



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

Dear Sir / Madam:

We kindly request you to submit proposal for **national** firm/institutes/organizations for **Sketch note provider to visualise content during 3 days of the Climate Camp to contribute to Special Report on Youth for Climate Action in Viet Nam (Ref. T201104)**

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., Sunday, November 29, 2020** (Hanoi time) by the following methods:

<p><u>By email: For green environment, this is preferred submission method</u></p> <p>E-mail address for proposal submission: luu.thi.trang@undp.org</p> <p>Separate emails for technical and financial proposal.</p> <p><u>With subject line: (T201104) National firm for Sketch note provider to visualise content during 3 days of the Climate Camp to contribute to Special Report on Youth for Climate Action in Viet Nam</u></p> <p>Maximum size per email: 30 MB. Bidders can split proposal into several emails if the file size is large)</p>	<p><u>By hard copy: (within working hours 8.00 am - 5.00 pm Monday - Friday only)</u></p> <p>Address for proposal submission:</p> <p>Procurement Unit UNDP Vietnam 304 Kim Ma Street, Hanoi, Vietnam</p> <p><u>With envelop subject (T201104) National firm for Sketch note provider to visualise content during 3 days of the Climate Camp to contribute to Special Report on Youth for Climate Action in Viet Nam</u></p> <p>When submitting hard copy proposals, please call one of the following staff to receive hard copy proposal:</p> <p>1. Ms. Luu Thi Trang, Procurement Intern Tel: +84 24 38500195 Mob: (+84) 377397439</p> <p>The bidder is requested to sign a bid submission form when delivering proposal.</p>
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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.

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

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

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

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

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

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

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

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/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
25/11/2020

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 for Sketch note provider to visualise content during 3 days of the Climate Camp to contribute to Special Report on Youth for Climate Action in Viet Nam
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 Climate Change & Environment Unit
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"/> Hanoi and travel to Quy Nhon
Expected duration of work	01 December 2020 – 07 December 2020
Target start date	01 December 2020
Latest completion date	07 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 (<i>Counting for the last day of submission of quotes</i>)	<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 Climate Change & Environment Unit
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:

	<p><u>Technical Proposal (70%)</u></p> <p><u>Financial Proposal (30%)</u></p> <p>Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><i>See detailed evaluation criteria in the below table.</i></p>
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; Annex 2c: Submission check-list) <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)
Contact Person for Inquiries (Written inquiries only) ¹	<p>Ms. Luu Thi Trang Procurement Assistant, UNDP Vietnam Email: luu.thi.trang@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

Firm's qualifications		Points obtainable
1	Licensed firm/ organization that has more than 3 years' experience working in sketch noting, drawing and illustrating	250
2	Demonstrated experience in sketch noting for development projects	250
3	Sufficient qualified personnel to maintain a high level of professionalism	100
4	Prior experience with similar projects and/or UNDP is an asset	100
Total		700

¹ 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.

Team leader's qualifications		Points obtainable
1	Bachelor's degree or higher in drawing or related field	100
2	Proven experience working in Viet Nam, in social issues, and with international development organizations	100
3	Fluency in English and Vietnamese, providing 02 sketch note works in both languages	100
Total		300



Annex 1

TERMS OF REFERENCE

Assignment:	01 Local firm/institution for Sketch note provider to visualise content during 3 days of the Climate Camp to contribute to Special Report on Youth for Climate Action in Viet Nam
Duty Station:	Hanoi, Viet Nam with 3 days travel to Quy Nhon
Duration of contract:	4 days
Duration of assignment:	November – December 2020
Starting Date:	01 Dec 2020
Report to:	UNDP Programme Officer on Climate Change and Disaster Risk Reduction

1. BACKGROUND

In 2019, UNDP launched the ‘*Climate Promise*’, a global programme through which it committed to supporting at least 100 countries in enhancing their NDCs by 2020. Under [the Climate Promise programme](#), UNDP will continue to work with the Government of Viet Nam, particularly with the Department of Climate Change (DCC) of the Ministry of Natural Resources and Environment (MONRE), which is the UNFCCC Focal Point, to enhance the capacity and inclusion of the Youth in the NDC planning and implementation process.

