



## REQUEST FOR PROPOSAL (RFP)

<b>National institutions/firms/organizations to provide service for field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province</b>	DATE: September 13, 2022
	REFERENCE: <b>TC-220901</b>

Dear Sir / Madam:

We kindly request you to submit your proposal for **Consultancy services for field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province**

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

Proposals may be submitted on or before **23:59 hrs., Monday, September 26, 2022** and via email to the address below:

[luu.thi.trang@undp.org](mailto:luu.thi.trang@undp.org)

With subject line:

**TC-220901 National firm to provide service for field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nam Dinh province**

*(Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large. Please send a separate email (without attachment) to [procurement.vn@undp.org](mailto: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).*

Your Proposal must be expressed in the **English**, and valid for a minimum period of **120 days**

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. 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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Tran Thi Hong,*  
*Head of Procurement Unit,*  
9/13/2022

### 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 Terms of Reference (TOR)
Brief Description of the Required Services <sup>1</sup>	National firm to <b>provide service for field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nam Dinh province</b>
List and Description of Expected Outputs to be Delivered	Please refer to the attached Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached Terms of Reference (TOR)
Frequency of Reporting	Please refer to the attached Terms of Reference (TOR)
Progress Reporting Requirements	Please refer to the attached Terms of Reference (TOR)
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location with travel expected to Ha Noi, and Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province. Travel costs will be included in the lump sum contract
Expected duration of work	October 2022 – November 2022
Target start date	15 October 2022
Latest completion date	30 November 2022
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 <i>[pls. specify]</i>
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 <i>[pls. specify]</i>

<sup>1</sup> A detailed TOR is attached as the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

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"/> <b>Vietnamese dong</b>
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes</b> <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> can issue official invoice ( <b>Hóa đơn Tài chính</b> ) accepted by the Vietnamese tax authorities
Validity Period of Proposals (Counting for the last day of submission of quotes)	<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 <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: <b>Within thirty (30) days from the date of meeting the following conditions:</b> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and Receipt of invoice from the Service Provider.
Person(s) to review/inspect/approve	Please refer to the attached Terms of Reference (TOR)

outputs/completed services and authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
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). <b>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.</b>
Criteria for the Assessment of Proposal	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p><b>Weight of technical and financial point:</b>  <b><u>Technical Proposal (70%)</u></b>  <input checked="" type="checkbox"/> Expertise of the Firm (35%)  <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 (35%)</p> <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</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 <sup>2</sup>	Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>

<sup>2</sup> 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.

Annexes to this RFP <sup>3</sup>	<input checked="" type="checkbox"/> <a href="#">Terms of Reference &amp; Evaluation Criteria</a> (attached to this Annex) <input checked="" type="checkbox"/> <a href="#">Proposal Submission Form (Annex 2)</a> <input checked="" type="checkbox"/> <a href="#">Contract Template &amp; UNDP Contract General Terms and Conditions (GTC)</a> (Annex 3) <input checked="" type="checkbox"/> <a href="#">Submission checklist</a> (Annex 4) <input type="checkbox"/> Others:
Contact Person for Inquiries (Written inquiries only) <sup>4</sup>	<p><i>Luu Thi Trang</i>  <i>Procurement Admin and Assistant</i>  <i><a href="mailto:luu.thi.trang@undp.org">luu.thi.trang@undp.org</a></i></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><b>Bidders are responsible for checking the UNDP website:</b>  <a href="https://procurement-notice.undp.org/">https://procurement-notice.undp.org/</a> 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>

<sup>3</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>4</sup> 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.

## ANNEX 1



### TERMS OF REFERENCE

**Consultancy services for field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province**

*(Attached to Official Letter No. 12/TBQLDA dated August 19, 2022 of the GCF's Nam Dinh Provincial Project Management Unit.)*

<b>Project Name:</b>	Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam
<b>Services Required:</b>	Field survey, technical design and financial estimation for mangrove plantation and restoration in 2022 in Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province
<b>Type of Consultant:</b>	National firm
<b>Type of Contract:</b>	Institutional lump sum contract
<b>Location:</b>	Home-based, with travel expected to Ha Noi, and Nghia Thanh and Nghia Hai communes, Nghia Hung district, Nam Dinh province
<b>Contract Period:</b>	15 October 2022 - 30 November 2022
<b>Reporting to:</b>	UNDP Programme Management Specialist, Director of the Nam Dinh PPMU, Component 2 PMU of the GCF project
<b>Coordination:</b>	UNDP Viet Nam, Component 2 PMU, Forest Protection Department of Nam Dinh, Nghia Hung District People's Committee
<b>Activity Code:</b>	2.1.7

