



REQUEST FOR PROPOSAL (RFP)
(From Vietnam based firms/institutes/organizations)

NAME of service: LONG-TERM AGREEMENT FOR SCHEDULED AUDITS UNDER THE UNDP PROGRAMME CYCLE 2022-2026	DATE: September 20, 2022
	REFERENCE: 2-220904

Dear Sir / Madam:

We kindly request you to submit your Proposal for ***a Long-Term Agreement for Scheduled Audits under the UNDP Programme Cycle 2022-2026.***

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

Proposals may be submitted on or before **Monday, October 03, 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
Bidding.vn@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/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Tran Thi Hong
Head of Procurement Unit
9/20/2022

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"/> Project sites as indicated in the TOR <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	2022 – 2025
Target start date	As soon as possible in 2022
Latest completion date	30 December 2025
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 type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Long-Term Agreement ⁴ <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). 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: <u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (25%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (35%)

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%)</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>Please refer to the Evaluation Criteria for further details.</p>
UNDP will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Service Provider</p> <p><input type="checkbox"/> One or more Service Providers, depending on the following factors:</p>
Contract General Terms and Conditions ⁵	<p><input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable UNDP Contract Template & Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁶	<p><input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex)</p> <p><input checked="" type="checkbox"/> Proposal Submission Form (Annex 2)</p> <p><input checked="" type="checkbox"/> Submission checklist (Annex 3)</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Luu Ngoc Diep (Ms.) Procurement Associate Luu.ngoc.diep@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p>Bidders are responsible for checking the UNDP website: https://procurement-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

Service	SCHEDULED AUDITS UNDER THE UNDP PROGRAMME CYCLE 2022-2026
Expected Bidders	A <u>Vietnam based firm</u>
Duty Station	Home based and project sites
Expected Duration	2022-2025

1. GENERAL BACKGROUND

The Harmonized Framework for Cash Transfers to Implementing Partners (herein after referred to as HACT) framework was first adopted in 2005 and updated in 2014. It is applied by UNDP, UNICEF, UNFPA and WFP, pursuant to United Nations General Assembly Resolution 56/201 on the triennial policy review of operational activities for development of the United Nations system. The HACT framework represents a common operational (harmonized) framework for transferring cash to government and non-governmental national Implementing Partners and Responsible Parties (if applicable) (hereafter called as IP/RPs), irrespective of whether these partners work with one or multiple United Nation agencies. It also represents a shift from assurance for cash transfers derived from project level controls and audits towards a method of assurance derived from risk/system-based assessments and audits.

As an element of the HACT Framework, an assessment of the Public Financial Management Capacity (Macro-assessment) was conducted in late 2021 as the designing phase of the 2022-2026 programme cycle. Following has been assessment of financial management capacity of all Implementing Partners and Responsible Parties (if applicable) (also called as Micro-assessment) supported by UNDP within the framework of the programme cycle.

Risks derived from the above-mentioned capacity assessments guide UNDP in decisions pertaining to the modalities for cash transfers to IP/RPs and frequency of assurance activities, including programme monitoring, scheduled audit (financial audit or internal control audit), special audit and periodic on-site reviews (also called as Spot check) applicable to each IP/RP.

Under the HACT framework and the UNDP Policy and Procedures, the UNDP Viet Nam Country Office accordingly launch Long-term Agreement (LTA) procurement for scheduled internal control audit and NGO/NIM/HACT financial audit of its supported IP/RPs throughout the programme cycle.

This TOR has been developed to guide UNDP country office, third party service providers and IPs/RPs through the objectives, scope, timeline and deliverables of performing scheduled audits.

2. SCOPE OF WORK

Scheduled Audit a systematic and independent examination of data, statements, records, operations, and performance of an implementing partner carried out by service provider. Besides performing the audit, the service provider should also look at the IP/RPs implementation of previous audit recommendations and quality of the implementation. Within the HACT framework there can be 2 types of audits: Internal Control Audit and Financial audit. Each of these audits are fully described with detailed terms of reference in annex 1 and 2 of the General TOR.

3. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The LTA is up to three years period from 2022 till end of 2025 for scheduled audits of UNDP supported IP/RPs under the programme cycle 2022-2026. It is estimated that there are approximately 15 internal control audits and 02 financial audits to be conducted in 2022 and 17 audits in the next two years with following details:

Internal control audit in 2022:

- | | |
|---|------------|
| • Est expenditure during period under audit < \$200,000 | 2 projects |
| • Est expenditure during period under audit from \$200,000 to \$400,000 | 5 projects |
| • Est expenditure during period under audit from \$400,000 to \$700,000 | 4 projects |
| • Est expenditure during period under audit from \$700,000 to \$1,000,000 | 2 projects |
| • Est expenditure during period under audit > \$1,000,000 | 2 projects |

Financial audit in 2022:

- | | |
|---|-----------|
| • Est expenditure during period under audit < \$400,000 | 1 project |
| • Est expenditure during period under audit from \$400,000 to \$700,000 | 1 project |

The detailed information on number of projects to be audited each year will be communicated to the success bidder in due course as per the List of IC Audits in 2022 attached.

Travel to provinces is required if the projects are located in provinces. In this case, the contractor will be paid additionally travel cost and per diem up to the UN-EU cost norms.

All travel and travel arrangement must be approved in writing by the UNDP office prior to any travel taking place.

The service provider will be responsible for making its own mission travel and logistics at destination.

In case the field visit couldn't be conducted due to unforeseen circumstances (such as diseases, natural disasters.), the service provider could provide the online audit instead. Any limitation of the scope of review for the virtual audit if having should be documented in the audit report.

4. DELIVERABLES

- The exact report specifications of the deliverables are provided in attachments to each of the Annexes 1-2.
- Final reports are to be issued by the service provider directly to UNDP. UNDP will share the final report(s) with the implementing partner. The service provider will not share any deliverable to any other party, including donors providing funding for the specific project or programme.
- Reports are to be provided in Word or Excel format, as appropriate (or as may be further specified in the specific terms of reference). Where the service provider's internal policies require the final signed version to be provided only in PDF, UNDP will accept the PDF version accompanied by a Word/Excel version with same content but without signature and/or branding (as per service provider's internal policies).

5. MANAGEMENT ARRANGEMENT

The audit should be completed within four to six weeks, including the site visit to the IP/RP if needed, which should last no longer than two working weeks. The service provider will work and coordinate closely with (i) UNDP HACT focal point; (ii) UNDP Programme Officer(s)/Associate(s); and (iii) Implementing Partners/Responsible Parties identified for audit.

6. OTHER PERTINENT MATTERS

In the delivery of any services under this LTA, cases which indicate fraud or presumptive fraud will be brought to the immediate attention of the designated person UNDP office without waiting for the issuance of the audit report

The service provider is to maintain working papers supporting audit work at its premises for five years.

UNDP shall on request have access to the working paper documentation.

Professional experience and qualification of each service provider staff member are expected to meet or exceed specific requirements listed in each individual terms of reference contained in the LTA. UNDP reserves the right to request CVs for each service provider staff member that will be carrying out any work under this LTA. UNDP reserves the right to request the service provider to provide replacement staff where UN Agencies feels CVs do not meet minimum requirements as per the specific terms of references. Any staff of the service provider providing services to UN agencies is required to review UNDG Harmonized Approach to Cash Transfer (HACT) Framework, respective UN agencies HACT related policies and procedures (provided upon contact award) and other pertinent background material in order to provide quality services to UNDP.

The auditor should be experienced in applying either ISA or INTOSAI audit standards, whichever is applicable for the audit. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA or INTOSAI standards, including experience in auditing the accounts of entities comparable in size and complexity to the entity being audited.

7. INSTITUTIONAL ARRANGEMENTS

The service providers will work from its office with mission travel, if needed;

The service providers will be given access to relevant information necessary for execution of the tasks under each specific assignment.

The service provider will be responsible for providing their own equipment and facilities (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) needed for the execution of contracts;

The service provider will report to and seek approval/acceptance of deliverables/outputs from the correspondent UNDP Supervisor, as specified in each specific assignment ToR.

8. PAYMENT TERMS

100% payment will be made upon satisfactory completion of the audit fieldwork and submission of quality audit report and VAT invoice.

