



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

NAME of service: A national firm/institute/organization to produce short interviews and document key events, edit videos, take photos, design standees, and lay out technical reports, policy briefs for NAP-Sup project	DATE: July 14, 2022 <u>August 15, 2022</u> REFERENCE: 2-220703
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **production of short interviews and document key events for NAP-Sup project.**

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

Proposals may be submitted on or before **Wednesday, August 24, 2022** 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
Luu.ngoc.diep@undp.org

Note:

- *Submission email sent to this email address should indicate the tender's reference number.*
- *Please send a separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals.*
- *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/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Tran Thi Hong
Head of Procurement Unit
[7/14/2022/15/2022](#)

Annex 1

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"/> Ha Noi, Viet Nam <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	August July – October September 2022
Target start date	As soon as possible in August July 2022
Latest completion date	15 October 30 September 2022
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 <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 (40%) (50%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (30%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%) (50%)

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>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:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <input type="checkbox"/> General Terms and Conditions for Works <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	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4)
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-notice.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

NATIONAL FIRM/INSTITUTION/NGO

Name of service: 01 national media firm to produce short interview ~~ands~~, document key events, ~~edit videos, take photos, design standees, and lay out technical reports, policy briefs~~ for NAP-Sup project.

Project: Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project

Reporting to: UNDP Communications Consultant, UNDP PO on Climate Change and Environment Unit

Duty Station: Home-based

Duration of Assignment: ~~80 working days~~ 1.5 months (55 working days)

Start Date: ~~30/8/2022~~7/2022 **End Date:** ~~15/10/2022~~9/2022

I. BACKGROUND & PROJECT DESCRIPTION

With its extensive coastline and deltaic plains, Viet Nam is considered to be among the most vulnerable countries to climate change globally. Extreme weather events such as typhoons and tropical storms have increased in intensity, magnifying socio-economic and health impacts on rural, urban, coastal, and mountain communities, and endangering critical transportation and drainage. The Mekong Delta is one of the most susceptible deltas in the world to sea level rise.

To address climate change, the Government of Viet Nam developed a series of national climate change, green growth, and sustainable development policies, strategies, and action plans. One key planning instrument is the GoV's National Strategy on Climate Change 2012-2020. To date, the government has been able to put in place several key climate change related decisions, including the landmark Plan for Implementation of the Paris Agreement in 2016 and approved its domestic National Adaptation Plan (NAP) in the year 2020. In addition, Viet Nam is among the first countries to have submitted its Updated Nationally Determined Contribution (NDC) to the UNFCCC in July 2020, which has a strong adaptation component.

The main readiness challenge in Viet Nam to effectively address climate change is the lack of capacity in government structures to effectively integrate climate change adaptation into plans and budgets at different levels and to design, operationalize, finance, and monitor adaptation actions. Barriers include lack of technical capacity to integrate data and information, and undertake assessments for adaptation planning, lack of capacity for appraising adaptation options in sector and provincial departments, ineffective inter-ministerial

coordination, lack of active participation from private sector and local communities, lack of financing strategies, limited government and external resources, and lack of participatory and results-based monitoring and evaluation frameworks.

To address these barriers, the **Viet Nam National Adaptation Plan (NAP) Development and Operationalization Support Project (NAP-SUP)** is designed along the following outcomes:

- **Outcome 1:** Capacity for data integration enhanced and National Adaptation Plan (NAP) prepared and aligned with NDC review;
- **Outcome 2:** National adaptation plan and CCA integrated into national, subnational, and sectoral development plans and budget of priority sectors with private sector participation; and
- **Outcome 3:** Participatory results-based monitoring and evaluation mechanism developed and operationalized.

These three outcomes and their associated activities will contribute to the overall objective of the project, which is to “*establish an effective system to integrate climate change adaptation into government administration processes in the priority sectors.*” The priority sectors to be addressed under this proposal are: Agriculture and Rural Development, Transport, Health, Natural Resources and Environment, and Planning and Investment and supported by relevant ministries of Viet Nam

A number of key products to be delivered by the project are as follows:

- A database of climate information including climate scenarios, vulnerability and impacts assessment results integrated and uploaded to the NAP-web Portal (<http://adaptation.dcc.gov.vn/>)
- Inter-ministerial coordination strengthened, and appraisal capacity built to implement the NAP integration.
- Background study for a financing strategy for both public and private investment in adaptation measures prepared with a preliminary project pipeline.
- Participatory and results-based M&E framework developed for priority sectors.
- Gender Mainstreaming guidelines for priority sectors.
- NAP Technical Report to UNFCCC.
- Technical trainings of project results for relevant provincial departments.

