



## REQUEST FOR QUOTATION (RFQ)

**(From Vietnam based firms/institutes/organizations)**

NAME OF SERVICE	Date: <b>07 July 2021</b>
<b>Long-term Agreement for the Maintenance services for the Lifts in the Green One UN House (GOUNH) at 304 Kim Ma street, Ha Noi</b>	RFQ Reference: <b>B-210702</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: 07 July 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>July 14, 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>B-210702: Maintenance services of the Lifts</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>	<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 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>	<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> <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 (<b>optional</b>) – 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"/> <b>Certification of authorized dealership or partnership from THYSSENKRUPP for providing the requested services. This requirement is not applicable for service company of THYSSENKRUPP;</b></li> <li><input checked="" type="checkbox"/> <b>Track Record – List of Lifts maintained by the Bidders (Form 1)</b></li> <li><input checked="" type="checkbox"/> <b>Detailed Maintenance plan and 24h emergency call services;</b></li> <li><input checked="" type="checkbox"/> <b>List of Lifts spare parts /Lift accessories keeping in vendor's stock and committed deliver time for spare parts and accessories;</b></li> <li><input checked="" type="checkbox"/> <b>List of the Proposed Team for the assignment including i) title/designation of each team member on the project, ii) Educational qualifications and professional experiences including training from THYSSENKRUPP, iii) Past experience in working on similar project and assignment – List all similar projects they worked on and their roles on those projects in the past 5 years, iv) copy of the training certifications from THYSSENKRUPP of proposed Team members (Form 2);</b></li> </ul> <p><a href="#">Click or tap here to enter text.</a></p>

<b>Quotation validity period</b>	Quotations shall remain valid for <b>90 days</b> from the deadline for the Submission of Quotation.
<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 Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
<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:quach.thuy.ha@undp.org">quach.thuy.ha@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 2 days before the submission deadline. Responses to request for clarification will be communicated through the above-mentioned contact person
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer
<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>	20 July 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.

<b>Evaluation Criteria</b>	<b>Tiêu chuẩn đánh giá</b>
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<b>Technical Proposal Evaluation</b>	<b>Đánh giá đề xuất kỹ thuật</b>	<b>Points obtainable/ Số điểm</b>	<b>Documents to be submitted/giấy tờ cần nộp</b>
Mandatory Requirement: <ul style="list-style-type: none"> <li>- Be Service company of THYSSENKRUPP /Be authorized partner of THYSSENKRUPP for providing service for THYSSENKRUPP Lifts</li> <li>- Vender's Technicians have training certification from THYSSENKRUPP</li> </ul>	Yêu cầu bắt buộc: <ul style="list-style-type: none"> <li>- Là công ty dịch vụ của ThyssenKrupp hoặc/ Đối tác ủy quyền của ThyssenKrupp để cung cấp dịch vụ bảo dưỡng thang máy ThyssenKrupp</li> <li>- Có kỹ thuật viên được đào tạo bởi ThyssenKrupp về dịch vụ bảo dưỡng thang máy</li> </ul>	Yes/No Có/Không	Reference letter from ThyssenKrupp or relevant authorization
Have the integrity and proven reliability to ensure good faith performance <ul style="list-style-type: none"> <li>- Number of THYSSENKRUPP Lifts maintained by the vender in the past and present</li> <li>- List of technicians trained by THYSSENKRUPP and copy of training certifications</li> </ul>	Chứng minh có đủ điều kiện bảo đảm thực hiện tốt công việc <ul style="list-style-type: none"> <li>- Số lượng thang máy THYSSENKRUPP đã được bảo trì trong quá khứ và hiện tại</li> <li>- Danh sách các kỹ thuật viên được đào tạo bởi THYSSENKRUPP và bản sao bằng cấp đào tạo</li> </ul>	250	<ul style="list-style-type: none"> <li>- List of THYSSENKRUPP Lifts maintained by the vender in the past and present</li> <li>- List of technicians trained by THYSSENKRUPP and copy of training certifications</li> </ul>
<ul style="list-style-type: none"> <li>- Maintenance plan and</li> <li>- 24h emergency call services meet the requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Kế hoạch bảo trì</li> <li>- Dịch vụ theo yêu cầu 24/24</li> </ul>	400  250	-Maintenance plan

			-Commitment letter on 24/7 services including hotline number
Maintain spare parts stock and committed deliver time for spare parts and accessories.	Có sẵn các thiết bị trong kho và cam kết cung cấp các thiết bị và phụ tùng đúng hạn	100	List of sparepart and the presentation of the storing system
		1000	

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation. **The lowest price substantially compliant offer 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 [Documents to be submitted](#) for documents to be evaluated.