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	250
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	350
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	General Organizational Capability which is likely to affect implementation: Firm's profile documentation is relevant and up to date: <ul style="list-style-type: none"> - Firm's standing in the industry (i.e. Age/size of the firm; reference to any certifications, analysis by independent research entities or other information on the firm's reputation...) - Strength of project management support: (i.e. Information on the number for each level of professional staff in the firm, partner/staff ratio, number of staffs who holding a CPA (international or national)...)) - Physical office presence in Viet Nam with ability to mobilize on site immediately whenever required. 	70
1.2	Relevant experience in auditing: <ul style="list-style-type: none"> - Number of years of experience in applying international standards for auditing, either ISA or INTOSAI audit standards - Number of audits performed annually by the office. - Can the firm to provide at least 5 references from high-profile clients to support its proposal. 	60
1.3	Quality Assurance and risk mitigation measures: <ul style="list-style-type: none"> - The firm's internal quality control procedures for specific assignments and the firm's quality assurance program - Historical data of an independent quality assurance review and the nature of that review? - Continuing professional education and/ or training programs that the firm maintains for its staff 	40

1.4	Familiar with UN agencies and Vietnamese Government: - Familiar with the policies, rules and procedures of the UN agencies, especially UNDP and the Government of Vietnam - Experiences in conducting audits for non-profit international organizations, especially with development agencies and UN system - Relevant work experience with UNDP on similar area	50
1.5	Flexibility and Resilience: Arrangements the firm have in place to ensure continuous delivery and high quality of service in the event of VUCA (i.e. if the key personnel (partners, managers, auditors in charge...) initially proposed for the assignment cannot be made available during the course of the engagement)	30
Total Section 1		250

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: - Does the bidder understand well the audit services required? - Have the important aspects of the task been addressed in sufficient details?	60
2.2	Approach: - Is the scope of work in proposal clearly defined and responsive to the TOR's requirement - Does the proposal show the bidder's good understanding and expertise in accounting standards - Does the proposal show familiarity with the internal control issues of UN/UNDP development projects?	120
2.3	Methodology: - Does the proposal provide a clear outline of relevant activities to be implemented to complete the assignment effectively and efficiently? - Is the proposal based on an overview of the project environment and was this data input properly used in the preparation of the proposal?	70

2.4	Implementation plan: - Is the proposed workplan clear, logical and realistic in terms of delivering the quality expected services and products of the assignment while ensuring the assignment's tight deadline? - How well the Bidder's proposal identified pertinent issues and potential problems related to the project & how these might be overcome? - Have the important aspects of the task been addressed in sufficient details?	100
2.5	Overall review: Does the bidder propose relevant technical approach to satisfy the overall assessment services and reporting requirements?	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Audit Director		100
	<i>Professional and Academic qualifications (ACCA, CPA, or equivalent international professional certificates and relevant degrees)</i>	30	
	<i>Recent professional development activities (trainings, workshops attended)</i>	20	
	<i>Experience in auditing ODA projects</i>	20	
	<i>Experience in auditing for UNFPA/UNICEF or UNDP funded projects</i>	20	
	<i>English Language Skills</i>	10	
3.2	Audit Team Leaders		120
	<i>Professional and Academic qualifications (ACCA, CPA, or equivalent international professional certificates and relevant degrees)</i>	30	
	<i>Recent professional development activities (trainings, workshops attended)</i>	20	
	<i>Experience in auditing at least 05 ODA projects</i>	20	

	<i>Experience in auditing for at least 07 UNFPA/UNICEF or UNDP funded projects</i>	30	
	<i>English Language Skills</i>	20	
3.3	Audit Team Members		130
	<i>Professional and Academic qualifications (ACCA, CPA, equivalent professional certificates and relevant degrees)</i>	40	
	<i>Recent professional development activities (trainings, workshops attended)</i>	20	
	<i>Experience in auditing at least 03 ODA projects</i>	20	
	<i>Experience in auditing for at least 05 UNFPA/UNICEF or UNDP funded projects</i>	30	
	<i>English Language Skills</i>	20	
Total Section 3			350

All bids passing the minimum technical score of 700 will be technically qualified for financial evaluation.

Submission obtaining the highest weighted points (technical points + financial points) will be selected.

Important Notes:

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

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

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

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

Company Profile

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

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

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

Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company a member of the UN Global Compact	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Previous relevant experience: 3 contracts	

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

Bidder's Declaration

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

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

B. Proposed Methodology for the Completion of Services

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

C. Qualifications of Key Personnel

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

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

D. Cost Breakdown per Deliverable*

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

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

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

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

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

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

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

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 envelops/emails before or by **Monday, October 03, 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			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) Proposed Methodology for the Completion of Services			
	f) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	g) Detailed CVs of the proposed personnel with copies of required certificates/degrees			
2	Duly signed Price Schedule (pls. use the excel template in Annex 2-D and separate the technical and financial proposals). Bidders are required to submit both signed pdf file and excel file for the Financial Offer			
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			

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

[Designation]

[Date]