



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations to **01 national firm to conduct communications activities for the research results of COVID 19's impact on the supply chain.** (Ref. PC-200902)

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 **Monday, September 28, 2020** (Hanoi time) by the following methods:

<p><b><u>By email: For green environment, this is preferred submission method</u></b></p> <p>E-mail address for proposal submission: <a href="mailto:nguyen.ngoc.phuong@undp.org">nguyen.ngoc.phuong@undp.org</a></p> <p><b><u>With subject line: (PC-200902) 01 national firm to conduct communications activities for the research results of COVID 19's impact on the supply chain..</u></b></p> <p>Maximum size per email: <b>30 MB</b>. Bidders can split proposal into several emails if the file size is large)</p>	<p><b><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></b></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><b><u>With envelop subject: (PC-200902) 01 national firm to conduct communications activities for the research results of COVID 19's impact on the supply chain..</u></b></p> <p>When submitting hard copy proposals, please call the following staff to receive hard copy proposal:</p> <p>1. Ms. Nguyen Ngoc Phuong, Procurement Assistant Tel: +84-24-38500283</p> <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](mailto: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](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  
9/21/2020

### 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	01 national firm to conduct communications activities for the research results of COVID 19's impact on the supply chain.
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 Climate Change and Environment Unit
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"/> Homebased and Hanoi
Expected duration of work	1 November to 31 December 2020
Target start date	1 November to 31 December 2020
Latest completion date	1 November to 31 December 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
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.  <b>Weight of technical and financial point:</b>  <u><b>Technical Proposal (70%)</b></u>  <u><b>Financial Proposal (30%)</b></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"/> <a href="#">Contract for Goods/Services</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">General Terms and Conditions de minimis</a> (for contract below \$50k) (Annex 3)

	<input checked="" type="checkbox"/> or <a href="#">General Terms and Conditions</a> (for contract above \$50k) (Annex 3) <sup>1</sup>
Contact Person for Inquiries (Written inquiries only) <sup>2</sup>	<p>Ms. Nguyen Ngoc Phuong Procurement Assistant, UNDP Vietnam Email: <a href="mailto:nguyen.ngoc.phuong@undp.org">nguyen.ngoc.phuong@undp.org</a></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**

<b>Firm's qualifications</b>		<b>Points obtainable</b>
1	Licensed firm/ organization that has at least 3 year- experience in organizing communications activities and/or promotion activities in Viet Nam.	200
2	Demonstrated experience in conducting promotion activities for development projects	200
3	Sufficient qualified personnel to maintain a high level of professionalism.	100
4	Having strong experience working with national television channels and newspapers	100
5	Prior experience with similar projects and/or UNDP is an asset.	100
<b>Total</b>		<b>700</b>

<b>Team leader's qualifications</b>		<b>Points obtainable</b>
1	Bachelor's degree or higher in information technology, business administration, or related field;	100
2	Proven experience working in Viet Nam, in social innovation, and with international development organizations;	100
3	Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.	50
4	Fluency in English	50
<b>Total</b>		<b>300</b>

<sup>1</sup> 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

<sup>2</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## TERMS OF REFERENCE

<b>Country:</b>	Viet Nam
<b>Project name:</b>	COVID 19
<b>Assignment:</b>	01 national firm to conduct communications activities for the research results of COVID 19's impact on the supply chain.
<b>Expected duration:</b>	1 November to 31 December 2020
<b>Duty station:</b>	Hanoi
<b>Reporting to:</b>	Climate Change Private Sector Expert and Media & Communications Analyst - UNDP Viet Nam Climate Change & Environment Unit

### 1) GENERAL BACKGROUND

During the first half of 2020, the novel coronavirus (COVID-19) pandemic has spread rapidly throughout the world. COVID-19 is causing unprecedented human, social and economic disruption, leaving no community or nation untouched. By early August 2020, COVID-19 had spread to well over 200 countries, with the number of confirmed cases surpassing 19 million and the death toll exceeding 700,000. Global disease epicenters continue to shift, and the worldwide number of cases recorded per day was still rising.

The Government of Viet Nam's rapid response achieved outstanding results in disease prevention and control despite a shared border with China, the original epicenter of the virus. Viet Nam did not record its first death from COVID-19 until early August, 2020, at which time the total number of cases was just 600. Regular international flights are yet to resume, and strict border controls remain in place.

The COVID-19 pandemic presents an unusual constellation of economic problems in that it is simultaneously a supply and demand shock. The supply shock originates in the disruption to supply chains of domestic producers, whether from overseas or within Viet Nam, due to the impact of the disease and prevention and control measures. The demand shock stems from the reduced purchase of goods and services contributing to interruptions to international and domestic production and trade in goods and services resulting in reduced earnings, lost income and depressed consumption levels.