## ANNEX 1: SCHEDULE OF REQUIREMENTS

<p><b>Terms of Reference (TOR)</b> <b>Maintenance of the Lifts</b> <b>in the Green One UN House (UN)</b></p>	<p><b>Điều khoản tham chiếu (TOR)</b> <b>Bảo dưỡng thang máy</b> <b>Ngôi Nhà Xanh Liên Hợp Quốc (UN)</b></p>
<p><b>1. Background Information</b> UN has 2 Lifts Model:TE_P900-CO60-6/6 and Model:TE_P1350-CO60-7/7 manufactured by THYSSENKRUPP that provide personal and good transportation between the floors of the main building of GOUNH. In order for the Lifts to be in a good working condition at all times, there is need to have them maintained and repaired regularly and according to manufacturer's specifications. This, therefore, requires the engagement of a competent lift maintenance service provider who will, in a timely fashion, provide maintenance services for the 2 lifts and attend to faults from time to time.</p> <p><b>2. Scope of works</b> Provide comprehensive preventive and predictive maintenance services, remedial repair services and equipment inspections ensuring Lifts, components and systems operate as intended and in compliance with manufacturer's recommendations and industry's best practices. The Maintenance Requirements are listed in Annex A-1</p> <p><b>3. Responsibilities for provision of resource and materials</b></p> <p>a. To be provided by the UN</p> <ul style="list-style-type: none"> <li>• Changing rooms, facilities suitable for storage of equipment and supplies required to operate the contract.</li> </ul> <p>b. To be provided by the Contractor</p> <ul style="list-style-type: none"> <li>• service specific staff, ad-hoc staff, specialized skills and expertise;</li> <li>• All tools and instruments required to provide the services in accordance with the proposal;</li> <li>• All equipment, chemicals, supplies and consumables required for cleaning.</li> <li>• Staff uniforms and personal safety equipment.</li> </ul> <p><b>4. Qualification requirements</b> Companies intending to submit a bid should have the organizational and technical capacity, experience and professionalism to provide the Services Requirements. Bidders should be able to</p>	<p><b>1. Bối cảnh</b> Văn phòng LHQ có 2 thang máy hiệu TE_P900-CO60-6 / 6 và TE_P1350-CO60-7 / 7 do hãng Thyssenkrupp sản xuất. Hai thang máy này chuyên vận chuyển người và hàng hóa giữa các tầng của tòa nhà GOUNH. Để hệ thống thang máy luôn trong tình trạng hoạt động tốt, các thang máy này cần được bảo dưỡng và sửa chữa thường xuyên theo yêu cầu kỹ thuật của nhà sản xuất. Do vậy cần có một công ty bảo dưỡng thang máy chuyên nghiệp, công ty này sẽ kịp thời, cung cấp dịch vụ bảo dưỡng thang máy và sớm phát hiện lỗi vận hành</p> <p><b>2. Phạm vi công việc</b> Cung cấp dịch vụ bảo dưỡng phòng ngừa và dự báo toàn diện, dịch vụ sửa chữa khắc phục hậu quả và kiểm tra thiết bị, bảo đảm thang máy, các bộ phận cấu thành và toàn bộ hệ thống hoạt động theo yêu cầu, phù hợp với khuyến nghị của nhà sản xuất và theo thông lệ của ngành. Yêu cầu bảo dưỡng chi tiết được liệt kê trong Phụ lục A-1</p> <p><b>3. Trách nhiệm cung cấp nguồn lực</b></p> <p>a. Do Liên Hiệp Quốc cung cấp</p> <ul style="list-style-type: none"> <li>• Phòng thay đồ, các điều kiện phù hợp để lưu kho thiết bị, vật tư cần thiết khác.</li> </ul> <p>b. Do nhà thầu cung cấp</p> <ul style="list-style-type: none"> <li>• Nhân viên toàn thời gian, nhân viên dịch vụ chuyên trách, nhân viên theo yêu cầu đột xuất có kỹ năng chuyên môn;</li> <li>• Mọi công cụ và dụng cụ cần thiết để cung cấp dịch vụ theo yêu cầu;</li> <li>• Mọi thiết bị, hóa chất, vật tư cần thiết để làm sạch.</li> <li>• Đồng phục nhân viên và trang thiết bị an toàn cá nhân.</li> </ul> <p><b>4. Yêu cầu Trình độ</b> Các công ty quan tâm thầu cần có năng lực tổ chức và kỹ thuật, kinh nghiệm và trình độ chuyên nghiệp để cung cấp dịch vụ như yêu cầu. Các nhà thầu phải:</p> <p>1. Là công ty dịch vụ của ThyssenKrupp hoặc/ Đối tác ủy quyền của ThyssenKrupp để cung cấp dịch vụ bảo dưỡng thang máy ThyssenKrupp</p>