In collaboration with MONRE, UNDP recently launched the initiative *Youth4Climate* in 2020. The initiative aims to strengthen the capacity of existing youth representatives and youth networks in stepping-up their climate actions in different frontlines to advance Viet Nam’s NDC. This initiative

builds on UNDP's long experience in mobilising and working with Youth and students in Viet Nam, including the 2030 Youth Force Viet Nam and in youth social entrepreneurship.

Specifically, the *Youth4Climate* initiative will:

- Raise environmental awareness of the Youth by building on active Youth networks, empower them to be agents of change and take swift actions to implement the climate commitments laid out in Viet Nam's NDC.
- Listen to Youth's voices to capture the current bottlenecks and opportunities they face in undertaking climate actions.
- Establish regular platforms for dialogues with the Government and policymakers in delivering the NDC in Viet Nam; and mentor Youth Delegates to contribute to Pre-COP26 Youth Events.

As such, it intends to deliver the following outcomes:

- **01 Special Report 'Youth for Climate Action in Viet Nam,'** which will depict key challenges/bottlenecks faced by Youth and introduce ambitious youth-led strategies to foster climate actions.
- **01 Youth for Climate Innovation Award**, celebrating the contribution of youth-led initiatives.
- **01 Roadmap for Youth Participation**, establishing annual meetings and cooperation mechanisms between Youth leaders and the Government of Viet Nam.

To develop the Special Report 'Youth for Climate Action in Viet Nam', a 3-day Climate Camp is organized as a writeshop which gathers selected youth from three regions across the country, subject matter experts and representatives of youth-led organizations to write the Report together. The Climate Camp will take place in a province in the Central Viet Nam on 5th, 6th and 7th December this year. Please see Annex 1 for the tentative agenda of the Camp.

2. OBJECTIVE OF THE ASSIGNMENT

Overall, the Sketch note provider is expected to capture and visualise all activities and key outputs during 3 days of the Climate Camp to contribute to the Special Report '**Youth for Climate Action in Viet Nam**'.

The provider will report to the UNDP Programme Officer in charge of the project and work closely with UNDP Officer on Climate change and Circular Economy, UNDP Project Assistant on Climate Change.

3. SCOPE OF WORK

The service provider will complete the following key tasks:

Before the Climate Camp:

- Attend 01 meeting with UNDP to comprehensively understand all activities organised in 3 days and its objectives to prepare the ideas for all illustration materials;
- Provide inputs to the list of drawings for 3-day camp (detailed information mentioned at Section 7);
- Provide an illustrated agenda and a series of code of conduct/COVID-19 preventive measures prior to the Camp.

During the Climate Camp:

- Fully attend the 3-day Climate Camp;
- Closely monitor the progress of the camp to be able to visualise all main activities and its outcomes;
- Illustrate each activity of the camp and its highlights/outcomes in sketch note format;
- Exhibit the illustration materials to all participants for 3 days;
- Coordinate with UNDP team to ensure smooth work and to adjust/make changes accordingly if any;

After the Climate Camp:

- Return all illustration materials as stated before the camp to UNDP to contribute to the Report;
- Provide illustrations required for drafting the Report.

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

- **Duration:** The contractor is expected to provide the specified services from November to December 2020.
- **Duty station:** Home-based and travels for the Climate Camp.
- An indicative of 3-day Climate Camp is expected in Quy Nhon, the consultants are expected to include this field mission costs in their financial offer (air fare or car rental, daily allowance, etc.).

5. PROVISION OF MONITORING AND PROGRESS CONTROLS

The provider will report to the UNDP Programme Officer in charge of the project and work closely with UNDP Officer on Climate change and Circular Economy, UNDP Project Assistant on Climate Change.

