



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: B-210302	Date: 03 March 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

“Research on obstacles faced by Viet Nam’s small and medium sized firms in their efforts to grow into globally competitive manufacturers” as detailed in Annex I of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex I-RFQ: Schedule of Requirements

Annex II-RFQ: Quotation Submission Form

Annex III-RFQ: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex II- Quotation Submission Form and Annex III- Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Tran Thi Hong

Title: Head of Procurement Unit

Date: 3 March 2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>17 March 2021</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: bidding.vn@undp.org</p> <ul style="list-style-type: none"> File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission: 30 MB. Bidders can split proposal into several emails if the file size is large) Mandatory subject of email: B-210302 Research 4 small-medium sized firms into globally competitive manufacturers Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y. It is recommended that the entire Quotation be consolidated into as few attachments as possible.
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>

Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent 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, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed</p> <p><input type="checkbox"/> Others [pls. specify]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in Vietnamese dong (VND)</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p>

	<p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p> <p>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation	<p>English</p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex II: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex III: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex I</p> <p><input checked="" type="checkbox"/> Company Profile.</p> <p><input checked="" type="checkbox"/> Registration certificate;</p> <p><input checked="" type="checkbox"/> Completed and signed CVs for the proposed key Personnel;</p> <p><input checked="" type="checkbox"/> Other as defined in the TORs</p>
Quotation validity period	<p>Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.</p>
Price variation	<p>No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.</p>
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
Alternative Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p> <p>If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"</p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Conditions for Release of Payment	<p><input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation</p> <p><input type="checkbox"/> Passing all Testing [specify standard, if possible]</p> <p><input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible]</p> <p><input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements</p> <p><input type="checkbox"/> Others [pls. specify]</p>

Contact Person for correspondence, notifications and clarifications	E-mail address: quach.thuy.ha@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. 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.
Clarifications	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex I <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input checked="" type="checkbox"/> Others: Evaluation criteria as defined in the TOR.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	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.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	22 March 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX I-RFQ: SCHEDULE OF REQUIREMENTS



TERMS OF REFERENCE

TITLE:	Obstacles faced by Viet Nam's small and medium sized firms in their efforts to grow into globally competitive manufacturers
DURATION OF ASSIGNMENT:	March 2021 – December 2021 National institutional consultancy service contract
COUNTRY OF ASSIGNMENT:	Home based, Ha Noi with possible missions to provinces necessary for in-depth interviews with selected firms.

1) GENERAL BACKGROUND

More than three decades since the introduction of Doi Moi, Viet Nam has risen from a low-income to lower middle-income country and has ambitions to become a high-income country by 2045. Viet Nam's growth to date has been inclusive, with reforms in agriculture, enterprise development and international integration key to private enterprise development and creation of better jobs, especially in manufacturing and modern services. GDP growth has been relatively high and at the same time income inequality has been stable, contributing to a sharp fall in poverty.

Sustained growth of manufactured exports has been the defining feature of rapid economic growth in East Asia. Realization of Viet Nam's economic ambitions depends largely on the country's ability to increase domestic value added through participation in global value chains, to create more sustainable and productive jobs and to leverage global demand to realize increasing returns to scale in industrial production.

Viet Nam currently has more than 750,000 active (registered) businesses, of which 96% are small and micro enterprises. Except for a few conglomerates operating largely in the property and financial sectors, there are few large or even medium-sized (using international definitions) genuinely private firms in Viet Nam. The absence of large, private companies, especially participating in global value chains, has hampered Viet Nam's efforts to increase domestic value added, labor productivity and competitiveness. Few Vietnamese manufacturing companies have the technological or managerial capabilities to achieve the quality and unit costs standards needed to penetrate global value chains.