In Vietnam, businesses are facing many difficulties and challenges, and the country's socio-economic development goals have been affected. According to the General Statistics Office (GSO),<sup>3</sup> GDP increased by 3.8 percent in Q1 2020, compared to 6.8 percent in Q1 2019. In Q1 2020, the Agriculture sector contracted by -1.2 percent and industry grew by 5.3 percent, much lower than the 10.5 percent growth in Q1 2018 and 9.0 percent growth in Q1 2019. Growth of 3.3 percent in the service sector was the lowest since 2011. In May 2020, the Government proposed to reduce the annual GDP growth target from 6.8 percent to 4.5 percent. This would be Viet Nam's lowest annual growth rate since 1999, and before that since the 1980s.

At the same time, Viet Nam's timely and effective response ensured that, while many other countries in the region are still struggling to bring COVID-19 under control, the country can start to focus on the forward-looking recovery process. Viet Nam is expected to be the fastest growing economy in the ASEAN, and to be one of the very few to have a positive growth outlook for 2020-21.<sup>4</sup>

<sup>3</sup> <https://www.gso.gov.vn/default.aspx?tabid=621&ItemID=19558>

<sup>4</sup> See [ADB trims Vietnam's 2020 GDP growth forecast to 4.1 percent on Covid-19](#)

While private sector, particularly MSMEs, were significantly affected during the pandemic, the country adopted a number of measures to ensure that production and service delivery could take place to the extent possible, given reliance on imports for a raw materials and components in a number of industries and the disruption of global supply chains.<sup>5</sup> Moreover, there are emerging opportunities that can be capitalized upon, including from investors looking to diversify sources of supply and opportunities to develop domestic substitutes for imported components and finished products. The next period of national growth requires an anticipatory, agile and adaptive response from Government, local bodies, industries and enterprises to minimize risks and capitalize on new opportunities arising from changes in global supply chains and trade patterns.

The Government has already taken several measures in this regard. On May 29, 2020, the Government issued Resolution No. 84 / NQ-CP on tasks and solutions to continue eradicating difficulties for production and business, promoting disbursement of public investment and ensuring social order and safety in the context of the COVID-19 pandemic. The Resolution assigns the Ministry of Planning and Investment (MPI) as the lead agency to synthesize and report to the Prime Minister on the difficulties and recommendations of the business community; formulating projects to support industrial development, and anticipating and realizing opportunities from changing investment patterns after the COVID-19 pandemic. In May 2020, MPI proposed the establishment of a Special Task Force on Attracting FDI in order to ‘catch the wave of FDI’ following COVID-19. In particular, it is important to attract high-quality FDI for the development of Vietnamese industry. In 2018, Vietnam attracted \$36.4 billion in FDI commitments, of which \$19 billion was disbursed.

It should be noted that the focus is not just on increasing FDI and competitiveness in the post-COVID-19 period, but building on the progress over the past few decades to shift the focus in the next phase to high-quality FDI combined with domestic private sector development to ensure greater resilience and diversification going forward.<sup>6</sup> With respect to FDI, the focus is on creating incentives to achieve better linkages between foreign and domestic firms, including of SMEs.<sup>7</sup>

Even with a context overshadowed by COVID-19, the Government’s industrial policy will continue to emphasize sustainability and inclusiveness. As a nation with a long coast and densely populated river deltas, Viet Nam is vulnerable to climate change. Sea-level rise and flooding place millions of residents at risk of displacement and also threatened agricultural and industrial production.<sup>8</sup> Reducing the negative impact of industrialization on the environment has emerged as an important goal as water and air pollution levels have risen. Increasing energy efficiency, developing renewable energy sources and improving solid waste management are key objectives. Viet Nam’s National Green Growth Strategy (2013) includes a focus on promoting clean industrialization through resource efficiency and advanced technologies. Importantly, there is growing interest in sustainability in global value chains and opportunities for Viet Nam to leverage niche markets. COVID-19 has accelerated the use of new information technologies and there is

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<sup>5</sup> See McKinsey [Emerging from the pandemic, Vietnam must position itself for recovery](#). Viet Nam is noted to have taken key steps to keep various operations running despite lockdowns in other countries and the government also collaborated with local businesses to ramp up production of PPE for essential workers and access global markets. Further, some industrial subsectors increased output having successfully diversify supply chains in the wake of the pandemic.