### 1. BACKGROUND & PROJECT DESCRIPTION

The Green Climate Fund (GCF)-financed project “Improving the resilience of vulnerable coastal communities to climate change-related impacts in Viet Nam” being implemented by the United Nations Development Programme (UNDP) in Viet Nam (henceforth referred to as the GCF project) was approved by the Ministry of Agriculture and Rural Development in Decision No. 3637/QD-BNN-HTQT on September 7, 2017.

The GCF project has three components; the first is providing storm- and flood-resilient housing to highly vulnerable and disaster-exposed households, the second is mangrove regeneration, and the third is increased access to enhanced climate, loss and damage data for private and public sector application.

More specifically, under Component 2, the objective is to regenerate more than 4,000 hectares of coastal mangroves in storm surge buffer zones using successful evidence-based approaches. To



date, Component 2 has been carried out in five provinces, namely Nam Dinh, Thanh Hoa, Quang Nam, Quang Ngai and Ca Mau.

In Nam Dinh, the Provincial People's Committee (PPC) assigned the Department of Agriculture and Rural Development to direct Component 2 in Document No. 1031/UBND-VP3 dated December 14, 2017. Furthermore, the PPC approved the GCF project document in Nam Dinh in Decision No. 720/QĐ-UBND dated April 5, 2018, as well as agreed with the revisions of the GCF project document in Decision No. 780/QĐ-UBND dated April 12, 2021. The following are the key objectives of the GCF project in Nam Dinh:

- Additional regeneration, further improvements to forest quality, and the plantation of an additional 330 hectares of mangroves, which is subject to increase based on actual conditions.

- Improved access to enhanced loss and damage data related to disasters and climate change to further sustainable development and contribute to disaster risk reduction.

In 2022, under Component 2, 109 hectares of mangrove forest are proposed to be regenerated and planted in Nghia Thanh and Nghia Hai communes, Nghia Hung district. UNDP is in pursuit of a national specialized consulting firm to conduct field surveys and lead the technical design and financial estimation for mangrove plantation and restoration in 2022 in Nghia Thanh and Nghia Hai communes, Nghia Hung district.

## **2. SCOPE OF WORK & SPECIFIC ACTIVITIES**

### ***2.1. Scope of work***

- Work with Nghia Hung District People's Committee, as well as the Nghia Thanh and Nghia Hai Commune People's Committees to identify locations for the plantation and restoration of 109 hectares of mangrove forest in 2022.

- Collect secondary data of proposed locations including land-use planning; general information on natural and socio-economic conditions of the proposed areas; livelihood dependency of the nearby communities; and decisions, regulations and instructions related to the tasks.

### ***2.2. Technical design***

- Conduct field surveys to develop a detailed technical design by plot as outlined in Circular No. 29/2018/TT-BNNPTNT dated November 16, 2018 of the Ministry of Agriculture and Rural Development, which provides technical guidance on silviculture measures, Circular No. 15/2019/TT-BNNPTNT dated October 30, 2019 of the Ministry of Agriculture and Rural Development, which provides guidance on a number of contents related to the management of silvicultural works and other relevant regulations. These include Decision No. 503/QĐ-TCLN-PTR dated November 12, 2018 of the General Department of Forestry, which provides technical guidance on temporary afforestation and mangrove restoration under the GCF project, and Document No. 819/TCLN-PTR dated June 3, 2019 of the General Department of Forestry, which provides guidance on the implementation of Component 2 of the GCF project.

- Develop a document on the technical design for mangrove forest plantation and regeneration in 2022 according to the provisions of Circular No. 15/2019/TT-BNNPTNT dated October 30, 2019 of the Ministry of Agriculture and Rural Development.