To support the finalization of the above activities, communicate and disseminate related results, UNDP in Viet Nam is looking for 01 national media firm to ~~firm to produce videos showing project’s impacts~~~~deliver the communications products including conducting interviews, editing videos, taking photos, designing standees, and laying out technical reports and other policy briefs.~~

II. OBJECTIVES

The main objectives of the contracted national media firm are to:

- 1—~~Produce videos of project impacts and photos under the guidance of UNDP Communications Consultant and/or UNDP Media and Communications Analyst for the NAP activities~~~~Produce the needed communication materials for the NAP project in Viet Nam (details mentioned in Scope of Work and Expected Results sections below), in collaboration with the UNDP Communications Consultant;~~

~~2— Design the layout of 5 policy briefs for the UNDP in Viet Nam~~

~~3.1 Conduct videos of project impacts under the guidance of UNDP Communications Consultant for the NAP activities.~~

The contractor will report to the UNDP Programme Officer in charge of the project, and work under the technical supervision of the UNDP Communications Consultant/ [UNDP CCE Media and Communication Analyst](#).

III. SCOPE OF WORK

The selected firm will be expected to be responsible for the following:

~~1— 08 Sets of standees: (05 days of Team Leader and 05 days of Team Member)~~

~~+ Design 08 standees for events with inputs from UNDP Communications Consultant~~

~~2.1. 03 videos (30 days of Team Leader and 20 days of Team Members)~~

- **01 Project impacts video – Interview representatives of ministries and officials on project impacts** (max 4 minutes) (12 days of Team Leader and 08 days of Team Member)
Conduct in-depth interviews with at least 04 representatives of ministries and officials/ beneficiaries using the questions provided by UNDP Communications Consultant;
 - + Find and collect video footage in line with the agreed scripts;
 - + Edit the video including charts, text, voice overs, etc;
 - + Provide English subtitles (in video);
 - + Ensure high-quality video and sound.
- **01 Policy advocacy video** (max 5 minutes) (12 days of Team Leader and 08 days of Team Member)
 - + In collaboration with UNDP Communications Consultant to provide the video script to document a policy advocacy clip on the Viet Nam NAP and the policy's urgency to address adaptation challenges to climate changes for promotion before and during COP27;
 - + Produce the video according to the script;
 - + Provide voice over in Vietnamese, subtitle in English;
 - + Provide necessary graphics, text, charts, etc.

Note: From the beginning to the end, the clip shall highlight the related success/support/impacts/lessons learnt/changes made by the project to improve the drawbacks leading to positive results such as changes in policy development, awareness and behaviour of relevant stakeholders...

- **01 intro video** (max 1.30 minutes): (06 days of Team Leader and 04 days of Team Member)
 - + Produce an i intro video as the background visual of NAP Portal;
 - + Provide necessary graphics, charts, text, etc;
 - + Provide voice over in Vietnamese, subtitle in English.

~~3— 01 technical publication and 06 Infographics: (05 days of Team Leader and 10 days of Team Member)~~

~~+ Design one technical report in both English and Vietnamese languages (100 pages, each version) with necessary graphics, charts, and licensed images~~

- + ~~Design 05 infographics (2 pages each) for UNDP and five line ministries on 5 topics and one for NAP Sup Project. (the infographics content will be provided by UNDP Communications Consultant). Provide necessary graphics, charts, and licensed images;~~
- + ~~Follow the branding guidelines of NAP project and UNDP~~

4.2.8.100 photos: (05 days of Team Member)

- + ~~1080~~ photos of speakers, participants, and highlighted moments of 08 offline events (at least **10 photos for each event**)

Note:

- The contractor shall consult with UNDP, DCC MONRE (and relevant parties if required) during any step of the process from concept note to detailed design and draft products.
- The contractor needs to ensure gender mainstreaming consideration in communication products.

IV. DELIVERABLES & IMPLEMENTATION TIMELINE

No.	Deliverables	Target due date
1	01 project impacts video (English Sub-title)	20 September 2022 15 August 2022
2	01 project advocacy video (English Sub-title)	20 September 2022 15 August 2022
3	01 intro video (English Sub-title)	5 September 2022 15 August 2022
4 5	08 sets of standees (English and Vietnamese)	July 2022
5 6	01 project publication (English and Vietnamese)	10 August 2022
6 7	06 infographics (English and Vietnamese)	July 2022
47 8	80 high-quality photos capturing highlighted moments of project events	20 September 2022 July – September 2022

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V. DURATION OF ASSIGNMENT, DUTY STATION & EXPECTED PLACES OF TRAVEL

- + ~~Estimated duration of assignment: 5580 days~~ **30 August 2022 – 15 October 2022**
- + ~~during July – September 2022~~
- + **Duty station:** Home-based
- + **Expected places of travel:** No travel is required. In case of travel, related costs will be covered by UNDP separately based on UNDP’s Cost Norm Hanoi

VI. DEGREE OF EXPERTISE & QUALIFICATIONS

Firm’s qualifications	Points obtainable
1 Licensed firm/ organization that has more than 3 years’ experience working in film producing, directing, editing and with good track of record of producing high quality videos /reportage/documentary writing, producing, directing, editing and designing ;	200

