



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

Dear Sir / Madam:

We kindly invite a national consulting firm/institution to provide green medical equipment consultants – UNDP Global programme on Sustainable Health in Product Procurement (**B-201103**)

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 20 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-201103) National firm for green medical equipment consultancy

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
11/9/2020

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 Green medical equipment consultants – UNDP Global programme on Sustainable Health in Product Procurement
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 Country Office in Viet Nam
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 with possible travel if neccessary
Expected duration of work	November 2020 – December 2020
Target start date	November 2020
Latest completion date	January 2021
Travels Expected	Please refer to the TOR
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP

	preferred currency, in accordance with the prevailing UN operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Country Office in Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1)

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

EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	70
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	150
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	80
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	200
2.2	Description of the Offeror's approach and methodology meeting or exceeding the requirements of the Terms of Reference	200
Total Section 2		400

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 3. Management Structure and Key Personnel			Points obtainable
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?		250
3.2	Qualifications of key personnel proposed		
3.2a	Team Leader		120
	Advanced degree in public health, health economics, or relevant fields	30	
	Minimum of 10 years of proven experience in medical equipment planning, procurement, and management	30	
	Demonstrated understanding of key issues related to health procurement policies in Viet Nam, pharmaceutical and health product procurement	30	
	Understandings about medical equipment manufacturing and supply at national and international levels.	10	
	Proven understandings and knowledge about national policies and regulations on health-related procurement as well as sustainable procurement approach	10	
	Experience in facilitating technical workshops on medical equipment planning and procurement, facilitating group works during the workshop.	10	
3.2b	Team member(s) on medical equipment management		80
	Advanced degree in public health, health policy and management, medical equipment management, health economics or relevant fields	10	
	Minimum of 05 years of proven experience in medical equipment planning, implementation, and management.	20	
	Knowledge about medical equipment planning, procurement, storage, utilization, and disposal within the health facilities in Viet Nam	20	
	Knowledge and understandings about health-related procurement policies as well as green procurement related areas	10	
	Experience in facilitating technical workshops on medical equipment planning and procurement, facilitating group works during the workshop	10	
	Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset	10	
3.2c	Team member(s) on health financing/health economics		40
	Advanced degree in public health, health policy and management, health financing, health economics, or relevant fields	5	
	Minimum of 10 years of proven experience in health economics/health financing consultancy.	15	
	Demonstrated hand-on experience in conducting health economics/health financing study including cost-effectiveness and cost-benefit analysis.	10	
	Proven knowledge about health financing system in Viet Nam as well as Government's regulations for public health investment from the state budget.	10	
Total Section 3			300



National consultancy firm on green medical alternative equipment under SHiPP project

POSITION TITLE:	Green medical equipment consultants – UNDP Global programme on Sustainable Health in Product Procurement
CONTRACT TYPE:	Contratual service-firm
DURATION:	From 20 th November 2020 – 31 st January 2021
DUTY STATION:	Ha Noi with possible travel when needed
REPORTING TO:	UNDP Country Office in Viet Nam

I. Background

To promote compliance with environmental and social standards, the Sustainable Procurement in the Health sector initiative (SPHS) was officially established in May 2012 in Copenhagen, Denmark. The aim of the initiative is to promote sustainable procurement of health commodities and to contribute to greener health systems and inclusive green economies. This initiative is implemented by an Informal Interagency Task Team led by UNDP (which coordinates the secretariat) and has ten members—seven are UN Agencies (UNDP, UNEP, UNFPA, UNHCR, UNICEF, UNOPS, WHO) and three are Multilateral Health Financing Institutions (GAVI, GFATM and UNITAID). Together, these ten SPHS members command a cumulative purchasing power in the global health sector of around USD \$5 billion annually, representing a sizeable portion of the global market in pharmaceuticals and other health products.³

There are three main ways in which the health sector can negatively affect the health of people and the environment.

- Patients, health care workers and the public around the world are exposed to environmental and health risks during the implementation of health programs – for example through direct exposure to biological or chemical agents, or health risks from improper health care waste management and the burning of waste.
- The production of medical products can impact on health and well-being – for example there is increasing concern about pharmaceuticals which accumulate in the environment.
- The health sector as a whole, is having an impact on global climate change and planetary health for example – through emission of greenhouse gases.

