



## REQUEST FOR QUOTATION (RFQ)

**RFQ Reference: B-211103**

*Date: 12 November 2021*

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

UNDP kindly requests quotations from **National Event Organizing firms/companies** for the provision of event services for **International Conference on Sustainable Ocean Economy and Climate Change Adaptation (December 13-14, 2021)** to be held on either JW Marriott Hanoi hotel or Melia Hanoi hotel as detailed in Annex 1 of this RFQ.

**(UNDP will make final decision on the venue of the International Conference for contract signing)**

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Technical Specification Requirements

Annex 2: Quotation Submission Form

Annex 3: Quotation (in separate excel file attached to the RFQ)

Annex 4: List of events (template)

Annex 5: List of technical staff

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:

A blue ink handwritten signature, appearing to be 'THH', is written over a horizontal line.

Signature:

Name: Tran Thi Hong

Title: Head of Procurement Unit

Date: 12 November 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>22 November 2021</b></p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p> <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 checked="" type="checkbox"/> <b>Dedicated Email Address:</b> <a href="mailto:bid.submission.vn@undp.org">bid.submission.vn@undp.org</a></p> <p>Bid submission address: Click or tap here to enter text.</p> <ul style="list-style-type: none"><li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li><li>▪ All files must be free of viruses and not corrupted.</li><li>▪ Max. File Size per transmission: <b>30 MB. Bidders can split proposal into several emails if the file size is large)</b></li><li>▪ Mandatory subject</li></ul> <p><b>B-211103 Event service for International Conference in Hanoi</b></p> <p>with notification by email (<b>without attachment</b>) to: <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> that the bidder has submitted proposal. UNDP will not be responsible for the missing of quotation if the bidder does not send notification email to above address.</p> <ul style="list-style-type: none"><li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y.”</li><li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li></ul>
<b>Cost of preparation of quotation</b>	<p>UNDP shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP’s Anti-Fraud Policy can be found at</p>

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[http://www.undp.org/content/undp/en/home/operations/accountability/audit/office\\_of\\_audit\\_and\\_investigation.html#anti](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti)

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**Gifts and Hospitality**

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.

**Conflict of Interest**

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.

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.

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.

**General Conditions of Contract**

Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract

Select the applicable GTC:

☒ [General Terms and Conditions / Special Conditions for Contract.](#)

☐ [General Terms and Conditions for de minimis contracts](#)

☐ [General Terms and Conditions for Works](#)

Applicable Terms and Conditions and other provisions are available at [UNDP/How-we-buy](#)

**Special Conditions of Contract**

☒ Cancellation of PO/Contract if the delivery/completion is delayed by 10 days

☐ Others [pls. specify]

**Eligibility**

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.

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.

Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.

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<b>Currency of Quotation</b>	Quotations shall be quoted in <b>Vietnamese dong (VND)</b>
<b>Joint Venture, Consortium or Association</b>	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
<b>Only one Bid</b>	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>b) they have the same legal representative for purposes of this RFQ; or</li> <li>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</li> <li>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</li> <li>e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ul>
<b>Duties and taxes</b>	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</li> <li><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</li> </ul>
<b>Language of quotation</b>	<p><b>English</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: Quotation duly completed and signed and in accordance with the Schedule of requirements in Annex 1 with the following requirements:</li> </ul> <p><b>02 separate quotation options for J.W Marriott hotel and Melia Hanoi hotel</b></p>

- **Quotation in PDF files with signature and stamp for each hotel** with all cost components in columns G and H and all required detailed information for each quoted item in column J provided
- **Quotation in Excel files with price for each hotel** with all cost components in columns G and H and all required detailed information for each quoted item in column J provided
- **Quotation in Excel files with NO price for each hotel** with all required detailed information for each quoted item provided in column J for technical evaluation.

☒ Registration certificate, Business license,

☒ A fully filled list of 5 events (maximum 02 in-person events and 03 hybrid events) with required evidence on similar previous services listed with names of events, event date, form of event organization (in person or hybrid), event value, number of participants, names of online participated countries **using template attached as Annex 4;**

**And the following documents of the 5 listed events:**

- Design of the event recognition sets (badge, backdrop, name tag, invitation, etc.);
- Design of VIP room;
- Photos of meeting rooms and installed equipment: maximum 10 photos each event
- Short clips to prove the capacity of recording & Livestreaming the events: 1 clip/event.

