



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

Dear Sir / Madam:

We kindly invite a national consulting firm/institution to carry out the training courses for selected industrial sectors in green chemistry and facilitate the integration of the Green Chemistry Cells into relevant international network (**B-201104**)

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. Tuesday 1 December 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-201104) National firm for training courses for sectors in green chemistry

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
11/17/2020

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 firm/institution to carry out the training courses for selected industrial sectors in green chemistry and facilitate the integration of the Green Chemistry Cells into relevant international network
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, Da Nang and HCM city
Expected duration of work	December 2020 – July 2021
Target start date	December 2020
Latest completion date	July 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 and PMU
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

No.	Experiences/qualifications	Max. points
1	Experience and capacity	200
1.1	Experience in providing technical consultant services relating to GC: <ul style="list-style-type: none"> - > 10 years; - 5-10 years; - < 5 years - No working experience 	 40 20 10 0
1.2	Experience in providing workshop/conferences/training courses on green chemistry <ul style="list-style-type: none"> - > 5 years; - 2 - 5 years; - < 2 year; - No working experience; 	 60 40 20 0
1.3	Experience working with enterprises, industrial facilities/areas relate GC	40
1.4	Experience with similar projects and/or UN Agencies is an asset	30
1.5	Good relationship with international institution relate to GC	30
2	Solution and Methodologies	200
2.1	Clearly understanding the purpose of the package	50
2.2	Approach and methodology to be appropriate to the task	100
2.3	Good Implementation plan	50
3	National Experts	600
3.1	01 National Team leader	400
3.1.1	Master's degree or higher qualification in chemistry, chemical engineering	50
3.1.2	Working experience in Chemistry; <ul style="list-style-type: none"> - > 20 years; 	100

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.

	<ul style="list-style-type: none"> - 10-20 years; - < 10 years - No working experience 	60 40 0
3.1.3	<p>Working experience in one of six sectors (chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides, paints and solvents)</p> <ul style="list-style-type: none"> - > 10 years; - 5-10 years; - 2-5 years; - 1-2 years - No working experience 	100 80 50 20 0
3.1.4	<p>Experience of preparation and delivery of training courses on Green Chemistry workshop/conferences/training courses:</p> <ul style="list-style-type: none"> - > 5 years; - 2 - 5 years; - < 2 year; - No working experience. 	100 80 40 0
3.1.5	Experience in working with government and donor-supported agencies	20
3.1.6	Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury)	20
3.1.7	Proficiency in writing and communication in English and Vietnamese (two reports writing in English & Vietnamese provided)	10
3.2	01 National Team member	200
3.2.1	Master's degree or higher qualification in chemistry, chemical engineering	25
3.2.2	<p>Working experience in Chemistry;</p> <ul style="list-style-type: none"> - > 10 years; - 5-10 years; - ≤ 5 years - No working experience 	50 30 20 0
3.2.3	<p>Working experience in one of six sectors (chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides, paints and solvents)</p> <ul style="list-style-type: none"> - > 7 years; - 5-7 years; - 2-5 years; - 1-2 years - No working experience 	50 40 30 10 0
3.2.4	<p>Experience of preparation and delivery of training courses on Green Chemistry workshop/conferences/training courses:</p> <ul style="list-style-type: none"> - > 5 years; - 2 - 5 years; - Less than 2 year; - No working experience. 	50 40 20 0
3.2.5	Experience in working with government and donor-supported agencies	10
3.2.6	Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury)	5
3.2.7	Proficiency in writing and communication in English and Vietnamese (two reports writing in English & Vietnamese provided)	10
Total		1000



Carry out the training courses for selected industrial sectors in green chemistry and facilitate the integration of the Green Chemistry Cells into relevant international network

Country	Vietnam
Project name	Application of Green Chemistry in Viet Nam to support green growth and reduction in the use and release of POPs/harmful chemicals
Type of appointment	National Contractual Service/National consultant firm (NCF)
Description of the Assignment	A national contractual service/National consultant firm to provide the training courses for selected industrial sectors in green chemistry, finalize the training materials and facilitate the integration of the Green Chemistry Cells into relevant international network
Location	Hanoi, Da Nang and HCM city in Vietnam (as necessary).
Duration	December 2020 to July 2021

1. BACKGROUND

Green Chemistry (GC) is defined as “the design of chemical products and processes that reduce or eliminate the use and generation of hazardous substances “. The GC approach has been standardized in 12 general principles: 1. Prevent waste; 2. Maximize atom economy; 3. Design less hazardous chemical syntheses; 4. Design safer chemicals and products; 5. Use safer solvents and reaction conditions; 6. Increase energy efficiency; 7. Use renewable feedstocks; 8. Avoid chemical derivatives; 9. Use catalysts, not stoichiometric reagents; 10. Design chemicals and products to degrade after use; 11. Analyze in real time to prevent pollution; 12. Minimize the potential for accidents¹.

