



REQUEST FOR PROPOSAL (RFP)
(From Vietnamese firms/institutes/organizations)

NAME of service: Developing a technical guidance for chemical incidents prevention and response	DATE: September 3, 2021
	REFERENCE: 2-210902

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Developing a technical guidance for chemical incidents prevention and response**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, September 30, 2021 (Hanoi time)** and via email to the address below:

United Nations Development Programme
304 Kim Ma Street, Ha Noi, Viet Nam
Ms. Luu Ngoc Diep, Procurement Associate
Bidding.vn@undp.org

Note:

- *Submission email sent to this email address should indicate the tender's reference number.*
- *After submitting proposal, bidder should send notification by email **(without attachment)** to: procurement.vn@undp.org informing that the bidder has submitted proposal. UNDP will not be responsible for the missing of proposal if the bidder does not send notification email to above address.*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*
- *Maximum size per email: **30 MB**. Bidders can split proposals into several emails if the file size is large.*

Your Proposal must be expressed in the English language, and valid for a minimum period of **120 days from the date of bid submission deadline**.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated

above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. 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.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid 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, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong
Head of Procurement Unit
9/3/2021

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached TOR
Brief Description of the Required Services ¹	(TOR is attached in this Annex)
List and Description of Expected Outputs to be Delivered	Please refer to the TOR
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached TOR
Frequency of Reporting	Please refer to the attached TOR
Progress Reporting Requirements	Please refer to the attached TOR
Location of work	<input checked="" type="checkbox"/> Home-based – Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	September 2021 – November 2021
Target start date	As soon as possible in September 2021
Latest completion date	30 November 2021
Travels Expected	Please refer to the attached TOR
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others [pls. specify]
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Vietnamese Dongs
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting from the date of submission deadline)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms ³	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: 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.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ (<i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: Technical Proposal (70%) <input checked="" type="checkbox"/> Expertise of the Firm (20%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%)

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (60%)</p> <p>Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<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 are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org</p> <p>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.</p>
Other Information [pls. specify]	<p>Bidders are responsible for checking the UNDP website: https://procurement-notices.undp.org/ for any addenda and updated deadline to this Request for Proposals. UNDP reserves the right to post addenda up to the closing date for submissions. Hence bidders are advised to check the UNDP website frequently prior to submitting their proposal.</p>

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

TERMS OF REFERENCE

01 NATIONAL FIRM

Name of service:	Developing a technical guidance for chemical incidents prevention and response		
Project:	Application of Green Chemistry to support green growth and reduction in the use and release of POPs/harmful chemicals		
Reporting to:	Program Officer on chemicals and waste, UNDP Green Chemistry Project Manager, Vinachemia.		
Duty Station:	Home Based	Travel Required:	No
Duration of Assignment:	2 months		
Start Date:	September, 2021	End Date:	30 November, 2021

1) GENERAL BACKGROUND

The Vietnam Chemical Agency (VINACHEMICA) – Ministry of Industry and Trade of the Socialist Republic of Vietnam is currently implementing the project: “Application of Green Chemistry in Vietnam to support green growth and reduction in the use and release of POPs/harmful chemicals”, which are funded by GEF/UNDP with contribution from related agencies and private sectors in Vietnam. The project is currently in its 2nd year of implementation.

The project aims to create the enabling environment for the introduction of GC in Viet Nam and introduce GC applications in manufacturing sectors with the specific goal of reducing the use and release of chemicals controlled under Stockholm and Minamata Conventions. The project will also stimulate reduction in use and releases of chemicals of high concern not covered under the Conventions; improve energy and resources efficiency and create co-benefits in reducing Green House Gas (GHG) emissions through the adoption GC application in industries supported by the project.