☒ A 3D-Layout of the Conference venue, clearly indicating each functional location and related equipment in the best scenario that all required rooms in the hotels are available for this event - one layout for each hotel

☒ Completed and Signed CVs of Event Manager, Video and Livestream Director, technicians for video recording and livestream;

☒ List of technical staff for each plenary and thematic session with information on names and positions **using template attached as Annex 5;**

☒ duly check and ticked submission checklist

And Others as defined in Annex 1

**Quotation validity period**

Quotations shall remain valid for **90** days from the deadline for the Submission of Quotation.

**Price variation**

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.

**Partial Quotes**

- ☒ Not permitted  
☐ Permitted

**Alternative Quotes**

- ☒ Not permitted  
☐ Permitted

If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, [Click or tap here to enter text.](#) reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as "Main Quote" and "Alternative Quote"

**Payment Terms**

- ☒ 100% within 30 days after receipt of goods and/or services and submission of payment documentation.  
☐ Other [Click or tap here to enter text.](#)

<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> UNDP's representative written acceptance (i.e., not mere receipt) of the quality of the service; and <input checked="" type="checkbox"/> Official receipts for the provided service.
<b>Contact Person for correspondence, and clarifications</b>	E-mail address: <a href="mailto:quach.thuy.ha@undp.org">quach.thuy.ha@undp.org</a>  Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 03 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the <u>Technically qualified</u> and <u>Lowest Price</u> substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
<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 checked="" type="checkbox"/> Others: <b>Please see criteria for Technical Evaluation as defined on page 15</b>
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25% ) of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> <a href="#">Contract Face Sheet</a> (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> <a href="#">Contract for Works</a> <input type="checkbox"/> Other Type/s of Contract [pls. specify]
<b>Expected date for contract award.</b>	30 November 2021
<b>Publication of Contract Award</b>	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> .  The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

International Conference on Sustainable Ocean Economy and Climate Change Adaptation

*Solutions for a resilient Blue Economy*

A 2- day event, December 13-14, 2021 in Hanoi, Viet Nam

### 1. BACKGROUND

#### a) International background

It is estimated that between 3.5% and 7% of total global GDP derives in the oceans (UNCTAD, 2020). However, currently the oceans are under considerable threats from climate change, overfishing and marine pollution. The Covid-19 pandemic has caused profound disruptions in the ocean economy. A sustainable ocean economy, or Blue Economy, is an emerging concept that refers to the development of ocean economic activities in an integrated and sustainable manner. It includes different economic sectors: renewable energies, maritime and coastal tourism, fishing and aquaculture, shipping, waste management and marine conservation.

Coastal areas are home to a large and growing proportion of the world's population, as currently approximately 3 billion people currently living within 200km from the coastline. About 680 million people (nearly 10% of the global population) live in low-lying coastal areas and this number is expected to grow to more than one billion by 2050 (IPCC, 2019).

Many cities and coastal plains are sinking at a rate sometimes much higher than sea level rise due to natural and human causes, and urban infrastructure is under great pressure. The flow regimes of rivers are changing due to dam construction and other changes in the river basin, which may increase or decrease the risks of floods and droughts, depending on the transport management mechanism.

For developing and vulnerable countries, it is vitally important to develop adequate adaptation and resilience strategies for vulnerable communities as these communities affected by climate change and the Covid-19 pandemic, they are also vulnerable due to lack of finance, limited alternative livelihoods, social safety nets and food security. If no adaptation measures are taken, projections indicate that sea level rise will increase the risk of storm surges and inundation, displace millions of people, cause significant losses of lives, property, infrastructure, livelihoods and habitats, which disrupt food supply and distribution systems that will threaten food security.

## **b) Viet Nam's role in the region and international area**

The Government of Viet Nam, in the context and role of a non-permanent member of the United Nations Security Council for the 2020-2021 term and with its commitment as the ASEAN Chair in 2020, looking forward to contributing more to the common efforts of the international community in ensuring peace, security, recovery and rebuilding better after the Covid-19 pandemic, addressing ocean pollution and ocean plastic waste for a sustainable and climate-resilient ocean economy. Concurrently, continue to affirm that Viet Nam is an active member, reliable and responsible partner in the international community.

