



REQUEST FOR PROPOSAL (RFP)

(From Vietnamese firms/institutes/organizations)

NAME of service: Managing and organizing the Circular Economy Lab (CEL) program in Da Nang City by a national research institution/firm/organisation	DATE: September 23, 2020
	REFERENCE: 2-200906

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Managing and organizing the Circular Economy Lab (CEL) program in Da Nang City**.

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

Proposals may be submitted on or before **Monday, September 28, 2020 via email** to the address below:

**United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Ngoc Diep, Procurement Associate
Luu.ngoc.diep@undp.org**

Note:

- Please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of emails submitted. *Notification email indicating the tender's reference number should be sent to this email address by submission deadline or right after you submit proposals.*
- UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.
- Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
9/23/2020

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Da Nang City, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	From September 2020 – July 2021 (with possible extension to 15 February 2021)
Target start date	As soon as possible in September 2020
Latest completion date	July 2021 (with possible extension)
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

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

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

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (50%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (25%)

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

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

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (25%)</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>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@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-notices.undp.org/ for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.</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.

TERMS OF REFERENCE

for an INDEPENDENT CONTRACT FOR SERVICES of a *National Firm*

A. Consultancy Title

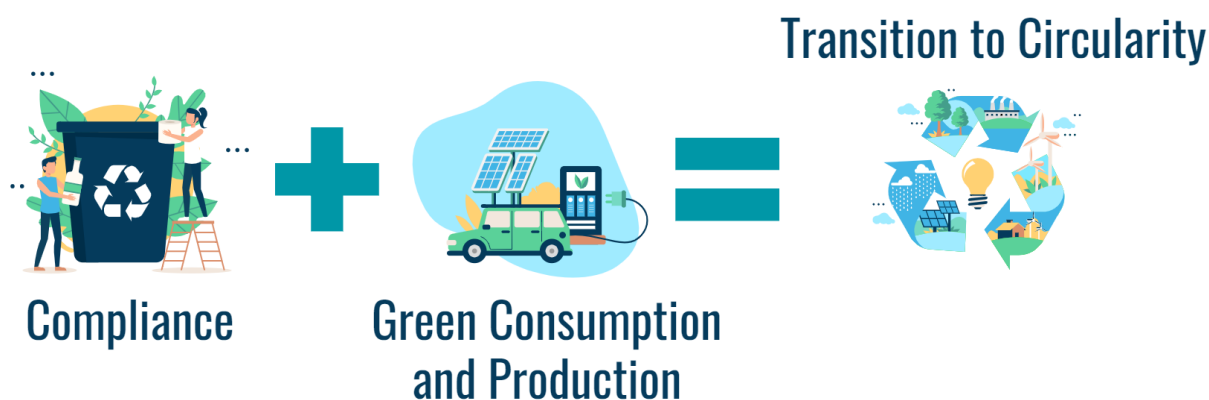
National Firm for managing and organizing the **Circular Economy Lab (CEL)** program in Da Nang City, Viet Nam.

B. Description

Da Nang, one of the largest city in Vietnam and a popular tourist destination, is often dubbed one of the most liveable cities in Vietnam by many media outlets. Home to a thriving economy and a fledgeling start-up scene, this quaint little city was the 2nd best city in Vietnam for ease of doing business in 2017 according to the Vietnam Provincial Competitiveness Index. In recent years, however, Da Nang has slipped in the very same ranking now to position 5th as it is facing some serious environmental issues hindering its development as a tourist dream destination.

It is in this context that the **UNDP Accelerator Lab** has been working with Da Nang government to explore collaboration opportunities to assist in tackling the city pressing problem in waste pollution and promoting sustainable practices with a circular economy perspective. In November 2019 UNDP and Alberta Colab conducted a systemic design workshop on waste management as part of UNDP's effort to support DONRE in tackling its serious environmental issue. The Accelerator Lab team has been engaged with the Da Nang Department of Natural Resources and Environment (DONRE) to systematically map out the Danang waste management system and find intervention points.

