



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <b>B-210401</b>	Date: 01 April 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

***“National firm to organize induction and consultation workshops for UNPRPD project”*** 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: 1 April 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>12 April 2021</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>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address</p> <p>Bid submission address: <a href="mailto:bidding.vn@undp.org">bidding.vn@undp.org</a></p> <ul style="list-style-type: none"> <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. Bidders can split proposal into several emails if the file size is large)</b></li> <li>Mandatory subject of email: <b><i>B-210401 Organizing induction and consultation workshops for UNPRPD project</i></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> </ul>
<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, Fraud, Corruption,</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> <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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	<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>

<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</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, or through an authorized representative.</p>
<b>Currency of Quotation</b>	<p>Quotations shall be quoted in <b>Vietnamese dong (VND)</b></p>
<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> <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>
<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> <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>
<b>Language of quotation</b>	<p><b>English</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> <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>
<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>	<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>
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
<b>Alternative Quotes</b>	<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, <a href="#">Click or tap here to enter text.</a> 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>
<b>Payment Terms</b>	<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 <a href="#">Click or tap here to enter text.</a></p>
<b>Conditions for Release of Payment</b>	<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>

<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: quach.thuy.ha@undp.org <b>Attention:</b> 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.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<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.
<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, 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.
<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.

## ANNEX I-RFQ: SCHEDULE OF REQUIREMENTS



### TERMS OF REFERENCE

Service	<b>National firm to organize induction and consultation workshops in UNPRPD project</b>
Duty station:	Ha Noi, Can Tho, Hue, Can Tho or others (subject to the severity status of COVID-19 in the locality)
Expected Duration and Timing	The contractor is expected to provide services specified in this TOR during the inception phase of UNPRPD from Mar to 30 June 2021 (with possible extension to the implementation phase of the project)
Supervision:	The contractor will report to UNDP Disability Rights Officer

#### 1) Background

The United Nations Partnership on the Rights of Persons with Disabilities Multi-Partner Trust MPTF (UNPRPD MPTF) is a unique partnership that brings together UN entities, governments, organizations of persons with disabilities (OPDs), and broader civil society to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive Sustainable Development Goals (SDGs) at the country level around the world. It was established in 2011 to foster collaboration between its members and support their work disability inclusion through UN join programming.

UNPRPD MPTF's Strategic Operational Framework (SOF) 2020-2025 marks a shift from reactive to more proactive, results-oriented programming to drive implementation of the CRPD and disability inclusive SDGs with the meaningful participation of OPDs. This will be achieved by encouraging and supporting countries to develop and reform policies, plans, budgets, programs, and services to comply with the CRPD and SDGs by applying both disability-specific and disability-mainstreamed interventions through a multi-stakeholder approach. A critical new element of the SOF is a focus on the essential preconditions to disability inclusion. These are the foundational aspects that are indispensable in addressing the requirements of persons with disabilities (PWDs) across all sectors, such as accessibility, access to disability support services, protection from discrimination, and more.

This MPTF aims at:

(1) Advancing CRPD implementation at the country level by focusing on the essential preconditions for disability inclusion across sectors, translating these into concrete policies, programs, and / or services which lead to systemic changes through a cohesive, inter-sectoral approach.

(2) Improving and increasing the implementation of disability inclusive SDGs at the country level by providing fundamental support to the UN's collective response to the SDGs to address national priorities and gaps concerning persons with disabilities in national planning.

Three cross-cutting approaches are intrinsically applied across all of UNPRPD MPTF's work, including its structures, programs, and processes:

- Enabling full and effective participation of persons and children with disabilities and their caregivers through their representative organizations;
- Ensuring the inclusion of marginalized and underrepresented groups of persons and children with disabilities; and
- Addressing gender inequality and advancing the rights of women and girls with disabilities.

This fourth funding round focuses on three major themes: reforms for CRPD and SDG implementation, country level focus through a multi-stakeholder approach, and COVID-19 response and recovery. In each country, at least two UN agencies will jointly run the programme for two years (2021-2023), comprising of an inception phase and an implementation phase.