Through project implementation, reduction of POPs, U-POPs emissions will be achieved through the introduction of Green Chemistry approaches into 6 selected sectors, namely: 1. Electro-plating; 2. Pulp and paper, 3. Plastic; 4. Textile, 5. Pesticides; and 6. Paint and Solvents. Detail guidance documents for sectors will also be developed, Green Chemistry approaches/principles will be integrated into relevant regulations/policies. Two demonstration of GC approached will be implemented in two selected manufacturing facilities. The project has three main components:

1. Develop an enabling environment for GC in Vietnam;
2. Promote awareness on GC and the application of GC and its guiding principles

3. Introduce GC approaches into priority sectors and at least two entities

The production, business, use, storage and preservation of chemicals are increasing day by day, there is always potential risk of incidents threatening health, human life, social security and environment because the management of chemical safety in enterprises with chemical, preservation of explosives and explosive precursors has not been paid due attention.

In recent years, there have been a number of dangerous fire and explosion incidents affecting the environment and human health such as toxic chemical incidents following fires at Duc Giang, Long Bien, Hanoi and Ho Chi Minh port warehouses, paint factory in Yen Phong industrial zone, Bac Ninh province storing a large amount of hazardous chemicals in warehouses, and harbors with potential risks and disaster etc. Therefore, the development of a technical guidance for chemical incidents prevention and response is one of the necessary work to propagate chemical safety and raise awareness for enterprises in the process of production and business activities. Chemical safety and incidents prevention are aligned the principle 12 of green chemistry principles, i.e. Minimize the potential for accidents.

The PMU of GC project is looking for a qualified national consulting firm to develop a technical guidance for chemical incidents prevention and response.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to develop a technical guidance for chemical incidents prevention and response. The guidelines is designed with two specific objectives (i) guide the implementation of regulations on chemical incident management; (ii) raise the awareness of the response to chemical incidents by providing information on a number of chemical incidents occurring in the world and in Vietnam, information on cases of administrative violations related to preventive measures and plans, chemical incident response.

3) SCOPE OF WORK

The selected consultant firm will develop the document of guidance and propaganda on the response to chemical incidents no more than 70 pages. Under the direct supervision of UNDP Viet Nam and GC PMU, the Contractor is expected to undertake the following activities.

Task 1: Develop a guideline for the implementation of regulations on chemical incident management

a. Prepare technical guidance on the identification of hazardous properties of chemical (based on GHS classification) and chemical classification to develop chemical incident response plans/measures.

b. Prepare technical guidance on forecasting of hazards and situations of chemical incidents. The guidance includes but not limited to as follow:

- Chemical incident hazard identification process;

- Hazard identification from the type of chemical activities;
- Common causes of chemical fires and explosions;
- Hazard identification from properties of chemicals;
- Chemical incident identification based on GHS classification and dangerous goods classification...
- c. Propose preventive solutions for the chemical incidents including management and technical solutions.
- d. Propose response procedures for chemical incident situations and preventive solutions for chemical incident response situations including chemical incident classification and chemical incident response procedures based on this classification.
- e. Develop capacity in facilities and equipment to respond to chemical incidents
- f. Coordination mechanism between internal and external forces participating in chemical incident response
- g. The guidelines on the implementation of regulations on chemical incident management to be published by the Project and Vinachemia. The users of this guide are:
 - Domestic organizations and individuals that have activities related to storing, using or creating intermediate products that are hazardous chemicals.
 - Domestic organizations and individuals responsible for responding to chemical and environmental incidents, medical facilities and fire prevention and fighting units;
 - Safety and environmental managers in facilities that have chemical activities;
 - Chemical regulatory agencies and specialized regulatory agencies related to hazardous chemicals.

Task 2: Propagandize the response to chemical incidents.

- a. Collect necessary information on chemical incidents occurring in Vietnam and worldwide. The information of each incident will cover, but not limited to as follow:
 - + Location of the incidents, Name of relevant companies or cases;
 - + Cause of the incidents;
 - + Damage caused by the incident (loss of lives, economic or infrastructure damage...);
 - + Lessons learnt from the incident. ..

