



REQUEST FOR QUOTATION (RFQ)

RFQ Reference: B-210402	Date: 12 April 2021
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SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of:

“A national consulting firm to support the organization of events to promote the development of Energy Efficient/ Green Buildings and Cities” 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: 12 April 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>Monday 3 May 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-210402 Support for event organization to promote the development of Energy Efficiency 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_andinvestigation.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</p>

	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.
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	Quotations shall be quoted in Vietnamese dong (VND)
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"/> Proposed Work Plan and Approach</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, 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</p>

Conditions for Release of Payment	<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]
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
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.	03 May 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.



TERMS OF REFERENCE

Job Title:	A national consulting firm to support the organization of events to promote the development of Energy Efficient/ Green Buildings and Cities
Project:	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam
Duration of Assignment:	May 2021 – December 2021
Duty station:	Home based, Hanoi and Ho Chi Minh
Report to:	National Project Director, Project Manager, UNDP

1) GENERAL BACKGROUND

Ministry of Construction (MOC) (Executing Agency)/Department of Science, Technology and Environment is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” (EECB) funded by GEF/UNDP and co-financed by Viet Nam’s agencies/institutions and enterprises.

Implemented between 2016 and 2020, the project’s goal is to reduce intensity of GHG emissions from the building sector in Vietnam. The project’s objective is to improve the energy performance of commercial and high-rise residential buildings in Ho Chi Minh City and Hanoi. Realization of this objective will be achieved through implementation of the three following components:

- 1) Revision and Improved Enforcement of Energy Efficiency Building Code;
- 2) Building Market Development Support Initiatives; and
- 3) Building EE Technology Applications and Replications

Recently, the development of green and energy efficient buildings is a growing trend in the world and Vietnam. To raise the awareness and promote the participation of stakeholders in development and operation of energy efficient buildings, green buildings and city development, the Vietnamese government has taken a series of actions including institutional and capacity strengthening. As one of supporting activities to the government, the EECB project will organize a number of events to share the project results and to promote energy efficiency in building among various stakeholders in Viet Nam, of which the Green Building Week 2021 will be tentatively organized in September 2021.

The EECB PMU and UNDP therefore would like to seek for a national consulting firm that can support MOC/UNDP/PMU in organization of the Green Building Week 2021 in order to increase the awareness of relevant parties in development of green and energy efficient buildings and disseminate EECB project results.

2) OBJECTIVES OF ASSIGNMENT

The selected firm is expected to provide technical support to EECB PMU, UNDP and MOC in organization of the Green Building Week 2021 (02 days tentatively in September 2021);

3) SCOPE OF WORK

The selected firm shall support and coordinate with Ministry of Construction (MOC) or the focal point agency (FC) as assigned by MOC, related partners and service providers to technically manage the effective organization of the mentioned event, including workshop sessions and exhibition works tentatively planned as follows:

Name of Event: Green Building Week 2021 (high-level with the chairmanship of MOC leader and UNDP leader and others)

Time: tentatively on 08-09 September 2021 in Ho Chi Minh City;

Day 1: AM: An opening workshop: 300 pax; PM: a technical workshop: 150 pax;

Day 2: AM: A workshop: 150 pax; PM: A site visit.

The specific tasks of the firm are described as follows:

- **Provide technical support to coordinate the preparation of the Event's content**, including:
 - Work with PMU and related partners (focal point, UNDP, etc.) for brainstorming event ideas;
 - Draft and consult the detailed agenda of each event with the PMU/FC and related partners for finalization;
 - Support PMU/FC to prepare consultation meeting contents, participate in the meetings if requested and take meeting notes for timely and relevant actions of related parties and deliver the notes to relevant recipients if requested by PMU/FC;
 - Support the PMU/FC to seek/ contact potential national and international speakers for preparation of speeches and/or presentations, ensuring that the contents are reasonable and in line with the event outlines, timely submitted to competent agencies for approval;
 - Establish QR code for participants to access presentations easily;
 - Develop a MC script(s), consult with relevant partners for finalization;
 - Ensure the quality of the information disseminated to the media;
 - Advise PMU to increase the female participation in all relevant related activities of the events;

NOTE: The FC will provide technical information to develop the Event agenda and support to connect with agencies, departments under MOC.

