



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

Dear Sir / Madam:

We kindly invite a national consulting firm/institution to support the organization of Vietnam Green Building Week 2020 (B-201102)

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., Monday 16 November 2020** (Hanoi time) by the following methods:

By email: For green environment, this is preferred submission method

E-mail address for proposal submission: quach.thuy.ha@undp.org

Separate emails for technical and financial proposal.

With subject line: (B-201102) National firm to organize Vietnam Green Building Week 2020

Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large)

Note:

- *For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

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

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

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

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

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

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

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

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

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

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head, Procurement Unit
11/6/2020

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 for organization of Vietnam Green Building Week 2020
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	National Project Director/ National Program Manager
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 Ha Noi
Expected duration of work	November 2020 – December 2020
Target start date	November 2020
Latest completion date	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	National Project Director/ National Program Manager
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal)

	<input checked="" type="checkbox"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Quach Thuy Ha Procurement Assistant, UNDP Vietnam Email: quach.thuy.ha@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	150
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	500
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organisation and Staff (In terms of Competence / Reliability)	25
1.2	Litigation and Arbitration history	10
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project management controls)	20
1.4	Quality assurance procedures, warranty	15
1.5	Relevance of: <ul style="list-style-type: none"> - Proven experiences of delivery of good quality services for international development projects or Government agencies, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam; - Experiences in managing/organizing large scale events on construction, energy, environment is an advantage. - Experience in working with Government agencies, international organizations, business in private sector and the press. Have a large network with event service suppliers.	80
Total Section 1		150

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

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

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	'Understanding of the requirement: To what degree does the Offeror understand the task? Is the scope of task well defined and does it correspond to the TOR?		100
2.2	Clear description of the Offeror's approach and methodology for meeting the requirements of the TOR?		100
2.3	Details on how the different activities shall be organized and delivered?		50
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		100
Total Section 2			350

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	National Event coordinator/manager		250
	Hold Post-Graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields	30	
	Have at least 5-year experience in event organization, experience in organizing policy-level seminars is an advantage	150	
	Show evidences for leading/managing organizing policy-level and/or international seminars, and ability to engage Government officials into such events.	50	
	Good command of English language: speaking and writing skills with submission of evidence/examples of documents or work produced from previous experience; Good communication	20	
3.2	02 National Team members		125 x 2
	Hold a Post-graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields	15	
	Have at least 2-year experience in event organizations, experience in organizing policy-level seminars is an advantage.	65	
	Evidences of tasks demonstrating proficiency in Microsoft office;	45	
Total Section 3			500

TERMS OF REFERENCE



Job Title:	A National consulting firm to support the organization of Vietnam Green Building Week 2020
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	November 2020 – December 2020
Duty station:	Home based and Hanoi
Report to:	National 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

Recently, the development of green and energy efficient buildings is a common trend in the world and Vietnam. To raise awareness and promote the participation of stakeholders in promoting energy efficient buildings, green buildings and city development, Ministry of Construction organizes "Vietnam Green Building Week 2020" (herein so called “Event”). It is expected that this Event will lay the foundation to become an annual event held by the Ministry of Construction, serving as a forum for sharing information, raising awareness, experiences and activities on economical and efficient use of energy, rational use of natural resources, and environmental protection.

The Ministry of Construction has established an organization committee (OC) to support the organization of this event. In order to support the OC to successfully organize the event, UNDP and PMU would like to seek a National consulting firm for advising the OC on all related technical, logistic and communication fields of this event.

2) OBJECTIVES OF ASSIGNMENT

The selected firm is expected to provide technical, logistical and communication support to UNDP and MOC in organizing “Vietnam Green Building Week 2020” which is tentatively scheduled in December 2020.