The literature examining obstacles to the growth of Vietnamese firms, especially in the private sector, has focused on the absence of a level playing field for key inputs like credit and land. It is hypothesized that banks favor state-owned enterprises because of established relationships and the perception that SOEs are less likely to default than private borrowers. SOEs also have access to land, which is both necessary for production and a reliable form of collateral. However, these disadvantages have not stopped foreign invested firms from succeeding in a wide range of manufacturing ventures, including production of intermediate and final goods

for export. The ability of foreign invested firms to overcome these obstacles suggests that access to land and credit, while important, are not decisive.

These terms of reference describe consultancy services to be carried out by a national consultancy team to carry out research using primary and secondary data sources to identify the characteristics of and strategies adopted by successful private sector firms. More information about successful firms, and the obstacles that they have overcome, is needed to obtain a deeper understanding of the challenges that domestic firms face as they attempt to penetrate global supply chains. It is often said in economics that it is easier to figure out what has gone right than what has gone wrong. Rather than generate hypotheses on the causes of failure, this research turns the lens around to focus on opportunities for domestic private firms to grow into large, globally competitive, technologically advanced companies.

2) OBJECTIVES OF THE ASSIGNMENT

Overall objective: The proposed research supports Viet Nam's efforts to promote small and medium size firms to grow into globally competitive manufacturers as a key driver of the country's inclusive growth and achieving the SDGs.

Concrete objectives of the study include:

1. Based on secondary data, press reports and interviews, identify medium to large-scale domestic, non-state firms (equitized and private) that export manufactured goods or supply components to exporters of manufactured goods¹.
2. Select a sample of companies to represent different sectors and geographies for in-depth interviews to gain an understanding of (i) the barriers (to enhancing capability, innovation and growth in size) that these companies faced, and how they overcome these barriers, (ii) factors contributing to their success in growing in size and participating in global value chains/increasing the export/share in global markets, (iii) remaining problems that they encounter in competing on international markets or in domestic supply chains;
3. Corroborate the information provided by these firms through interviews with buyers, suppliers, competitors and resource people knowledgeable about the industry concerned;
4. Link information collected to industrial policy, identifying policies to increase opportunities and reduce risks for firms attempting to penetrate export markets and supply chains for manufactured goods;
5. Formulate policy recommendations based on the research, taking into account the new local and global development context.

3) SCOPE OF WORK, TASKS AND DELIVERABLES WITH TIMELINES

TASKS	DELIVERABLES AND TIMELINES
Collect and reviewing secondary data/information to construct (i) a list of medium to large scale domestic, non-state firms that export manufactured goods or supply inputs to exporters of manufactured goods (as illustrated in the footnote 1 above); (ii) succinct background information/profile of those firms	<p>1.1. Compile a list of Viet Nam's top large and medium (by international standards) firms that are engaged in export/participating in global value chains (by size of capital (labor or revenue)</p> <p>1.2. Compile basic information/profile on these firms including: (i) Products, markets, revenue, employment, capital, export/participation in</p>

¹¹ Including, for example, garments and textiles, footwear & leathers, ceramics, glassware, tools and cutlery, furniture, electronics, machinery and equipment, housewares, pharmaceuticals, processed food, chemicals, plastic products, metal (processed), software and telecom, vehicles or parts, clocks and watches, musical instruments, toys and sporting equipment, etc.

