



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

NAME of service: Production of Videos for the UN Efficiency Agenda in Vietnam	DATE: July 17, 2020
	REFERENCE: 2-200702

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Production of Videos for the UN Efficiency Agenda in Vietnam**.

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

Proposals may be submitted on or before **Thursday, July 30, 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
7/17/2020

Annex 1

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"/> Green One UN House, 304 Kim Ma street, Ha Noi <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	13 August 2020 – 12 September 2020
Target start date	13 August 2020
Latest completion date	12 September 2020
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

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

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

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (35%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (25%)

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

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

	<input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%) Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Please refer to the Evaluation Criteria for further details.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
Contact Person for Inquiries (Written inquiries only) ⁷	Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	Bidders are responsible for checking the UNDP website: https://procurement-notices.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.

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.



TERMS OF REFERENCE

Production of Videos for the UN Efficiency Agenda in Vietnam

1. Background and Project Rationale:

In his December 2017 report,⁸ the Secretary-General presented his vision and proposals to reposition the United Nations (UN) development system to better respond to the 2030 Agenda for Sustainable Development. While the focus was firmly placed on improving the overall effectiveness, accountability and cohesion of the UN development system's collective results on the ground, the Secretary-General also anticipated that the proposed change measures would have the potential to also achieve cost savings that could be redeployed into development activities.

This aspect of the reform – which later came to be known as “the efficiency agenda” - aims to realize cost avoidance and performance improvement by harmonizing, centralizing and consolidating the use of resources to generate efficiencies in financial and quality terms, to be redeployed as part of programmes to better support the 2030 Agenda.⁹ Both the overall reform process and the efficiency agenda received wide support of Member States, as reflected in General Assembly resolution 72/279 on the repositioning of the UN development system. Key pillars of the SGs efficiency agenda are the Common Premises, the Business Operations Strategy (BOS) and the Common Back office (CBO).

The UN Country Team in Viet Nam has been engaged in all three elements of the Reform with the objective to achieve a more strategic and effective contribution to the attainment of national development priorities, under national leadership. It focuses on six pillars: One Plan, One Budget, One Leader, One Set of Management Practices, One voice and Green One UN House (GOUNH).

The Government of Viet fully supported the construction of the Green One UN House in Hanoi understanding that it would facilitate the full implementation of the One UN Initiative. Co-location was considered essential to overcome the “silo mentality”, with physical separation of the 17 UNCT Organizations which were housed in 10 different locations in Hanoi, to enhance development effectiveness through functional clustering of staff and to establish a wide range of common support services yielding cost savings. In addition, the UN was keen to implement the call of the UN Secretary General to ‘Deliver Green’. This was and still is particularly important in Viet Nam’s context of rapid urbanization and high vulnerability to climate change.

The occupation of the Green One UN House in Viet Nam started in 2015 (60% occupation) and as of today is home of 16 United Nations entities in Hanoi and houses almost 400 staff (almost 100% occupation). A Common Services Unit (CSU) was established to manage all shared services and, unlike the traditional agency-

⁸ Secretary General’s report, *Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet*, A/72/684-E/2018/7, December 2017.

⁹ *Id.*, Ops 11 and 43.

lead model, established a collective Governance Mechanism the Green One UN House Management Board (GMB) composed by Representatives of all 16 participant agencies under leadership of the Resident Coordinator.

The CSU is a customer-centric unit responsible for the UN common premises and delivering reliable and cost-effective common services in the areas of ICT; Building and Facilities Management; Green One UN House Security and General Administrative Services to all participant agencies maintaining high standards of quality of service. Customer satisfaction is our key driver with an average of 4.85 out of 5 added to the verbatim customer feedback. Important cost-avoidance were also achieved amounting of USD1.7M in the past 5 years.

The Green One UN House in Viet Nam is also commitment to environmental sustainability. It is considered a role model in building energy efficient being recognized nationally (LOTUS Certification) and internationally (WGBC Asia Pacific Award 2018). In addition, GOUNH environmental responsibilities is managed in a periodically and systematic manner as confirmed by ISO 14001-2015 certification obtained in 2017, revised yearly and recently re-validated until 2023.

