

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

<p style="text-align: center;">NAME of service:</p> <p style="text-align: center;">Research and consultation on opportunities to increase access to financial schemes and insurance related products in Viet Nam's high risk coastal areas</p>	DATE: August 31, 2020
	REFERENCE: RFP-N-200801

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Production of at least 14 stories and articles on project impacts for traditional and digital media.**

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

Proposals may be submitted on or before **Monday, September 07, 2020** and **via email or courier mail** to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
nguyen.thuy.nga@undp.org

Note:

- *For both submission methods, please use separate emails/envelops for technical and financial proposals and indicate the tender's reference number in the subject.*
- *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.*
- *When submitting hard copy proposals, please submit 1 original + 3 copies + CD ROM containing all contents corresponding to hardcopy in PDF format.*

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/unscconduc t_english.pdf

Thank you and we look forward to receiving your Proposal.

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	Production of at least 14 stories and articles on project impacts for traditional and digital media (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	Ha Noi and 7 selected GCF project provinces in Viet Nam, including: Ca Mau, Nam Dinh, Quang Binh, Quang Nam, Quang Ngai, Thanh Hoa, and Thua Thien-Hue.
Expected duration of work	15 September 2020 – 25 December 2020
Target start date	As soon as possible in September 2020
Latest completion date	25 December 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 <i>[pls. specify]</i>
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"/> 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
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

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.

	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	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p>Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (15%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (55%)</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>

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.

UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" 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)
Pre-proposal meeting	No
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Nguyen Thuy Nga (Ms.) Procurement Executive Nguyen.thuy.nga@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 [pls. specify]	<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>

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.

Evaluation Criteria

#	CRITERIA	POINTS
1	Capacity of the firm / organization submitting the proposal	350
1.1	Well-known press agency or public media organization in Viet Nam with more than 10 years of experience in operating public media (since establishment) and publishing papers/magazines in both Vietnamese and English.	100
1.2	Demonstrable journalism experience in environment, disaster resilience, or other development-related issues; at least five years of writing for relevant articles in published newspaper/magazines.	100
1.3	The function of the organization includes online and print newspapers in both English and Vietnamese (no outsourcing for English and Vietnamese articles).	100
1.4	Previous similar experience of producing publications for development projects; experience with UN agencies as an asset.	50
2	Proposed work plan and approach	250
2.1	Demonstrated understanding of the objectives of the assignment.	70
2.2	Understandable and feasible approach/methodology for carrying out the task and obtaining the outputs/deliverables.	100
2.3	Clear description of proposed outputs/deliverables and other requirements.	80
3	Qualifications of team leader and members	400
3.1	Team is composed of sustainable development/disaster resilience/environment/etc., journalists (at least three members, including the team leader) with at least five years of experience in writing media articles.	100
3.2	University degree in journalism or related field.	50
3.3	Proven track record of writing and editing human interest or impact stories.	100
3.4	Familiarity with Viet Nam's development context and UN work is an asset.	50
3.5	Good command of English (writing and editing), with at least two similar sample writing each in English and Vietnamese from the assigned team	100
	TOTAL	1,000



TERMS OF REFERENCE

COLLECTING AND WRITING STORIES OF PROJECT IMPACTS AND RESULTS FOR CONTRACTOR AS A NATIONAL FIRM/ORGANIZATION

I. GENERAL INFORMATION

Services Required	Production of at least 14 stories and articles on project impacts for traditional and digital media
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Post Title	Viet Nam-based communications agency for producing media publications on project impact
Type of Contract	Contract for Professional Services
Duty Station	Ha Noi and seven target provinces
Duration	15 September - 25 December 2020
Reporting to	UNDP CCE Media and Communications Analyst UNDP Programme Management Specialist for GCF Coastal Resilience Project

II. BACKGROUND & PROJECT DESCRIPTION

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with the Ministry of Planning and Investment (MPI) and the Ministry of Construction (MoC), UNDP is serving as the Green Climate Fund (GCF) Accredited Entity for a climate adaptation project entitled “**Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam**” that was approved by the GCF in June 2017. As outlined in the Paradigm Shift Objectives and Impacts section of the project proposal, the project is designed “*to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate-resilient homes, strengthening natural defences through the regeneration of mangroves and improving planning through the integration of climate risk information.*” The project aims to rebuild 4,000 houses and to regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk related information, and therefore increase its utility in decision making.

Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (*Indicator: Number and value of physical assets made more resilient to climate change variability and change considering human benefits*)
2. **Improved management of land or forest areas contributing to emissions reductions** (*Indicator: Hectares of land or forests under improved and effective management that contributes to CO₂ emission reductions*)
3. **Increased generation and use of climate information in decision making** (*Indicator: Use of climate information products/services in decision making in climate-sensitive sectors*)

The project currently supports seven provinces: Ca Mau, Nam Dinh, Quang Binh, Quang Nam, Quang Ngai, Thanh Hoa, and Thua Thien-Hue.

The project will finish in 2021. A mid-term evaluation reported that the project had conducted in December 2020 has indicated that the project has achieved many positive results and contribution to the development of coastal resilience in Viet Nam since its inception. To enhance awareness of coastal resilience, as well as document the project results and impacts, UNDP is looking for **a national competent mass media organization** as a service provider to produce at least 14 human interest stories and articles related to the project (two or three from each province), as outlined in this Terms of Reference.

III. OBJECTIVE & SCOPE OF WORK

1. Overall Objective

Within the framework of the project “Improving resilience of the vulnerable coastal communities to climate change related impacts in Viet Nam,” the objective is to **produce at least 14 compelling human interest stories and articles about project activities (two or three from each of the seven target provinces)** in order to document the project results and impacts and provide useful information for communities, local government agencies and private sector.

2. Scope of Work

Responsibilities

The selected Service Provider will be fully responsible for planning and conducting all necessary work to produce high-quality human stories and articles.

Responsibilities of the Service Provider will include:

- Developing a detailed plan for the whole assignment, in consultation with the project management units (CPMU, PPMU) and UNDP.
- Reviewing the background documents related to the project to create possible storylines, angles and structure of the stories. Select key people to be interviewed, for example, experts, staff and workers working for the beneficiaries, etc.
- Organizing experienced writers and editors to visit project sites and work with project staff to conduct interviews, take relevant high-quality photos and write stories in English and Vietnamese.
- Appointing a contact person to work with the PMU (CPMU, PPMU) and UNDP officers in charge of the assignment for the preparation and production of stories, conducting interviews and suggesting topics for the articles. The contact person appointed by the Service Provider shall propose the draft outline of each article for discussion to ensure it will be in line with the expectations of the PMU (CPMU, PPMU) and UNDP.
- Ensuring that the products will be finalized timely and meet UNDP requirements.
- Submitting the final draft of each article in both English and Vietnamese to UNDP and the CPMU/PPMU for approval.
- Ensuring that each product will reach at least 10,000 people through at least 02 printed newspaper and 02 e-newspaper. . The Service Provider is expected to send to UNDP a final report in which this data will be included.

Selected topics

The Service Provider is expected to produce at least 14 stories and articles, two or three for each of the project’s target provinces of Ca Mau, Nam Dinh, Quang Binh, Quang Nam, Quang Ngai, Thanh Hoa and Thua Thien-Hue. Topics may include, but are not limited to, the following:

- The integrated approaches of the project bringing benefit to local vulnerable communities to improve their resilience (at least two stories)
- Transformative changes that the project achieved (three stories)
- Improved life of the project beneficiaries who received support to build their resilient house and who joined the livelihood activities (at least five stories)

- Partnership and collaboration among government agencies and Women's Union (one story)
- Documentation of the Project's supported works, impacts and results, as part of its contribution to bigger development issues including climate change mitigation and resilience (at least one story)

IV. EXPECTED OUTPUTS & DELIVERABLES

#	EXPECTED PRODUCT	DEADLINE
1	Detailed work plan to implement the assignment	A maximum of 10 days after signing the contract
2	<ul style="list-style-type: none"> • Proposed list of stories approved by UNDP and CPMU/PPMU • Draft outlines and questionnaires for each article 	3 weeks after signing the contract
3	<ul style="list-style-type: none"> • Draft stories (submitted to UNDP and CPMU/PPMU) following visits to all seven provinces 	4 weeks after the proposed list of stories approved by UNDP and CPMU/PPMU
4	Final approved stories in English and Vietnamese, which will be inserted in a Vietnamese language newspaper and an English language newspaper as appropriate. At least two articles submitted per month/14 articles. Two or three stories/province.	25 December 2020

