



## REQUEST FOR QUOTATION (RFQ)

**(From Vietnamese firms/institutes/organizations)**

<b>NAME OF SERVICE</b>  <b>Development of a website for Vietnam Circular Economy Stakeholder Platform (VCESP)</b>	Date: <b>25 March 2021</b>
	RFQ Reference: <b>2-210302</b>

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: 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 2: Quotation Submission Form and Annex 3 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: 25 March 2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<p><b>April 8, 2021 (Hanoi time)</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p><input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a></p> <p>Bid submission address: <b>bid.submission.vn@undp.org</b></p> <ul style="list-style-type: none"> <li>File Format: pdf, excel, word, zipped files</li> <li>File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Max. File Size per transmission: <b>30 MB</b></li> <li>Mandatory subject of email: <b>RfQ 2-210302: Website development for Vietnam Circular Economy Stakeholder Platform (VCESP)</b></li> <li>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."</li> <li>It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>The bidder should receive an email acknowledging email receipt.</li> </ul> <p>[For eTendering method, click the link <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> and insert Event ID information]</p> <ul style="list-style-type: none"> <li>Insert BU Code and Event ID number</li> </ul> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<b>Cost of preparation of quotation</b>	<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>
<b>Supplier Code of Conduct,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p>

<b>Fraud, Corruption,</b>	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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>
<b>General Conditions of Contract</b>	<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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a></p> <p><input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a></p> <p>Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a></p>
<b>Special Conditions of Contract</b>	<p><input type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [pls. specify]</p>
<b>Eligibility</b>	<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.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Vietnamese dong (VND)</b>

<b>Joint Venture, Consortium or Association</b>	<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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<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> <ul style="list-style-type: none"> <li>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</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>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;</li> <li>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</li> <li>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.</li> </ul>
<b>Duties and taxes</b>	<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> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English and Vietnamese</b></p> <p>Including documentation including catalogues, instructions and operating manuals.</p>
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed;</li> <li><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1;</li> <li><input checked="" type="checkbox"/> Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;</li> <li><input checked="" type="checkbox"/> Business Licenses – Registration Papers, Tax Payment Certification, etc.;</li> <li><input checked="" type="checkbox"/> Proposed Methodology for the Completion of Services;</li> <li><input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;</li> <li><input checked="" type="checkbox"/> Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;</li> <li><input checked="" type="checkbox"/> Detailed CVs of the proposed personnel;</li> </ul>
<b>Quotation validity period</b>	<p>Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.</p>

<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Payment Terms</b>	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <b><i>Within thirty (30) days from the date of meeting the following conditions:</i></b> 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.
<b>Conditions for Release of Payment</b>	<input type="checkbox"/> Passing Inspection [specify method, if possible] Complete Installation <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of Training on Operation and Maintenance [specify no. of trainees, and location of training, if possible] <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:luu.ngoc.diep@undp.org">luu.ngoc.diep@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <a href="#">Click or tap here to enter text.</a> days before the submission deadline. Responses to request for clarification will be communicated <a href="#">Click or tap here to enter text.</a> by <a href="#">Click or tap to enter a date.</a>
<b>Evaluation method</b>	<input type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input checked="" type="checkbox"/> The Contract will be awarded to the proposal with Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <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"/> Please refer to the <a href="#">Evaluation Criteria</a> for further details.
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, <a href="#">Click or tap here to enter text.</a> 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.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (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"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	15 April 2021
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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.

## EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	350
2.	Proposed Methodology, Approach and Implementation Plan	300
3.	Management Structure and Key Personnel	350
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	At least three (03) years of practical experience in web design and development	100
1.2	Demonstrable previous experience in developing user-friendly, visually attractive, highly interactive, simple but elegant, and clean websites for different organisations by provision list of similar contracts in the past 3 years with link to the websites developed	200
1.3	Experience with development partners, especially UN Agencies working on environment protection projects	50
<b>Total Section 1</b>		<b>350</b>

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Clear workplan and suitable manpower allocation for the assignment	100
2.2	Good proposed prototype for the website (including a Homepage and a landing page) and a technical proposal for the website	200
<b>Total Section 2</b>		<b>300</b>

<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	The team leader has professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later	100
3.2	The team leader has knowledge of modern multimedia and interactive website design techniques (Web 2.0 or later), including graphic design and web-based application platforms	100
3.3	All team members have demonstrable experience in developing web-based applications involving data illustration	100
3.4	The team leader's ability to communicate in English is an asset	50
<b>Total Section 3</b>		<b>350</b>

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.