In addition to all tangible aspects highlighted above, other important intangible aspects were achieved leading to improved inter-agency cooperation and teamwork, promoting UN coherence and enabling the UN to work more creatively.

The GOUNH in Vietnam is now fully functioning and aligned with the business operations reform under United Nations Development System (UNDS) Reform. This pioneering initiative had generated important lessons learned on the future of CBO under UNDS Reform and how common premises fits into unified service delivery. In addition, active engagement with DCO (Development Coordination Office), the Business Innovations Group (BIG) of the UN Sustainable Development Goals (UNSDG) globally and JIU (Joint Inspection Unit) had confirmed the GOUNH Vietnam as a role model in advancing the SGs efficiency agenda in Common Premises, the Business Operations Strategy (BOS) and the Common Back office (CBO).

The GOUNH Vietnam have been receiving significant number of demands from UN Organizations from different countries to visit our facility and learn from our experience. Within this context, and following discussions with DCO, the Viet Nam experience shall be registered in a corporate Video focused on milestones achieved and organizational culture change, including tangible and intangible benefits felt by clients. This video would be shared with other UN Country Offices, agencies HQ and member states aiming to see an actual ground impact of the efficiency agenda.

2. Scope of Work

The selected firms will be expected to carry out the following services:

- Identify subjects to be filmed to illustrate the themes and seek approval to use their image in accordance with GOUNH's guiding principles on filming;
- Develop a script focused on what VN has done (BOS, Common Back Office and Common Premises) and on the impact of the three initiatives
- Carry out professional video recording;
- Produce two video clips: 3 minutes and 15 minutes each featuring GOUNH Efficiency Agenda;
- Produce 30-sec teaser video;
- Edit and package the video ready to broadcast.

3. Expected Outputs/Deliverables:

Produce two video clips: 3 minutes and 15 minutes each featuring GOUNH Common Services and one 30-sec teaser video in line with detailed and tangible and measurable outputs/deliverables of work assignment, delivery dates listed below:

Activities and Deliverables	Target Deadline for deliverable	Duration
-UN to provide overall orientation on expected deliverables and on subjects to be filmed to illustrate the themes. -UN to provide orientation on UN's guiding principles on filming including, approval on use of image, if needed. - Firm shall identify subjects to be filmed to illustrate the themes, seek approval to use their image in accordance with GOUNH's guiding principles on filming, identify filming locations to reflect different settings and present a script for the filming (story line).	13-14 Aug	2 days
	17 Aug	1 day
-Following approval of script, carry out professional video recording on site at the Green One UN House -Carry out professional video recording (online interviews)	27 Aug-31 Aug	5 days
-Edit video -Send it for validation	3-5 Sep 6 Sep	3 days
-Receive feedback and, if required, do final editing -Delivery of packaged video ready to broadcast	13 Sep	2 days
	14 Sep	
TOTAL:	13 Aug – 14 Sept	13 days

4. Brief description of required technical specification:

- a) **Filming:** Record high quality video footage in various GOUNH locations and with different staff. Conduct and film interviews with person and collect video context footage. Some interviews may be conducted online.
- b) **Editing:** Nonlinear editing of the video footage with a storyline and taking into consideration the feedback from GOUNH Communication Team.
- c) **Transmission of video b-roll and edited pieces:** transmit video as required as per specifications of format, platform, shot-listing, etc
- d) **Archiving:** Complete shortlist and transcribed quotes for the final edited video and b-roll select
- e) **Distribution of video:** Materials provide in formats that are applicable to GOUNH platforms, broadcasters, online news and social media outlets. Personal pitching contact opportunities welcomed.
- f) **Editorial content:** Videos must be in line with GOUNH brand image and GOUNH editorial style and

will be reviewed and approved by GOUNH Communication team before finalization and dissemination to the public

- g) **GOUNH's storytelling style:** The story is pieced together using clips of interviews, raw footage, on-screen text and graphics.
- h) **Guidelines:** The contractor must adhere to GOUNH guidelines on captioning and metadata and provide a quick high-quality turnaround to service media and social media needs.
- i) **Contractor** supplies all professional equipment.
- j) **GOUNH** has non-exclusive world rights of all selected media in perpetuity.
- k) **Performance indicators for evaluation of results:** Quality of shooting, editing and timely delivery of appropriate paperwork, shortlists, scripts, transcriptions etc

