



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations for **Water Retention Study in Mekong Delta (Ref. B-200801)**

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 **15.00hrs Thursday, August 13, 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: quach.thuy.ha@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p><u>With subject line: (B-200801) Water Retention Study in Mekong Delta</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 (B-200801) Water Retention Study in Mekong Delta</u></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <ol style="list-style-type: none">1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-385001432. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200 <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
8/6/2020

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 for Water Retention Study in Mekong Delta.
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	Climate Change and Environment Unit, UNDP
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"/> Ha Noi with travel to Mekong Delta provinces
Expected duration of work	August – October 2020
Target start date	20 August 2020
Latest completion date	20 October 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 Viet Nam
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. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Expertise and Capacity of Firm/organization submitting proposal	400
2.	Adequacy of the proposed approach, methodology and work plan responding to the TOR	300
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Proven experience of delivery of good quality products for international development projects;	140
1.2	Proven records of similar assignments relating to impact assessments;	130
1.3	Extensive experience of engaging stakeholders on participatory assessment, in designing, implementing or managing similar initiatives;	130
Total Section 1		400

Section 2. Adequacy of the Proposed Methodology, Approach and Implementation Plan responding to the TOR		Points obtainable
2.1	To what degree does the Offeror understand the task?	70
2.2	Is the scope of task well defined and does it correspond to the TOR?	70
2.3	Have the important aspects of the task been addressed in sufficient detail?	70
2.4	Does the detailed work plan identify specific timeframe with plans for travels, needed meetings, events, deliverables and other key points that need to be co-ordinated.	90
Total Section 2		300

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.

Section 3. Personnel competencies and human resource organization			Points obtainable
3	Senior National Technical Expert (Team Leader)		
	Advanced degree in development economics, development management, food security/agriculture/rural development, social science, local economics and related fields;	50	
	Years of experience in conducting similar assignments in similar topics;	100	
	Familiar with social and economic context of the location where the assignment will be undertaken;	100	
	Experience with writing reports following assignments with similar scope of complexity and practicality	50	
Total Section 3			400

Annex 1

TERMS OF REFERENCE

Water Retention Study in Mekong Delta



Empowered lives.
Resilient nations.

Basic Contract Information	
Location:	Viet Nam
Category:	Livelihoods/Rural Development
Type of Contract:	Consultancy/Institutional contract
Assignment Type:	National Consultancy firm/institution or NGO
Quality assurance	UNDP Senior DRR/CCA Advisor
Reports to:	UNDP Head of CCE Unit
Duty Station:	Ha Noi, Viet Nam, with travel to Mekong Delta provinces
Expected Places of Travel:	Ben Tre, Bac Lieu, Ca Mau
Languages Required:	English
Expected Starting Date:	20 August 2020
Duration of Assignment:	Between 20 August – 20 October 2020

1. Context

In the Mekong Delta of Viet Nam, the drought and saltwater intrusion deteriorated rapidly since September 2019, destroying the livelihoods of people in the region whose lives heavily depend on agriculture. As of January 2020, saltwater has intruded deeper inland, in some sites up to 100 km. According to Government reports, the saltwater intrusion in 2020 has crossed the boundaries of historically highest salinity recorded in 2015-2016. The rapid assessment carried out in January 2020 by UNDP and other partners confirmed the impacts on the ground.

The socio-economic impact brought on by the COVID-19 crisis has further increased the difficulties faced by vulnerable households in Mekong Delta, which are still struggling with the ongoing impacts of the drought and saltwater intrusion. COVID-19 response measures have further reduced the already limited livelihood options and coping capacities of the most vulnerable, including ethnic minorities (EM), women-headed households, and people living with disabilities.

To better understand the multiple crisis facing the Mekong Delta, UNDP commissioned two assessments focusing on the impact of the triple risk of drought, saltwater intrusion and COVID-19 crisis on vulnerable households in the most affected areas (Bac Lieu, Ben Tre, Binh Thuan, Ca Mau and Tien Giang), as well as the needs for recovery measures. The assessments highlighted huge impact on the water security, including canal and irrigation systems, severely limiting water availability, damaging agricultural productivity of crop, livestock and aquaculture. The households are faced with serious shortage of, and poor

quality of, domestic water as a result of saline or depleted surface water and contaminated groundwater. Coping mechanisms employed thus far include upgrading irrigation systems, building ponds and water tanks, constructing dams, creating domestic water supply plants, installing wells and pumping stations, and transporting fresh water.

While early actions implemented by Government mitigated the negative impacts of the drought and saltwater intrusion, such as transforming agricultural activity and ensuring water retention and fresh water supply to households, there were still many pockets of vulnerable households and communities which are facing water shortages and food insecurities.

Considering the issues highlighted above, it is expected that the most vulnerable households and communities, especially those in remote and coastal areas which are beyond the reach of Government's water supply systems. In such remote and coastal areas, vulnerable households will continue face great difficulties in the next season of the drought and saltwater intrusion. To support mitigation and recovery measures, UNDP is seeking to develop a detailed assessment and understanding of the available options for water retention and of good practices for livelihoods and agricultural production at household levels.

The focus of the assessment will be on the most vulnerable and remote areas of Ben Tre, Ca Mau and Bac Lieu provinces to identify and recommend: 1) low-cost and locally appropriate options for water retention to be used for drinking as well as for household usage (i.e., personal hygiene, animal and small agriculture use), and 2) good practices for livelihoods and agricultural production.

