



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

Dear Sir / Madam:

We kindly invite a national consulting firm/institution to improve the web-based Overall Thermal Transfer Value (OTTV) software.

*Đơn vị tư vấn trong nước hoàn thiện phần mềm Chỉ số truyền nhiệt tổng (OTTV) chạy trên môi trường web (B-201001)*

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 **23.59 hrs., Friday 16 October 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:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a></p> <p>Separate emails for technical and financial proposal.</p> <p><b><u>With subject line: (B-201001) Đơn vị tư vấn trong nước hoàn thiện phần mềm Chỉ số truyền nhiệt tổng (OTTV) chạy trên môi trường web</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 (B-201001) Đơn vị tư vấn trong nước hoàn thiện phần mềm Chỉ số truyền nhiệt tổng (OTTV) chạy trên môi trường web</u></b></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"><li>1. Ms. Quach Thuy Ha, Procurement Assistant Tel: +84-24-38500143</li><li>2. Ms. Luu Ngoc Diep, Procurement Associate Tel: +84-24-38500200</li></ol> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
--	---

**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.

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  
10/2/2020

## 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	A national consulting firm/institution to improve the web-based Overall Thermal Transfer Value (OTTV) software <i>Đơn vị tư vấn trong nước hoàn thiện phần mềm Chỉ số truyền nhiệt tổng (OTTV) chạy trên môi trường web</i>
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 Viet Nam and PMU
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> Ha Noi and homebased
Expected duration of work	October 2020 – June 2021
Target start date	20 October 2020
Latest completion date	30 June 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	Project Director, Project Manager, 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.  <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) <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. Quach Thuy Ha  Procurement Assistant, UNDP Vietnam  Email: quach.thuy.ha@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

### **EVALUATION CRITERIA**

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	250
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	450
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	40
1.2	General Organizational Capability which is likely to affect implementation: management structure, extent to which any work would be subcontracted	30
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country <ul style="list-style-type: none"> <li>- At least 05 years of experiences in software development and web- based software.</li> <li>- Experience in activities related to energy efficiency in buildings.</li> <li>- Experience in working for ODA projects/ funded projects by international organizations related to development/ energy efficiency/ climate change/ construction</li> </ul>	150
1.4	Quality assurance procedures and risk mitigation measures	30
<b>Total Section 1</b>		<b>250</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.

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>			<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?		70
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference		100
2.3	Details on how the different service elements shall be organized, controlled and delivered		40
2.4	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		40
2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract		50
<b>Total Section 2</b>			<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 a	National Team Leader		100
	Hold university degree or Master degree preferred in architecture/ heat and refrigeration engineering/ electrical engineering/ energy or any other relevant technical fields, preferably a Master Degree	20	
	At least 07 years of experiences in the field of energy efficiency buildings	40	
	Experience in leading and coordinating a technical consulting team	20	
	Fluency in English with evidence of previous work experiences that use English and examples of report in English	10	
	Working experience for ODA project, good understandings of procedures of international organizations is preferred.	10	
3.2 b	National Energy efficiency expert		150
	Hold university degree or master's degree preferred in architecture/ heat and refrigeration engineering/ electrical engineering/ energy or other relevant technical fields	20	
	Experience in using calculation and design supporting tools in energy efficient buildings	50	
	Deep understanding of the National technical regulations on energy efficiency buildings- QCVN 09:2017/BXD	30	
	Good experience in OTTV (Overall Thermal Transfer Value) calculation and shading coefficient calculation	50	
3.2 c	National Junior Expert		100
	Hold university degree preferably a master's degree in information technology	20	
	Experience in writing web-based software	40	
	Knowledge in Energy efficiency in building is an advantage	15	
	Work experience for development projects is an advantage	15	
<b>Total Section 3</b>			<b>450</b>

## TERMS OF REFERENCE



<b>Job Title:</b>	A national consulting firm/institution to improve the web-based Overall Thermal Transfer Value (OTTV) software <i>Đơn vị tư vấn trong nước hoàn thiện phần mềm Chỉ số truyền nhiệt tổng (OTTV) chạy trên môi trường web</i>
<b>Project:</b>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
<b>Duration of Assignment:</b>	October 2020 – June 2021
<b>Duty station:</b>	Home based and Hanoi
<b>Report to:</b>	Project Director, Project Manager, UNDP

## 1) GENERAL BACKGROUND

Ministry of Construction (MOC) (Executing Agency)/Department of Science, Technology and Environment is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financed by Viet Nam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Vietnam. The project’s objective is to improve the energy performance of commercial and high-rise residential buildings in Ho Chi Minh City and Hanoi. Realization of this objective will be achieved through implementation of the three following components:

- 1) Revision and Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities that are designed to remove barriers to the stringent enforcement of the revised EEBC, application of EE designs, materials, technologies and equipment in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO<sub>2</sub>e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO<sub>2</sub>e.