	<p>GVCs, linkages with other firms in VN, share in domestic/global markets, R&D and technology capacity, etc. <u>by firms' 5 largest areas/types of business and/or subsidiaries (10 for the largest groups such as VIN, FLC, FPT, Viettel, Hoa Phat, etc.);</u> (ii) key milestones in firms' history of becoming large/competitive (domestically and internationally).</p> <p>Timeline: April 2021.</p>
<p>Select around 50 large and medium firms actively participating (having large and increasing shares) in export/GVCs and conducting in-depth interviews to identify the reasons/factors of the firms' success, barriers (to enhancing capability, innovation and growth in size) the firms faced and solutions (including efforts of the firms and support from the government) applied to overcome the barriers at different stages of their development, anticipated barriers and possible solutions in pursuing further development.</p>	<p>2.1. List of selected firms with clear selection criteria. May 2021</p> <p>2.2 A technical note on strategy of interviews or other means of obtaining the necessary information for the study. May 2021</p> <p>2.3. An interim report of interviews with first two selected firms and recommendations for adjusting the interview/information gathering strategy. June 2021.</p> <p>2.4 Final report of interviews. August 2021.</p>
<p>Collect additional information on the sectors/companies interviewed and identify industrial, trade promotion and R&D/innovation policies that have contributed to success/presented obstacles to domestic firms in achieving further success in these sectors, taking into account the new local and global development context.</p>	<p>3.1. A technical note describing the sectors covered and relevant industrial policies, June 2021.</p> <p>3.2. Interim report providing details on policies relevant to these sectors and reforms required to remove obstacles.</p> <p>3.4. Technical note on industrial policies. August 2021.</p>
<p>Drafting and finalizing the study report; participating and making a presentation of the study report in a relevant policy dialogue.</p>	<p>4.1. Draft study report. 15 September 2021</p> <p>4.2. Final study report incorporating comments of UNDP and other concerned experts.</p> <p>4.3. Presentation of the study report at a relevant policy dialogue. December 2021.</p>

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

The overall timeframe of the assignment: March 2021 – December 31, 2021.

Duty station: Home based, Ha Noi with possible missions to provinces necessary for making in-depth interviews with selected firms. Travel cost (if any) will be covered separately & in accordance with UN-EU Cost Norm.

5) FINAL PRODUCTS***

- Workplan and inception report;
- See the above table in the section 3.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected firm's research team will work under the overall supervision of UNDP Viet Nam Assistant Resident Representative/Head of Inclusive Growth Unit and the guidance of UNDP Viet Nam International Senior Economist.

Monitoring and Progress Control will be conducted against the above tasks, deliverables and timelines as indicated in the section 3.

7) EXPECTED COMPOSITION OF THE CONSULTANCY TEAM, DEGREE OF EXPERTISE AND QUALIFICATIONS

The national consultancy firm is expected to provide a study team with the following composition, degree of expertise and qualification:

Study team composition, as the minimum: (i) a national team leader – senior researcher, (ii) two researchers, (iii) one research assistant.

Expected qualifications:

Senior researcher – national consultant team leader: (estimated number of working days: 30 including the field work)

- Master's degree in economics, development economics, industry policy, social sciences and/or related fields; PhD. and specialization in enterprise/industry development policy are an asset.
- Sound knowledge and understanding of enterprise development, GVC, productivity and competitiveness theories and practices, of Viet Nam's policies, eco-system, progress and challenges on enterprise development, as well as the new local and global development context.
- Minimum 5 years of working experiences and good skills in conducting studies (sampling, interviewing, data tabulation and analysis) on enterprise development, GVC, productivity and competitiveness in Viet Nam (working experience in other ASEAN and AP countries is an asset).
- Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset.
- Good command of writing study papers/reports and making presentations in English and Vietnamese, and good skills for facilitation multi-stakeholder policy dialogues.

Two national consultant team members: (estimated number of working days: 30 each including the field work)

- Master's/University degree in economics, development economics, industry policy, social sciences and/or related fields.

- Good knowledge and understanding of enterprise development, GVC, productivity and competitiveness theories and practices, of Viet Nam's policies, eco-system, progress and challenges on enterprise development as well as the new local and global development context.
- Minimum 1 years of working experiences and good skills in conducting studies (sampling, interviewing, data tabulation and analysis) on enterprise development, GVC, productivity and competitiveness in Viet Nam; experience in leading/conducting research funded by/in collaboration with international organizations is an asset.
- Good command of writing study papers/reports and making presentations in English and Vietnamese.

One national research assistant: (estimated number of working days: 15)

- University degree in economics, business management, social sciences and/or related fields.
- Minimum 1 years of working experiences and good skills in providing logistics and administrative support to studies; experience in supporting research funded by/in collaboration with international organizations is an asset.
- Good command of English and Vietnamese, good communication and organizational skills.