Although many of the GC principles have not yet been applied in Viet Nam, their application could play an important role in reducing the potential for toxic releases or emissions from processes and products that continue to use or emit POPs.

Since 2018, UNDP in Viet Nam has been implementing the project “*Application of GC in Vietnam to support Green Growth and reduction in the use and release of POPs/harmful chemicals*”. The project aims to create the enabling environment for the introduction of GC in Viet Nam and introduce GC applications in productive sectors with the specific goal of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project will also stimulate reduction in use and releases of chemicals of high concern not covered under the Conventions. Co-benefits may arise from adopting GC application in reducing Green House Gas (GHG) emissions. The six targeted industrial sectors are: 1. Electro-plating; 2. Pulp and paper, 3. Plastic; 4. Textile, 5. Pesticides; and 6. Paint and Solvents. The project is structured in 3 components:

- 1) Developing the enabling environment for GC in Viet Nam;

- 2) Promote awareness on GC and the benefits of the application of GC and its guiding principles;
- 3) Introduce GC approaches into priority sectors and at least 2 entities.

For this purpose, the PMU is currently looking for a qualified services provider to provide supports:

- (i) in the finalization of relevant GC training materials for industrial sectors;
- (ii) carry out the training courses for industrial sectors;
- (iii) facilitate/ improve the active participation of green chemistry project partner or yourself in international knowledge network on Green Chemistry.

Details, and additional information for reference, about the assignment are as follow:

2. OBJECTIVES OF THE ASSIGNMENT

- 1) Working with the existing team of project's consultants to review, adapt and finalizing the training materials to effectively served as cell's tool for providing relevant consultancy and training services on GC to potential customers in the future.
- 2) Perform the training courses for industrial sectors;
- 3) Supports the integration of GC project partner (and/or its assigned subsidiary bodies) or improve yourself into existing GC international network(s); and/or enhanced existing cooperation(s) (if any).

3. DUTIES AND RESPONSIBILITIES

The National Service Provider will provide **at least Three qualified and experienced consultants** (one team leader and two team members) to work closely with the PMU and the project's consultants' team in charge of the development of GC training content for industrial sectors to carry out the following tasks:

Task 1: *Conduct a rapid assessment of GC project partner or your activities and related Cell's members activities to gather information about: 1. existing GC related training activities, gaps and room for improvements; and 2. The status of project partner, its subsidiary bodies, and of key GC cell members existing international cooperation and networking activities;*

- Conduct literature review, and in-depth interviews with green chemistry experts to get a better understanding of their existing efforts on the promotion and application of GC principles in Vietnam;
- Based on the information gathered, consolidate a report on the current status of GC training activities, existing cooperation and provide recommendations for the strengthening and integration of GC elements into these existing efforts;

Task 2: *Review, adapt and finalizing the GC training materials for industrial sectors and attend training courses to ensure that the developed training contents fit the needs of training requirement and can be used for future activities in Green Chemistry:*

- To act on behalf of the project and its partners to (i) review, (ii) provide comments for improvement; and (iii) responsible for the finalization of the training materials developed by the existing project's consultant team needs to ensure that the developed training materials will be applied for future activities on GC in Vietnam.
- Provide qualified trainers to participate and deliver related training contents (where necessary), in the series of Project's trainings (six 1-day-training courses) for industrial sectors

on Green Chemistry. Conduct independent post-training interviews/surveys of the participants for the first 3 trainings to gather feedbacks and make recommendations for the project for improvement in subsequent trainings. The travels and allowances of participants for training courses will be covered by PMU (except national consultant from bidder). The contractor's travels in this contract have to cover their own expenses.

- Participate and give presentations on project supports activities and results in other project communications and trainings activities (when requested by PMU - min 2. workshops).

Task 3: *Working closely with any of its appropriate assigned subsidiary bodies and the existing team of project consultants to facilitate their integration into existing GC international network:*

- Working with project international consultants and participate in the discussions with potential international partners, or existing one, on the perspectives of enhancing international cooperation of project partners or yourself on Green Chemistry.

- Provide supports in the discussion, drafting and finalization of the cooperation agreement on GC with at least one international partner;

- Facilitate the establishment of at least one international partnership between project partners or yourself body with an oversea partner that relate to improve GC activities in Vietnam.

4. DELIVERABLES AND TENTATIVE DEADLINE FOR SUBMISSION

For the completion of the tasks above, the National Service Provider need to produce and submit the following deliverables.