### ***2.3. Financial estimation***

- Develop a financial estimation for the proposed work over the entire area to be planted and regenerated, allocate the annual budget from provincial authority, and create an in-depth breakdown for one hectare of mangrove plantation and protection based on the natural and socio-economic conditions. This is to be done in accordance with the provisions of Circular No. 15/2019/TT-BNNPTNT dated October 30, 2019 of the Ministry of Agriculture and Rural Development. Economic and technical norms stipulated in Decision No. 1206/2016/QĐ-BNN-TCLN dated April 8, 2016 of the Ministry of Agriculture and Rural Development on the Promulgation of Economic and Technical Norms for seeding, planting, tending to and protecting mangroves are to be applied. Decision No. 1205/2016/QĐ-BNN-TCLN dated April 8, 2016 of the Ministry of Agriculture and Rural Development on the issuance of technical guidance on afforestation of Kandelia, Black Mangrove, Grey Mangrove, Oriental Mangrove and Crabapple Mangrove and other related regulations are also to be referenced.

#### **2.4. Consultation**

- Conduct consultation meetings to receive comments and additional suggestions from specialized agencies and management agencies, the Component 2 Project Management Unit (PMU), and provincial- and district-level authorities, and communities which will be affected by this plantation and restoration work on contents related to the technical design and financial estimation.

- Finalize the technical design document and financial estimation for mangrove plantation and restoration and submit to GCF's Nam Dinh Provincial Project Management Unit (PPMU), the Component 2 PMU and UNDP Viet Nam Office for comments before submitting to relevant competent authorities for appraisal and approval according to regulations.

Technical design document should include concerns and recommendations on alternative livelihoods in case if any households' livelihoods would be affected.

### **3. CONTRACT DURATION & EXPECTED PLACES OF TRAVEL**

The expected contract duration is from October 15, 2022 to November 30, 2022. The maximum number of working days is 45 days.

The consulting firm will work at the office of the Nam Dinh PPMU with field visits to Nghia Thanh and Nghia Hai communes in Nghia Hung district and Ha Noi.

### **4. EXPECTED DELIVERABLES & IMPLEMENTATION TIMELINE**

The consulting firm is expected to submit the following deliverables (in Vietnamese):

No.	Deliverables	Time frame	Deadline
1	<b>Output 1:</b> Inception report including methodology and work plan	5 days after the contract is signed	October 20, 2022
2	<b>Output 2:</b> A report on identified area(s); results of field survey and assessment of site conditions in mangrove plantation and restoration areas in Nghia Thanh and Nghia Hai communes	20 days after the contract is signed	November 5, 2022

No.	Deliverables	Time frame	Deadline
3	<b>Output 3:</b> A technical design document and detailed financial estimation of mangrove plantation and restoration for each defined site condition. The document is to include all minutes of the consultation meetings with stakeholders and the Nam Dinh PPMU (if any). Various types of document files and digital maps are expected to have been built.	35 days after the contract is signed	November 20, 2022
4	<b>Output 4:</b> - 5 sets of documents describing technical design and financial estimation for mangrove plantation and restoration in 2 project communes - 5 sets of designed maps - Minutes of agreement on areas for plantation and restoration in 2022 between districts, communes, and related parties - Digital maps and other records <i>(The above products will need to be approved by the UNDP Office, Component 2 PMU and Nam Dinh PPMU)</i>	45 days after the contract is signed	Novem 30, 2022

## 5. PROVISION OF MONITORING & PROGRESS CONTROL

The consulting firm will work under the direct supervision of and report progress and results of the work to the UNDP Viet Nam Office, Component 2 PMU and Nam Dinh PPMU.

The firm will lead consultations with professional and management agencies at the provincial and district levels to receive technical advice, and with the Component 2 PMU to discuss contents related to the technical design and financial estimation of the work.

## 6. ADMINISTRATIVE SUPPORT

The consulting firm is expected to make arrangements when possible and support its members to carry out field surveys and complete tasks. Nam Dinh PPMU, UNDP Viet Nam Office and Component 2 PMU will provide necessary support and contact the related stakeholders during the field assessment.

## 7. QUALIFICATIONS

### *7.1. For the consulting firm*

- At least 15 years of experience operating in the fields of forestry and mangroves with proven results.

- Experience implementing at least two programmes, projects and/or works involving field surveys, technical design and financial estimation for mangrove plantation with proven results.

- Experience chairing or participating in the implementation of at least five official development assistance (ODA) projects from 2015 to present with proven results.

- At least five experiences using Geographic Information Systems (GIS) databases to build

forest maps.

- Proven experience applying GIS data collection tools for systematic field data collection would be considered an advantage.