- **Manage logistic activities before, during and after the event:**
 - Develop a list of logistic activities to be done with expected outputs and deadlines. To be approved by PMU/FC, the plan shall be in line with the technical plan mentioned above so as to ensure effective and timely logistic support to the event;
 - Develop an online database template of potential participants for each sub-events with detailed contact information (full name, gender, position, address, phone number, email, etc..)
 - Work with the PMU/FC and sub-organizers (if any) to fill the information of at least 600 potential participants in the database and ensure the expected participants to timely receive the event information before the event
 - Consult the PMU/FC to have comprehensive knowledge of logistic privileges of participants in order to provide them with accurate information during confirmation of their participation later;
 - List up all necessary supporting facilities for each sub-event such as headphones, microphones, bunches of flowers, etc. to make sure well logistic support to the sub-event. Some photo samples might be requested for decision of the PMU/FC (for example, flowers and arrangement of meeting rooms);
 - Cooperate with related contractor(s) as assigned by the FC/PMU to set up the conference hall(s);;

- Ensure the adequate number of supporting staff for guiding guests at each sub-event (at entrance, during the sub-events and after the events including delivering flowers, etc for guests/ awardees etc.) with suitable uniforms;
- **Support the PMU/FC to plan and implement an effective communication strategy for the Event, including:**
 - Develop the communications plan to promote the Event;
 - Design a set of Event recognition (key visual, document templates, invitation, folders, backdrops, standees, banners and name tags, etc.);
 - Upgrade the event website (English and Vietnamese) in order to ensure that all information presented on the website is user-friendly and reasonable for information dissemination of not only the events but also the EECB project during and after the project closure. This includes the re-arrangement of sub-menus, revision of the color layout, addition of functional menus/ logos/ images if needed, etc. Open a new tab on the Event which is integrated in the web (English and Vietnamese), detailing background information of the Event, agenda, exhibition, logistic and contact information, results of the Event; update related information of the Event on the web page;
 - Develop Event background information, identify and establish contact with interested parties, support MOC to formalize the contribution by the interested parties;
 - Develop an exhibition sitemap based on the actual registration and work with interested parties to design a well layout for the exhibition if requested;
 - Cooperate with and support registered organizations, companies to install exhibition booths before the event, display their products during the Event, manage the exhibition area to make sure its full compliance with the design and clean the area after the event;
 - Take at least 1000 photos to capture such key moments as reception, exhibition area (photo of each booth to satisfy requirements of the FC and/or related exhibition partners), speakers/presentors, awarding ceremony, general background of each workshop, questions and answers, site visit, etc. Photo Quality: high resolution, at least 5 MB, JPEG file; save photos in different folders named appropriately for each sections.
 - Ensure circulating the press release to inform the event at least 02 weeks before the event to 20 media agencies and then at least 10 media agencies sharing the information about the Event during and after the event;
- **Provide a final Event report covering all event results based on the above scope of work.**
 - It should emphasize event achievements through written and visual descriptions, including but not limited to following information: background information of the Event, final agenda, presentations, number of participants/ organizations/speakers, number of articles, viewers, contact list of participants, service providers, etc. This report shall serve as an input for the Event Summary Book with summary information of outstanding event results such as number of participants/ organizations/speakers, number of articles, list of media agencies, viewers, photos and articles, etc.

Methodology: The contractor shall be actively implement and complete required tasks based on regular and frequent consultation results with PMU/ FC and/or related parties. During contract performance, the contractor shall work with a service provider(s) as assigned by PMU and provide them with relevant inputs.

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

Duration: from May 2021 to December 2021

Duty station: The event will take place tentatively in Ho Chi Minh city

The interested bidders shall include in the technical proposal the missions required for their team to Ho Chi Minh city for the preparation and conduction of the event. Eligible costs of such travel will be included also in the financial offer.