Since 2018, UNDP with the financial support from the Swedish Government is implementing the SHiPP. In implementing this global project, UNDP partners with the Health Care Without Harm (HCWH), a US based international nongovernmental organisation (NGO) whose mission is to “transform health care worldwide so that it reduces its environmental footprint, becomes a community anchor for

³ SPHS website. <https://savinglivesustainably.org/who-we-are.html> accessed on 17 Jan. 2019.

sustainability and a leader in the global movement for environmental health and justice”.⁴ HCWH has over 20 years of experience in the sector supporting health systems to implement sustainability measures in policies, practices and procurement of products and services. HCWH’s network of Global Green and Healthy Hospitals (GGHH) is made up of over 36,000 hospitals and health centres in 55 countries who have adopted a ten-goal sustainability framework.⁵

The SHiPP project is being implemented in 10 countries of Argentina, Brazil, China, India, Moldova, South Africa, Tanzania, Ukraine, Vietnam and Zambia. UNDP is responsible for programming in

Argentina, Moldova, Tanzania, Ukraine, Vietnam and Zambia, while HCWH is responsible for programming in Brazil, China, India and South Africa: the emerging economies with extensive engagement in the HCWH GGHH community. HCWH is also working to scale-up the results in Southeast Asia and Latin America. Two of the countries, China and India supply 70% of the health products procured by UN Agencies. Vietnam also represents an important player in the health procurement capacity to the UN-system, with 19 different UN organizations procuring goods and services from the country in 2017. With 181 Vietnamese companies registered on UN Global Marketplace as potential suppliers for the UN, total 2017 procurement volumes from Vietnam amounted to 22.99 million USD. Health products and services were the second largest procurement category (14.4% of total procurement), amounting to 3.31 million USD. The highest health procurement volumes were in the following categories:

- Healthcare Services: 1.74 million USD
- Laboratory and Measuring and Observing and Testing Equipment: 1.04 million USD
- Pharmaceuticals incl. Contraceptives and Vaccines: 0.5 million USD
- Medical Equipment and Accessories and Supplies: 0.03 million USD

2017 procurement volumes confirm that UNDP remains a strategic development and procurement partner to Viet Nam, with the second highest UN procurement volumes of 5.24 million USD, followed by other SPHS Member Agencies: WHO 2.49 million USD, UNFPA 0.78 million USD, UNICEF 0.22 million USD, UNOPS 0.03 million USD.

UNDP and Health Care without Harm (HCWH) have identified procurement in the public health sector as well as private health systems as a key entry point for promoting more sustainable production and consumption patterns (SDG12). The role of procurement in influencing the environmental impact of health sector operations is well acknowledged and sustainable procurement practices have the capacity to reduce a significant proportion of the health sector’s greenhouse gas emissions (GHG).

Project Aim: To strengthen sustainability in the health sector in selected countries to ultimately reduce harm to people and the environment caused by the manufacture and disposal of medical products.

In Viet Nam, over the last two years the project has been implemented under close partnership between UNDP, Ministry of Health, and Ministry of Natural Resources and Environment on numbers of interventions. The health sector adopted and launched a Ministerial Directive for mitigation of medical plastic wastes in healthcare settings, followed by a national action plan for reducing plastic waste throughout the health system. Key officials of the Ministry of Health have been trained on sustainable procurement conducted by the SHiPP project in Istanbul, Turkey in 2019 and early 2020. A policy review research was conducted by the project to review national policies on health procurement to identify areas and opportunities for integrating sustainable procurement into current

⁴ HCWH website. <https://noharm.org/> accessed on 17 Jan. 2019.

⁵ Global Green and Healthy Hospitals Agenda. <https://www.greenhospitals.net/what-we-do/>

practices of the health system while purchasing drugs and health commodities throughout the health service provision. These are the fundamental inputs for upcoming activities in putting sustainable procurement in healthcare system under actual implementation.

In parallel, with support from SHiPP UNDP worked with the Ministry of Health and Ministry of Natural Resources and Environment conducted a review of international policy frameworks and national policies on sustainable consumptions. Several national legislation and policies on Pop, Mercury, and plastic waste management and related international policies including the Stockholm and Minamata conventions as well as WHO's regulations and policies on environmental health were reviewed. This research was conducted to figure out the gaps between national commitments in managing harmful wastes and actual actions of the Government and then provide substantive recommendations for revision of the law on environment protection, which resulted in a section on green procurement has been included in the proposal of revised law.

