



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

Dear Sir / Madam:

We kindly invite **National institutes/organizations** to submit proposals to improve the national capacity on testing and certification
(Ref: **B-200901**)

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 **12.00hrs Monday 14 September 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 email subject line:</u> (B-200901) improvement for the national capacity on testing and certification</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:</u> (B-200901) improvement for the national capacity on testing and certification</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.

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

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
9/4/2020

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 Consultancy firm to improve the national capacity on testing and certification.
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP and the Department of Medical Equipment and Construction, Ministry of Health
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"/> Viet Nam
Expected duration of work	September 2020 – February 2021
Target start date	September 2020
Latest completion date	February 2021
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) <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	<p>Bidders are responsible for checking the UNDP website: https://procurement-notice.undp.org/ under the same notice for any addendum 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 UNDP website frequently prior to submitting their proposal.</p>

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Solutions and Methodology	300
3.	Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Business license in the required field	50
1.2	Experience in the field of technical testing and quality assurance <ul style="list-style-type: none"> - More than 05 contracts - More than 3 contracts - No contracts 	100 70 0
1.3	Experience in the field of medical equipment, including medical masks, gowns and gloves <ul style="list-style-type: none"> - 3 contracts covering all medical masks, gowns and gloves - 3 contracts covering at least two items either medical masks, gowns or gloves - 3 contracts covering at least one item either medical masks, gowns or gloves - 0 contract 	100 70 30 0

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.

1.4	List of materials, machinery and equipment owned by the contractor or being rented to serve the work	50
Total Section 1		300

Section 2. Solutions and Methodology		Points obtainable
2.1	Clearly understanding the purpose of the package	60
2.2	Approach and methodology which are appropriate to the task	60
2.3	Implementation plan	60
2.4	Reasonable arrangement for human resource	60
2.5	Other factors (satisfying materials, machinery and equipment owned by the contractor or being rented to serve the work)	60
		300

Section 3. Key Personnel			Points obtainable
3.1	Lab cum Team Leader		160
	Postgraduate degree in relevant fields	20	
	Experience on lab work, particularly focusing medical equipment and medical manufacturing process		
	- More than 10 years’ experience	40	
	- More than 5 years of experience	30	
	- More than 3 years of experience	10	
	- Less than 3 years of experience	0	
	Experience in supporting a lab to improve its capacity to meet the international standards/levels	40	
	Familiar with different lab ISO/IEC standards on PPE	40	
3.2	Good English skills, can communicate and write English well (at least 1 report written in English submitted)	20	120
	Lab technician		
	Experience working at a lab		
	- More than 5 years of experience	50	
	- More than 3 years of experience	20	
	- Less than 3 years	0	
	Knowledge of laboratory testing relating to medical equipment, lab auditing	30	
	Experience in validity and appropriateness of test methods, sampling, method validation, etc..	20	
	Knowledge of international certification process and testing	20	
	Certification expert		
	Experience working on quality management system, particularly for medical device		
	- More than 5 years of experience	50	
	- More than 3 years of experience	30	
	- Less than 3 years of experience	0	
	Knowledge of different certification processes, lab auditing	50	
Familiar with procedures for accreditation of lab services	20		
Total Section 3			400

Annex 1

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

Title: **National consultancy firm to improve the national capacity on testing and certification**

Duration and timing: September 2020 – February 2021

Duty Station: Viet Nam

A. Background:

Viet Nam's rapid and effective containment of COVID-19 is emerging as good example of Anticipatory Governance in action – from the first recorded case on 23 January to the current state today (04 September 2020) of 1046 cases, with 755 recovered and 35 deaths, Viet Nam is rightly being heralded by its citizens and the global community as one of the most promising responses at this time.

Anticipating the spread of the virus very early on, the Government of Viet Nam (GoV) took swift, decisive leadership action through contact tracing, isolation and quarantine measures to curtail the spread and limit community transmission. The key to this success was adopting a 'whole of government' approach, engaging both health and non-health sectors at all levels. Based on the overall principle of removing any financial barriers to health care access for COVID-19 patients, the GoV has ensured free testing and treatment and provided support to those quarantined.