It is tentatively estimated that the bidder may have two missions to Ho Chi Minh City: 1 mission for at least 1 day for 2 core members to check the selected venue for the preparation, and 1 mission for estimated 03 core members (one team leader and two supporting staff) for 03 days for the organization of the event.

5) DELIVERABLES

The expected man-days below are indicative and could be adjusted based on the technical proposal of the bidders to cover all the tasks as indicated in the scope of work.

Financial proposal shall include all the cost in delivering of the service, including working fees and eligible travel costs.

No.	Outputs	Tentative time of submission	Notes	Expected Man-days	Payment Installment Period
1	Provide technical support to coordinate the preparation of presentation contents of the event				
1.1	Draft and Final Event agenda in English and Vietnamese	July 2021		05	3
1.2	Bios, Presentations and speeches confirmed and received from the potential speakers	August 2021		06	3
1.3	Minutes of preparation Meetings/ Meeting Notes of meetings participated	May – August 2021	Draft to be available within 01 day after the date of meeting	05	3
1.4	MC scripts in Vietnamese	August 2021	All drafts to be available for the OC's approval at least 03 days before the expected event date	05	3
2	Manage logistic activities before, during and after the event				
2.1	Detailed Logistic Plan with staff available and sufficient to implement support services	August 2021		02	1
2.2	An online database template	August 2021	Draft to be available in July 2021	04	1
2.3	A sample set of final logistic documents	August 2021		02	1

No.	Outputs	Tentative time of submission	Notes	Expected Man-days	Payment Installment Period
	for each participant at each sub-event				
2.4	A fully filled database	August 2021		05	3
2.5	A photograph of Well Set-up Exhibition Area	Sep 2021		02	3
3	Support the OC to plan and implement an effective communication strategy for the Event				
3.1	Detailed Communications Plan	May 2021		03	1
3.2	A set of event recognition designs	May 2021	Draft to be available in Mid-May 2021	08	1
3.3	An updated webpage for event	May 2021	Draft to be available in Mid-May 2021	18	1
3.4	A set of Event information background to mobilize the contribution of interested parties	May 2021	Draft to be available in Mid-May 2021	05	1
3.5	List of interested parties with their contribution to the Event and confirmation of participation	June 2021		05	1
4	Final Event report (English and Vietnamese)				
4.1	Final report and Design of Event Summary Book with a soft copy of photos	Sep 2021	Draft to be available in Mid-Sep 2021	10	3
	TOTAL			85	

The selected firm/institution shall be responsible for the quality and progress of all products.

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected firm/institution shall report to National Project Director/ National Programme Manager. The selected firm shall work in close collaboration with PMU, UNDP and assigned counterparts in order to ensure best knowledge sharing and highest quality of the products.

7) ADMIN SUPPORT AND REFERENCE DOCUMENTS

Reference documents: The relevant documents of the Event will be made accessible to the selected firm/institution (soft file).

Admin support: PMU will support the selected firm in logistic arrangements for meetings with relevant individuals/state agencies. The selected firm/institution does not have interpretation support during contract performance.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

The selected national firm shall meet following requirements:

- Proven experiences of delivery of good quality services for international development projects or Government agencies, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam;
- Evidenced experiences in managing/organizing large scale events on construction, energy, environment is an advantage.
- Experience in working with Government agencies, international organizations, business in private sector, institution and the media.

The firm shall make available sufficient human sources to organize the events with key staff including an event coordinator/manager and supporting staff

- Requirements for the event coordinator/manager:
 - + Post-Graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields;
 - + Have at least 5-year of proven experiences in event organization, experience in organizing policy-level seminars is an advantage;
 - + Proven evidence of leading/ organizing policy-level seminars, and ability to engage Government officials, international organisations, other stakeholders into such events.
 - + Good commands of English with written papers/ clips provided as evidence;
- Requirements for supporting staff (at least 2 members):
 - + University Degree in Public Relations, Marketing, Communications, Hospitality or related fields.
 - + Have at least 2-year of proven experiences in event organizations, experience in organizing policy-level seminars is an advantage;
 - + Evidence of experience in coordinating speakers and stakeholders for their participation in the events
 - + Proficient in Microsoft office;