Two upcoming activities are being carried out including training of health managers and procurement officials of healthcare settings nationwide on sustainable procurement. This aims at building capacity for health facilities in making procurement of the facility green and sustainable with reduced plastic and harmful waste. The second important activity is review of the current medical equipment and materials currently used by healthcare settings and alternative items available in the market that help reduce plastic and harmful wastes throughout health care service provision. Based on this review, a list of alternative equipment and materials will be developed for later application while planning for health procurement in the near future.

Objectives: The overall objective of this TOR is providing technical support to the MOH to conduct review assessment of the medical equipment and materials currently used by healthcare settings and alternative items available in the market to identify and develop a list of alternative equipment aiming at reducing plastic and harmful wastes of the healthcare services.

II. Scope or work

1. Assist UNDP CO in Viet Nam and Ministry of Health to conduct an inventory review of current medical equipment being used by healthcare facilities (i.e. hospitals, healthcare center, health station, centers for disease controls, etc) to identify the most harmful items that can bring about potential plastic and harmful wastes and the related costs
2. Conduct market research to identify alternative items for above-mentioned equipment identified in the first study. This task include research for newly devices, technology used by the devices, identify why and how they will reduce harmful wastes, prices of alternative devices.
3. Conduct a cost-effectiveness analysis of this alternation based up on the above mentioned two studies.
4. Based on these 03 studies, Assist the Ministry of Health to develop a list of alternative medical equipment with the aim of mitigating plastic and harmful wastes from the healthcare activities in consultation with health facilities, health managers and health policy makers.

III. Detailed task assignment:

Under the guidance and supervision of UNDP and the Department of Medical Equipment and Constructions of the MOH, the National consultancy firm shall:

- Collect lists of medical equipment used by hospitals, healthcare centers, health stations, and preventive health settings at all levels as per technical classification of the Ministry of Health.
- Review of the medical equipment of the lists to identify potential plastic waste, POP, and mercury that the items may release over the entire process of health service provision from procurement to disposal
- Collect data and information from the medical equipment manufacturers and suppliers and review of medical equipment in the market to identify alternative items with the aim of reducing plastic and harmful wastes. The review should take into account all aspects of alternation including costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and challenges by the current laws and policies on procurement and bidding
- Assist UNDP and MOH in technically substantive preparation for consultative and advocacy workshops on alternative medical equipment within the health sector
- Under supervision and direction of UNDP and MOH, **organize two (02) one-day workshops** in Ha Noi for technical consultation on the alternative list and on advocacy for green health procurement using newly developed alternative list. Detailed agenda, date and time of the workshops will be discussed and agreed with UNDP and MOH. **Cost for the two workshops to be included in bidder's financial offer.**
- With technical assistance of technical officials of the MOH, facilitate discussion of consultative and advocacy workshops conducted by UNDP and MOH to consult with concerned stakeholders and sectors on possible alternation of green medical equipment and the list of alternative medical equipment for sustainable procurement in health system
- Based on results of inventory review and consultative workshops, develop lists of alternative medical equipment for healthcare settings at all levels. The lists need to take into account costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and financial solutions
- Prepare a report to MOH and UNDP as well as necessary documents to support the submission for approval of the lists

The composition of the team should include at least 01 national team leader and 02 national team members including medical equipment expert(s) and health economic expert(s) with specific tasks assignments as below:

The team leader:

The team leader is holding overall responsibility to UNDP for quality and timely submission of the deliverables. He/she is responsible for facilitating performance of the entire team to ensure high quality and punctuality of the final products submitted to UNDP. To do so, he/she will perform specific tasks as below:

1. Supervise the team members in collecting lists of medical equipment used by hospitals, healthcare centers, health stations, and preventive health settings at all levels as per technical classification of the Ministry of Health