3) SCOPE OF WORK

The selected firm shall support and coordinate with the Organizing Committee, related agencies, partners and service providers to manage the effective organization of the 3-day Event’s activities, including workshop sessions and exhibition works. Tentatively the schedules include:

- Press Conference: Half day
- Day 1: Green City and Green Buildings
 - A.M Session 1: Green City and Green Buildings
 - P.M Session 2: Site visit at Ecopark
- Day 2: Energy efficient equipment, technology and building materials
 - A.M Session 3.1: Energy efficient and green building materials
 - A.M Session 3.2: Green finance mechanism
 - P.M Session 4: Energy efficient and green equipment and technology
- Day 3: Development of energy efficient and green buildings
 - A.M Session 5: Policies on Development of energy efficiency and green buildings
 - P.M Session 6: Closing of Vietnam Green Building Week Vietnam 2020

The selected firm shall implement specific tasks as follows:

- Provide technical support to coordinate the preparation of the Event’s content, including:
 - Review the draft agenda of the event and work with the DOSTE to have knowledge of the event design and related sub-organizers;
 - Support the OC to work with relevant agencies on the draft agenda for finalization;
 - Support the OC to seek/ contact potential national and international speakers for preparation of speeches and/or presentations, ensuring that the contents are reasonable and in line with the event outlines, timely submitted to the OC for the OC’s review and approval;
 - Advise the OC to organize preparation meetings if necessary; support the OC to prepare meeting contents, participate in all the meetings, take key notes for the OC’s actions and deliver the notes to relevant recipients if requested;
 - Establish QR code for participants to access presentations easily;
 - Develop a MC script(s), consult with the OC for finalization;
 - Ensure the quality of the information disseminated provided by the OC for the media;
- Manage logistic activities before, during and after the event:
 - Advise the OC on venue options for the event, provide adequate information to the venue owners in order to make sure that the selected venue is the most suitable and cost-effective for the event;
 - Develop a list of logistic activities to be done with expected outputs and deadlines. To be approved by the OC’s focal point, the plan shall be in line with the technical

plan mentioned above so as to ensure effective and timely logistic support to the event;

- Develop an online database template of potential participants for each sub-events with detailed contact information (full name, gender, position, address, phone number, email, etc..)
- Work with the OC and sub-organizers to fill the information of of at least 500 potential participants in the database;
- List up all supporting papers and quantity serving the event attendents at each sub-event such as name tag, technical hand-outs, etc. and make sure that all such papers are available at least 01 day before the sub-event;
- Consult the OC to have comprehensive knowledge of logistic priviledges of participants in order to provide them with accurate information during confirmation of their participation later;
- List up all necessary supporting facilities for each sub-event such as headphones, microphones, bunches of flowers, etc to make sure well logistic support to the sub-event. Some photo samples might be requested for decision of the OC (for example, flowers and arrangement of meeting rooms);
- Cooperate with and support registered organizations, companies to install exhibition booths before the event, display their products during the Event, manage the exhibition area to make sure its full compliance with the design and clean the area after the event;
- Work with the assigned officer to help develop the cost estimates of related sub-events and exhibition area;
- Draft scope of work and expected products for related services, seek potential qualified contractors for related services with at least 03 quotations and propose the selected option;
- Ensure the adequate number of supporting staff for guiding guests at each sub-event (at entrance, during the sub-events and after the events including delivering flowers, etc for guests/ awardees etc.) with suitable uniforms;
- Support the OC to plan and implement an effective communication strategy for the Event, including:
 - Develop the communications plan to promote the Event;
 - Design a set of Event recognition (key visual, document templates, invitation, folders, backdrops, standees, banners and name tags);
 - Support to open a new tab on the Event which is integrated in a website appointed by the OC (English and Vietnamese), detailing background information of the Event, agenda, exhibition, logistic and contact information, results of the Event; update related information of the Event on the web page;
 - Develop an exhibition sitemap based on the actual registration;
 - Ensure circulating the press release to inform the event at least 02 weeks before the event to 20 media agencies and then at least 10 media agencies sharing the information about the Event during and after the event;
- Support MOC to identify interested parties to formalize their contribution to the Event, including:

- Develop Event background information, identify and establish contact with interested parties, support MOC to formalize the contribution by the interested parties;
- Draft a sponsor contract which is reasonable for organization requirements and in compliance with legal conditions;
- Work with interested parties to design a well layout for the exhibition.
- Provide a final Event report covering all event results based on the above scope of work. It should emphasize event achievements through written and visual descriptions, including but not limited to following information: background information of the Event, final agenda, presentations, number of participants/ organizations/speakers, number of articles, viewers, contact list of participants, service providers, etc. This report shall serve as an input for the Event Summary Book with summary information of outstanding event results such as number of participants/ organizations/speakers, number of articles, list of media agencies, viewers, photos and articles, etc.