9) PAYMENT TERM

Instalments shall be made as follows:

No	Payment Period	Percentage of Payment
1	1st payment for Deliverables of Sections 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 3.4 and 3.5	40%
2	Final payment for Deliverables Sections 1.1, 1.2, 1.3, 1.4, 2.4, 2.5 and 4.1 and all products under the contract	60%

10. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISE

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Company / Other Entity				
				A	B	C	D	E
1.	Capacity of the Firm / Organisation submitting the Proposal	15%	150					
2.	Proposed Work Plan and Approach	45%	450					
3.	Personnel	40%	400					
Total			1000					

Form 1: Expertise of Firm/ Organisation Submitting Proposal

Technical Proposal Evaluation Form 1		Points obtainable	Company / Other Entity				
			A	B	C	D	E
Capacity of the firm / organisation submitting proposal							
1.1	Reputation of Organisation and Staff (In terms of Competence / Reliability)	25					
1.2	Litigation and Arbitration history	10					
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm/ organisation, strength of project management support e.g. project management controls)	25					

1.4	Relevance of:	90					
	- Proven experiences of delivery of good quality services for international development projects or Government agencies, especially for organising high-level events (workshops, policy forums) targeting businesses communities, associations, chambers of commerces, companies in Viet Nam;	30					
	- Evidenced experiences in managing/organizing large scale events on construction, energy, environment is an advantage.	30					
	- Experience in working with Government agencies, international organizations, business in private sector, institution and the media	30					
		150					

Form 2: Proposed Work Plan and Approach

Technical Proposal Evaluation		Points Obtainable	Company / Other Entity				
Form 2			A	B	C	D	E
Proposed Work Plan and Approach							
2.1	To what degree does the Offeror understand the task? Is the scope of task well defined and does it correspond to the TOR?	80					
2.2	Clear description of the Offeror’s approach and methodology for meeting the requirements of the TOR?	70					
2.3	Details on how the different activities shall be organized and delivered including support to logistical services and technical substances	80					
2.4	Have the important aspects of the tasks been addressed in sufficient detail? Has the proposal include proposed design set for event recognition to satisfy a high-ranking level event as described in the scope of work.	150					
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	70					
	Total Form 1	450					

Form 3: Personnel

Technical Proposal Evaluation			Points Obtainable	Company / Other Entity				
Form 3				A	B	C	D	E
3.1	National event coordinator/manager			200				
			Sub-Score					
	General Qualification		200					
	Post-Graduate Degree in Public Relations, Marketing, Communications, Hospitality or related fields	25						
	Have at least 5-year of proven experiences in event organization, experience in organizing policy-level seminars is an advantage	85						
	Proven evidence of leading/organizing policy-level seminars, and ability to engage Government officials, international organisations, other stakeholders into such events	70						
	Good commands of English with written papers/ clips provided as evidence	20						
3.3	National Team member (01)			100				
			Sub-Score					
	General Qualification		100					
	Hold a university Degree in Public Relations, Marketing, Communications, Hospitality or related fields	20						
	Have at least 2 years of proven experiences in event organizations, experience in organizing policy-level seminars is an advantage.	40						

Technical Proposal Evaluation				Points Obtainable	Company / Other Entity				
Form 3					A	B	C	D	E
	Evidence of experience in coordinating speakers and stakeholders for their participation in the events	25							
	Proficient in Microsoft office with samples of related products as evidence	15							
3.4	National team member (02)			100					
			Sub-Score						
	General Qualification		100						
	Hold a university Degree in Public Relations, Marketing, Communications, Hospitality or related fields	20							
	Have at least 2 years of proven experiences in event organizations, experience inorganizing policy-level seminars is an advantage.	40							
	Evidence of experience in coordinating speakers and stakeholders for their participation in the events	25							
	Proficient in Microsoft office with samples of related products as evidence	15							
	Total Part 3			400					

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)				
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.

Yes	No	
<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.
<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 required submitted documents as per instructed in Section 2 (RFQ Instructions and Data) and according to the Evaluation Criteria.

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.