<sup>6</sup> In this context, high-quality FDI is investment that contributes to the achievement of the Government’s strategic goals, including increasing domestic value added in production for export, promoting the domestic technological capabilities, and upgrading the knowledge base and skills of domestic workers.

<sup>7</sup> The concept of DEPTH promoted by ACET may be of interest: **D**iversify production, make **E**xports competitive, increase the **P**roductivity of farms, firms, and government offices, and upgrade the **T**echnology used throughout the economy—all to improve **H**uman well-being.

<sup>8</sup> E.g., in Thailand, which faces some similar threats, severe flooding in 2011, led to more than 14,500 companies reliant on Thai suppliers suffering business disruptions worldwide.

scope to support MSMEs in strengthening their capacity to adopt information-intensive production methods associated with the Fourth Industrial Revolution.

The Government has assigned a high priority to connecting FDI and domestic private investors with SMEs to accelerate industrial development and increase domestic value added. SMEs are a key sector of the Vietnamese economy (40 percent) and a significant contributor to employment, poverty reduction and sustainable development. Closer and more sustainable integration of SMEs into global and domestic supply/value chains, including the creation of a vibrant start-up ecosystem, is central to the Government's approach to industrial policy.<sup>9</sup>

Studies relating to the supply chains of highly impacted and potential growth industries/sub sectors in the context of post COVID-19 are useful to identify opportunities and challenges for Vietnamese businesses during the pandemic and in the recovery period. UNDP will assist the Government in this research with support for studies of three sectors in which SMEs are already active and could increase participation with the implementation of appropriate policies.

The research will consist of qualitative and quantitative analysis of sector supply chains leading to recommendations to the Government to assist in national industrial policy formation for COVID-19 response and recovery of the private sector. In view of the expressed intent of objectives of global companies to manage supply chain risks, the studies will help Viet Nam emerge as preferred destination for investors planning for the post-COVID period.

In this context, UNDP hired a consultancy firm to conduct research on COVID-19 impact and supply chain analysis including various methods of analysis including interviews with relevant stakeholders in enterprises in each sector.

After the research, UNDP is seeking for a media agency to conduct communications activities for the research results before or after the conference and provide professional and eye-catching design of the final report, which is both in Vietnamese and English.

## **2) OBJECTIVES OF THE ASSIGNMENT**

UNDP Viet Nam is looking for 01 Contractor to assist communications activities in order to raise public awareness regarding the COVID19 impact on supply chain and the collaboration of UNDP and government in making efforts to respond to COVID 19.

## **3) SCOPE OF WORK**

### **Output 1: Detailed Workplan**

The contractor is expected to submit a detailed work plan, including the timeline, key milestones, members of the team and indicative budget for the assignment. Then, the firm needs to implement the communication plan after receiving UNDP's approval.

### **Output 2: Increasing participation of the public for a successful online final conference for the COVID19 research result on December 1**

The final conference will take place online and will be livestreamed on Facebook of Climate Business Index initiative and UNDP Vietnam. It is expected to have at least 8,000 views of the launch. The technical livestreaming team will be recruited separately by UNDP Vietnam. The firm will be expected to:

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<sup>9</sup> Out of approximately 800,000 existing domestic firms in Vietnam, an estimated 98 percent are MSMEs (2015) were operating mainly in low productivity agriculture, services and simple manufacturing. Few of these businesses were engaged in export activities and lacked the scale, access to finance and technology to transform into green, productive producers.



#### Before the event:

- Attend inception meetings with UNDP and the livestreaming team to agree on content and agenda and ensure smooth coordination.
- Develop a communication plan to ensure the broad participation of the public. The plan will need to have UNDP's approval before implementation;
- Start some approved communications work to attract attention of public audience on the research through social media channels

#### During the event:

- Seeding and doing PR activities for the launch to achieve the target number: at least 200 live viewers and 10,000 views of the livestream.

#### **Output 3: Raising public awareness about the research achievements**

After the final conference, the firm will be expected to:

- Develop a detail social media and communication schedule for a 7-day period of time after the final conference. The indicators that the firm need to achieve as below:
  - Draft and implement social media plan for daily posts to raise awareness on e-mobility, climate change, air quality issue including the role of community, private sector and social enterprises in addressing this issue.
  - At least 1 post per day.
  - Achieve at least 100,000 reaches and engagement on Facebook posts.
  - Have at least 15 newspapers published information about the results of the research, with more focus on Vietnam Investment Review, VnExpress, VietNamNews, Tuoi Tre, Zing, Dan Tri, Nhan Dan...
- Promote the result of the research on traditional media (such as on TV channels, newspaper...)