At least 5 case studies in the world and 5 case studies in Vietnam (It is necessary to clearly state the actual situation, causes and consequences and illustrations..). Each incident is summarized in no more than 2 pages;
- b. Collect specific questions related to plans and preventive measures to respond to chemical incidents and answers. At least 15 questions - answers will be collected from organizations and individuals. The questions - answers are intended to provide and make clear information that is not clear in the existing regulations and guidelines.
- c. Summarize violations related to preventive measures and plans, chemical incident response including sanctioned objects, sanctioning forms, remedial measures.

- d. 20 color prints of the instruction manual for guidance and propaganda on the response to chemical incidents.

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

Duration: The National Contractor is expected to provide the specified services from September to October 2021.

Duty station: Home-based – Viet Nam.

5) DELIVERABLES AND PAYMENT TERMS

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

No.	Deliverables	Timeline	Payment Terms
1	Detailed workplan of the assignment	25 September, 2021	20 %
2	Technical guidance on the implementation of regulations on chemical incident management including: <ul style="list-style-type: none"> - Technical guidance on chemical hazard identification and chemical classification to develop chemical incident response plans/measures; - Technical guidance on forecasting of hazards and situations of chemical incidents; - Preventive solutions for the risk points of chemical incidents; - Response procedures for chemical incident situations and preventive solutions for chemical incident response situations; - Capacity in facilities and equipment to respond chemical incidents; - Coordination mechanism between internal and external forces participating in chemical incident response. 	25 October, 2021	80%
3	Awareness raising materials on the response to chemical incidents. The report should include the following contents:		

	<ul style="list-style-type: none"> - 10 cases on chemical incidents occurring in the world and in Vietnam - Questions and answers about plans and preventive measures to respond to chemical incidents - Violations related to preventive measures and plans, chemical incident response; <p>Soft-version and 20 color prints of the instruction manual for guidance and propaganda on the response to chemical incidents.</p>		
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6) PROVISION OF MONITORING AND PROGRESS CONTROL

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

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

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

Requirements for the national consultancy firm: The consulting firm must be licenced and based in Vietnam and must have:

- Competence to provide environmental consulting services, environmental monitoring services, research and development project, pollution control and waste treatment projects, industry-related environmental impact assessment and management services in Vietnam in six year.
- Having experience in development of chemical incident response plan, the management of POPs, hazardous chemicals and hazardous wastes,
- At least 5 years of experience in environmental monitoring of industrial processes, including development of monitoring plans, waste and environmental sampling, waste and hazardous substances treatment.

Qualifications of key consultants: Contractors need to ensure equality between men and women in the

process of selecting the consulting team/implementation team, with gender balance. This provision will be considered during the technical/financial review.

National Leader (01):

- PhD. Degree in chemistry, chemical management, environmental sciences or related field;
- 30 years of experience in environmental management and industrial waste management.
- Five years of experience in hazardous chemical management/consultant, including POPs and mercury.

Have knowledge and understanding of relevant MEAs;

- Having experience in integration of sound management of chemicals in development planning and processes.

- Having experience in development of chemical incident response plan
- Having experience in development of technical guidance in chemical sectors.
- Having experience in the best practice technical assistance on POPs;
- Having experience in ODA project that supported by UNDP, GEF, WB, ADB, JICA...
- Have Vietnamese nationality and fluent in English: Written and spoken.

Members of group (02):

- Master degree (or higher) in chemistry, chemical management/application, organic chemistry, environmental management with specialization in hazardous waste management, or related field;

- At least five years of experience in environmental management and waste management of industrial processes.

- Having experience in development of chemical incident response plan
- Have knowledge and understanding of relevant MEAs;
- Have experience in environmental impacts assessment or chemical incident response plan;
- Have experience in projects that supported by Ministries or NGOs
- Have Vietnamese nationality and fluent in English (Speak and Write).

8) ADMINISTRATIVE SUPPORT AND REFERENCE DOCUMENTS

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

- Assistance with acquiring official letters in case of visits or conducting interviews with official partners.