The Systemic Design workshop convened relevant stakeholders to ask the question of how we can redesign the current waste management system with circularity in mind. Out of the workshop, 2 main goals were proposed to help shift the current unsustainable paradigm to transitioning to a circular state:



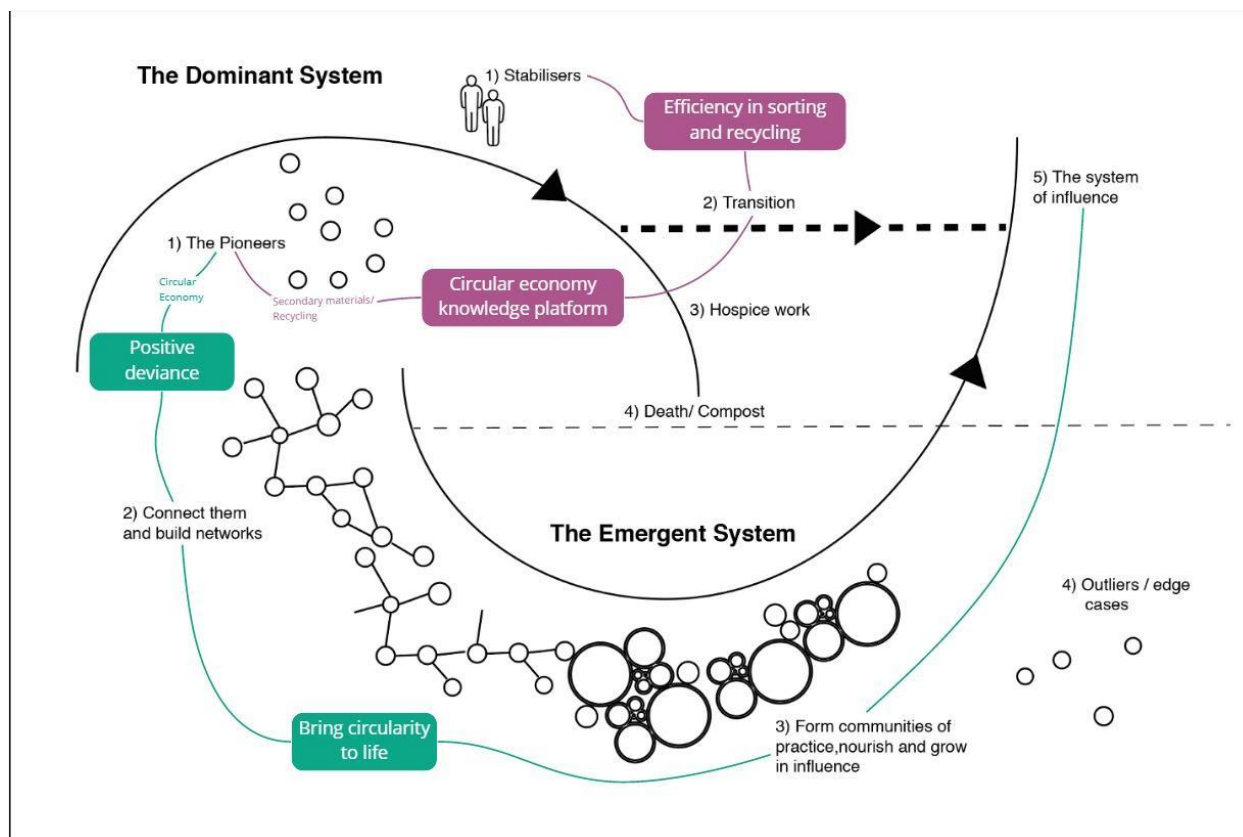
- **Enhancing the current SWM:** This goal seeks to enhance the effectiveness of current processes, enforcement, structures, behaviors, etc. of the current system. By enhancing compliance among private sector entities and consumers with rules/regulations/societal expectations that currently exist.
- **Green Consumption:** This is a longer-term and more ambitious goal of finding ways to disrupt current unsustainable consumption habits by driving green consumption and production in Da Nang, promoting the circular business practice.

From the recognition that no single solution or disparate collection of projects will be able to shift the current waste system in a sustainable direction, the Accelerator Lab wishes to bring government and local innovator ecosystem (startups, NGOs, community innovators...) together in Circular Economy Lab, which is a space to co-create the future of Da Nang that's free of waste pollution and environmental issues. **We seek a National Firm to co-organize with the UNDP Accelerator Lab CEL program to provide space, manage a portfolio of interventions and facilitation of mobilizing local innovation ecosystems to work on environmental issues.**

C. Scope of Work for National Firm

The main objective of the contractor is to support Accelerator Lab to build a community of practice for **Circular Economy Lab (CEL)**. This is a program designed in portfolio logic, meaning identifying root causes of waste pollution and developing a number of interventions **led by** local innovators to address issue in their locality. By engaging with local youth and social innovators in Da Nang with projects and passion to address environmental issues in a systematic manner, promoting Green consumptions and more efficient Solid Waste Management. The program seeks to identify **Sustainability Champions** in Central Viet Nam (with Da Nang, Hue and Hoi An as the focus) and support them with knowledge, skills, and networks, in order to build capacity to be a strategic leader in the co-creation of thriving, sustainable societies.

