



## REQUEST FOR PROPOSAL (RFP) (National firms/institutes/organizations)

NAME of service: 01 National firm for consultancy service for Website design, development, maintenance and hosting	DATE: September 21, 2022 REFERENCE: RFP- K220921
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Dear Sir / Madam:

We kindly request you to submit your Proposal for **01 National firm for consultancy service for Website design, development, maintenance and hosting (Ref.: RFP- K220921)**

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

Proposals may be submitted on or before **Wednesday, October 05, 2022** and via email to the address below:

**United Nations Development Programme  
304 Kim Ma Street, Ha Noi, Viet Nam  
Ms. Le Thi Kim Dung, Procurement Executive  
[Bid.submission.vn@undp.org](mailto:Bid.submission.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](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.*
- *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/unsccl/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
*Tran Thi Hong*  
Head of Procurement Unit  
9/21/2022

## 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 TOR
Brief Description of the Required Services <sup>1</sup>	(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"/> Exact Address: Home-based <input type="checkbox"/> At Contractor's Location
Expected duration of work	October 2022 to December 2022
Target start date	As soon as possible in October 2022
Latest completion date	October 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 <sup>2</sup>	<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

<sup>1</sup> 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.

<sup>2</sup> 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 ( <b>Counting from the date of submission deadline</b> )	<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 <sup>3</sup>	<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> <ol style="list-style-type: none"> <li>1. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and</li> <li>2. Receipt of invoice from the Service Provider.</li> </ol>
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 <sup>4</sup> <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). <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	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.  <b>Weight of technical and financial point:</b> <u><b>Technical Proposal (70%)</b></u> <input checked="" type="checkbox"/> Expertise of the Firm (30%) <input 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 (30%)  <u><b>Financial Proposal (30%)</b></u>

<sup>3</sup> 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.

<sup>4</sup> 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>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 <a href="#">Evaluation Criteria</a> 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 <sup>5</sup>	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>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></p>
Annexes to this RFP <sup>6</sup>	<p><input checked="" type="checkbox"/> <a href="#">Terms of Reference</a> &amp; <a href="#">Evaluation Criteria</a> (attach to this Annex 1)</p> <p><input checked="" type="checkbox"/> <a href="#">Proposal Submission Form (Annex 2)</a></p> <p><input checked="" type="checkbox"/> <a href="#">Submission checklist (Annex 3)</a></p>
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p>Le Thi Kim Dung (Ms.)  Procurement Executive  <a href="mailto:Le.kim.dung@undp.org">Le.kim.dung@undp.org</a></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>5</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.

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

<sup>7</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.

**TERMS OF REFERENCE**  
**National firm/Institution/Organization**

**Ref#:** UN-29

<b>Name of service:</b>	01 National firm for consultancy service for Website design, development, maintenance and hosting		
<b>Project:</b>	UNDP/GCF Funded “ <i>Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam</i> ” Project (GCF2-SACCR)		
<b>Reporting to:</b>	UNDP GCF2 SACCR Project manager with coordination with Communication Analyst		
<b>Duty Station:</b>	Home-based	<b>Travel Required:</b>	No
<b>Duration of Assignment:</b>	October 2022 – December 2023		
<b>Start date</b>	October 2022	<b>End Date:</b>	December 2023

**I. BACKGROUND & PROJECT DESCRIPTION**

Viet Nam is particularly vulnerable to climate change and already impacted by more irregular and intense climate variability and change. Two of the regions most vulnerable to droughts-exacerbated by climate change affecting smallholder farmers are the Central Highlands and South-Central Coast. Changes in precipitation are leading to increasing deficits in surface and ground water availability for agricultural production with longer periods of severe water scarcity during the dry season and increased frequency and intensity of droughts. Overall agricultural productivity is falling, with corresponding declines in yields and incomes particularly harmful to small-scale farmers vulnerable to reduced water availability on rain fed lands and within this group, poor and near-poor, ethnic minority and women farmers.