2. Lead and supervise the team member in the review of the medical equipment of the lists to identify potential plastic waste, POP, and mercury that the items may release over the entire process of health service provision from procurement to disposal.
3. Collect data and information from the medical equipment manufacturers and suppliers and review of medical equipment in the market to identify alternative items with the aim of reducing plastic and harmful wastes. The review should take into account all aspects of alternation including costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and challenges by the current laws and policies on procurement and bidding.
4. Supervise the team member and lead the technically substantive preparation for consultative and advocacy workshops on alternative medical equipment within the health sector.
5. With technical assistance of the team member and other technical officials of the MOH, facilitate discussion of consultative and advocacy workshops conducted by UNDP and MOH to consult with concerned stakeholders and sectors on possible alternation of green medical equipment and the list of alternative medical equipment for sustainable procurement in health system
6. Based on results of inventory review and consultative workshops, develop lists of alternative medical equipment for healthcare settings at all levels. The lists need to take into account costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and financial solutions.
7. Prepare a report to MOH and UNDP as well as necessary documents to support the submission for approval of the lists

The team members

Medical equipment team member(s):

1. Collect lists of medical equipment used by hospitals, healthcare centers, health stations, and preventive health settings at all levels as per technical classification of the Ministry of Health.
2. Review of the medical equipment of the lists to identify potential plastic waste, POP, and mercury that the items may release over the entire process of health service provision from procurement to disposal
3. Under technical supervision and assignment of the team leader, provide inputs to the technically substantive preparation for consultative and advocacy workshops on alternative medical equipment within the health sector
4. Under assignment of the team leader, support the discussion of consultative and advocacy workshops conducted by UNDP and MOH to consult with concerned stakeholders and sectors on possible alternation of green medical equipment and the list of alternative medical equipment for sustainable procurement in health system
5. Provide technical assistance to the team leader in developing the lists of alternative medical equipment for healthcare settings at all levels. The lists need to take into account costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and financial solutions
6. Provide inputs to the team leader in preparation of a report to MOH and UNDP as well as necessary documents to support the submission for approval of the lists

Health financing/economic team member(s)

1. Based on the lists of medical equipment used by hospitals, healthcare centers, health stations, and preventive health settings at all levels and lists of alternative equipment produced by the

Medical equipment team member, conduct a market research to collect data about prices and related gross costs (e.g. overhaul and maintenance, waste management, lifetime of products, etc) of both the lists.

2. Conduct cost-effective analysis for plastic and harmful waste mitigation by replacement of the medical equipment that is identified to potentially contain plastic and harmful waste throughout the life cycle and supply chain (i.e. environmental friendly production, costs incurred in medical waste management, energy consumption throughout the life cycle, etc)
3. Conduct desk review of current legislations and policies on state budget management and investments and related regulations and identify opportunities of budget allocation for green procurement. Propose solution and suggestion for replacement of medical equipment for mitigation of plastic wastes.
4. Under technical supervision and assignment of the team leader, provide inputs to the technically substantive preparation for consultative and advocacy workshops on alternative medical equipment within the health sector on the contents regarding financial aspects
5. Under assignment of the team leader, support the discussion of consultative and advocacy workshops conducted by UNDP and MOH to consult with concerned stakeholders and sectors on possible alternation of green medical equipment and the list of alternative medical equipment for sustainable procurement in health system on the contents regarding financial aspects
6. Provide technical assistance to the team leader in developing the lists of alternative medical equipment for healthcare settings at all levels on the contents regarding financial aspects. The lists need to take into account costs-effectiveness, technical features, lifetime, benefits to human and environmental health, and financial solutions
7. Provide inputs on the contents regarding financial aspects to the team leader in preparation of a report to MOH and UNDP as well as necessary documents to support the submission for approval of the lists

IV. Deliverables

Team leader:

- A joint workplan with timeline and detailed works for delivering the task assignments accepted by UNDP
- A joint report on inventory review assessment of current medical equipment used by health system at all levels and alternative items available for replacement. The report should reflect possible challenges in terms of costs and legislation.
- A list of alternative medical equipment for green/sustainable procurement submitted to the MOH and UNDP. The list should also reflect solutions for overcoming possible challenges in terms of costs and legislations

Team members:

- Inputs to the joint workplan of the team provided to the team leader for consolidating and preparation of the joint workplan with the works and timeline to be done by the member.
- A list of current medical equipment used by hospitals and analysis of potential plastic waste, POP, and mercury that the items may release over the entire process of health service provision from procurement to disposal as the input to the team joint report.

- Feedbacks and comments of consultative meetings/workshops generated and provided to the team leader for consolidating into the report. Inputs for the alternative list development provided and accepted by the team leader.