<ol style="list-style-type: none"> <li>1. Be Service company of THYSSENKRUPP /Be authorized Partner of THYSSENKRUPP for Service of THYSSENKRUPP Lift</li> <li>2. Show proof of past and/or present experience in similar projects,</li> <li>3. Have technicians trained by THYSSENKRUPP about Lift Service</li> <li>4. Demonstrate an understanding of the UN's requirements and come up with an appropriate work plan and overall approach on how to meet these requirements.</li> <li>5. Have spare parts/accessories for THYSSENKRUPP Lift in stock</li> </ol> <p><b>5. Methodology</b> Bidders shall propose a viable approach to the assignment. The following suggested methodologies could be adopted:</p> <ul style="list-style-type: none"> <li>• Conduct a thorough and detailed review of on-site provision</li> <li>• Get all necessary data about the Lifts in UN and the working conditions</li> <li>• Prepare preventive maintenance and Breakdown/Call Back plan</li> <li>• Submit preventive maintenance and Breakdown/Call Back service plan and financial proposal which should cover labour and all other cost for maintenance service and labour for Breakdown/Call Back service.</li> </ul> <p><b>6. Content of technical proposal</b> Bidders shall submit following to UNDP for technical evaluation:</p> <ol style="list-style-type: none"> <li>1. Certification of authorized dealership or partnership from THYSSENKRUPP for providing the requested services. This requirement is not applicable for service company of THYSSENKRUPP.</li> <li>2. List of Lifts maintained by the Bidders (Form 1)</li> <li>3. List of the Proposed Team for the assignment including the following information (Form 2): <ol style="list-style-type: none"> <li>a. Title/Designation of each team member on the project</li> <li>b. Educational qualifications and professional experiences including training from THYSSENKRUPP</li> <li>c. Past experience in working on similar project and assignment – List all similar projects they worked on and their roles on those projects in the past 5 years.</li> </ol> <p>And copy of the training certifications from THYSSENKRUPP of proposed Team members</p> </li> <li>4. Detailed Maintenance plan and 24h emergency call services</li> <li>5. List of Lifts spare parts /Lift accessories keeping in vendor's stock and committed deliver time for spare parts and accessories.</li> </ol>	<ol style="list-style-type: none"> <li>2. Nộp bằng chứng về việc đã hoặc đang có kinh nghiệm trong việc cung cấp dịch vụ tương tự,</li> <li>3. Có kỹ thuật viên được đào tạo bởi ThyssenKrupp về dịch vụ bảo dưỡng thang máy</li> <li>4. Thể hiện hiểu biết đầy đủ các yêu cầu của Liên Hợp Quốc và cung cấp được một kế hoạch làm việc phù hợp và cách tiếp cận tổng thể nhằm đáp ứng các yêu cầu này.</li> <li>5. Có phụ tùng/phụ kiện thay thế cho thang máy Thyssenkrupp sẵn trong kho</li> </ol> <p><b>5. Phương pháp</b> Các nhà thầu sẽ đề xuất một giải pháp khả thi cho công việc này. Có thể sử dụng các phương pháp gợi ý sau đây:</p> <ul style="list-style-type: none"> <li>• Tiến hành nghiên cứu thực địa kỹ lưỡng và chi tiết</li> <li>• Thu thập mọi dữ liệu cần thiết về hệ thống thang máy ở Liên hợp quốc và các điều kiện vận hành</li> <li>• Chuẩn bị kế hoạch bảo dưỡng phòng ngừa và dịch vụ theo yêu cầu</li> <li>• Nộp kế hoạch bảo dưỡng phòng ngừa và dịch vụ theo yêu cầu cùng đề xuất tài chính trong đó bao gồm chi phí nhân công và các chi phí khác cho dịch vụ bảo trì và chi phí nhân công cho dịch vụ theo yêu cầu.</li> </ul> <p><b>6. Nội dung của đề xuất kỹ thuật</b> Công ty dự thầu sẽ nộp các tài liệu sau để UNDP đánh giá kỹ thuật:</p> <ol style="list-style-type: none"> <li>1. Chứng nhận là đại lý được ủy quyền của ThyssenKrupp hoặc là đối tác của ThyssenKrupp để cung cấp các dịch vụ yêu cầu. Yêu cầu này không áp dụng đối với công ty dịch vụ của ThyssenKrupp.</li> <li>2. Danh sách các thang máy đã nhà thầu được bảo dưỡng (Mẫu 1)</li> <li>3. Danh sách nhân sự cung cấp dịch vụ gồm các thông tin sau (Mẫu số 2): <ol style="list-style-type: none"> <li>a. chức danh của mỗi nhân sự</li> <li>b. trình độ học vấn và kinh nghiệm chuyên môn bao gồm các khóa đào tạo của ThyssenKrupp</li> <li>c. có kinh nghiệm làm việc với các dự án và dịch vụ tương tự - Liệt kê các dự án trong 5 năm qua và vai trò của họ trong các dự án này.</li> </ol> <p>Và bản sao các chứng chỉ đào tạo từ ThyssenKrupp của thành viên trong nhóm</p> </li> <li>4. Kế hoạch chi tiết của dịch vụ bảo dưỡng và dịch vụ gọi khẩn cấp 24h</li> <li>5. Danh sách phụ tùng/phụ kiện thang máy giữ trong kho của nhà cung cấp dịch vụ và cam kết thời gian giao hàng của các phụ tùng/phụ kiện này</li> </ol>
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Form 1: List of customer and number of Lifts maintained by the Bidders (Mẫu 1: Danh sách khách hàng và thang máy mà nhà thầu đã cung cấp dịch vụ)