UNDP is collaborating with the Ministry of Agriculture and Rural Development (MARD), Ministry of Planning and Investment (MPI, as the GCF National Designated Authority), and the five participating provinces of Dak Lak, Dak Nong, Binh Thuan, Ninh Thuan, and Khanh Hoa to implement the GCF-financed project “*Strengthening the resilience of smallholder agriculture to climate change-induced water insecurity in the Central Highlands and South-Central Coast regions of Vietnam*” (herein after referred to as “the GCF2 SACCR Project”).

The objective of this project is to empower vulnerable smallholders in five provinces of the Central Highlands and South-Central Coast regions of Vietnam – particularly women and ethnic minority farmers – to manage increasing climate risks to agricultural production. To achieve its objective, the project will enable smallholder farmers to adapt to climate-driven rainfall variability and drought through the following two linked Outputs:

1. Improved access to water for vulnerable smallholder farmers for climate-resilient agricultural production in the face of climate-induced rainfall variability and droughts, and

2. Strengthened capacities of smallholder farmers to apply climate and market information, technologies, and practices for climate-resilient water and agricultural management.

As a crucial part of the project communication, monitoring and knowledge management, there is a need to build a website for the project for information sharing, measuring project progress, transparency improvement and a feedback channel.

UNDP is seeking a professional national firm to carry out this consultancy work.

## **II. OBJECTIVES**

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To develop, maintenance a clean, user-friendly, visually appealing, and interactive website (including front-end and back-end) for UNDP and project implementers to share updates and progress as well as to act as a resource hub for accessing related publications and tools, and to provide server service (with SSL certificate)

## **III. SCOPE OF WORK**

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The contractor is expected to undertake the following activities

- Conduct research of the project document and UNDP communication/IT guidelines that are required for the website development
- Propose a set of website interfaces and options and revised the concept idea for the website, based on a tentative sitemap provided by UNDP.
- Work closely with the UNDP Communications Analysts, project team, IT team to develop the website, integrate and compliance with all UNDP communication rules and regulation, branding, visibilities, copyrights, layout and linkages to UNDP website and communication tools, etc.
- Provide server service for one year
- Provide the O&M services of the website of 24 hours a day, seven days a week for one year; cooperate with UNDP to make necessary O&M adjustment to ensure the full and effective function of the web

### ***Specific deliverables***

- A full set of user-friendly and interactive solutions for web interface to show project information and results.
- A set of web-based solutions to integrate a set of data analytics, stories, graphics and data management tools on the website.
- Link to partners' websites
- Interesting pop-in
- Training and O&M service (one year) provided to the web-managers to manage, upgrade and maintain the website and its datasets, including by 24 hours a day, seven days a week O&M services for one year.
- Solutions for the website to be ready for upgrading function of the website when required, specifically communes data (beneficiaries mapping, interview data, households visualized products).
- Report of operating and updating the website for 12 months
- Detailed training, coaching and handing over plan and completion.

## **IV. DELIVERABLES & IMPLEMENTATION TIMELINE**

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All deliverables are submitted as a package

No	Description	Tentative Time
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1	Website's layout approved	4 <sup>th</sup> week of October 2022	30%
2	First test website all functions approved	3 <sup>rd</sup> week of November 2022	20%
3	Website fully operational with all proposed technical functions operationalized	2 <sup>nd</sup> week of December 2022	30%
4	Website maintenance and server service in 1 year	December 2023	20%