After different rounds of consultation on the national production of PPE, three issues have come out from recent discussions. Firstly, the quality of medical masks and PPE is low and the current standard setting is low. This drives the need to have a new system of standards and regulations for PPE to be equivalent to international specifications that the World Health Organization advises. Secondly, the quality assurance support system is not yet available, to support the compliance and enforcement of regulations as well as to assist enterprises to export their products. This requires swift improvement and change in national capacity in PPE quality testing, assurance and certifying. And thirdly, there is a limited connection in the supply chain among relevant stakeholders including material suppliers, manufacturers, quality controllers, and buyers. Therefore, UNDP Viet Nam is planning to support the Government to address the bottlenecks and barriers in national production of PPE with two development goals: (1) enterprises have produced quality (meeting international standards) products and obtained necessary certificates for export; (2) good quality (meeting high standards) medical masks, gowns and gloves are provided for the healthcare sector and the community.

B. Scope of Work and Tasks:

In the next six months, UNDP aims to support the Government to improve the national capacity on testing and certification. UNDP is looking for a national consultancy firm to carry out this work, with:

1. Specific tasks:

- Identify and map existing labs working on PPE. In this context, PPE covers medical masks, protective gowns and gloves.
- Identification of PPE testing certification priorities and high level capacity plan to use to compare existing capacity and desired capacity by PPE type

- Collecting information/data and analyzing the capability of existing testing labs/CABs in Viet Nam with a view to set criteria's, requirements for the standards being drafted
- Information / data collection and capacity analysis of existing laboratories / CABs in Vietnam to define the criteria and competency requirements for laboratories to be met.
- Conduct technical assessment (testing capacity, equipment, human resources, etc..) of the current system on PPE technical testing and certification in Viet Nam. Conduct a gap analysis by comparing ISO requirements with what is already available and implemented. This analysis should include all processes and procedures for management controls and technical controls, such as for sampling, method validation, equipment calibration, qualification and maintenance, employee qualifications, and others, with reference to the sampling and analytical methods selected for international accreditation. Analysis of process with data on lead times from application to start of testing and testing turnaround times, failure rates broken down by test, and certification turnaround times with analysis of bottlenecks that delay the process or impact efficiency
- A non-exhaustive list of aspects to be addressed and evaluated encompasses:
 - Management Requirements: Organization; Document Control; Technical competence of staff; Corrective and Preventive actions; Management Reviews; Internal Audits, commercial issues, accessibility to services and information on services by manufacturers etc.
 - Technical Requirements: Personnel, Accommodation and Environmental conditions; Validity and appropriateness of test methods; Test and Calibration Methods; Calibration and maintenance of test equipment; Measurement Traceability and Calibration to national standards; Sampling, Handling and Transportation of Test and Calibration Items; Assuring the Quality of Test and Calibration Results; Reporting the Results; Testing environment; Expression of Uncertainty in Quantitative Testing and uncertainty of measurement; Evaluation of the Uncertainty of Measurement in Calibration; Selection and use of reference materials; Quality in analytical chemistry; Qualification of equipment;
- Develop a roadmap for upgrading capacity and improving efficiency/effectiveness/turnaround times of these existing labs/systems, which includes: Verification of technical competence and assessment of existing management system against ISO/IEC Standard 17025 and relevant standards, Reviewing and improve both the technical requirements and management requirements to cope with ISO/IEC Standard provisions; Support on the preparation of the documentation required for the implementation of the ISO-IEC, including quality manual, quality policy statements, Standard Operating Procedures and associated standard methods to be certified, testing and equipment calibration procedures, maintenance tests, training records, procedures for documentation updating, etc.;
- Propose policy recommendations including capacity building, improvement and standardization of processes, commercial arrangement and consideration to specialization of labs (NB improvement of processes will need to be piloted to confirm they produce expected results)
- Capacity building needs assessment of the laboratories under MOH and relevant agencies that have capacity and demand to participate in the PPE lab network
- Propose to establish a network of PPE labs and develop a mechanism for sharing information within the network and reporting mechanism.
- Develop guidance notes on procedures of setting up laboratory management system for PPE. The guidance notes also provide steps and procedures of obtaining certificate of accreditation.
- Provide guidance to laboratories to adjust their testing procedures to adopt the requirements of ISO/IEC 17025 and relevant standards.

The consultant firm needs to mobilize at least three consultants in order to implement the above work, including a Lab cum Team Leader, a Lab Technician and a Certification Expert, and other positions if needed.

2. Site visits:

- Organise site visits to at least six labs providing the services on technical testing and certification of PPE.

3. Translation:

- Translate relevant documents into English and Vietnamese upon request of the international consultants and work-related. The tentative number of pages is 200.