- Organizing necessary consultation meeting(s).
- Project document, report of other activities...

EVALUATION CRITERIA

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

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	600
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	6 year experiences on competence to provide environmental consulting services, environmental monitoring services, research and development project, pollution control and waste treatment projects, industry-related environmental impact assessment and management services in Vietnam	80
1.2	Having experience in development of chemical incident response plan, the management of POPs, hazardous chemicals and hazardous wastes	60
1.3	At least 5 years of experience in environmental monitoring of industrial processes, including development of monitoring plans, waste and environmental sampling, waste and hazardous substances treatment	60
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	All tasks required in the TOR are addressed in the technical proposal. Each tasks are (i) clearly planned for implementation, and (ii) are assigned for each of the key personnel, in a logical and complete manner.	100

2.2	Implementation plan coherent with the (i) method(s) proposed and (ii) the tentative work progresses/deadlines in the TOR	100
Total Section 2		200

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed: <i>01 consultant is women</i>		40
3.2	Qualifications of key personnel proposed		560
3.2.1	National Team Leader		360
	<i>PhD. Degree in chemistry, chemical management, environmental sciences or related field</i>	40	
	<i>30 years of experience in environmental management/consultant and industrial waste management/consultant</i>	40	
	<i>Having experience in integration of sound management of chemicals in development planning and processes</i>	40	
	<i>Having experience in development of technical guidance in chemical sectors</i>	100	
	<i>Five years of experience in hazardous chemical management/consultant, including POPs and mercury. Have knowledge and understanding of relevant MEAs</i>	40	
	<i>Having experience in development of chemical incident response plan</i>	40	
	<i>Having experience in the best practice technical assistance on POPs</i>	20	
	<i>Having experience in ODA project that supported by UNDP, GEF, WB, ADB, JICA...</i>	20	
	<i>Fluent in English: Written with two English report samples submitted</i>	20	
3.2.2	National Chemical specialist		100
	<i>Master degree (or higher) in chemistry, chemical management/application, organic chemistry, or related field</i>	20	

	<i>Ten years of experience in environmental management and waste management of industrial processes</i>	20	
	<i>Having experience in development of chemical incident response plan</i>	20	
	<i>Having experience in the best practice technical assistance</i>	20	
	<i>Having experience in projects that supported by Ministries or NGOs</i>	10	
	<i>Fluent in English (Write) with one English report sample submitted</i>	10	
3.2.3	National Environmental Specialist		100
	<i>Master degree (or higher) in environmental management/sciences/technology or related field</i>	20	
	<i>Ten years of experience in environmental management and waste management of industrial processes</i>	20	
	<i>Having experience in development of chemical incident response plan</i>	10	
	<i>Having experience in environmental impacts assessment</i>	20	
	<i>Having experience in the best practice technical assistance</i>	10	
	<i>Having experience in projects that supported by Ministries or NGOs</i>	10	
	<i>Fluent in English (Write) with one English report sample submitted</i>	10	
Total Section 3			600

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.
Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Important Notes:

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP **in conformity with** the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as **the provisions of the UNDP General Contract Terms and Conditions** :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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.
Previous relevant experience: 3 contracts	

Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

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

Yes	No	
<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.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				

a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

We confirm our full acceptance of the UNDP Contract General Terms and Conditions and agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

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.

Contract Templates and General Terms and Conditions

1. Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

2. Please find below link to the General Terms and Conditions:

☐

below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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below US\$ 50,000 (Goods or Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

☐

equal to or above US\$ 50,000 (Goods and/or Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in separate envelopes/emails before or by **Thursday, September 30, 2021** (Hanoi time).
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) Proposed Methodology for the Completion of Services			
	f) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	g) Detailed CVs of the proposed personnel with copies of relevant certificates and required English report samples			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and separate the technical and financial proposals)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			

*[Name and Signature of the Service Provider's Authorized
Person]*

[Designation]

[Date]