- In the inception phase, each country will receive \$100,000 to conduct a five-day induction workshop and various consultations with stakeholders to write a situation analysis and a full proposal by June 2021;
- In the implementation phase, each country will be funded between \$700,000 and \$900,000 to implement their project for two years.

With our wealth of experience and achievements in the previous UNPRPD project, culminating in Viet Nam's ratification of the Convention of the Rights of Persons with Disabilities (CRPD) in 2015, thanks to great partnership and support from the government and organizations of persons with disabilities, Viet Nam has successfully passed the first round of Expression of Interest of this fourth UNPRPD funding call and was selected amongst 26 countries which proceed to the next round of writing a full proposal. In this project, the following areas will be prioritized in UN Viet Nam's interventions:

- Strengthen alignment of the legal framework with the CRPD;
- Combatting stigma and discrimination;
- Strengthen availability, quality and coordination of services; and
- Empowering OPDs and PWDs.

## **2) Objectives**

This assignment is aimed at supporting the UN Viet Nam with logistics preparation and facilitation of the induction workshop and five consultations during the inception phase of UNPRPD.

### 3) Expected Outputs

The contractor, according to the following terms of reference and under the coordination of the UN Viet Nam, shall deliver the following services:

Outputs	Description	Expected Results	Deadlines
Output 1	Five-day induction workshop in Ha noi with all partners (30 participants max) to establish an agreement on targets, roles, and timelines of the UNPRPD project as well as to provide basic training on the CRPD and SDGs	<ul style="list-style-type: none"> <li>- Prepare agenda and invitation, invite participants, arrange accessible accommodations and transport for participants (3 days);</li> <li>- Deliver five full days of induction workshop on UNPRPD and CRPD for all stakeholders (which can be broken down to some modules);</li> <li>- Develop a brief summary report on the Workshop (2 days)</li> </ul>	<p>16 April – 30 April 2021;</p> <p>01 May – 20 May 2021;</p> <p>20 May – 23 May 2021</p>
Output 2	Five half-day consultation workshops: 1 national in Ha Noi, two regionals in Hue and Can Tho, and 2 thematic workshops on specified priorities for the situational analysis and full proposal in Ha Noi (50 participants each)	<ul style="list-style-type: none"> <li>- Prepare agenda and invitation, invite participants, arrange accessible accommodations and transport for participants and appropriate logistic arrangements to facilitate the participation of 50 people and children with disabilities and ensure low footprint on the planet (3 days)</li> <li>- Deliver five half-day consultations (2.5 days in total): a national and 2 thematic consultations in Ha Noi, 2 regionals in Hue and Can Tho; and</li> </ul>	<p>23 May – 05 June 2021;</p> <p>05 June – 25 June 2021;</p> <p>25 June – 28 June 2021</p>



		- Develop a brief summary report on the series of consultations (2 days)	
Output 3	A half-day consultation on the first draft of the situational analysis and full proposal for 50 participants in Ha Noi	<ul style="list-style-type: none"> <li>- Prepare agenda and invitation, invite participants, arrange accessible accommodations and transport for participants and appropriate logistic arrangements to facilitate the participation of 50 people and children with disabilities and ensure low footprint on the planet (1 day)</li> <li>- Deliver a half-day consultation (tentatively in the Green One UN House) in Ha Noi;</li> <li>- Develop a brief summary report on the consultation (1 day);</li> <li>- Detailed feedback on the first draft of the situational analysis and full proposal</li> </ul>	<p>28 June – 05 July 2021</p> <p>05 July – 10 July 2021</p> <p>10 July – 13 July 2021</p> <p>10 July – 17 July 2021</p>

#### Notes:

The National Firm should provide environment-friendly and accessible accommodations and facilities for equal and effective participation of all delegates, including but not limited to:

- No plastic cups, bottles and plates;
- Electronic backdrops;
- Shared vehicles (if possible);
- Sign language interpretation and captioning;
- Accessible formats of workshop materials (soft copies or braille);
- Accessible ramps, elevators and restrooms for wheelchair users.