**Submission obtaining the highest weighted points (technical points + financial points) will be selected.**

**Important Notes:**

- Evaluation will be done separately for each of the proposed key personnel (if applicable) and the total personnel score will be the average.
- Please refer to the Submission checklist (Annex 4) for documents to be submitted for the evaluation



## ANNEX 1: SCHEDULE OF REQUIREMENTS

### TERMS OF REFERENCE (TOR)

<b>Title:</b>	01 National Contractor to develop a website for Vietnam Circular Economy Stakeholder Platform (VCESP)
<b>Type of contract:</b>	Firm Contract
<b>Duration &amp; timing:</b>	April 2021 to June 2022
<b>Duty Station:</b>	Home-based, Ha Noi, Viet Nam
<b>Reporting to:</b>	UNDP Viet Nam and ISPONRE

#### 1) GENERAL BACKGROUND

A Middle-Income Country (MIC) of about 93 million people (as of 2016), Viet Nam is among the fastest-growing economies in the world, with an economy growing at more than 6 percent per year. However, environmental-related challenges such as pollution, depletion of natural resources, extraction of raw materials, unsustainable waste management, and growing plastic pollution, have skyrocketed in the past years, adversely impacted the well-being of its people and environment. Viet Nam is particularly vulnerable to the effects of climate change. Extreme weather events cause many casualties annually and suppress economic growth, and extremes are getting worse as a result of climate change. The country is also struggling with alarming air pollution. Its two biggest cities, Hanoi and Ho Chi Minh City, are now among the top 15 polluted cities in Southeast Asia. The National Environmental Report 2016 on Urban Environment indicated that, “most of our country's major cities are facing increasing air pollution, in which dust is still a most prominent issue. In some big cities like Hanoi, the high number of days with PM10 and PM2.5 dust pollution levels exceeded the QCVN limit”.

The current linear economy or take-make-waste model is putting increasing and irremediable pressure on ecosystems, depleting natural capital which is essential for human life. It is clear that promoting sustainable land-use, protecting ecosystem restoration, and increasing the use of renewable energy sources, all of which are directly linked to the circular economy principles, will help preserve natural capital.

Recently, the concept of CE has gained prominence in Viet Nam and in ASEAN member states. A circular economy entails gradually decoupling economic activity from the consumption of finite resources and designing waste out of the system. The circular model builds economic, natural, and social capital. It represents a systemic shift that builds long-term resilience, generates business and economic opportunities, and provides environmental and societal benefits (Ellen MacArthur Foundation, 2020). Viet Nam doesn't have yet any specific legislations related to the circular economy. Instead, the circular economy principles are mainly related to actual models for recycle and reuse of waste as well as found in many legislation documents on waste management in Vietnam.

In 2019, the Government of Viet Nam (GoV) issued Resolution No. 09/NQ-CP of February 3, 2019, in which the Government assigned the Ministry of Natural Resources and Environment (MONRE) to be the focal point of unified state management of solid waste nationwide. MONRE will take the leading role and coordinate with other relevant ministries/branches to undertake the integrated management of solid waste, including minimising, reusing/recycling, and recovery energy from waste.

In addition, the GoV plans to review and assess suitable models for the circular economy in the context of implementing the sustainable development goals and responding to climate change for the next 10-year Socio-economic Development Strategy (SEDS) 2021-2030 and 5-year Socio-economic Development Plan (SEDP) 2021-2025. Under this context, MONRE is the only governmental agency that has been mandated to prepare policy inputs and recommendations on models for a circular economy for considerations during the up-coming Party Congress as well as for the development of SEDS-SEDP for the post-2020 period. .

The Law on Environmental Protection revised (LEP revised) was adopted in November 2020 by the National Assembly of the Socialist Republic of Viet Nam. The Institute of Strategy of Natural Resources and Environment (ISPONRE), in its role of think-tank operating under the MONRE, has been assigned the tasks of producing and disseminating research related to the CE transition in Viet Nam and developing the key inputs and policy recommendations on CE. In particular, ISPONRE will oversee the formulation of the upcoming draft Decree guiding in detail the implementation of the LEP revised 2020, that will be submitted to the GoV, in May or June 2021. The Government will then conduct all necessary procedures for the review, improvement and approval of such Decree between August and September 2021. The final version of the Decree will be then submitted to the Prime Minister for approval and signature, marking the final step in the Vietnamese legislation.