To implement annual scientific tasks in energy efficiency and guide the inspection of the application of the national technical regulations on energy efficiency buildings QCVN 09:2017/BXD, Ministry of Construction has developed the Overall Thermal Transfer Value (OTTV) software of the building envelop. OTTV definition is a method used in case that detail regulations on overall thermal resistance of the building envelop  $R_0$  and heat gain coefficient of glazing (SHGC) are not applied. The OTTV software runs on Windows and uses Microsoft Visual Studio 2010 as supporting software.

To improve the enforcement of QCVN 09:2017/BXD and to help building practitioners (design and appraisal consultants...) to easily access and use OTTV software, the Project Management Unit (PMU) of EECB Project and UNDP is seeking a qualified consulting firm to update and improve the web-based OTTV software.

## **2) OBJECTIVES OF ASSIGNMENT**

The objective of the assignment is to update and upgrade OTTV software to ensure high applicability for users, including:

- Reivew and complete the OTTV calculation method according to comments of peer reviewer for OTTV software completion and users;
- Convert OTTV software to web-based version ensuring a friendly and easy-to-use interface;
- Update the climate database of provinces across the country to use and calculate OTTV.

## **3) SCOPE OF WORK**

The selected firm/institution shall implement specific tasks with requirements as follows:

- Review documents related to the national technical regulations on energy efficiency buildings QCVN 09:2017/BXD; documents related to OTTV calculation and current OTTV software;
- Propose, discuss and agree with PMU and PMU's peer reviewer for OTTV software completion on the details of expected implementation contents to meet requested deadline and quality;
- Consult PMU peer reviewer for OTTV software completion and users to complete OTTV calculation method ensuring a friendly and easy-to-use interface.
- Convert OTTV software to web-based version;
- Update climate database of provinces across the country to use and calculate OTTV;
- Participate in preparing reports/ presentations and providing justifications at relevant meetings in Ha Noi (if requested);
- Correct and complete OTTV software according to PMU's comments and PMU's peer reviewer;
- In cooperation with MOC's website administration agency to upload OTTV software into MOC's website and share software manual.

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

Duration: Estimated 110 workdays from October 2020 to June 2021.

Duty station: Home based and Hanoi. No travel is foreseen. If a mission is requested by the team of experts/PMU, the selected firm shall submit a mission plan to National Project Director/Project Manager at least 2 weeks before the mission for PMU's consideration and approval. A mission report shall be submitted to PMU within 1 week after the mission has ended. Report and mission templates shall be provided by PMU. Eligible cost for the travel shall be covered by the project based on UN-EU cost-norms.



## 5) DELIVERABLES

No	Outputs	Workdays	Time of final submission
1	An inception report detailing the methodology and plans for the assignment in Vietnamese	3	01 week after the contract is signed
2	A completed report on OTTV calculation in accordance with comments of peer reviewer for OTTV software completion and users in Vietnamese	10	3 weeks after the contract is signed
3	Pilot (beta) version of web- based OTTV software and drafted user guideline document in Vietnamese.	45	2 months after output 2 is completed
4	Corrected OTTV software according to comments of PMU and peer reviewer in English and Vietnamese	15	3 weeks after output 3 is completed
5	OTTV software is updated with climate data nationwide in English and Vietnamese	25	1,5 months after output 4 is completed
6	Completed OTTV software according to comments, stably running on MOC website and user guideline document in English and Vietnamese	10	2 weeks after output 5 is completed
7	Brief final report summarising the activities and results of the assignment and recommendation to operate and maintain the OTTV in English and Vietnamese	2	1 week after output 6 is completed
<b>Total</b>		<b>110</b>	

The selected firm/institution shall be responsible for the quality and progress of all products.

### **Description of deliverables:**

#### **Output 1: An inception report**

The report should indicate objectives of main tasks, implementation methodology and approach, identification of main information, data sources, data collection, a tentative timeline for accomplishments according to required in the contract, and specific working agenda with stakeholders. The support needed from PMU shall also be defined in this report (if any).

#### **Output 2: A completed report on OTTV calculation in accordance with comments of peer reviewer for OTTV software completion and users**

The report on OTTV calculation completion should analyse advantages and disadvantages of OTTV calculation which is running in existing Window software and proposes updated calculation method which is integrated into the web-based software with a friendly and easy-to-use interface.

#### **Output 3: Pilot (beta) version of web- based OTTV software.**

This output includes the pilot version to test online and drafted user guideline document to allow designated persons to test the accessible version

#### **Output 4: Corrected OTTV software.**

This output includes:

- The minute of received comments on web- based OTTV software;
- OTTV calculation software is corrected and is scientific, reasonable and applicable to all architectural shape, easy and convenient for users.