4. Organisation of relevant workshops and meetings:

- Organise at least 3 technical meetings and consultation workshops in Hanoi to get feedback on the assessment of the labs on PPE. These meetings/workshops are one-day event.

C. Expected Outputs and Deliverables

The following deliverables will be submitted by the contracted firm. Some deliverables will be submitted in both English and Vietnamese. The remaining deliverables will be submitted in Vietnamese.

No	Deliverables	Deadline
1	Technical assessment (testing capacity, equipment, human resources, etc...) of the current system on PPE technical testing and certification in Viet Nam, identify and map existing labs	30 October 2020
2	Roadmap for upgrading capacity of these existing labs/systems	28 February 2021
3	Guidance notes on procedures of setting up laboratory management system for PPE. The guidance notes also provide steps and procedures of obtaining certificate of accreditation	31 January 2021
4	Guidance to laboratories to adjust their testing procedures to adopt the requirements of ISO/IEC 17025 and relevant standards	31 January 2021
5	Policy recommendations on strengthening the labs on PPE	28 February 2021
6	At least 3 technical meetings and consultation workshops organized, minutes of the meetings	31 January 2021
7	At least 06 visits to labs organized. Report of each visit	30 October 2020

D. Scope of Price Proposal and Schedule of Payments

Tranches	Target Outputs/ Deliverables	Due date	Percentage
1	Submission of workplan accepted by UNDP	30 September	10%
2	Deliverables 1 & 7 accepted by UNDP	30 October 2020	30%
3	Deliverables 2, 3, 4, 5 & 6 accepted by UNDP	31 January 2021	60%

E. Duration of the Work and Duty Station

The consultancy firm implements the required work from September 2020 to February 2021. The assigned consultants are also requested to attend several meetings in Ha Noi and visits to at least 06 labs.

F. Provision of monitoring, progress control and support

The consultancy firm will work under the supervision of UNDP and the Department of Medical Equipment and Construction, Ministry of Health, and work closely with relevant labs.

The Department of Medical Equipment and Construction, Ministry of Health will provide governmental administrative support if needed for the work.

G. Required Qualifications

To be eligible, bidders shall have minimum following qualifications:

General requirements to the service provider:

- National firms/associations
- At least 3 years of experience in the field of technical testing and quality assurance (provides track records of similar contracts)
- At least 3 years of experience in the field of medical equipment including medical masks, gowns and gloves (provides track records of similar contracts)

Requirements of key personnel of the service provider:

1. Lab cum Team Leader:

- A postgraduate degree in relevant fields
- At least 10 years of experience on lab work, particularly focusing medical equipment and medical manufacturing process
- Experience in supporting a lab to improve its capacity to meet the international standards/levels
- Familiar with different lab ISO/IEC standards on PPE
- Good English skills, can communicate and write English well (at least 1 report written in English submitted)

2. Lab technician

- At least 5 years of experience working at a lab
- Knowledge of laboratory testing relating to medical equipment, lab auditing
- Experience in validity and appropriateness of test methods, sampling, method validation, etc..
- Knowledge of international certification process and testing

3. Certification Expert

- At least 5 years of experience working on quality management system, particularly for medical device
- Knowledge of different certification processes, lab auditing
- Familiar with procedures for accreditation of lab services

SUBMISSION CHECKLIST

For evaluation of technical proposal

No.	Description	
	The service supplier's dossier:	
1	Business license	<input type="checkbox"/>
2	Proven track-records of experience/completed contracts in the field of technical testing and quality assurance (<i>with clear indication of the paid amounts</i>)	<input type="checkbox"/>
3	Proven track-records of experience/completed contracts in the field of medical equipment (<i>with clear indication of the paid amounts</i>)	<input type="checkbox"/>
4	Proposed solutions and methodologies for implementation of the package (incl. purpose of the package, approach and methodology, implementation plan with detail timeframe for each activity , HR arrangement, etc.)	<input type="checkbox"/>
5	List of materials, machinery and equipment owned by the contractor or being rented to serve the work	<input type="checkbox"/>
6	<i>Proposed experts' dossiers:</i>	
	For all team members:	
	- Updated CV with copies of relevant degrees and certificates	<input type="checkbox"/>
	- English certificates or reports in English if relevant	<input type="checkbox"/>

Annex 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)

[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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ 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 PROPOSAL⁵

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

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				

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

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

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 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)

☐

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)