With the support of the Government of Norway, UNDP is currently implementing a project entitled *Scaling-up a Socialised Model of Domestic Waste and Plastic Management, in Ha Long, Danang, Quy Nhon, Binh Thuan, and Binh Duong*. It aims to develop integrated, green and fair models to improve domestic waste and plastic management, in five Vietnamese cities. One of the components of this project is to enhance the regulatory framework and capacity of the local authorities and stakeholders by promoting the circular economy approach and promoting innovation and information platforms.

In this context, ISPONRE and UNDP will co-design the first **Viet Nam Circular Economy Stakeholder Platform (VCESP)**, linking public and private actors. Led by ISPONRE, the Platform has two main objectives:

1. Accelerate the transition to a circular economy in Viet Nam, by engaging and building the capacity of all stakeholders, from public authorities, businesses, and civil society, and in close cooperation with academia.
2. Create synergies, and integrate financial and technical resources, for achieving the transition towards a low-carbon and circular Viet Nam, thereby contributing to a number of higher development objectives, as laid out in the SEDP and the NDC.

UNDP's mission is to support Viet Nam's transformation to a sustainable and circular growth model where current and future generations of the country unite to contribute and benefit from its economic, social and natural advancement. UNDP seeks to expand the existing coalition and expertise to accelerate optimised resources management for sustained human development and economic growth and reduction of negative impacts on the environment, thus enabling Viet Nam to become a green and resilient country and achieve the Sustainable Development Goals by 2030.

## 2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to develop the **Viet Nam Circular Economy Stakeholder Platform (VCESP)**, a multistakeholder private-public web-based platform as the information and knowledge hub in which companies, knowledge institutes and (local) authorities collaborate to promote and support international collaboration and the exchange of knowledge, ideas and experiences between policymakers, entrepreneurs, researchers, industrialists, communities and individuals on circular economy in Vietnam.

## 3) SCOPE OF WORK

Under the direct supervision of UNDP Viet Nam ISPONRE, the Contractor is expected to undertake the following activities.

- Develop the multistakeholder private-public web-based platform to promote CE knowledge and information among stakeholder
- Ensure the website is available in both English and Vietnamese and open access and contributed by all stakeholders
- Code, test, debug and improve the platform for optimisation of the performance
- Work with UNDP and ISPONRE to ensure the design of the platform is user-friendly and cater the needs of different stakeholders
- Work closely with the Platform Coordinator to put the data and information onto the platform
- Develop a guidelines/handbook and deliver a training for the administration team to operate and upload information onto the platform
- Provide O&M services (operation and management) for the website 24/7 from May 2021 to June 2022.

### **Key requirements:**

The platform is expected to consist of 5 components:

#### *Component 1: Circular Economy Policy Dialogue*

**Objective:** support the formulation of policies that are conducive to the establishment of the circular economy in Viet Nam.

**Target Audience:** Policy makers

- The CEPD will take a participatory and inclusive approach with all relevant stakeholders around a specific issue related to the circular economy with the aim of implementing policy directions.
- It will provide news, stories, events, webinars on circular economy
- It will organize conferences and meetings, gathering stakeholders such as businesses, trade unions, civil society organizations and public authorities to collect stakeholders' views on specific topics during the formulation and implementation of policies on circular economy.

- The Circular Economy Policy Lab (CEPL) can be referred as a specific research team specialize in CE issues that assist the Advisory Council. It will facilitate collaboration between policy-makers and relevant stakeholders in conceptualizing and developing new ideas, new policies, and new incentives. It may also provide foresight to explore short/long-term futures and create shared visions for CE-related policy-making in Viet Nam.
- The CEPL will organize the Circular Economy Policy Dialogue (CEPD) as assigned by MONRE

#### *Component 2: Circular Economy Knowledge Hub*

Objective: provide an online repository of the latest available knowledge on Circular Economy in Vietnamese and in English

Target audience: Business and policy maker

- Curate and publish studies, good practices and case studies, design guides, sectoral roadmap on Circular Economy.
- Transparent, participatory, and user-friendly.
- Foster exchange of experiences, and good practices. Stakeholders will be invited to interact with them, discover events, and share good practices.
- May partner with Vietnamese (e.g. INEST CE Knowledge Hub) and international universities to enrich its content with webinars, online training, toolbox and materials geared towards business as well as students and young professionals who need technical and operational expertise in different circular economic related fields.