**Output 5: OTTV software is updated with climate data nationwide**

The updated data should be clear in origin, scientific, accurate and valid during operation

**Output 6: Completed OTTV software**

This output includes:

- The minute of received comments on web- based OTTV software;
- Completed web- based OTTV software according to received comments of PMU and peer reviewers;
- Completed user guideline document;
- In collaboration with designated agency to upload OTTV software into MOC's website.

**Output 7:** Brief final report summarising the activities and results of the assignment and recommendation to operate and maintain the OTTV

**Note 1:** During the development and completion of products, the consulting firm need to consult relevant stateholders including UNDP, PMU and other individuals/ organizations related to energy efficiency buildings. For organization of 01 consultation workshop and a final workshop, the consulting firm needs to complete following technical contents:

Before consultation workshop:

- i. A request for organizing a consultation workshop (including objectives, time, place, tentative agenda, tentative consultation content, the list of tentative participants and other necessary support from PMU...);
- ii. Draft consultation materials, content and questionnaires (if necessary);
- iii. Workshop's presentations.

The set of documents shall be submitted to PMU for comments and approval at least two weeks before the tentative date of the workshop

After the consultation workshop:

- i. A synthetic table of received comments and feedbacks in the workshop;
- ii. A justification report of received comments and feedbacks;

A synthetic table of received comments and feedbacks in the workshop shall be submitted to PMU for comments and approval within 02 days after the workshop is organized.

A justification report of received comments and feedbacks shall be submitted to PMU for comments and approval within 05 days after PMU agrees with the above-mentioned synthetic table.

**Note 2:** Main/ auxiliary products shall follow PMU's templates and forms. In case of typical products, PMU shall provide specific instructions before the firm/institution prepares products.

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The selected firm/institution shall report to National Project Director/ National Programme Manager. The selected firm shall work in close collaboration with PMU, UNDP and national counterparts in order to ensure best knowledge sharing and highest quality of the products.

## **7) ADMIN SUPPORT AND REFERENCE DOCUMENTS**

**Reference documents:** The project documents, relevant report templates, TORs and products of relevant consultants will be made accessible to the selected firm/institution (soft file). Refer to OTTV software runs on Windows at the linkage following:

**Admin support:** PMU will support the selected firm/institution in logistic arrangements for meetings with relevant individuals/state agencies and hotel and meeting room reservation if reasonable. The transportation cost (exclusiveness of contract, if any) will be covered by PMU based on UN – EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam. The selected firm/institution does not have interpretation support during contract performance.

## **8) DEGREE OF EXPERTISE AND QUALIFICATIONS**

### **8.1) For national firm/institution**

The selected firm/institution shall meet following requirements:

- At least 05 years of experiences in software development and web- based software.
- Experience in activities related to energy efficiency in buildings.
- Experience in working for ODA projects/ funded projects by international organizations related to development/ energy efficiency/ climate change/ construction.

### **8.2) For national experts**

To implement the tasks, the firm/institution shall make available a team of at least 03 experts including 01 team leader, 1 energy efficiency expert and 01 information technology expert.

a) For the national team leader:

- Hold university degree or Master degree preferred in architecture/ heat and refrigeration engineering/ electrical engineering/ energy or any other relevant technical fields, preferably a Master Degree;
- At least 07 years of experiences in the field of energy efficiency in buildings with understanding of the building code QCVN 09
- Experience in leading and coordinating a technical consulting team
- Fluency in English with evidence of previous work experiences that use English and examples of report in English
- Working experience for ODA project, good understandings of procedures of international organizations is preferred.

b) For national energy efficiency expert:

- Hold university degree or master's degree preferred in architecture/ heat and refrigeration engineering/ electrical engineering/ energy or other relevant technical fields;
- Experience in using calculation and design supporting tools in energy efficient buildings.
- Deep understanding of the National technical regulations on energy efficiency buildings- QCVN 09:2017/BXD
- Good experience in OTTV (Overall Thermal Transfer Value) calculation and shading coefficient calculation;

c) For national information technology expert:

- Hold university degree preferably a master's degree in information technology;
- Experience in writing web-based software;
- Knowledge in Energy efficiency in building is an advantage
- Work experience for development projects is an advantage

## 9) PAYMENT TERM

Instalments shall be made as follows:

No	Deliverables	Percentage of Payment
1	Outputs 1 and 2 with approval by PMU and UNDP	20%
2	Output 3 with approval by PMU and UNDP	30%
3	Outputs 4 and 5 with approval by PMU and UNDP	30%
4	Output 6, 7 and all other products under the contract with approval by PMU and UNDP	20%

## 10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

## ANNEX 2-a

### FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>3</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>4</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

<sup>3</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>4</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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)

### 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>5</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</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>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</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 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)