Deliverable	Content	Timing	Responsibilities
A joint consultancy workplan	Consultants provide a joint workplan with timeline and method detailed works to deliver the task assignment	20 th November 2020	The team leader submits to UNDP CO
Report on inventory review assessment	A report on inventory review assessment of current medical equipment used by health system and alternative items available for replacement	31 th December 2020	The team leader submits to UNDP CO
Lists of alternative equipment	A list of alternative medical equipment for green/sustainable procurement	31 st January 2021	The team leader submits to MOH and UNDP CO

V. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is planned to take place from 20th November 2020 – 31st January 2021.

The substantive review is home-based with frequent communication with MOH's concerned officials and UNDP Viet Nam

Fieldwork is required to hospitals within Ha Noi within Nov. and December 2020 .

VI. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultants will work closely with the focal points from UNDP CO in Viet Nam. The consultants will report directly to the programme officer in-charge of the Health portfolio on the key results and outcomes of performance and share the deliverables within the agreed timeframe.

DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE AND UNDP

UNDP CO and MOH will provide background documents and data necessary for the consultant team to carry out the assignments.

The Department of Medical Equipment and Construction of the MOH will facilitate the access to lists of current medical equipment used by hospitals in Viet Nam. Also, the department will connect the consultants with other departments and focal institutions of the MOH for technical cooperation and collaboration while developing the list of alternative equipment as well as necessary consultation.

The Department of medical equipment, MOH will provide necessary support in learning necessary experience and advice of pioneer hospitals and concerned line departments while developing the alternative list. The department will work in close cooperation and collaboration with the consultants on the approval of the alternative list for implementation.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP and MOH.

UNDP Country Office and MOH are not required to provide any physical facility for the work of the consultants, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP Country Office and as necessary. As necessary, UNDP Country Office and MOH will facilitate meetings of consultants with relevant government agencies and enterprises and experts.

VII. *Qualification and experience requirements:*

1. Team leader:

- Advanced degree in healthcare, public health, health economics, or relevant fields
- Minimum of 10 years of proven experience in medical equipment planning, procurement, and management.
- Demonstrated understanding of key issues related to medical equipment management and procurement policies in Viet Nam, pharmaceutical and health product procurement, etc.
- Extensive understandings about medical equipment manufacturing and supply at national and international levels.
- Good knowledge and understandings about health-related procurement policies as well as green procurement related areas.
- Experience in facilitating technical workshops on medical equipment planning and procurement, facilitating group works during the workshop,
- Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset.
- Excellent verbal and written English skills are required

2. Team member (s) on medical equipment management/procurement:

- Advanced degree in public health, health policy and management, medical equipment management, health economics, or relevant fields
- Minimum of 10 years of proven experience in medical equipment planning, implementation, and management.
- Demonstrated experience in hand-on medical equipment management in the healthcare facilities in Viet Nam throughout the health service provision process.
- Proven knowledge about medical equipment planning, procurement, storage, utilization, and disposal within the health facilities in Viet Nam.
- Good knowledge and understandings about health-related procurement policies as well as green procurement related areas.
- Experience in facilitating technical workshops on medical equipment planning and procurement, facilitating group works during the workshop,
- Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset.
- Excellent verbal and written English skills are required

3. Team member(s) on health financing/health economics:

- Advanced degree in public health, health policy and management, health financing, health economics, or relevant fields
- Minimum of 10 years of proven experience in health economics/health financing consultancy.
- Demonstrated hand-on experience in conducting health economics/health financing study including cost-effectiveness and cost-benefit analysis.

- Proven knowledge about health financing system in Viet Nam as well as Government's regulations for public health investment from the state budget.
- Good knowledge and understandings about health-related procurement policies as well as green procurement related areas.
- Experience in facilitating technical workshops on health planning including economics and financing areas, facilitating group works during the workshop,
- Good experience in working with international organization in a multi-cultural environment. Experience in working with UN agencies is an asset.
- Excellent verbal and written English skills are required

VIII. REVIEW TIME REQUIRED AND PAYMENT TERM

Payment will be made as submission of the key joint deliverables as follows:

%	Milestone
20%	At the submission of a joint workplan with timeline and method detailed works to deliver the task assignment
40%	Following submission of the report on inventory review assessment of current medical equipment used by health system and alternative items available for replacement
40%	Following submission and approval (UNDP CO) of a list of alternative medical equipment for green/sustainable procurement.

ANNEX 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

[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.

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ 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 PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

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				

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

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:

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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)