6. DEGREE OF EXPERTISE AND QUALIFICATIONS

The **contractor** is expected to meet the following qualifications:

- Licensed firm/ organization that has more than 3 years' experience working in sketch noting, drawing and illustrating;
- Demonstrated experience in sketch noting for development projects;
- Sufficient qualified personnel to maintain a high level of professionalism;
- Prior experience with similar projects and/or UNDP is an asset;
- Clear work plan with cost-effective activities that ensure the achievements of all outputs demonstrating a good understanding of the purpose of the assignment;

The **team leader** of the team in charge of the activities under this TOR is expected to meet the following qualifications:

- Bachelor's degree or higher in, communication, art, media, environment or related field;
- Proven experience working in Viet Nam, in social issues, and with international development organizations;
- Fluency in English and Vietnamese;

7. DELIVERABLES

No.	Deliverables
<u>Before the camp</u>	
1	Attendance in the meeting before the camp
2	Preparation for the camp (including a detailed list of outputs and drawing instruments)
3	Illustrated agenda and code of conduct/COVID-19 preventive measures
<u>During the camp</u>	
3	01 drawing about the overview of the climate camp
4	01 drawing about the snapshot of the 3 Regional Consultations
5	01 drawing about the overview of the 4 key thematic areas
6	04 drawings about 4 discussion sessions regarding the thematic areas
7	01 drawing about the speakers and their presentations
8	01 drawing about the feelings/sharings of youth during 3 days of Camp
<u>After the camp</u>	
9	Return all illustration materials as stated before the camp to UNDP to contribute to the special report
10	Illustrations required for the Report

8. EVALUATION CRITERIA

Firm's qualifications		Points obtainable
1	Licensed firm/ organization that has more than 3 years' experience working in sketch noting, drawing and illustrating	250
2	Demonstrated experience in sketch noting for development projects	250
3	Sufficient qualified personnel to maintain a high level of professionalism	100
4	Prior experience with similar projects and/or UNDP is an asset	100
Total		700

Team leader's qualifications		Points obtainable
1	Bachelor's degree or higher in drawing or related field	100
2	Proven experience working in Viet Nam, in social issues, and with international development organizations	100
3	Fluency in English and Vietnamese, providing 02 sketch note works in both languages	100
Total		300

9. PAYMENT TERM

Payment: Full Payment will be paid on the deliverables of 2 periods including: During the camp and After the camp as indicated in Section 7 in this TOR, after the acceptance of service by UNDP Programme Officer in charge of the project.

#	Period	Payment terms
1	After finishing all deliverables in 'during the camp' and 'After the camp' section above	100% of contract value

TENTATIVE CLIMATE CAMP AGENDA

1. **Date:** 5th-7th December, 2020 (3 full days)

2. **Tentative venue:**

- Option 1: The International Centre for Interdisciplinary Science and Education (ICISE), 07 Science Avenue, Ghenh Rang, Quy Nhon, Binh Dinh, Viet Nam (<https://www.icisequynhon.com/>)

3. **Objectives:**

- Co-create a **Special Report ‘Youth for Climate Action in Viet Nam’** report summarising (i) key challenges faced by the youth and (ii) solutions to support the implementation of the Paris Agreement
- Develop a **Roadmap for Youth Participation in Implementing the NDC, including** cooperation mechanisms between Youth leaders and the Government of Viet Nam
- Select/elect the **Youth Champion** who will join the Pre-COP26 in Italy (tentative)

4. **Participants:**

35 participants, including 20 selected youth, 06 representatives from three CSOs (Live & Learn; CHANGE; WildAct), 02 experts from MONRE, 02 representatives from Youth Union, 04 representatives from UNDP, 02 entrepreneurs and 01 consultant.