In the period 2017 - 2021, Viet Nam and the United Nations developed a Joint Strategic Plan (a program of cooperation between the two sides within the framework of the One UN initiative) signed on July 5, 2017. This program focuses on supporting the Government of Viet Nam in implementing the Socio-Economic Development Plan for the 2016-2020 period and the Sustainable Development Goals (SDGs). The program covers priority areas, including ensuring climate change adaptation and environmentally sustainable development.

## **c) International Conference on Sustainable Ocean Economy and Climate Change Adaptation**

With the approval of the Prime Minister, the Ministry of Natural Resources and Environment was to assume the prime responsibility and actively coordinate with the Norwegian Embassy in Viet Nam, the United Nations Development Program (UNDP) and relevant agencies to deploy the preparation for the organization of the International Conference on Sustainable Ocean Economy and Climate Change Adaptation scheduled to be held in March 2020 (in Document No. 10557/VPCP-QHQT dated November 18, 2019 of the Government Office). However, due to the Covid-19 pandemic, the Conference was postponed.

On May 11, 2020, UNDP in Viet Nam sent the Ministry of Natural Resources and Environment an official letter proposing to restart the preparation for the conference. On the basis of the exchange and work between the Ministry of Natural Resources and Environment, UNDP in Viet Nam and the Norwegian Embassy in Viet Nam, the Norwegian Government, which is currently the co-chair of the High-Level Panel on Ocean Economy, reaffirms its commitment to provide financial support and UNDP will provide technical support to the Government of Viet Nam to organize the ***International Conference on Sustainable Ocean Economy and Climate Change Adaptation*** on December 13-14, 2021 in Hanoi. UNDP in Viet Nam therefore would like to seek an event-organizing firm who can provide expected services for this conference.

## **2. PURPOSE OF THE EVENT**

This high-level conference on Sustainable Ocean Economy and Climate Change Adaptation, through 04 plenary and 04 thematic sessions organized in two days (December 13-14, 2021) will bring leaders, practitioners, scientists, experts, private sector and civil society together to:



- Discuss key opportunities to promote sustainable use of ocean resources and key challenges posed by the COVID-19 crisis, climate change, and environmental pollution;
- Identify opportunities to accelerate actions to protect ocean ecosystems for blue recovery and economic development and enhance the resilience of vulnerable countries and communities;
- Share experiences, best practices and research results to enhance shared knowledge of successful sustainable ocean economy and climate change adaptation strategies and actions;
- Encourage networking for South-South and North-South collaboration, foster cooperation and develop synergies between initiatives; and

Discussions and outputs from the conference will serve as inputs to ASEAN, UN and other processes in 2021 and beyond, including the UN Decade of Ocean Science for Sustainable Development 2021-2030.

### 3. PARTICIPANTS

Delegations will be invited from more than 70 countries. Invitations for each country delegation are intended for a minister (or above) as head of delegation plus one or more additional delegates.

Other participants will include experts, practitioners and representatives from international organizations and international finance institutions, research institutes, thinktanks and global centres of excellence, the private sector and NGOs and CSOs from developing and developed countries.

Up to 2,000 participants are expected to join the conference.

### 4. WORKING LANGUAGES OF THE CONFERENCE

- a. The primary working language of the conference will be English.
- b. The Conference will provide simultaneous interpretation between English and Vietnamese for all plenary and parallel sessions.
- c. The Conference also provides online French and Spanish interpretation for 04 plenary sessions.

### 5. TIME

The Conference will be held on **December 13-14, 2021**. However, all set up must be done on December 12, 2021.

### 6. VENUE

JW Marriot Hotel or Melia Hotel in Hanoi

### 7. FORMAT OF THE CONFERENCE.

Due to the unpredictable development of the COVID-19 pandemic, the Conference will be held in a

**hybrid format** (combining online and physical participation) at the JW Marriot Hotel / Melia Hotel Hanoi under the scenario that Hanoi controls the COVID-19 pandemic (Covid-19 New Normal).

- Total online participants: up to 2,000
- Total physical participants at the JW Marriot Hotel/Melia Hotel Hanoi: 140 (80 attendees + 50 journalists and organizers)

**Note:** Depending on the actual Covid-19 situation happening in Hanoi, the number of participants could be reduced.

## 8. VENUE AND TENTATIVE AGENDA FOR MTG VENUE, CATERING & ICT ARRANGEMENTS

The Conference is proposed to be organized at J.W Marriot Hotel / Melia Hotel in Ha Noi – Viet Nam, combining physical and online participation on **December 13-14 2021**.

