



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

NAME of service:	DATE: October 7, 2022
<b>A national firm/institute/organization for the survey and assessment of plastic generation in agriculture sectors and recommendation for plastic reduction and circular agriculture</b>	REFERENCE: 2-221001

Dear Sir / Madam:

We kindly request you to submit your Proposal for the *survey and assessment of plastic generation in agriculture sectors and recommendation for plastic reduction and circular agriculture*.

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

Proposals may be submitted on or before **Thursday, October 20, 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](mailto: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](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/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*  
10/7/2022

## 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"/> Ha Noi and selected provinces in Viet Nam: Vinh Phuc, Bac Ninh, Hung Yen, Hoa Binh, Phu Tho <input checked="" type="checkbox"/> At Contractor's Location
Expected duration of work	October – December 2022
Target start date	As soon as possible in October 2022
Latest completion date	31 December 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> a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to the attached TOR
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <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 (40%) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (40%)

<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><b><u>Financial Proposal (30%)</u></b></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 <a href="#">Evaluation Criteria</a> for further details.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a> <input type="checkbox"/> <a href="#">General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</a> <input type="checkbox"/> <a href="#">General Terms and Conditions for Works</a> <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>	<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="#">Submission checklist</a> (Annex 3)
Contact Person for Inquiries (Written inquiries only) <sup>7</sup>	<p><i>Luu Ngoc Diep (Ms.)</i>  Procurement Associate  <a href="mailto:Luu.ngoc.diep@undp.org">Luu.ngoc.diep@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/NGO

<b>Country:</b>	Viet Nam
<b>Project name:</b>	Scale up socialized models of waste and plastic management in 5 cities
<b>Assignment:</b>	Survey and assessment of plastic generation in agriculture sectors and recommendation for plastic reduction and circular agriculture
<b>Expected duration:</b>	October 2022 to 31 December 2022
<b>Duty station:</b>	Hanoi and selected provinces: Vinh Phuc, Bac Ninh, Hung Yen, Hoa Binh, Phu Tho.
<b>Reporting to:</b>	Programme Analyst Waste/Chemical - UNDP Vietnam Climate Change & Environment Unit

#### I. BACKGROUND

The United Nations Development Programme (UNDP) works to eradicate poverty while protecting the planet. Since 1978, UNDP has been working closely with the Government and other partners to expand the choices for people and ensure that everyone has equal access to opportunities to realise their full potentials. Viet Nam's SEDP 2016-2020 aspires to build an inclusive and sustainable development model balancing economic, social and environmental imperatives, so all citizens benefit from development gains.

UNDP Country Programme Document (CPD) 2017-2021 provides a solid framework for UNDP's support to the Government to address some key development challenges, especially in the areas of natural resources management and climate change.

Waste management has become a significant concern in Viet Nam, as waste generation is increasing at an unprecedented pace and is projected to triple over the next 15 years. Currently, the country does not have the capacity to effectively handle this waste: 70% is disposed of in landfills where the implementation of environmental standards is limited; while the rest is burned or discarded in nature, with much of it eventually ending up into the sea. The complex structure of solid waste management at the policy and governance level, together with the lack of reliable data and poor regional coordination worsen the situation. Citizens and businesses are not generally aware of the negative impacts improper waste management causes on human health, in addition to soil, air and water pollution; which calls for increased investment in education.

In response to an increased awareness and need of sustainable consumption and green Viet Nam has seen the implementation of various Decisions such as Decision No. 1658/QD-TTg approving the "National strategy

on green growth for the period 2021-2030, with a vision to 2050", aiming to reduce the intensity of greenhouse gas emissions per GDP; developing green economic sectors; promoting green lifestyle and sustainable consumption. Other acts included the implementation the Prime Minister's Decision No. 844/QD-TTg dated May 18, 2016 approving the Project "Supporting the national innovative startup ecosystem by 2025" (Project 844), Prime Minister's Decision No. 188/QD-TTg dated February 9, 2021 on amending and supplementing Decision No. 844 Decision 687/QD-TTg 2022 Project of circular economy development in Vietnam.

Plastic use is expected to reach unprecedented levels in the coming decades, doubling within 15 years and more than quadruple by 2050. Moreover, the petrochemical industry's demand for oil is expected to accelerate and reach over half of global oil consumption growth by 2040. 80 percent of plastic found in the ocean originates from land-based sources, and 8 million tons of plastic enter the sea every year. Plastic waste poses high risks to aquatic life, with serious consequences for the ocean ecosystem and the sustainability of fisheries.

On 20 August 2020, The Prime Minister has just issued Directive 33/CT-TTg on strengthening the management, reuse, recycling, treatment and reduction of plastic waste. The PM instructed ministries, branches and localities to issue directives and plans to reduce and recycle plastic waste no later than October 30; as well as to minimise the use of disposable plastic products, and prioritise the selection of recycled and environmentally friendly products.