The participants of CEL program, with the support of Accelerator Lab, will apply Lab practices (experimentations, collective intelligence, systemic design etc...) to collaborate together, propose creative solutions, and mobilize local community resources.



The tasks of the **National Firm** are, but not limited to, as follow:

- **Host and organize a Circular Economy Lab program** to identify local sustainability champions and equip them with necessary skills, network, and mentorship to take their project to the next level.
- **Provide a co-working space** for the Lab Team to convene and operate for the duration of the program. To host community workshops and provide co-working space infrastructure for the team.
- **Marketing and community mobilization:** running marketing campaigns, awareness-raising, and facilitating the identification and intake of sustainability champions. Spread the words and mobilize volunteer actions for SDGs.
- **Incubate a community of practice around Circular Economy:** to host events, invite local speakers, mentorship, work together with the Accelerator Lab team to facilitate Sustainability Champions work.
- **Facilitate CEL team field work** the Lab team will sometimes be required to work with local authorities (e.g: People's Committee, Women Union, Residential leaders...) to carry out activities related to their projects. DNES is to support CEL working with relevant authorities to carry out their tasks.

D. Expected Outputs and Deliverables

Phase	Output	Description	Desired Outcomes	Target Date

<p>1</p> <p>Initiation</p>	<p>Output 1</p> <p>Planning and design</p>	<p>Co-design with the Accelerator Lab team the CEL Program. Provide clear timeline, tasks and support in mobilizing local experts</p>	<p>An overall Workplan and program design with the Accelerator Lab team. Gaining data and input from potential participants</p>	<p>One week after the contract was signed.</p>
<p>2</p> <p>CEL</p> <p>Bootcamp</p> <p>(1-2 Weeks)</p>	<p>Output 2.1</p> <p>Outreach and communication</p>	<p>Communication campaign and inviting participants intake for CEL program. Launch community competition, workshops and press conference to potential identify sustainability champions</p>	<p>Awareness-raising competition to reach out to the community. Have at least 50 applicants and shortlisting 30 participants for the Bootcamp.</p>	<p>05 October 2020</p>
	<p>Output 2.2.</p> <p>Convening and Training</p>	<p>Bringing the potential sustainability champions together for the program. Delivering a Bootcamp to kick off the program and assemble CE Lab team</p>	<p>Rollout Bootcamp for 30 participants and give them a common baseline understanding of the issue.</p>	<p>16 November 2020</p>
	<p>Output 2.3.</p> <p>Selecting champions to form a Team</p>	<p>Work together with UNDP to come up with selection criteria to choose sustainability champions.</p>	<p>Selecting 5-15 Sustainability Champions for the CEL program</p>	<p>1 December 2020</p>
	<p>Output 2.4.</p> <p>Developing a local portfolio of interventions</p>	<p>Using the Accelerator Lab approach (Sense-Explore-Test-Growth) CEL is to identify local challenges and develop a portfolio of interventions. The sustainability champions are</p>	<p>A team of sustainability champions with a grassroots agenda for supporting city transition to</p>	<p>31 December 2020</p>

		to work together as a team to tackle local challenges. CEL members will be awarded a seed-fund to support their work on the issue.	circularity	
3 CEL Incubation (Until July 2021)	Output 3.1. Seed-funding	<p>Support UNDP to disburse grants (up to 30,000 USD for all grants). Disbursement for each grant to be made upon receiving deliverables, defined milestone from each grant with UNDP acceptance.</p> <p>UNDP will provide the contractor required deliverables for each grant with payment amount for each deliverable.</p> <p>UNDP will transfer actual grant amount to the contractor upon completion of champions selection. Any unspent grant amount will be returned to UNDP before contract completion.</p> <p>Keep track the progress of each Sustainability Champion in the first 6 months, report monthly to UNDP.</p>	Sustainability Champions get the support they need to commit for the Incubation period	December-July 2021
	Output 3.2 Managing the CEL portfolio	<p>Work with UNDP to control deliverables of champions. Following-up, monitoring, and supporting CEL team portfolio activities. Work with the CEL team to devise measurable KPIs and goals for portfolio.</p>	Collect and monitor deliverables, KPIs to showcase the impact of portfolio	Jan-July 2021