No. Số tt	Customer Name Tên khách hàng	No. of THYSENKRUPP Lifts being maintained by the vendor Số lượng thang máy THYSENKRUPP mà nhà thầu đã/đang bảo dưỡng	Time period Thời gian
1	Building A Tòa nhà A	3	from .... to .... Từ .... Đến ....
2	Hotel B Khách sạn B	2	from .... to .... Từ .... Đến ....
3	Factory C Nhà máy C	5	from .... to .... Từ .... Đến ....
	....	...	...
	Total Tổng cộng:	...	

Form 2: List of the Proposed Team for the assignment (Mẫu 2: Danh sách nhân sự đề xuất)

No.	Name of Maintenance team member	Title/role for this project	Educational Qualifications	Trainings from THYSENKRUPP - when	Similar projects worked on and the roles on those project
<i>Số tt</i>	<i>Tên nhân sự</i>	<i>Chức danh trong dự án</i>	<i>Trình độ học vấn</i>		<i>Dự án đã tham gia và vai trò trong dự án</i>
1					
2					
3					

<p><b>7. Duration of the work and contract implementation time and Duty Station</b> Duration &amp; timing: 5 years starting from the date of the 1<sup>st</sup> contract (expecting to be 20-Jul-2021) Duty station: 304 Kim Ma Street, Hanoi</p> <p><b>8. Payment Terms</b> The lump-sum will be paid quarterly upon certification that the required deliverables, services have been met in full compliance with the UN requirement and acceptance of quarterly service reports by UN</p> <p><b>9. Annexes to the TOR</b>  <u>Annex A-1</u>: List of Equipment and Maintenance Requirements <u>Annex A-2</u>: Evaluation Criteria</p>	<p><b>7. Thời gian cung cấp dịch vụ và địa điểm</b> Thời gian: 5 năm kể từ ngày ký hợp đồng đầu tiên (dự kiến ngày 20 tháng 7 năm 2021) Địa điểm: 304 Kim Mã, Hà Nội</p> <p><b>8. Điều khoản thanh toán</b> Dịch vụ sẽ được thanh toán theo quý sau khi có chứng nhận dịch vụ đã được cung cấp đáp ứng yêu cầu của Liên Hợp Quốc và báo cáo dịch vụ theo quý được Liên Hợp Quốc chấp thuận</p> <p><b>9. Phụ lục theo Điều khoản tham chiếu</b> Phụ lục A-1: Danh mục yêu cầu về thiết bị và bảo trì Phụ lục A-2: Tiêu chí đánh giá</p>
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**Annex A-1: List of Equipment and Maintenance Requirements (Phụ lục A-1: Danh mục yêu cầu về thiết bị và bảo trì)**