8) ADMIN SUPPORT AND REFERENCE DOCUMENTS

UNDP is not required to provide any physical facility for the work of the national consultant team, however venues for some technical meetings/consultations can be provided, at the discretion of the UNDP and as necessary. As necessary, UNDP will facilitate introduction needed for the consultancy team to work with relevant government, enterprises, UN agencies and experts.

UNDP will provide documents necessary for the work. 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 its national partners.

9) REVIEW TIME REQUIRED AND PAYMENT TERM

50% of payment will be made upon UNDP's satisfactory acceptance of (i) Workplan and inception report and (ii) deliverables 1.1-1.2, within 10 working days for UNDP's review/approval of the deliverables. 50% of payment upon UNDP's satisfactory acceptance of the remaining deliverables 2.1 – 4.3, within 10 working days for UNDP's review/approval of the deliverables.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

X ☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

EVALUATION CRITERIA WITH ASSIGNED SCORES

National firm		
1. Firm reputation and experience	1. Firm reputation and experience in action-oriented research and quality assurance.	200
Requirements for the Team Leader	Master's degree in economics, development economics, industry policy, social sciences and/or related fields; PhD. and specialization in enterprise/industry development policy are an asset	50
	Sound knowledge and understanding of enterprise development, GVC, productivity and competitiveness theories and practices, of Viet Nam's policies, eco-system, progress and challenges on enterprise development, as well as the new local and global development context	100
	Minimum 5 years of working experiences and good skills in conducting studies (sampling, interviewing, data tabulation and analysis) on enterprise development, GVC, productivity and competitiveness in Viet Nam (working experience in other ASEAN and AP countries is an asset)	50
	Good experience in research design and leading research teams; experience in leading/conducting research funded by/in collaboration with international organizations is an asset	25
	Good command of writing study papers/reports and making presentations in English and Vietnamese, and good skills for facilitation multi-stakeholder policy dialogues	25
Requirements for team member 1	Master's/University degree in economics, development economics, industry policy, social sciences and/or related fields.	50
	Good knowledge and understanding of enterprise development, GVC, productivity and competitiveness theories and practices, of Viet Nam's policies, eco-system, progress and challenges on enterprise development as well as the new local and global development context	50
	Minimum 1 years of working experiences and good skills in conducting studies (sampling, interviewing, data tabulation and analysis) on enterprise development, GVC, productivity and competitiveness in Viet Nam; experience in leading/conducting research funded by/in collaboration with international organizations is an asset	50
	Good command of writing study papers/reports and making presentations in English and Vietnamese	50
Requirements for team member 2	Master's/University degree in economics, development economics, industry policy, social sciences and/or related fields.	50
	Good knowledge and understanding of enterprise development, GVC, productivity and competitiveness theories and practices, of Viet Nam's policies, eco-system, progress and challenges on enterprise development as well as the new local and global development context	50

	Minimum 1 years of working experiences and good skills in conducting studies (sampling, interviewing, data tabulation and analysis) on enterprise development, GVC, productivity and competitiveness in Viet Nam; experience in leading/conducting research funded by/in collaboration with international organizations is an asset	50
	Good command of writing study papers/reports and making presentations in English and Vietnamese	50
Requirements for the research assistant	University degree in economics, business management, social sciences and/or related fields.	50
	Minimum 1 years of working experiences and good skills in providing logistics and administrative support to studies; experience in supporting research funded by/in collaboration with international organizations is an asset	50
	Good command of English and Vietnamese, good communication and organizational skills	50
Total		1000

Financial Offer must include all costs related to personnel, field trips and other overheads costs that are in line with the UN-EU cost norms.

ANNEX II-FRQ: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex III: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX III-RFQ: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex II Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- a brief methodology, approach and implementation plan;
- team composition and CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation: Click or tap here to enter text.

Ref	Description of Deliverables	Price
1.		
2.		
3.		
4.		
5.		
Total Price		

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
e.g. Project Manager/Team Leader	day			
Other expenses				

International flights				
Subsistence allowance				
Local Transportation				
Communication				
Other Costs: (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.