No.	Deliverables	Tentative Deadline
1	A rapid need assessment report on the current status of project on training activities and international cooperation on Green Chemistry (Task 1 deliverable).	31 December 2020
2	- Meeting minutes with relevant stakeholders; - Establishment or renewal of a partnership between domestic institution (including your organization) with an oversea partner (MOU or cooperation agreement with existing international institution); - Completion of 02 training courses.	31 March 2020
3	- A complete set of training materials (i.e. presentations, reference documents, a list of useful sources of information etc.) on Green Chemistry, included several detail case-studies on the promotion and application of GC principles in Vietnam over the last decade. - Completion of 04 training courses	30 June 2020
4	- A consolidated report on enhancing international cooperation with follow up information about the implementation of these agreement (may be extended beyond contract period); - Assessment report for 06 training courses.	31 July 2020

5. DURATION OF ASSIGNMENT AND DUTY STATION

Duration: from December 2020 to July 2021

Duty Station: Office in Hanoi, and travel to Da Nang (1 course), Ho Chi Minh city (1 course), in Vietnam as requested. All travels and allowances for outside of Hanoi missions will be covered by bidders except the cost for training courses. The travels and allowances of participants for training courses will be covered by PMU in accordance with the “UN-EU guidelines for financing of local costs in development of co-operation with Vietnam”. The contractor’s travels in this contract have to cover their own expenses.

6. COMPETENCIES

- Demonstrated commitment to UNDP’s mission, vision and values;
- Sensitivity and adaptability to culture, gender, religion, race, nationality and age;
- Highest standards of integrity, discretion and loyalty.
- Functional Competencies
- Excellent analytical and research skills;
- Excellent communication skills (spoken, written and presentational);
- Good interpersonal skills and ability to work in and with teams;
- Ability to set priorities and manage time effectively;

7. PROVISION OF MONITORING AND PROGRESS CONTROL

The selected national service provider will be responsible for the assignment of **at least 03 qualified consultants** (detail requirements for experience and qualifications are presented in section 9 below) for the whole duration of the service.

These consultants will conduct the tasks as required above and report directly to the UNDP and PMU. The consultants are required to report on a periodically basis (at least once a month) to the PMU on the work progress. All communication will be also to be informed to the PMU, and when necessary to UNDP Vietnam and/or VINACHEMIA for timely administrative and coordination supports.

All deliverables need to be submitted first to GC Cell’s members (where appropriate) for comments and finalization before submitting to the PMU for final approval;

In additional to that, the national service provider and the assigned consultants will work closely with PMU staff and the UNDP Programme Officer with regular consultation and guidance by the PMU, VINACHEMIA and UNDP.

8. PROJECT SUPPORTS AND REFERENCE DOCUMENTS

Administrative support will be provided by the PMU and UNDP Vietnam. These include:

- Provide coordination and liaising supports with existing relevant service providers for the project to facilitate the work;
- Informing about related upcoming project activities and other relevant activities conducted by VINACHEMIA and the national service provider to participate in and exchange

information, these may include PMU's requests for assistance and providing of technical inputs and insights from the national service provider;

- Assist to arrange meetings and interviews with stakeholders (government agencies/institutions, industrial associations, representatives of the project targeted industrial sectors and industries, etc.);

Reference documents provided by the project to the contractor include:

- Project documents;
- Project inception report;
- The decision for the establishment of the GC Cell and the list of Cell's members with contact;
- Other documents if possible.

9. EXPERIENCE AND QUALIFICATIONS

For the National Service Provider/ National Consultant Firm:

- Licensed firm/organisation that has at least 10 year- experience in chemistry;
- Demonstrable previous experience in providing technical consultant services relating to GC;
- Demonstrable previous experience in providing workshop/conferences/training courses on green chemistry;
- Demonstrated previous experience working with enterprises, industrial facilities/areas relate GC;
- Sufficient qualified personnel to maintain a high level of professionalism
- Prior experience with similar projects and/or UN Agencies is an asset;
- Having good relationship with international institution relate to GC.

For the assigned team members:

The team leader should have knowledge, skills and experience as follows:

- Master's degree or higher qualification in chemistry, chemical engineering;
- 20 years of working experience in Chemistry;
- 10 years of working experience in one of six sectors (chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides, paints and solvents);
- Proven experience of preparation and delivery of training courses on Green Chemistry workshop/conferences/training courses;
- Experience in working with government and donor-supported agencies;
- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury)
- Proficiency in writing and communication in English and Vietnamese (two reports writing in English & Vietnamese provided).

The team member should have knowledge, skills and experience as follows:

- Master's degree or higher qualification in chemistry, chemical engineering;
- 10 years of working experience in Chemistry;

- 7 years of recent working experience in one of six sectors (chrome plating, pulp and paper manufacturing, plastic manufacturing, textile, pesticides, paints and solvents);
- Proven experience of preparation and delivery of training courses on Green Chemistry workshop/conferences/training courses;
- Experience in working with government and donor-supported agencies;
- Good understanding and knowledge of MEAs (especially Stockholm Convention on POPs, Minamata Convention on Mercury);
- Proficiency in writing and communication in English and Vietnamese (two reports writing in English & Vietnamese provided);

10. PAYMENT TERM

Payments will be authorized upon approval and acceptance of the contract deliverables by UNDP and PMU.

- 20% of the contract after the submission of Need assessment report
- 30% of the contract after the completion of 02 training courses and establishment of partnership report.
- 30% of the contract after the completion of 04 training courses and finalization of all training materials.
- 20% of the contract after the submission of the final report.

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)

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)