#### *Component 3: Circular Economy financing portal*

Objective: Share funding opportunities, such as grants, preferential loans, scholarships, innovation competition available to business/individuals that want to build their capacity, adopt the principles of the CE, or deliver circular economy growth. Showcase Vietnamese firms that are investment-ready to national and international investors.

Target Audience: Business, development partners and financing ecosystem

- Conduct and publish economic and financial research to demonstrate the economic benefits of the transition to a CE in Viet Nam and de-risk associated with changes in production.
- Collect case studies of businesses that have achieved a competitive advantage, reduce their costs, or enhance their revenue models.
- It will be designed by incorporating the findings from the research being conducted by UNDP Viet Nam on a multi-year systematic investment programme following Climate-KIC's Transformation Capital logic and focused on circular economy.

#### *Component 4: Circular Economy Online marketplace*

Objective: Act as an online matchmaking marketplace for material resource exchange (e.g. agricultural by-products, waste...).

- Connect businesses in Viet Nam, facilitate business to business collaborations in resource exchange (e.g. solution to the waste disposal by generating revenue from excess resources that would end up in landfill).

- Support the businesses in registration for material resource exchange in Viet Nam by providing consultancy, as well as assisting in related administration procedures.
- Promote industrial symbiosis in local industrial parks and disseminate learnings.

#### *Component 5: Circular Economy Databases*

**Objective:** Providing databases on Vietnam's, regional, and global programmes and projects on circular economy, resource database, member directory, and partner knowledge platform.

- Providing project database on circular economy categorized by Region, Country, Provinces, Sectors, Programmes, Project Type, Project Lead Actor.
- Providing resource database on circular economy categorized by Region, Country, Provinces, Sectors, Programmes, Resource Type (Best practices, case studies; Scientific, technical, research; Training materials, toolkits; Policy and legislation; Communication / Awareness Raising; Project documents.
- Providing database on member directory and network to connect with professionals in Vietnam and around the globe who are working to advance circular economy
- Providing database on educational materials on circular economy
- Providing database on partner knowledge platform on circular economy

The Firm will work collaboratively with UNDP, ISPONRE, and international consultants through the assignment.

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

**Duration:** The Contractor is expected to provide the specified services in from April to August 2021 for the core work (design, development, and coding) and O&M services until June 2022.

**Duty station:** Home-based – Viet Nam

#### **5) DELIVERABLES AND PAYMENT TERMS**

Payment terms: Payment will be made upon satisfactory completion of the following deliverables with UNDP and ISPONRE acceptance. The contractor is required to deliver the following:

No.	Deliverables	Timeline	Payment Terms
1	The approved structure of the website	May 2021	30%
2	- The final fully functional website with all the agreed components (Vietnamese language) - Manual in English and Vietnamese and trainings delivered	August 2021	50%

3	O&M services provided to the platform administration team, upgrade and maintainance, including 24/7 O&M services.	June 2022	20%
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## 6) PROVISION OF MONITORING AND PROGRESS CONTROL

Upon contract signing, the Contractor will be expected to work closely with ISPONRE and UNDP to develop the platform as described in this TOR. The Contractor will report directly to UNDP Viet Nam and ISPONRE, and provide a report on the delivery of the service upon completion of the contract.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Any well-established, national firm that is interested in bidding is expected to meet the following requirements:

- At least three (03) years of practical experience in web design and development;
- Demonstrable previous experience in developing user-friendly, visually attractive, highly interactive, simple but elegant, and clean websites for different organisations;
- A national team leader that has professional qualifications in Information Technology with exposure to multimedia applications, following web design standards and making use of Web 2.0 or later;
- Experience with similar projects and UNDP is an asset.

The national team leader in charge of the assignment should possess the following specific technical skills:

- Expert knowledge of modern multimedia and interactive website design techniques (Web 2.0 or later), including graphic design and web-based application platforms;
- Expert knowledge of the topic of environment protection;
- Demonstrable experience in developing web-based applications involving data illustration;
- Ability to communicate in English is an asset;
- Work on similar previous assignments with development partners is an asset.

## 8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

ISPONRE and UNDP will assist the selected contractor with administrative support related to, but not necessarily limited to:

- Assistance with acquiring official letters in case of visits or conducting interviews with official partners.
- Organising necessary consultation meeting(s).

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

## ANNEX 2: 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 3: 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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 3: 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 2 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)				
<b>Total</b>				

### 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.