All on-site workshops must comply with the Government's guidelines on COVID-19 preventive measures, including participants wearing masks, social distancing, dry handwashing, and temperature measuring.

The "Resource package for PRPD Induction Training" and the "Facilitators Overall Training Guide" is attached to this ToR for your ease of reference.

The financial proposal, accordingly, should take into account all expenses for accessibility, environment protection and COVID-19 preventive measures.

#### **4) Scope of Work**

The contractor will work to complete the Outputs outlined in section 3 above, in delivering and facilitating the workshop, producing the activity reports, and giving feedback on the situational analysis and full UNPRPD proposal developed by the UN Viet Nam. All workshop guidelines and materials will be provided by UNPRPD Committee, adapted and translated by the UN Viet Nam. The contractor will receive technical support from UNDP, UNICEF and UNFPA throughout the assignment. The locations and manners to conduct the workshops (in person or virtual) may be subject to discussion and agreement between the contractor and the UN based on evaluating the COVID-19 circumstances.

The UNPRPD Joint Programme is centered on multi-stakeholder and inter-sectoral approach to advance the implementation of the CRPD and the SDGs. The induction and consultations will therefore target representatives from the participating UN entities, government, OPD and any other partners that are involved in the design and implementation of the proposed UNPRPD joint country programme. Participants must include:

➤ **UN system representatives**

- Relevant staff and focal points from UNDP, UNICEF and UNFPA (UNPRPD participating organizations) and other UN agencies which have expressed an interest in the UNPRPD Joint Programme.
  - Staff likely to be closely involved in the country analysis and programming phases
  - Human Rights Advisors,
  - Representatives from the Resident Coordinators Office

➤ **Government representatives**

- Relevant national government officials, such a disability and/or social inclusion focal points in relevant ministries and departments. In general, these may include:
  - Department for Science, Education, Natural Resources and Environment, Ministry of Planning and Investment (MPI) (responsible for coordination of SDG targets and reporting)
  - National Council on Disability (NCD)
  - Social Protection Department – Ministry of Labour, Invalid and Social Affairs (MOLISA)
  - Legal Department, MOLISA
  - Ministry of Finance
  - Ministry of Justice
  - Ministry of Health
  - Ministry of Education
  - Ministry of Construction
  - Ministry of Culture, Sports and Tourism
  - General Statistics Office

- Committee of Social Affairs of the National Assembly
- Department for Culture, Education, Social Affairs of the Office of the Government

➤ **Representatives of OPDs**

- Viet Nam Federation on Disability and representatives of local organizations of persons with disabilities;
  - Representatives of associations of parents of deaf and hard hearing children, parents of people with autism, parents of children with Cerebral Palsy, parents of children with intellectual disabilities, association of the deaf, of people with spinal cord injuries etc.
- **Representatives of other partners of the business sector, lawyers, schools and universities where people with disabilities are enrolled.**

## 5) Expected Qualifications

The contractor conducting activities under this TOR is expected to meet the following qualifications:

- Is registered as an organization of /for persons and children with disabilities;
- Able to assign at least three staff (1 team leader and 2 assistants) for this project
- Proven good capability of organizing and facilitating workshops on policy advocacy on human rights, equity, disability inclusion and capacity building for OPDs on CRPD and SDGs;
- Proven knowledge and experience in working with UN agencies;
- A broad network with line ministries, organizations of persons with disabilities and relevant NGOs and business partners;
- Good command of English.