5. **Tentative agenda:**

	Session	Detailed Content
DAY 1		
8:00 - 8:30	Welcome - Opening Remarks	UNDP MONRE > DCC Youth Union
8:30 - 10:00	A. Round of Introduction/Warm-up	
	B. Setting the scene -	> Policy Context/ Revised NDC/ Youth Selection for

		<p>COP26</p> <p>> Objectives of the Climate Camp</p> <p>1. Special Report and Youth Statement</p> <p>2. Election of Youth going to COP26</p>
10:00 - 10:20	Break	
10:20 - 11:00	Snap shot of the 3 Regional Consultations	<p>What did we learn?</p> <p>What are the key bottlenecks?</p> <p>What are the key solutions?</p>
11:00 - 12:00	Overview of the 4 Key Thematic Areas / Building our common knowledge Group Work	<p>> Why did we choose them</p> <p>> What did we learn so far</p>
12:00 - 13:30	Lunch	
13:30 - 15:00	Thematic Area 1 – Session Climate Policy and Decision Making Process	<p>> Overview of the COP and the climate negotiations (Italy/UK)</p> <p>> Presentation of the preparation of the NDC process (MONRE-DCC)</p> <p>> Overview of the implementation of climate plans at provincial level (DONRE)</p>
15:00 -15:30	Break	
15:30 - 17:00	Mapping bottlenecks/ accelerators/solutions	Each group 10 pax
17:00 - 17:30	Rapid Introduction to the Youth Statement	> Sharing example/ international practices
17:30 - 18:00	Reflections and closing	

DAY 2		
8:00 - 8:30	Warm-Up	
8:30 - 10:00	Thematic Area 2 – Session Youth for Nature-Based Solutions	> What are Nature Based Solutions and case studies from Italy (Professor Marco – Italian Embassy) > Story of an International Youth Leader (Youth network UNDP) > Local case studies – Viet Nam implanted NBS (former WWF colleagues)
10:00 - 10:20	Break	
10:20 – 12:00	Mapping bottlenecks/ accelerators/solutions	
12:00 - 13:30	Lunch	
13:30 - 15:00	Thematic Area 3 – Session Youth in Disaster Risk Reduction and Climate Change Adaptation for SDGs	> Overview of the Adaptation section in Viet Nam NDC (MONRE-DCC) > The use of early warning systems for floodings (TBD) > Case study of 1 youth taking action in DRR/ CCA (TBD)
15:00 -15:30	Break	
15:30 - 17:00	Group Work Mapping bottlenecks/ accelerators/solutions	

17:00 - 17:30	1st Draft of the Youth Statement	
17:30 – 18:00	Reflections and closing	
DAY 3		
8:00 - 8:30	Warm-Up	
8:30 - 10:00	Thematic Area 4 - Session 'Innovation for Mitigation'	> Bringing off-grid solar technologies to remote communities (Ms. Khanh – GreenID) > Vietnamese youth-led innovation: 1516 wind turbine (Le Vu Cuong) > Mobilising youth and communities to take climate action (Change or Speaker from L*L - PamAir /EnXanh)
10:00 - 10:20	Break	
10:20 - 11:00	Mapping bottlenecks/ accelerators/solutions	
11:00 - 12:00	Overview of the 4 Key Thematic Areas / Building our common knowledge Group Work	> Why did we choose them > What did we learn so far
12:00 - 13:30	Lunch	
13:30 - 15:00	Final Draft of the Statement	
15:00 -15:30	Break	
15:30 - 17:00	Presentation of Key Thematic Sessions Election/ Announcement of the Youth going to COP26	
17:00 – 18:00	Reflections and Closing	

Annex 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.

(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 video production of the team leader (one example of a high-quality video produced by him/her to be submitted, 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 PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

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				

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
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 2-c**CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS****Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: 30 MB/email. Bidders can split proposal into several emails if the file size is large
- Technical and Financial Proposals are to be submitted in separate envelop/email
- Email and proposal should indicate clearly the name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to template in Annex 2-a) with copies/scan of supporting documents i.e. company profile, company registration certificate, CVs of experts...			
2	Dully signed Price Schedule (pls. Refer to template in Annex 2-b)			
3	This duly filled, checked, certified submission checklist to be attached to the submission			
4	Send email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email/envelop submitted. Notification emails should be sent to above email address by submission deadline or right after you submit proposals (either by email or hard copy).			

*[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)

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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)