1. Final products

The stories shall communicate the issue at hand, the action the project has taken to address the issue, and the project results with a human touch to it. The stories shall also incorporate and consider the concept of gender mainstreaming, in an appropriate manner. The stories should be written in simple, accessible language and focus on either a beneficiary or an expert from an implementing partner carrying out the project work. The stories are expected to include quotes from UNDP, VNDMA, Ministry of Agriculture and Rural Development, Ministry of Construction, Women Union, Provincial/District/Commune level authorities and relevant Project Management Units at the national and provincial levels (CPMU/PMUs/PPMUs). The length of each story should be between 800 - 1000 words. The stories will be submitted together with relevant and high-quality photos.

2. Copyright

All intellectual property and proprietary rights, including rights to maps, drawings, photographs, documents and any other materials produced during this consultancy will become the sole property of UNDP Viet Nam, which will have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorize all translations and quotations from them. The contractor may not publish or use any of this material without the prior permission of UNDP Viet Nam.

3. Administrative Support & Reference Documents

Administrative Support

The CPMU/PPMU and UNDP shall:

- Suggest experts and resource persons for interview;
- Provide information and reports;
- Support the arrangement of ad-hoc meetings, discussion panel or interviews (if necessary).

Reference Documents

Soft copies of the project documents, technical reports and related documents will be made available to the Service Provider upon commencement of the assignment.

V. DURATION OF ASSIGNMENT & DUTY STATION

The Service Provider is expected to perform this task beginning from 15 September and ending on 25 December 2020.

Duty station: Ha Noi and seven target provinces

VI. MONITORING & EVALUATION

The Service Provider shall work closely with the UNDP and CPMU/PPMU staff during the implementation of the assignment and shall report frequently the implementation progress to UNDP CCE Media and Communication Analyst and the UNDP Programme Management Specialist for GCF Coastal Resilience Project. The Service Provider contact person shall inform UNDP in due course any challenges or issues during the implementation for identification of solutions to ensure timely delivery of the expected products.

VII. QUALIFICATIONS & SELECTION CRITERIA

The selected Service Provider shall meet the following requirements:

- Well-known press agency or public media organization in Viet Nam with more than 10 years of experience in operating public media (since establishment) and publishing papers/magazines in both Vietnamese and English.
- Demonstrable journalism experience in environment, disaster resilience or other development-related issues; at least five years of writing for relevant columns in published newspaper/magazines.
- The function of the organization includes online and print newspapers in both English and Vietnamese (no outsourcing for English and Vietnamese articles).
- Previous similar experience of producing publications for development projects; experience with UN agencies as an asset.
- Demonstrated understanding of the objectives of the assignment.
- Understandable and feasible approach/methodology for carrying out the task and obtaining the outputs/deliverables.
- Clear description of proposed outputs/deliverables and other requirements.
- Assign a well-known/capable leader and at least two journalists for this assignment, including submission of their CVs with awards, certificates, samples, facts and other evidence.
 - Team is composed of sustainable development/disaster resilience/environment/etc., journalists (at least three members, including the team leader) with at least five years of experience in writing media articles.
 - University degree in journalism or related field.
 - Proven track record of writing and editing human interest or impact stories.
 - Familiarity with Viet Nam's development context and UN work is an asset.
 - Good command of English (writing and editing), with at least two similar sample writing each in English and Vietnamese.

VIII. PAYMENT MILESTONES & AUTHORITY

UNDP Viet Nam will affect payments to the successful contractor upon satisfaction with the stated deliverables. Payments shall be made in phases by outputs:

1. The first payment of **20%** of the contract value will be made upon submission and approval of a detailed work plan and draft outlines of the agreed articles.
2. The second payment of **50%** of the contract value will be made upon submission and approval of the draft articles in both English and Vietnamese.
3. The last payment of **30%** of the contract value will be made upon submission and approval of all products under the contract.

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, 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.

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

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:

☐

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)

☐

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)

☐

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 **Monday, September 07, 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 – 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) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are team members			
	h) Detailed CVs of the proposed personnel			
	i) two similar sample writing each in English and Vietnamese from the assigned team			
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			
---	--------------------------------------------------------------------------------------------	--	--	--

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