2	Previous experience similarities in producing video and film productions, (similar videos on Climate Change will be prioritized) Demonstrated experience in producing communication materials for development projects;	100 150
3	Have sufficient human resource (at least key personnel one team leader and one team member in the team has educational background in communication, filming, or visual arts with 5 years of proven experience, ideally covering subjects such as climate change and disasters) to perform the requirements in the TOR Sufficient qualified personnel to maintain a high level of professionalism to produce the products;	100 100
4	Prior experience with similar projects and/or UNDP is an asset. Prior experience with similar projects and/or UNDP is an asset.	50 50
5	The firm possesses professional recording equipment, post- production to meet the requirement of producing the high-quality videos	50
Total		500
(01) National Team leader's qualifications		Points obtainable
1	Bachelor's degree or higher in information technology, communication, <u>film production</u> or related field; <u>*CV will be needed</u>	50
2	<u>Have at least 05 year-experience in producing videos about climate change and disasters; experience in producing 3D graphic video on weather, climate change and disasters</u> Experience in production of short video clips for development projects	150
3	<u>Have experience working with UNDP/UN for similar work for climate change portfolio. Good track of record of producing high quality videos.</u> Proven experience working in Viet Nam, in social issues, and with international development organizations;	1 50
4	Provent fluency in English by provision of English certificate or his/her product in English	50
Total		3500
(01) National Team Member's qualifications		Points obtainable
1	Bachelor's degree or higher in information technology, communication, or related field; <u>*CV will be needed.</u>	50
2	<u>Have at least 10 years of experience in filming with good track of record of producing high quality videos that the team member filmed.</u> <u>Photographing experiences will be an advantage</u> Experience in design of infographics	8 100 20
3	Proven experience working in Viet Nam, in social issues, and with international development organizations;	20

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4	Provent fluency in English by provision of English certificate or his/her product in English	30
Total		15200

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VII. PAYMENT TERMS

No.	Deliverables as indicated in Section IV	Payment Amount
1	+ 01 intro video 08 sets of standees, 01 website instruction manual video + 450 high quality photos of project events	3030%
2	+ 01 project impacts video + 01 policy advocacy video + 01 intro video + 01 project publication and 06 infographics + 450 high quality photos of project events	7070%

VIII. CONSULTANT PRESENCE REQUIRED ON DUTY STATION

<input type="checkbox"/> NONE	<input checked="" type="checkbox"/> PARTIAL	<input type="checkbox"/> INTERMITTENT	<input type="checkbox"/> FULL-TIME
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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	500
2.	Management Structure and Key Personnel	500
Total		1000

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Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Licensed firm/ organization that has more than 3 years' experience working in film producing, directing, editing and with good track of record of producing high quality videos/reportage/documentary writing, producing, directing, editing and designing Previous experience similarities in producing video and film productions, (similar videos on Climate Change will be prioritized) Demonstrated experience in producing communication materials for development projects	200
1.2	Have sufficient human resource (at least key personnel one team leader and one team member in the team has educational background in communication, filming, or visual arts with 5 years of proven experience, ideally covering subjects such as climate change and disasters) to perform the requirements in the TOR Sufficient qualified personnel to maintain a high level of professionalism to produce the products	150/100
1.3	Prior experience with similar projects and/or UNDP is an asset. Prior experience with similar projects and/or UNDP is an asset.	100
1.4	The firm possesses professional recording equipment, post- production to meet the requirement of producing the high-quality videos	50
1.5		50
Total Section 1		500

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Section 2. Management Structure and Key Personnel		Points obtainable
2.1	National Team leader's qualifications	350/40
	Bachelor's degree or higher in information technology, communication, film production or related field; CV will be needed	50
	Have at least 05 year-experience in producing videos about climate change and disasters; experience in producing 3D graphic video on weather, climate	150

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	change and disasters <i>Experience in production of short video clips for development projects</i>		
	Have experience working with UNDP/UN for similar work for climate change portfolio. Good track of record of producing high quality videos. <i>Proven experience working in Viet Nam, in social issues, and with international development organizations;</i>	150	
2.2	National Team Member's qualifications		15200
	Bachelor's degree or higher in information technology, communication, or related field; <i>CV will be needed</i>	50	
	Have at least 10 years of experience in filming with good track of record of producing high quality videos that the team member filmed.		
	<i>Photographing experiences will be an advantage</i> <i>Experience in design of infographics</i>	1800	
	Proven experience working in Viet Nam, in social issues, and with international development organizations;	20	
Total Section 3			500

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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

Annex 2

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, contact 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) <i>(If yes, provide a Copy of the valid Certificate):</i>	<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? <i>(If yes, provide a Copy of the valid Certificate):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<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 <i>(If yes, provide a Copy)</i>	<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	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
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>	Authorized Signature:
Company Name: Click or tap here to enter text.	Date: Click or tap here to enter text.
Address: Click or tap here to enter text.	Name: Click or tap here to enter text.
Click or tap here to enter text.	Functional Title of Authorised Signatory: 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.
Email Address: Click or tap here to enter text.	

Annex 3

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)

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)

Annex 4

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** emails before or on **Monday, July 25, 2022** **Wednesday, August 24, 2022** (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, etc.			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	f) Detailed CVs of the proposed personnel with copies of relevant certificates			
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	Bidder confirms that it will issue official invoices (hóa đơn tài chính) for payment under this contract.			
5	This duly filled, checked, certified submission checklist to be attached to the submission			

6	Send a separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals			
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[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]