- *Minimum requirements for website interface:*
  - A full set of clean, user-friendly and interactive solutions for web interface and design. The indicative sitemap is presented in the annex.
  - A set of web-based solutions to integrate a set of data analytics, stories, graphics and data management tools on the website developed in consultation with related stakeholders.
  - Languages: in both English and Vietnamese
  - Data management:
    - ✓ tables, maps and graphics displayed in a neat and easy to follow manner to help users extrapolate information from data;
    - ✓ Web-based application for multi-year data storage, update and extraction
    - ✓ Ensure regular web hosting service: data backup, administrative levels, etc.
  - Others: Sections organized in a simple-and-easy-to-follow manner for users to find information on one screenshot
  - Updates popped up on the front site
  - Web security: appropriate security mechanism/solutions integrated into the web in close consultation with UNDP
  - Google page speed, google mobile friendly
  - Google analytics
  - Accessibility compatible for disability people
  - The website will be installed on Microsoft Windows server

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

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**Duration:** From October 2022 to December 2023

**Duty station:** Home-based

**Expected places of travel:** No

#### **VI. PROVISION OF MONITORING & PROGRESS CONTROL**

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The national consultancy firm will work under the guidance and management from UNDP.

The selected consultancy firm will have regular discussions with the responsible staff of UNDP Viet Nam. The consultancy firm will regularly report to UNDP Viet Nam on the progress of the work based on the agreed work-plan.

The deliverables will be submitted to UNDP for review and approval.

#### **VII. ADMINISTRATIVE SUPPORT & REFERENCE DOCUMENTS**

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##### ***Administrative Support***

Administrative will be provided by UNDP. Copies of relevant documents and template will be made available to the contractor upon commencement of the assignment.

#### **VIII. DEGREE OF EXPERTISE & QUALIFICATIONS**

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### ***Expertise and qualifications of the firm***

Any firm that is interested the bidding is expected to meet the following requirements:

- A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;
- Possessing previous experience in developing user-friendly, visually attractive, highly interactive, simple but elegant and clean websites for different organizations;
- Have strong experience working with international organizations. Experience working with UN agencies would be desirable
- Having experience with similar projects is an asset
- The contractor must be capable to upgrade function of the website when required.

### ***Expertise and qualifications of key personnel***

National Team leader:

- Have professional qualifications in Information Technology with exposure to multimedia applications
- Expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms
- Demonstrated experiences in developing web-based applications involving data illustration

National Team members (at least 2 members):

- Have professional qualification in web design, Computer Programming or technology

## **IX. PAYMENT TERMS**

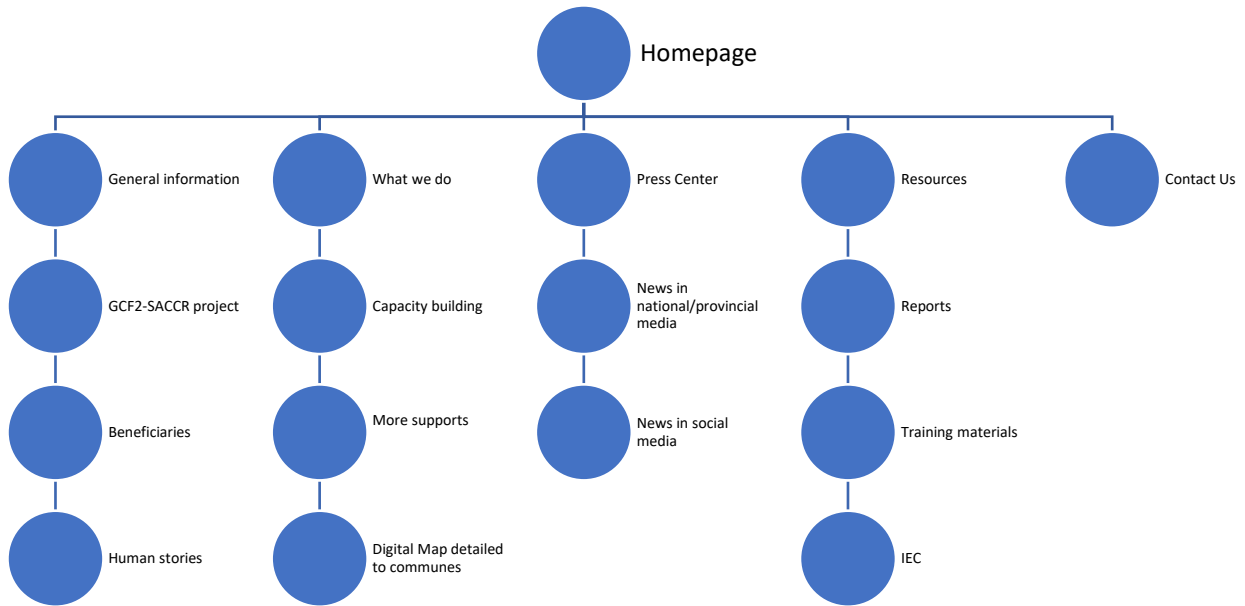
No	Deliverables as indicated in Section IV	Tentative Time	Payment Amount
1	Website's layout approved	4 <sup>th</sup> week of October 2022	30%
2	First test website all functions approved	3 <sup>rd</sup> week of November 2022	20%
3	Website fully operational with all proposed technical functions operationalized	2 <sup>nd</sup> week of December 2022	30%
4	Website maintenance and server service in 1 year	December 2023	20%