**1. List of Equipment: Danh mục thiết bị:**

Type Loại	Brand Nhãn hiệu	Loading capacity Công suất tải	Operation levels Phạm vi hoạt động	Q.ty Số lượng
Model:TE_P900-CO60-6/6	THYSSENKRUPP - German	900 kg	06 levels/ tầng	01
Model:TE_P1350-CO60-7/7	THYSSENKRUPP - German	1350 kg	07 levels/ tầng	01
Total Tổng cộng				<b>02</b>

Installation time: since 2014.

<p><b>2. Maintenance Requirements:</b></p> <p><b>2.1. Maintenance works</b> According to the ThyssenKrupp's Lift Maintenance Procedure (Annex A-3)</p> <p><b>2.2. Breakdown / Call Back Services</b></p> <p>The Contractor shall provide 24 hour per day Breakdown Inspection Service, Call – Back Services at any required time other than the Scheduled Regular Servicing of the Lift for</p> <ul style="list-style-type: none"> <li>• Trouble – shooting, inspection, discussions / meetings with the UN on issues relating to the Lift.</li> <li>• Rectified any breakdown of operation of the Lift.</li> </ul> <p>The response time to be proposed by bidder shall be not longer than within 2 hours. The Cost of spare parts and materials for additional works other than routine maintenance and repairs specifically requested by UN shall be charged outside this contract and the contractor shall submit a quotation for the required items to be accepted by UN before commencing such work.</p>	<p><b>2. Yêu cầu về bảo trì:</b></p> <p><b>2.1. Các công việc bảo trì</b> Theo Quy trình Bảo trì Thang máy của ThyssenKrupp (Phụ lục A-3)</p> <p><b>2.2. Sự cố hỏng hóc/Dịch vụ theo yêu cầu</b></p> <p>Nhà thầu sẽ cung cấp Dịch vụ Kiểm tra Hỏng hóc 24/24, Dịch vụ theo yêu cầu tại bất kỳ thời điểm nào ngoài Dịch vụ Bảo trì định kỳ cho Thang máy trong trường hợp:</p> <ul style="list-style-type: none"> <li>• Giải quyết sự cố, kiểm tra, thảo luận/họp với Khách hàng về những vấn đề liên quan đến Thang máy</li> <li>• Xử lý các sự cố hoạt động của Thang máy</li> </ul> <p>Nhà thầu đề xuất thời gian phản hồi và không quá 2 giờ.</p> <p>Các chi phí mua phụ tùng và nguyên vật liệu phục vụ các công việc bảo dưỡng phát sinh ngoài lịch bảo dưỡng định kỳ, theo yêu cầu của UN sẽ được tính ngoài hợp đồng và nhà thầu sẽ gửi báo giá, và chỉ bắt đầu công việc khi nhận được Đơn đặt hàng.</p>
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<p><b>2.3. Testing</b></p> <p>The Contractor shall examine and test periodically all machinery and equipment as required by the Authorities and the UN and carry out the normal – load and load test on the Chiller and to ensure that the results of such test are given to the UN upon Completion.</p> <p><b>2.4. Safety Measures</b></p> <p>Contractor shall at all times observe and comply with all prevailing laws and regulations on safety, all rules and regulations relating to the Health and Safety, Fire Safety of the Building now and thereafter in force and shall bear all costs connected with the compliance of the same.</p> <p><b>2.5. Reporting</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>Immediately inform and advise the UN of the Condition of the Equipment and where applicable, what action is required to be taken, whether preventive, precautionary or remedial, in respect thereof.</li> <li>Submit to the UN the Servicing sheet immediately after each Servicing not later than 2 days, including any breakdown or call – back servicing carried out outside the Scheduled Routine Servicing, which is to be verified thereupon signed by out duly appointed representative.</li> <li>Provide Comprehensive Quotation for the UN’s Prior Approval immediately if any repairing or replacement works or parts are required. Repairs not included in this contract will not be undertaken without the written authority of the UN/ nominated representative, but in the event of urgency, you will do so upon authorization by the UN’s nominated representative only.</li> <li>The Contractor will guarantee the quality of the parts replaced or repaired 1 year from the date of the replacement or repairs.</li> </ol> <p><b>2.6. Responsibilities for provision of resource and materials</b></p> <p>To be provided by the UN</p> <ul style="list-style-type: none"> <li>• Changing rooms, facilities suitable for storage of equipment and supplies required to operate the contract.</li> </ul> <p>To be provided by the Contractor</p> <ul style="list-style-type: none"> <li>• service specific staff, ad-hoc staff, specialized skills and expertise;</li> <li>• All tools and instruments required to provide the services in accordance with the proposal;</li> <li>• All equipment, chemicals, supplies and consumables required for cleaning.