## 6) Evaluation Criteria

**Mandatory criteria: The national firm must be a registered organization of /for persons and children with disabilities**

Bidders meeting the above mandatory criteria will be qualified to assess technical proposals against the below criteria:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	National firm's qualification, capacity and experience (with submission of the organization's scanned legal registration, 3 sample contracts and 2 activity reports)	Total: 400
1.1.	<b>At least 5 years of policy advocacy for the rights of persons with disabilities, gender equality and disability inclusion;</b>	150
1.2.	Proven experience in organizing and facilitating consultation workshops with accessible facilities for diverse groups of people with disabilities ( <b>provision of track records of similar contracts in the last 3 years</b> );	120 (40 for each contract provided)

1.3.	Proven knowledge and experience in working with the Government and UN agencies;	60
1.4.	Proven broad networking with line ministries, organizations of persons with disabilities and relevant NGOs and business partners;	70
2.	Qualifications and experience of personnel	Total: 600
2.1.	<b>Team leader /facilitator (with submission of English CV, 2 English reports /essays and scanned copies of relevant certifications)</b>	360
2.1.1	Post-graduate degree in social science, disability studies, international development cooperation or humanitarian action, or other relevant degree, or equivalent relevant work experience in disability, development/humanitarian and international organizations	30
2.1.2.	Proven experience in disability inclusion and good understanding of the CRPD and other related international commitments.	30
2.1.3.	Strong understanding of policy and programmatic issues related to the promotion of the rights of persons with disabilities in Viet Nam	30
2.1.4.	A good understanding of development and/or humanitarian processes at country level, (including UN-led processes).	30
2.1.5	Extensive experience running trainings and demonstrated ability to adjust the pitch and method of trainings for audience and context.	30
2.1.6	Experience with inclusive facilitation techniques (working with sign language interpreters, with groups from various backgrounds and learning approaches, using multiple communication tools etc).	30
2.1.7	Experience working with organizations of persons with disabilities and demonstrated experience working to ensure the participation of under-represented groups.	30
2.1.8	An understanding of pre-conditions for inclusion (equality and non-discrimination, accessibility, participation of persons with disabilities, CRPD-compliant budgeting & financial management, and accountability and governance).	30
2.1.9	Experience negotiating the roles of organizations of persons with disabilities, including underrepresented groups, in development cooperation or humanitarian programming as well as national level processes.	30
2.1.10	4- 6 years of work experience in disability and development and CRPD implementation in national or international organizations.	30
2.1.11	Proven experience of leading and facilitating multi-stakeholder trainings	30
2.1.12	Proficient English skills with the submission of 2 English reports /essays.	30
2.2	<b>2 team members (a co-facilitator and an administrative assistant) (with submission of English CVs and scanned copies of relevant certifications)</b>	240

2.2.1.	Graduate Diploma level qualifications or equivalent experience.	50
2.2.2.	At least three years of work experience;	50
2.2.3.	Proven experience in training support, logistics preparation and admin tasks;	80
2.2.4.	Proven good English skills.	60
	<b>Total</b>	<b>1000</b>

Evaluation for team members will be assessed separately and use the average scores for these criteria.

## 7) Timing, duration and location

The contractor will work closely with UNDP, UNICEF and UNFPA to deliver final outputs as described in Section 3 above from April to July 2021 in three regions of Viet Nam.

## 8) Contract payment

UNDP shall process payments for contractor upon the UN's satisfaction with expected deliverables set forth in Section 3 above. Payments shall be made upon satisfactory outputs by the tentative schedule set forth for each output below:

Stage	Expected Outputs	Payment Amount	Tentative Payment Schedule
Output 1	Submission and approval of the activity report for the induction workshop	30%	28 May 2021
Output 2	Submission and approval of the activity report of five consultations	30%	02 July 2021
Output 3	Submission and approval of the activity report on the consultation workshop and feedback on UN Viet Nam's situational analysis and full UNPRPD proposal	40%	22 July 2021

## 9) Provision of monitoring and progress controls

- UNDP shall be responsible for quality control of the outputs.
- The contractor will report directly to UNDP.

## 10) Consultant presence required on Duty Station/UNDP Premises

NONE

## 11) Reference documents

- Facilitators overall training guide (TOR-Appendix 1)
- Resource package for PRPD Induction training (TOR-Appendix 2)

## 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"/>	<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 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)				
<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.