5. Institutional Arrangement and Responsibilities:

- a) The overall **contract supervision of contract will be conducted by GOUNH GMB Chair and UNDCO Manager and Operational supervision will be conducted by CSU Manager and the UN Communication Chair.** This supervision includes orientation on key moments to be covered, sensitivities to be take in consideration, orientation on institutions/organizations/individuals with whom the contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work.
- b) Reviews will be conducted during assignment and at the end of contract in line with outputs defined in this ToR.

6. Duration of the Work and Timeline

- Beginning of the contract: **13 Aug 2020;**
- Submission of 1st draft of video to GOUNH for comments and feedback: **30 Aug 2020;**
- Submission of final deliverables considering comments and feedback: **12 Sep 2020.**

7. Duty Station

Filming will be conducted within the GOUNH located in the address below:
Green One UN House: 304 Kim Ma Street, Ba Dinh, Ha Noi • Viet Nam

Complementary filming may be conducted online to cover relevant activities/interviewer. No traveling will be required.

8. Schedule of Payments

- 30% of contract value will be made upon the UN approval of the script.
- Final payment of 70% contract value will be made in total maximum 15 days after submission of final invoice and subject to satisfactory performance and completeness of work.

9. Qualifications/experience and Evaluation criteria:

The following qualifications are required, and potential bidders will submit the following documents to illustrate their qualification:

Qualification	Score	Submission documents
<ul style="list-style-type: none"> Ability to produce high quality and creative video clips 	300	<ul style="list-style-type: none"> Minimum 2 samples of video clips with similar scope by providing links to review the video
<ul style="list-style-type: none"> Experience working with international organizations/media is an advantage 	50	<ul style="list-style-type: none"> Company profile Sample or certification letters to prove previous experience List of similar contracts with international organizations/media
<ul style="list-style-type: none"> Technical experience in the production of video clip and capacity to implement the TOR 	250	<ul style="list-style-type: none"> A brief proposal (in English) describing how the bidder will implement this ToR (maximum 5 pages);
<ul style="list-style-type: none"> Professional qualification and experienced production team Team shall have at least one videographer with minimum 6 year experience. Fluency in English and Vietnamese is required 	200	<ul style="list-style-type: none"> A production team composition including at least one videographer and CV of each team member. The videographer must have minimum 6 year professional experience.
	150	
	50	
Total score:	1,000	

10. Annexes to the TOR

- Secretary-General's December 2017 report on 'Repositioning the United Nations development system to deliver on the 2030 Agenda' that highlights the UN Development System Reforms and common back office functions (<https://undocs.org/A/72/124>)
- Opportunities to improve efficiency and effectiveness in administrative support services by enhancing inter-agency cooperation JIU/REP/2018/5 (<https://undocs.org/en/JIU/REP/2018/5>)

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	350
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Ability to produce high quality and creative video clips (minimum 2 samples of video clips with similar scope by providing links to review the video)	300
1.2	Experience working with international organizations/media is an advantage	50
Total Section 1		350

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Technical experience in the production of video clip and capacity to implement the TOR (A brief proposal (in English) describing how the bidder will implement this ToR (maximum 5 pages)	250
Total Section 2		300

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	A production team composition including at least one videographer and CV of each team member	200
3.2	Team shall have at least one videographer with minimum 6 year experience	150
3.3	Fluency in English and Vietnamese is required	50
Total Section 3		350

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 PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

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

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

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

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

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

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

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

[Designation]

[Date]

Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

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

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

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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 **Thursday, July 30, 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			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.			
	f) Minimum 2 samples of video clips with similar scope by providing links to review the video			
	g) Proposed Methodology for the Completion of Services			
	h) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	i) Detailed CVs of the proposed personnel			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			

4	This duly filled, checked, certified submission checklist to be attached to the submission			
5	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.			

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

[Designation]

[Date]