</li> </ul>	<p><b>2.3. Vận hành thử</b></p> <p>Nhà thầu phải định kỳ kiểm tra và vận hành thử máy móc và thiết bị theo yêu cầu của Cơ quan chức năng và của UN, đồng thời tiến hành tải thường cũng như tải thử trên Dàn lạnh và bảo đảm rằng kết quả chạy thử đáp ứng được các yêu cầu của UN</p> <p><b>2.4. Biện pháp an toàn</b></p> <p>Nhà thầu phải bảo đảm việc tuân thủ các điều luật và quy định hiện hành về an toàn, các nguyên tắc và quy định về An toàn Vệ sinh Lao động, Phòng cháy chữa cháy của Tòa nhà và chịu mọi chi phí để thực hiện các cam kết trên.</p> <p><b>2.5. Báo cáo</b></p> <p>Nhà thầu phải:</p> <ol style="list-style-type: none"> <li>Ngay lập tức thông báo và tư vấn cho UN về tình trạng của Thiết bị và khi cần thiết, các biện pháp cần thiết để ngăn ngừa, phòng tránh và khắc phục sự cố.</li> <li>Cung cấp cho UN báo cáo theo dõi thực hiện dịch vụ, không muộn quá 2 ngày, báo cáo này bao gồm các sự cố hỏng hóc và các dịch vụ phát sinh ngoài Lịch Bảo trì thường xuyên được đại diện của UN xác nhận</li> <li>Cung cấp báo giá hoàn chỉnh để UN duyệt ngay sau khi được yêu cầu sửa chữa hoặc thay thế. Việc sửa chữa ngoài hợp đồng sẽ không được thực hiện nếu không có sự phê duyệt bằng giấy tờ của đại diện UN, tuy nhiên trong trường hợp khẩn cấp, có thể thực hiện theo yêu cầu của đại diện được chỉ định của khách hàng.</li> <li>Nhà thầu phải bảo hành chất lượng các bộ phận thay thế hoặc sửa chữa trong 1 năm kể từ ngày thực hiện dịch vụ thay thế hoặc sửa chữa.</li> </ol> <p><b>2.6. Trách nhiệm cung cấp nguồn lực và nguyên vật liệu</b></p> <p>Do UN cung cấp</p> <ul style="list-style-type: none"> <li>• Phòng ốc, cơ sở vật chất cần thiết để bảo quản thiết bị và vật tư cần thiết cho việc thực hiện hợp đồng</li> </ul> <p>Do Nhà thầu cung cấp</p> <ul style="list-style-type: none"> <li>• Nhân viên toàn thời gian, nhân viên kĩ thuật, nhân viên hỗ trợ có đủ chuyên môn nghiệp vụ;</li> <li>• Tất cả các công cụ và thiết bị cần thiết để cung cấp dịch vụ theo đề xuất;</li> <li>• Tất cả các thiết bị, hóa chất, vật tư và vật tư tiêu hao cần thiết để vệ sinh;</li> </ul>
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<ul style="list-style-type: none"> <li>• Staff uniforms and personal safety equipment.</li> </ul> <b>Annex:</b> <u>Annex A-3:</u> ThyssenKrupp's Lift Maintenance Procedure	<ul style="list-style-type: none"> <li>• Đồng phục nhân viên và các thiết bị an toàn lao động</li> </ul> <b>Phụ Lục:</b> Phụ lục A-3: Quy trình bảo trì thang máy của ThyssenKrupp
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<b><u>Annex A-2:</u> Evaluation Criteria</b>	<b><u>Phụ lục A-2:</u> Tiêu chuẩn đánh giá</b>
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Technical Proposal Evaluation	Đánh giá đề xuất kỹ thuật	Points obtainable/ Số điểm	Documents to be submitted/giấy tờ cần nộp
Mandatory Requirement:  <ul style="list-style-type: none"> <li>- Be Service company of THYSSENKRUPP /Be authorized partner of THYSSENKRUPP for providing service for THYSSENKRUPP Lifts</li> <li>- Vender's Technicians have training certification from THYSSENKRUPP</li> </ul>	Yêu cầu bắt buộc:  <ul style="list-style-type: none"> <li>- Là công ty dịch vụ của ThyssenKrupp hoặc/ Đối tác ủy quyền của ThyssenKrupp để cung cấp dịch vụ bảo dưỡng thang máy ThyssenKrupp</li> <li>- Có kỹ thuật viên được đào tạo bởi ThyssenKrupp về dịch vụ bảo dưỡng thang máy</li> </ul>	Yes/No  Có/Không	Reference letter from ThyssenKrupp or relevant authorization
Have the integrity and proven reliability to ensure good faith performance  <ul style="list-style-type: none"> <li>- Number of THYSSENKRUPP Lifts maintained by the vender in the past and present</li> <li>- List of technicians trained by THYSSENKRUPP and copy of training certifications</li> </ul>	Chứng minh có đủ điều kiện bảo đảm thực hiện tốt công việc  <ul style="list-style-type: none"> <li>- Số lượng thang máy THYSSENKRUPP đã được bảo trì trong quá khứ và hiện tại</li> <li>- Danh sách các kỹ thuật viên được đào tạo bởi THYSSENKRUPP và bản sao bằng cấp đào tạo</li> </ul>	250	<ul style="list-style-type: none"> <li>- List of THYSSENKRUPP Lifts maintained by the vender in the past and present</li> <li>- List of technicians trained by THYSSENKRUPP and copy of training certifications</li> </ul>
<ul style="list-style-type: none"> <li>- Maintenance plan and</li> <li>- 24h emergency call services meet the requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Kế hoạch bảo trì</li> <li>- Dịch vụ theo yêu cầu 24/24</li> </ul>	400	-Maintenance plan