All physical participant registration and escort to the reserved SEATs and TABLEs would be provided by the selected Event Organizer Company, according to the Agenda:

DAY ZERO: Sunday, 12 December 2021	
16:00 – 18:00	Installation and Test run with participation of related speakers (arranged by UNDP)
DAY ONE: Monday, 13 December 2021	
12:30 – 14:00	Welcome Lunch
13:00 – 14:00	Welcome Tea and Coffee 1
14:00 – 15:15	<b>PLENARY SESSION 1: HIGH-LEVEL OPENING – OPENING REMARKS AND WELCOME SPEECHES AND KEYNOTE ADDRESSES</b>
14:00 – 14:30	Introduction and Opening Remarks by high-ranking leaders
14:30 – 15:15	Keynote Addresses <i>High-level representatives will briefly introduce the state of the arts of different thematic issues and their relevance in the context of vulnerable developing countries. The aim of the keynote presentations is to provide the audience with a common understanding of the main issues that will be discussed, along with the key challenges and opportunities they present for the countries.</i>
15:15 – 15:30	Break 1
15:30 – 17:00	<b>PLENARY SESSION 2: CLIMATE-RELATED SECURITY RISKS</b>
15:30 – 15:50	Opening Remarks by high-ranking leaders
15:50 – 16:20	Presentations

16:20 – 16:50	Speeches			
16:50 – 17:00	Co-Chairs' Conclusions			
17:00 – 17:45	Break 2			
17:45 – 19:00	THEMATIC SESSION 1: COVID-19 BLUE RECOVERY AND BUILDING FORWARD BETTER FOR A CLIMATE-RESILIENT AND SUSTAINABLE OCEAN ECONOMY			
Session Title	1.1 Aquaculture and Fisheries	1.2 Maritime Transport	1.3 Marine/Coastal Tourism	1.4 Marine/Ocean Power Development (wind, solar, wave, etc.)
Co-Chairs	<ul style="list-style-type: none"> <li>Country Delegation/ Ambassador</li> <li>International org</li> </ul>	<ul style="list-style-type: none"> <li>Country Delegation/ Ambassador</li> <li>Ministry of Transport, Viet Nam</li> </ul>	<ul style="list-style-type: none"> <li>Country Delegation/ Ambassador</li> <li>Ministry of Culture, Sport and Tourism, Viet Nam</li> </ul>	<ul style="list-style-type: none"> <li>Country Delegation/ Ambassador</li> <li>Ministry of Industry and Trade</li> </ul>
17:45 – 17:55	Introduction (Co-Chairs)	Introduction (Co-Chairs)	Introduction (Co-Chairs)	Introduction (Co-Chairs)
17:55 – 18:25	<p><b>1. Contribution of marine resources to the economy and sustainable development during COVID-19 and beyond</b></p> <p><b>2. Impacts of COVID-19 and climate change on fisheries: regional example</b></p> <p><b>3. Green and Sustainable aquaculture models and practices for improved food security, and resilience of coastal communities</b></p>	<p><b>1. Contribution of marine transport to the economy and sustainable development – resilience of marine value chains during COVID-19 and beyond</b></p> <p><b>2. Recent innovations and building forward better for low-carbon and sustainable maritime transportation systems and climate change</b></p> <p><b>3. Smart and resilient ports and related sea and coastal infrastructure</b></p>	<p><b>1. Marine/coastal tourism: COVID-19 and climate impacts and strategies to build forward better for a sustainable and resilient industry</b></p> <p><b>2. The Phuket sandbox model for Covid-19 tourism recovery</b></p> <p><b>3. Nature-based adaptation options in tourism (country experience)</b></p>	<p><b>1. Ocean-based power/energy development (opportunities and challenges)</b></p> <p><b>2. Floating solar PV systems for sustainable, resilient, and low-carbon development</b></p> <p><b>3. Sharing best practices of ocean-based power/energy development</b></p>
18:25 – 18:50	Country contributions and responses	Country contributions and responses	Country contributions and responses	Country contributions and responses