## **X. EVALUATION CRITERIA**

Criteria	Point
<b><i>I. Expertise and qualifications of the firm</i></b>	
A well-established Viet Nam-based firm with at least three years practical experience in web designing and development;	<b>50</b>
Possessing previous experience in developing user-friendly, visually attractive, highly interactive, simple but elegant and clean websites for different organizations – by providing links to similar products/samples	<b>150</b>
Have strong experience working with international organizations. Experience working with UN agencies would be desirable	<b>100</b>

<b>II. Adequacy of the proposed approach, methodology and workplan responding to the ToR</b>	
Detailed technical elaboration about how the website to be developed (bidder's online presentation is required) Detailed as below <ul style="list-style-type: none"> <li>• All features described in sitemap and expandable</li> <li>• Accessibility function</li> <li>• Disaster recovery plan for website</li> </ul>	<b>200</b> <b>100</b> <b>100</b>
<b>III. Personnel competencies</b>	
All national team members have professional qualification in web design, Computer Programming or technology	<b>100</b>
National Team leader/key designer have professional qualifications in Information Technology with exposure to multimedia applications	<b>100</b>
National Team leader/key designer has expert knowledge of modern multimedia, interactive website design techniques (Web 2.0 or later), including graphic designing and web-based application platforms – provide links to similar products/samples	<b>100</b>
<b>Total</b>	<b>1,000</b>

## SITEMAP



## FEATURES

1. Google Mobile friendly
2. Language: English – Vietnamese
3. Google Analytics
4. All modules can be extendable
5. Human stories allow multimedia and attractive layout, referring to the format of newspaper's longform
6. The contractor must be capable to upgrade function of the website whenever required.

**FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL<sup>8</sup>***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>9</sup>)*

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

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.*

**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.*

<sup>8</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>9</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, and phone – for verification purposes

**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.*

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

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

*[Designation]*

*[Date]*

## FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>10</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>11</sup>)*

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

### A. 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	....		
4	Tax (all applicable taxes)		
	Total*	100%	

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

### B. 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				

<sup>10</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>11</sup> Official Letterhead/Stationery must indicate contact details – addresses, email and phone– for verification purposes

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>				
<b>IV. Tax (all applicable taxes)</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]

## 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 **Wednesday, October 05, 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:			
	1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	2. Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	3. Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references (copies of some similar contracts should be provided, links to similar products)			
	4. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	5. Proposed Methodology for the Completion of Services			
	6. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	7. Detailed CVs of the proposed personnel with copies of relevant certificates, links to similar products			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and separate the technical and financial proposals)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			
4	This duly filled, checked, certified submission checklist to be attached to the submission			



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]*