2. Objectives of the Assignment

The objective of this assignment is to identify and recommend the available options for water retention, and good practices for livelihoods and agricultural production to help households and communities in saline water areas of selected coastal Mekong provinces to deal with the risk of drought and saltwater intrusion.

3. Scope of Work

The consultancy firm will work closely with relevant UNDP team members under the direct supervision of the Senior DRR/CCA Advisor. The consultancy firm will provide evidence based on findings from fieldwork, data collection and stakeholder consultations in the target provinces.

The scope of work for the assignment will be largely around the following key functions:

- Conduct desk review to identify the various water retention methods and good practices for livelihoods and agricultural production already developed and implemented in the Mekong Delta;
- Develop a work-plan, including field travel plan, local consultation and report outline;
- Conduct field missions to the three selected provinces to meet with local authorities and community groups to identify their needs and capacity and assess the suitability of the various options in relation to the local context;
- Plan and carry out the work-plan in the target provinces using a qualitative approach;

- Meet with community groups that were identified together with local authorities to explore their livelihood activities that have been impacted and collect their feedback on proposed water retention methods;
- Document recommended options for household level water retention as well as good practices for livelihoods and agricultural production;
- Develop a final report, including presentations, collected data and documentation of stakeholder consultation process.

4. Methodology

The methodology for the assignment will be developed by the consultancy firm, in consultation with UNDP.

UNDP will provide support to facilitate the provision of key contacts in the provinces where the contractor does not already have presence or access.

5. Specific Task Assignments and Expected Results

The consultancy firm is tasked to develop:

1. **Inception report, including methodology and detailed work-plan to carry out the assignment:**
 - Based on the desk review, develop an inception report that reflects the firm's understanding of the assignment, methodology to carry out the assignment, tentative plan and schedule to carry out the tasks required by the ToR, plan for secondary and primary data collection, propose a report outline and expected conclusions and recommendations of the report;
 - Based on the secondary data and in close consultation with UNDP and related Government agencies, identify the coastal remote communities to be selected for the field visits and the most vulnerable groups, develop a detailed assessment methodology focusing on the target vulnerable areas (in 3 provinces).
2. **Field visits:**
 - In close collaboration with relevant Government departments and partners at the national, provincial and communal levels, undertake field visits³ in identified provinces;
 - Use the qualitative methods to conduct the assessment with most vulnerable groups to explore the feasibility of the options for water retention and practices for livelihoods and agricultural production;
 - Conduct household-level and community-level interviews in the most impacted locations focusing on the vulnerable groups;
 - Conduct local consultation meetings with relevant stakeholders at the local level.

³ Consultancy firm should practice flexibility in methods and planning. In case of restricted access to localities, methods and plans should be adjusted accordingly, and the consultancy firm should work closely with UNDP to identify the appropriate options for data collection.

3. Response and recovery options focusing on the most vulnerable groups:

- Based on field visit findings, develop an assessment report on water retention options and good practices for livelihoods and agricultural production with a focus on the most vulnerable groups during drought and saltwater intrusion crisis;
- Present the draft report to UNDP and other key stakeholders to validate the findings (English and Vietnamese);
- Finalize the report based on feedback and inputs from UNDP and other stakeholders (English and Vietnamese);
- Based on the existing needs and priorities identified in the report, develop a high-quality concept note for UNDP focusing on specific interventions and methods to address the need for water retention and for livelihoods and agricultural production that supports the most vulnerable groups in coping with the impacts of drought and saltwater intrusion.

6. Deliverables

No.	Expected Output	Deadline
1	Inception report with Detailed Methodology and work-plan (10 pages)	25 Aug 2020
2	Draft assessment report	20 Sep 2020
3	PPT presentation of the findings	25 Sep 2020
4	Final assessment report, incorporating feedback from UNDP and stakeholders (40 pages), including: - List of options for retaining: 1/Ground water; 2) Riverwater; 3) Rainwater; and 4) Desalination of seawater - List of good practices for agricultural production (farming, fishery) and livelihoods for these remote communities	15 Oct 2020
5	One Concept Note (4 pages) focusing on specific interventions and methods to address the needs for water retention and for livelihoods and agricultural production that supports the most vulnerable groups in coping with the impacts of drought and saltwater intrusion	20 Oct 2020

Deliverables will be submitted to UNDP by email for review and approval. The consultancy firm will receive payments following approval of the deliverables as per the workplan to be agreed. Timing of specific activities will be discussed and agreed between UNDP and the consultancy firm.

Payment terms:

The costs of the consultancy firm will be paid after the Contractor's submission is approved by UNDP for the products specified in the Contract:

- 30% of the contract value will be paid upon receipt and approval of Deliverable 1
- 40% of the contract value will be paid upon receipt and approval of Deliverables 2 + 3
- 30% of the remaining contract value will be paid upon receipt and approval of Deliverable 4 + 5

7. Requirements and Qualifications

For the Institution

- Proven experience of delivery of good quality products for international development projects;
- Proven records of similar assignments relating to impact assessments;
- Extensive experience of engaging stakeholders on participatory assessment, in designing, implementing or managing similar initiatives;

For the proposed Team Leader

- Advanced degree in development economics, development management, food security/agriculture/rural development, social science, local economics and related fields;
- Years of experience in conducting similar assignments in similar topics; quality reports
- Familiar with social and economic context of the location where the assignment will be undertaken;
- Experience with writing reports following assignments with similar scope of complexity and practicality

Annex 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[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.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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

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 PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

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				

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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:

☐

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)