18:50 – 19:00	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)
19:00 – 19:15	Break 3			
19:15 – 20:30	THEMATIC SESSION 2: MARINE SPATIAL PLANNING AND BUILDING CLIMATE-RESILIENT COASTAL CITIES AND INFRASTRUCTURE			
Session Title	2.1 Marine Spatial Planning	2.2 Building Climate-Resilient Coastal Cities and Infrastructure	2.3. Adaptation: Implementing The COP26 Agenda	
19:15 – 19:25	Introduction (Co-Chairs)	Introduction (Co-Chairs)	Introduction (Co-Chairs)	
19:25 – 19:45	<b>1. Marine spatial planning: global perspectives and experiences</b> <b>2. Regional marine resources assessment and planning</b> <b>3. Integrated river basin/coastal zone management: Coastal dykes and flood hazards</b>	<b>1. Development of smart, low-carbon/zero emission and climate-resilient coastal cities</b> <b>2. Climate-Resilient Coastal Infrastructure in Asia</b> <b>3. Nature-based solutions for resilient coastal cities</b>	<b>1. Strengthening water and ocean resilience: global perspective</b> <b>2. Building climate-resilient Health Systems</b> <b>3. Locally-led adaptation and Disaster Risk Reduction</b>	
19:45 – 20:20	Country contributions and responses	Country contributions and responses	Country contributions and responses	
20:20 – 20:30	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)	

DAY TWO: Tuesday, 14 December 2021	
13:00 – 14:00	Welcome Tea and Coffee 2
14:00 – 15:45	PLENARY SESSION 3: COMBATING MARINE POLLUTION AND PLASTICS: A KEY CHALLENGE OF THE 21 <sup>st</sup> CENTURY
14:00 – 14:15	Opening Remarks by high-ranking leaders
14:15 – 14:55	Presentations
14:55 – 15:35	Speeches by Country Delegations [estimate 5 mins each]
15:35 – 15:45	Co-Chairs' Conclusions
15:45 – 16:00	Break 4

16:00 – 17:15	THEMATIC SESSION 3: CLIMATE SECURITY, GENDER, AND RESILIENCE OF VULNERABLE COMMUNITIES		
<i>Session Title</i>	3.1 Building Resilience of Vulnerable Communities	3.2 Climate Security & Climate-Induced Migration	3.3. Gender Equality and Women's Empowerment in Climate Change Adaptation
16:00 – 16:10	Introduction ( <i>Co-Chairs</i> )	Introduction ( <i>Co-Chairs</i> )	Introduction ( <i>Co-Chairs</i> )
16:10 – 16:40	<b>1. Resilience and empowerment of vulnerable populations (global trends and perspectives)</b> <b>2. Integrated approach to building resilience of coastal vulnerable communities (country experience)</b> <b>3. Building resilience of small holders and farmers to adapt to a changing climate</b>	<b>1. Overview of climate and migration issues including international migration and internal displacement</b> <b>2. Economic, social, psychological, gender and other intersectional impacts of environment/climate-induced migration (Regional Experience)</b> <b>3. Building adaptive capacity of displaced communities</b>	<b>1. Promoting gender equality in climate change adaptation</b> <b>2. Local initiatives in empowering women and girls in climate change adaptation</b>
16:40 – 17:05	Country contributions and responses	Country contributions and responses	Country contributions and responses
17:05 – 17:15	Session Conclusions ( <i>Co-Chairs</i> )	Session Conclusions ( <i>Co-Chairs</i> )	Session Conclusions ( <i>Co-Chairs</i> )
17:15 – 18:00	Break 5		
18:00 – 19:00	THEMATIC SESSION 4: FINANCE FOR CLIMATE AND OCEANS		
<i>Session Title</i>	4.1 International and National Funds	4.2 Private Sector Finance	4.3 Innovative Finance Schemes
18:00 – 18:10	Introduction ( <i>Co-Chairs</i> )	Introduction ( <i>Co-Chairs</i> )	Introduction ( <i>Co-Chairs</i> )
18:10 – 18:30	<b>1. International finance landscape for climate and oceans: current state of play and options for reform</b> <b>2. Innovative national finance/funds for sustainable development, climate and oceans: Country example</b>	<b>1. Roles and engagement of private sectors in achieving SDGs 13 &amp; 14 (Incentives, challenges and barriers for private sector investments)</b> <b>2. Risk transfer schemes, including index-based weather insurance</b>	<b>1. Innovative finance schemes such as blue and green bonds, carbon markets, environmental taxes and fees, carbon-offset, and payments for ecosystem services (global trend and perspectives)</b> <b>2. Blue and Green Bonds: Country Example</b>

