.

Copies of following documents will be made available to the selected firm upon commencement of the assignment:

- Report of 10 years of implementation of Stockholm Convention on Persistent Organic Pollutants in Viet Nam (2005-2015)
- Vietnam National Implementation Plan for the Stockholm Convention on Persistent Organic Pollutants until 2025, vision to 2030
- Approved PIF for GEF 7 Project.

9. QUALIFICATION REQUIREMENTS

The consultant firm shall have the following minimum requirements:

- 1) At least 5 year of experience in the analysis of POPs, chlorinated and brominated organic chemicals
- 2) Evidence of the certification for the analysis of POPs and Hg provided by an international accreditation body recognized in Vietnam or by a national accreditation body. (i.e. VIMCERT or VILAS etc.)
- 3) Evidence of the availability of the laboratory equipment to carry out the analysis listed under Task 2 – analytical plan.
- 4) At least of 2 key staff assigned to the project with the proven experience on analysis, in particular on hazardous chemicals and POPs,

- 5) At least of 2 key staff assigned to the project with advanced university degree (PhD is an asset) in Chemistry, Environmental Science or related field

10. PAYMENT TERMS

All payments will only be authorized upon PMU/ DEQM and UNDP approval of the deliverables. In particular payments will be as follows:

Table 4: Payment term by deliverables

Task	Deliverable	Payment terms
Work plan of the activity-	A detailed workplan with timeline of the assignment delivered and approved by UNDP and PMU/ DEQM	20% of contract amount
Task 1: Sampling identification and collection	Report on Sampling collection and identification delivered and approved by UNDP and PMU/ DEQM Samples properly collected, identified and delivered to the laboratory.	30% of contract amount
Task 2: Analytical plan delivered	Analytical plan delivered and approved by UNDP and PMU/ DEQM	
Task 3: Laboratory work and reporting	Analytical and assessment report delivered and approved by UNDP and PMU/ DEQM	50% of contract amount

EVALUATION CRITERIA

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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	500
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least 5 years of experience in the analysis of POPs and Hg (provision of valid business license on the related field, list of similar contracts in the past 5 years)	200
1.2	Evidence of the certification for the analysis of POPs and Hg provided by an international accreditation body recognized in Vietnam or by a national accreditation body. (i.e. valid VIMCERT or VILAS etc.)	200
1.3	Evidence of the availability of the laboratory equipment to carry out the analysis listed under Task 2 – analytical plan (provision of lab. Equipment)	100
Total Section 1		500

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Clearly understanding the purpose of the package	50
2.2	Approach and methodology which are appropriate to the task	50
2.3	Feasible implementation plan	50
2.4	Reasonable arrangement for human resource (at least 2 having the laboratory capability to direct the practical work (laboratory experience) and other 2 having enough scientific knowledge to assess the results and 1 team leader).	50
Total Section 2		200

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	01 National Team Leader	100
3.1.1	Postgraduate degree in the field of environment, chemicals, or related fields	20

	- PhD	20	
	- Master	15	
	- Bachelor or lower	05	
3.1.2	Experience in on analysis, in particular on hazardous chemicals and POPs		20
	- ≥ 10 years' experience	20	
	- ≥ 5 years' experience	10	
	- Less than 5 years' experience	05	
3.1.3	Having scientific knowledge to assess the analysis results and demonstrated skills and experience in providing input to technical/scientific documents and reports		20
3.1.4	Experience in synthesis of information, data analysis, planning and writing report		20
3.1.5	English skill		10
	- ≥ 3 written consultancy reports/article on international Journals	10	
	- ≥ 2 written consultancy reports/article on international Journals	07	
	- ≥ 1 written consultancy reports/article on international Journals	05	
	- 0 written consultancy reports/article on international Journals	0	
3.1.6	Use well of all communication technologies and IT tools (Office or Mac Office etc.)		10
3.2	02 National Laboratory Experts		100
3.2.1	Degree in the field of chemical, environment or related fields		10
	- Master or PhD	10	
	- Bachelor	05	
3.2.2	Experience in laboratory work, POPs/Hg sampling and analysis		10
3.2.3	Demonstrated experience in information and data collection and analysis		10
3.2.4	Demonstrated skills and experience in providing input to technical/scientific documents and reports		10
3.2.5	English skill and sound use of all communication technologies and IT tools (Office or Mac Office etc.)		10
3.3	02 National Experts on POPs and Hg analysis		100
3.3.1	Degree in the field of analytical chemistry or related fields		10
	- Master or PhD	10	
	- Bachelor	05	
3.3.2	Experience on analysis, in particular on hazardous chemicals and POPs		10
3.3.3	Demonstrated experience in information and data collection and analysis		10
3.3.4	Demonstrated skills and experience in providing input to technical/scientific documents and reports		10

3.3.5	English skill and sound use of all communication technologies and IT tools (Office or Mac Office etc.)	10
Total Section 3		300

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:

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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)

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 envelopes/emails before or by **Wednesday, July 22, 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 for the past 5 years – 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) Evidence of the certification for the analysis of POPs and Hg provided by an international accreditation body recognized in Vietnam or by a national accreditation body. (i.e. valid VIMCERT or VILAS etc.)			
	h) Evidence of the availability of the laboratory equipment to carry out the analysis listed under Task 2 – analytical plan (provision of lab. Equipment)			

	i) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	j) Detailed CVs of the proposed personnel with copies of all required qualifications			
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(s) submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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