NOTE: The OC will provide technical information to develop the Event agenda and support to connect with agencies, departments under MOC.

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

Duration: from November 2020 to December 2020

Duty station: Home based and Hanoi.

5) DELIVERABLES

No.	Outputs	Tentative time of submission	Notes	Expected Man-days	Payment Instalment Period
1	Provide technical support to coordinate the preparation of presentation contents of the event				
1.1	Final Event agenda	12/2020		07	1
1.2	Presentations and speeches	12/2020	All drafts to be submitted before 20/11/2020 for the OC's review	06	1
1.3	Minutes of preparation Meetings/ Meeting Notes	12/2020	Draft to be available within 01 day after the date of meeting	05	2
1.4	MC scripts	12/2020	All drafts to be available for the OC's approval at least 03 days before the expected event date	03	2
2	Manage logistic activities before, during and after the event				
2.1	Reserved Venue	12/2020		02	1
2.2	Detailed Logistic Plan	12/2020		02	1

2.3	An online database template	12/2020		02	1
2.4	A sample set of final logistic documents for each participant at each sub-event	12/2020		02	1
2.5	A fully filled database	12/2020		02	1
2.6	List of required facilities for each event	12/2020		01	1
2.7	Photographed Well Set-up Exhibition Area	12/2020		02	2
3	Support the OC to plan and implement an effective communication strategy for the Event				
3.1	Detailed Communications Plan	12/2020		03	1
3.2	A set of event recognition designs	12/2020		07	1
3.3	An updated webpage for event	12/2020		04	1
4	Support MOC to identify interested parties and formalize their contribution to the Event				
4.1	A set of Event information background to mobilize the contribution of interested parties	11 -12/2020		03	1
4.2	List of interested parties with their contribution to the Event	11- 12/2020		05	1
5	Final Event report (English and Vietnamese)				
5.1	Final report and Design of Event Summary Book	12/2020		15	2
	TOTAL			71	

The selected firm/institution shall be responsible for the quality and progress of all 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 relevant documents of the Event will be made accessible to the selected firm/institution (soft file).

Admin support: PMU will support the selected firm in logistic arrangements for meetings with relevant individuals/state agencies. The selected firm/institution does not have interpretation support during contract performance.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

The selected national firm shall meet following requirements:

- Proven experiences of delivery of good quality services for international development projects or Government agencies, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam;
- Experiences in managing/organizing large scale events on construction, energy, environment is an advantage.
- Experience in working with Government agencies, international organizations, business in private sector and the press.
- Have a large network with event service suppliers.

The firm shall make available sufficient human sources to organize the events with an event coordinator/manager and supporting staff

- Requirements for the event coordinator/manager:
 - + Post-Graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields;
 - + Have at least 5-year experience in event organization, experience inorganizing policy-level seminars is an advantage;
 - + Show evidences of leading/managing and organizing policy-level or international seminars, and ability to engage Government officials into such events.
 - + Have skills in analyzing and solving problems arising within the assigned scope of work to ensure the event goes smoothly.
 - + Good command of English language: speaking and writing skills; Good communication and negotiation skills with submission of evidence/examples of documents or work produced from previous experience.
 - + Show good leadership, highly organized and well time management
- Requirements for supporting staff (at least 2 members):
 - + Post-graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields.
 - + Have at least 2-year experience in event organizations, experience inorganizing policy-level seminars is an advantage;
 - + Have skills in analyzing and solving problems arising within the assigned scope of work to ensure the event goes smoothly;
 - + Good communication and negotiation skills;
 - + Evidence of tasks demonstrating proficiency in Microsoft office;
 - + highly organized and well time management.

9) PAYMENT TERM

Instalments shall be made as follows:

No	Payment Period	Percentage of Payment
1	1st payment for Deliverables: 1.1, 1.2, 2.1, 2.2, 2.3,2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 4.2, 4.2	50%
2	2nd payment for Deliverables: 1.3, 1.4, 2.7, 5.1 and completed remaining tasks	50%

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

ANNEX 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL³

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

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

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

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

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

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

ANNEX 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁵

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

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverable*

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

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

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

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

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

III. Other Related Costs				
Applicable taxes				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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

ANNEX 3

Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

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

Please find below link to the General Terms and Conditions:

☐

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

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

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

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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)

☐

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)