18:30 – 18:50	Country contributions and responses	Country contributions and responses	Country contributions and responses
18:50 – 19:00	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)	Session Conclusions (Co-Chairs)
19:00 – 20:00	PLENARY SESSION 4: CO-CHAIR'S STATEMENT AND CLOSING OF THE CONFERENCE		
19:00 – 20:00	<i>Presentation of key Conference discussions</i> <i>Presentation of the Conference Co-Chairs' Statement</i> <i>Looking ahead to the next Our Ocean Conference</i> <i>Closing Remarks</i>		

## 9. MATERIALS

All the materials will be distributed to participants 03 days before the Conference, including:

- Opening remarks
- Presentations

Documents for breakout sessions

## 10. DETAILED REQUIREMENTS ON ALL GOODS/SERVICES:

The details of each required item (including the video recording and livestream services) are listed in Annex 3 with three sub-annexes namely:

- 3.1 – *List of services and equipment for on site conference (abbreviated as 3.1 – On site);*
- 3.2 – *List of services and equipment for online conference and related livestream service (abbreviated as 3.2 online – livestream);*
- 3.3 – *Detailed requirements for online conference and livestream service (abbreviated as 3.3 – Rqmnt for Online Service).*

Note:

The firm shall ensure timely delivery of warnings and advice to the conference organizers on updated regulations of the Vietnamese government on Covid-19 pandemic and appropriate actions before and during the organization of the conference.

## EVALUATION CRITERIA

### 1. TECHNICAL EVALUATION:

The evaluation of technical proposal shall be conducted for the two below-mentioned parts:

#### a) Technical evaluation for the event organization service:

- No item is missing in the quotation in Annex 3;
- All items quoted are technically accepted. Detailed information for each quoted item must be provided as required in column J in Annex 3;

#### b) Technical evaluation for the logistics, video recording and livestream service:

No	Summary of Technical Proposal Evaluation	Points obtainable
1	<b>Evidence on similar previous services (maximum 02 in-person events and 03 hybrid events) listed with names of events, event date, form of event organization (in person or hybrid), event value, number of participants, names of online participated countries together with the following documents of the 5 listed events:</b> <ul style="list-style-type: none"> <li>- Design of the event recognition sets (badge, backdrop, name tag, invitation, etc.);</li> <li>- Design of VIP room;</li> <li>- Photos of meeting rooms and installed equipment: maximum 10 photos each event</li> <li>- Short clips to prove the capacity of recording &amp; Livestreaming the events: 1 clip/ event.</li> </ul>	300
2	<b>3D Layout of the Conference venue, clearly indicating each functional location and related equipment in the best scenario that all required rooms in the two hotels are available for this event. One layout for each hotel</b>	300
3	<b>Expertise and qualifications of the Event Manager</b>	150
3.1	Graduated from media/communication/ international relation/ Trade University or a related field.	30
3.2	Being event manager for at least 05 international conferences and 05 national ministerial events.	50
3.3	Being event manager for at least 03 hybrid International Events in Viet Nam.	50
3.4	Proven good English skill	20
4	<b>Expertise and qualifications of the Video and Livestream Director</b>	150

4.1-	Graduated from Movie and Stage University, communication/media or a related field.	30
4.2-	Being Video and Livestream Director for at least 03 international conferences and 03 national ministerial events.	50
4.3-	Being Video and Livestream Director for at least 01 hybrid national and 01 hybrid International Event in Viet Nam.	50
4.4-	Proven good English skill	20
5	<b>Expertise and qualifications of the technical team for video recording and livestream with working experience for big events, good at filming softwares like VMIX, AE (with name and position to be clearly defined) with CVs attached.</b>	100
<b>Total</b>		<b>1000</b>

Bidder(s) meeting:

- i) all evaluation criteria for 1(a);
- j) and passing the minimum technical scores of 700 for 1(b).

will be qualified for financial evaluation. The contract will be awarded to the lowest price offer up to the selection of UNDP for conference venue.