		250	-Commitment letter on 24/7 services including hotline number
Maintain spare parts stock and committed deliver time for spare parts and accessories.	Có sẵn các thiết bị trong kho và cam kết cung cấp các thiết bị và phụ tùng đúng hạn	100	List of sparepart and the presentation of the storing system
		<b>1000</b>	

Lowest priced technically qualified bid will be selected



## 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 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 type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input 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.

**Form 1: List of customers and number of Generators maintained by the Bidders**

No. Số TT	Customer Name/ Tên khách hàng	No. of THYSSENKRUPP Lifts being maintained by the vendor/ Số lượng thang máy THYSSENKRUPP mà nhà thầu đã/đang bảo dưỡng	Time period / Thời gian
1	Building A Tòa nhà A	3	from .... to .... Từ... đến
2	Hotel B Khách sạn B	2	from .... to .... Từ... đến
3	Factory C Nhà máy C	5	from .... to .... Từ... đến
	....	...	...
	Total	...	

**Form 2: List of the Proposed Team for the assignment (Mẫu 2: Danh sách nhân sự đề xuất)**

No.	Name of Maintenance team member	Title/role for this project	Educational Qualifications	Trainings from THYSSENKRUPP - when	Similar projects worked on and the roles on those project
<i>Số tt</i>	<i>Tên nhân sự</i>	<i>Chức danh trong dự án</i>	<i>Trình độ học vấn</i>		<i>Dự án đã tham gia và vai trò trong dự án</i>
1					
2					
3					

### 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.
<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 required submitted documents as per instructed in Section 2 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: **VND**

#	Cost components	YEAR 1 (12 months from contract starting date)		YEAR 2		YEAR 3		YEAR 4		YEAR 5		Total for 5 years
		Monthly rate	Total for Year 1	Monthly rate	Total for Year 2	Monthly rate	Total for Year 3	Monthly rate	Total for Year 4	Monthly rate	Total for Year 5	
1.	All-inclusive lump sum rate covering all associated costs											
2.	VAT											
Total Price												

### Breakdown of Fees

Cost components	UOM	Qty	Month rate	Yearly rate (for Year 1)
Services				
Other related costs				
<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.

*Exact name and address of company*

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.