	Output 3.3. Enabling community of practice	Provide a co-working space for the CEL team. Host regular community events/webinars to exchange knowledge and useful lab practices. Host a Demo Day at the end of the program to showcase the result.	Enable Sustainability Champions in their work with relevant partners, government, NGOs, or companies.	Jan-July 2021
	Output 3.4. Policy-advocacy	The CEL program should help to influence the conversations on policies in business and governmental leaders to have longer-term impacts. This can be in term of organizing policy dialogue, seminar, vlog, media release etc...	Raising awareness on systemic issues and possible solutions with local leaders. Enabling system transformation and engaging/mobilizing a broader ecosystem.	Jan-July 2021

Bidder is to provide financial offer for the first 2 phases (1-2) that goes until end of the year. The incubation phase will ask the firm to disburse seed-funding to the sustainability champions and manage the CEL portfolio until mid 2021. **Once the sustainability champions have been identified by end of 2020 (expected between 5 to 15 champions), the grants will be made in accordance to "portfolio design" agreed jointly with UNDP. For the incubation phase, bidder is requested to provide its service fee for managing each champion. The contract amendment for incubation phase will be made based on the actual number of champions selected by UNDP with total amount of: UNDP grants for selected champions + service fee for managing each champion x number of selected champions + fee for outputs 3.3 and 3.4 above.**

E. Institutional Arrangement

The Firm will report to the **Head of Solutions Mapping** from the Accelerator Lab team in Viet Nam.

F. Duration of the Work

The national firm is to work from September until mid July 2021, with possibility of extension.

G. Duty Station

Da Nang

H. Qualifications of the Successful Firm

Qualification	Points Obtainable (1000 points)
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The Contractor is expected to be a reputable incubator or accelerator firm (with at least 5 years in operation) with a strong government relationship in Da Nang	150
Proven track record in managing a portfolio and supporting actors in the innovation ecosystem. Have strong connections to the start-up “ecosystem” in Viet Nam, experienced in mentoring for start-ups;	150
Previous similar experience of incubation program for champions/ambassador and or startups. Be able to show impact of the work.	200
Design and proposal of the incubation program	250
Strong team with experience in community building, incubation portfolio management/monitoring, and communication/marketing innovation program (CVs of key staff to be provided)	250
TOTAL	1000

I. Scope of Price Proposal and Schedule of Payments

Tranches	Target Outputs/ Deliverables	Due date	Percentage Payment Upon completion
1	Output 1: Planning and design	One week after the contract was signed.	5%
2	Output 2.1 Outreach and communication	05 October 2020	10%
3	Output 2.2. Convening and Training	16 November 2020	10%
4	Output 2.3: Selecting champions to form a Team	1 December 2020	15%
5	Output 2.4: Developing a local portfolio of interventions	31 December 2020	
6	Output 3.1: Seed-funding Output 3.2: Managing the CEL portfolio Output 3.3: Enabling community of practice Output 3.4: Policy advocacy	Jan-July 2021	TBD

EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	500
2.	Proposed Methodology, Approach and Implementation Plan	250
3.	Management Structure and Key Personnel	250
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	The Contractor is expected to be a reputable incubator or accelerator firm (with at least 5 years in operation) with a strong government relationship in Da Nang	150
1.2	Proven track record in managing a portfolio and supporting actors in the innovation ecosystem. Have strong connections to the start-up "ecosystem" in Viet Nam, experienced in mentoring for start-ups	150
1.3	Previous similar experience of incubation program for champions/ambassador and or startups. Be able to show impact of the work.	200
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2	Design and proposal of the incubation program	250
Total Section 2		250

Section 3. Management Structure and Key Personnel		Points obtainable
3	Strong team with experience in community building, incubation portfolio management/monitoring, and communication/marketing innovation program (CVs of key staff to be provided)	250
Total Section 3		250

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Important Notes:

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the Submission checklist (Annex 4) for documents to be submitted for the evaluation

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, contract 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

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C. Qualifications of Key Personnel

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

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

D. **Cost Breakdown per Deliverable***

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

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

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

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

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

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

[Designation]

[Date]

Contract Templates and General Terms and Conditions

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

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

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

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

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

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

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

UNDP General Terms and Conditions for Contracts apply

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

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

UNDP General Terms and Conditions for Contract apply

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

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in separate emails before or by **Monday, September 28, 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 supporting, etc.;			
	h) Detailed CVs of the proposed personnel with copies of required certificates.			
2	Duly signed Price Schedule (pls. use the template in Annex 2)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			

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

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

[Designation]

[Date]