#### **Output 4: Professional and eye-catching design of the final report**

After receiving the final report of the research on COVID 19 and supply chain, the firm is expected to provide a professional and eye-catching design of the final report, which is both in Vietnamese and English.

### **4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Duration:** The contractor is expected to provide the specified services from November 2020 to December 2020.

**Duty station:** Hanoi

### **5) FINAL PRODUCTS**

Output	Deliverable	Expected Results	Indicative Schedule
1	Detailed workplan and budget	<ul style="list-style-type: none"><li>• A detail workplan on delivery of the outputs (both logistics and communication plans)</li><li>• A communication plan to ensure the successful online final conference</li></ul>	7 days after contract signature
2	Support the online final conference	<ul style="list-style-type: none"><li>• Seeding and doing PR activities the launch to achieve the target number: at least 200 live viewers and 10,000 views of the livestream.</li></ul>	December 1

3	Public awareness about the research achievements	<ul style="list-style-type: none"> <li>• Draft and implement social media plan for daily posts to raise awareness on COVID 19 and supply chain.</li> <li>• At least 1 post per day.</li> <li>• Achieve at least 100,000 reaches and engagement on Facebook posts.</li> <li>• Have at least 15 newspapers and television channels published information about the results of the research, with more focus on Vietnam Investment Review, VnExpress, VietNamNews, Tuoi Tre, Zing, Dan Tri, Nhan Dan</li> <li>• A final report about the communications achievements.</li> </ul>	December 8
4	Professional and eye-catching design of the final report	<ul style="list-style-type: none"> <li>• 01 professionally designed report in both English and Vietnamese.</li> </ul>	November 15

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The overall assignment will be supervised by UNDP. The media agency will work closely with the UNDP officers, MPI staffs during the implementation. The deliverables will be reviewed by UNDP and MPI.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The **firm** is expected to meet the following qualifications:

- Licensed firm/ organization that has at least 3 year- experience in organizing communications activities in Viet Nam
- Demonstrated experience in conducting communications activities for development projects.
- Sufficient qualified personnel to maintain a high level of professionalism.
- Having strong experience working with national television channels and newspapers
- Prior experience with similar projects and/or UNDP is an asset.

The **team leader** of the team in charge of the activities under this TOR is expected to meet the following qualifications:

- Bachelor's degree or higher in information technology, business administration, or related field;
- Proven experience working in Viet Nam, in social innovation, and with international development organizations;
- Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.
- Fluency in English.

## 8) PAYMENT TERM

**Payment:** Payments will be paid on a deliverable basis based on a work report submitted with final deliverables as indicated in the TOR, after confirmation of the Climate Change Private Sector Expert and acceptance of Media and Communications Analyst – UNDP's Climate Change and Environment unit.

## 9) TECHNICAL EVALUATION CRITERIA FOR FIRMS/ORGANIZATIONS

Firm's qualifications		Points obtainable
1	Licensed firm/ organization that has at least 3 year- experience in organizing communications activities and/or promotion activities in Viet Nam.	200
2	Demonstrated experience in conducting promotion activities for development projects	200
3	Sufficient qualified personnel to maintain a high level of professionalism.	100
4	Having strong experience working with national television channels and newspapers	100

5	Prior experience with similar projects and/or UNDP is an asset.	100
<b>Total</b>		<b>700</b>

<b>Team leader's qualifications</b>		<b>Points obtainable</b>
1	Bachelor's degree or higher in information technology, business administration, or related field;	100
2	Proven experience working in Viet Nam, in social innovation, and with international development organizations;	100
3	Must be able to coordinate the work and have experience working with the media and agencies involved in the scope of the performance of the package.	50
4	Fluency in English	50
<b>Total</b>		<b>300</b>

Submission check list

- Business license
- Company profile with relevant experience and human resource
- List of similar contracts
- CV of team leader

## Annex 2-a

### FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>10</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

[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.

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

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

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

**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 PROPOSAL<sup>12</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>13</sup>)*

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\*

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

#### B. Cost Breakdown by Cost Component *[This is only an Example]:*

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

<sup>12</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>13</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

<b>III. Other Related Costs</b>				
<b>Applicable taxes</b>				

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	Business license			
2	Company profile with relevant experience and human resource			
3	List of similar contracts			
4	CV of team leader			
5	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
6	This duly filled, checked, certified submission checklist to be attached to the submission			
7	Send email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> 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:

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**below US\$ 50,000 (Services only):**

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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**below US\$ 50,000 (Goods *or* Goods and Services):**

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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**equal to or above US\$ 50,000 (Goods *and/or* Services):**

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)