### ***7.2. For the national team leader***

- Minimum of a Master's degree in forestry.
- At least 15 years of experience in the field of forest management and development, either generally or specifically related to mangroves, in Viet Nam.
- At least five years of experience in designing and developing financial estimation for plantation activities or forestry planning and silviculture techniques.
- Ability to proficiently use digital map editing software (e.g., MapInfo or QGIS).

### ***7.3. For the national team member***

- Minimum of Bachelor's degree in forestry, environmental science, or related disciplines.
- At least five years of experience in the field of mangroves.
- At least five years of experience designing and developing financial estimation for plantation activities or planning forestry and silviculture techniques.
- Ability to proficiently use digital map editing software (e.g., MapInfo or QGIS).

## **8. EVALUATION CRITERIA**

<b>No.</b>	<b>Selection criteria</b>	<b>Maximum score</b>
<b>1</b>	<b><i>Overall firm competencies</i></b>	<b>350</b>
1.1	Competency profile of the consulting firm in the relevant professional field: Establishment decision with functions, tasks, business license and detailed information of the consulting unit (company profile)	<b>50</b>
1.2	At least 15 years of experience operating in the fields of forestry and mangroves with proven results	<b>100</b>
1.3	Experience implementing at least two programmes, projects and/or works involving field surveys, technical design and financial estimation for mangrove plantation with proven results	<b>50</b>
1.4	Experience chairing or participating in the implementation of at least five ODA projects from 2015 to present with proven results	<b>70</b>
1.5	At least five experiences using Geographic Information Systems (GIS) databases to build forest maps	<b>50</b>
1.6	Proven experience in applying GIS data collection tools for systematic field data collection would be considered an advantage	<b>30</b>
<b>2</b>	<b><i>Technical proposal</i></b>	<b>300</b>
2.1	Approach and methodology for the technical proposal fully covers all the items specified in the TOR. Work items are divided into specific tasks in a complete and logical manner, and there is a detailed breakdown of the work for the team leader and team member.	<b>150</b>

2.2	The implementation plan is consistent with the methodology and expected progress of implementation (project implementation work plan, work report progress)	<b>150</b>
<b>3</b>	<b><i>Consultant competencies</i></b>	<b>350</b>
<b>3.1</b>	<b>National Team leader</b>	<b>200</b>
3.1.1	Minimum of a Master's degree in Forestry	<b>50</b>
3.1.2	At least 15 years of experience in the field of forest management and development, either generally or specifically related to mangroves, in Viet Nam	<b>50</b>
3.1.3	At least five years of experience in designing and developing financial estimation for plantation activities or forestry planning and silviculture techniques	<b>70</b>
3.1.4	Ability to proficiently use digital map editing software (e.g., MapInfo or QGIS).	<b>30</b>
<b>3.2</b>	<b>National Team member</b>	<b>150</b>
3.2.1	Minimum of a Bachelor's degree in forestry, environmental science, or related disciplines	<b>50</b>
3.2.2	At least five years of experience in designing and developing financial estimation for plantation activities or planning forestry and silviculture techniques	<b>70</b>
3.2.3	Ability to proficiently use digital map editing software (e.g., MapInfo or QGIS)	<b>30</b>
	<b>Total</b>	<b>1,000</b>

## 9. TERMS OF PAYMENT

UNDP will issue payments upon review and approval of the products specified in the TOR by UNDP Viet Nam, Component 2 PMU and Nam Dinh PPMU, as follows:

<b>No.</b>	<b>Deliverables as indicated in Section 4</b>	<b>% of the contract value</b>
1	Output 1 and Output 2	30%
2	Output 3	40%
3	Output 4	30%

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>5</sup>**

***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>6</sup>)***

[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.*

<sup>5</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>6</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**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\***

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

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

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
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				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

We agree to abide by this Proposal for 120 days from the date of proposal submission deadline.

We hereby confirm that the company will issue official invoices (hóa đơn tài chính) for payment under this contract.

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



## Contract Templates and General Terms and Conditions

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

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

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

☐

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

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

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

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

UNDP General Terms and Conditions for Contracts apply

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

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

UNDP General Terms and Conditions for Contract apply

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

## CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

**Note:**

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB**/email. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in **separate** emails before or on **Monday, September 26, 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) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	e) Detailed CVs of the proposed personnel with copies of relevant certificates			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and <b>separate the technical and financial proposals</b> )			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			

5	Send a separate 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 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]*