## 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:	<b>B-211103</b>	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.

### Bidder's Declaration

Yes No

- ☐ ☐ **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.
- ☐ ☐ 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.
- ☐ ☐ **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.
- ☐ ☐ 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.
- ☐ ☐ **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.
- ☐ ☐ **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.
- ☐ ☐ **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.
- ☐ ☐ **Offer Validity Period:** I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
- ☐ ☐ 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.

**Yes**    **No**

- ☐    ☐ 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: QUOTATION

*(Please use the separate Excel file attached to the RFQ for Annex 3)*

*Bidders are requested to complete this form, sign it and return it as part of their bid 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.*

Annex 3 is duly completed and signed and in accordance with the Schedule of requirements in Annex 1 with the following requirements:

- **02 separate options for J.W Marriott hotel and Melia Hanoi hotel**
- **PDF files with signatures and stamp** for each hotel
- **Excel files with price** for each hotel
- **Excel files with NO price** for each hotel for technical evaluation

**Important note:** Price and information for all quoted items in **columns G, H, J** in sheet 3.1 and 3.2 of Annex 3 must be **duly filled by bidders** (otherwise, the quotation shall be considered ineligible).

**UNDP will make final decision on the venue of the International Conference for contract signing.**

## ANNEX 4: LIST OF EVENTS

### LIST OF EVENTS

ID.	Name of Event	Date of Event (DD/MM/YY)	Form of Event Organization		Value of Event (USD)	Number of Participants	Names of online participated countries
			In-person	Hybrid			
1							
2							
3							
4							
5							

## ANNEX 5: LIST OF TECHNICIAN STAFF

### LIST OF SUPPORTING STAFF

ID.	Full Name	Position (for this event)	Portrait Photo
1			
2			
3			
4			
5			
...			

## 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.
- 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	Remark
1	Business Licenses – Registration Papers			
2	Technical Documents			
2.1	<p><b>A fully filled list of 5 events (<u>maximum 02 in-person events and 03 hybrid events</u>) with required evidence on similar previous services listed with names of events, event date, form of event organization (in person or hybrid), event value, number of participants, countries of online participated participants (<i>please use template in Annex 4</i>)</b></p> <p><b>And the following documents of the 5 listed events:</b></p> <ul style="list-style-type: none"> <li>▪ Design of the event recognition sets (badge, backdrop, name tag, invitation, etc.);</li> <li>▪ Design of VIP room;</li> <li>▪ Photos of meeting rooms and installed equipment: maximum 10 photos each event</li> <li>▪ Short clips to prove the capacity of recording &amp; Livestreaming the events: 1 clip/ event.</li> </ul>			
2.2	<b>3D Layout of the Conference venue, clearly indicating each functional location and related equipment in the best scenario that all required rooms in the <u>Melia Ha Noi hotel</u> are available for this event.</b>			
	<b>3D Layout of the Conference venue, clearly indicating each functional location and related equipment in the best scenario that all required rooms in the <u>J W Marriott hotel</u> are available for this event.</b>			

2.3	CV of the Event Manager			
2.4	CV of the Video and Livestream Director			
2.5	CVs of technicians for the video recording and livestream service			
2.6	List of technical staff for each plenary and thematic session with information on name, position and a portrait photo <i>(please use template in Annex 5).</i>			
3	<ol style="list-style-type: none"> <li><b><u>Quotations in PDF files with signature and stamp for J.W Marriot and Melia Hanoi</u></b> with all cost components in columns G and H and all required detailed information for each quoted item in column J provided</li> <li><b><u>Quotations in Excel files with price for J.W Marriot and Melia Hanoi</u></b> with all cost components in columns G and H and all required detailed information for each quoted item in column J provided</li> <li><b><u>Quotations in Excel files <b>with NO price</b> for J.W Marriot and Melia Hanoi</u></b> with all required detailed information for each quoted item provided in column J for technical evaluation.</li> </ol>			
4	<b>This duly filled, checked, certified submission checklist to be attached to the submission</b>			
5	<b>Send email (without attachment) to <a href="mailto:procurement.vn@undp.org">procurement.vn@undp.org</a> notifying that you already submitted proposal and the number of emails submitted. Notification email should be sent to above email address by submission deadline or right after you submit proposals.</b>			