In July 2021, the government issued Decision No.1316/QD-TTg approving the scheme for strengthening the management of plastic waste in Vietnam, which shows determination in reducing single-use plastic bags and improving the reuse and recycling of plastic waste. It targets fully eco-friendly bags and packaging at shopping centres and supermarkets, as well as the collection, reuse, recycling, and treatment of 85 per cent of plastic waste by 2025.

In this context, UNDP is recruiting a national firm to carry out survey, assessment of plastic generation in agriculture sectors and recommendation for plastic reduction in and how to move circularity in the context of national action plan on circular economy.

## **II. MISSION**

Survey, assessment of plastic generation in agriculture sectors and recommendation for plastic reduction and circular agriculture.

## **III. SCOPE OF WORK AND RESPONSIBILITY, EXPECTED TIMELINE**

### **Scope of work and Responsibility:**

- Review the plastic generation from agriculture practice in a big picture overseas and in Vietnam through out the development of agriculture, science and technology in agriculture.
- Prepare a mapping of stakeholders who work or carry out projects/programs related to plastic waste and circular economy in agriculture sector, support the identification of strategic investment partners and investment opportunities.



- Carry out survey and assessment of plastic generation in three agricultural sub-sectors: cultivation, raising livestock and fishery sector. It is recommended that the contractors should:
  - Work closely with Departments under the Ministry of Agriculture and Rural Development at the Central level and Department of Agriculture and Rural Development at local levels to obtain data and usage of plastic in these sub-sectors.
  - Conduct interview with stakeholders, including farmers who are using plastic in their crops and livestock raising. Develop a set criterion for selection of households for interview and survey.
- Provide impact assessment of plastic waste used in agriculture to the environment (soil, water and other media...). Soil sampling and analysis in several areas is required to support the assessment.
- Evaluate the impact of plastic pollution on agriculture production such as reduction of productivity, affecting crops and other factors that can be considered.
- Analyze the country's development context, government policies, priorities/programs. Identify policy, capacity development needs and knowledge gaps in the Government counterparts for designing interventions and support.
- Review the legal framework on plastic reduction in agriculture, assess the feasibility and develop the further detailed workplan for the implementation of the Decision 2711/QĐ-BNN-KHCN on Action Plan for Reduction, Collection, Segregation and Recycling of plastic waste in agriculture sector.
- Propose a framework for collection, segregation and recycling of plastic waste in agriculture.
- Realize the orientation, objectives, criteria of circular economy to be able to apply in agriculture sector, in the context of formulation of national action plan on circular economy led by the Ministry of Natural Resources and Environment
- Identify several circular business models in agriculture sectors, such as circular crop production, closing the loop in term of reducing waste, best agriculture practices to minimize waste and promote clean/organic agriculture.
- Propose a framework for accelerate circular economy in agriculture sector.

Organize 01 one day workshop in Hanoi to share and disseminate the results of the study. See detailed requirements for this workshop in Annex 1.

**Expected Deliverables with Timelines:**

No.	Targeted Outputs/ Deliverables	Period
1	Detailed work plan of this task	30 October 2022
2	Report on plastic generation and recommendation in agriculture sector, including country's context and analysis of stakeholders working on plastic and circular economy in the sector.	20 November 2022
3	Final report on plastic and circular economy in agriculture sector with recommendation, policy brief and specific intervention in short term and long term.	20 December 2022

All deliverables are in Vietnamese with final report translated into English.

#### IV. DURATION OF THE TASK AND DUTY STATION

**Duration of the task:** the contractor will perform this task from October 2022 to 31 December 2022

**Duty Station:** Hanoi and adjacent provinces: Vinh Phuc, Bac Ninh, Hung Yen, Hoa Binh, Phu Tho for survey.

#### V. ADMINISTRATIVE ARRANGEMENTS

UNDP will provide contractors with documents, technical guidance, duration of key events to help the contractor have enough information.

#### VI. EVALUATION CRITERIA

No.	Qualification	Point
<b>Firm qualification</b>		<b>400</b>
1.1	Licensed firm with 10 years' experience working agriculture sector	200
1.2	At least three previous contracts/projects related to sustainable agriculture	100
1.3	At least one previous contract on circular economy	100
<b>Methodology and solutions</b>		<b>200</b>
2.1	Understand the objectives and tasks assigned in the TOR	<b>100</b>
	<i>Demonstrated general understanding of the scope of work and tasks assigned in the TOR</i>	40
	<i>The technical proposal has good analysis about the nature/characteristics of the assignment.</i>	30
	<i>The technical proposal included feasible solution(s) for the implementation of the tasks required.</i>	30
2.2	Sound Approaches and methods for carrying the assignment	<b>100</b>
	<i>All tasks required in the TOR are addressed in the technical proposal. Each tasks are (i) clearly planned for implementation, and (ii) are assigned for each of the key personnel, in a logical and complete manner.</i>	40
	<i>The proposed methods are suitable with the tasks required</i>	30

	<i>Sound implementation methods for the collection of data and analysis of current statuses.</i>	30
<b>Personnel</b>		<b>400</b>
3.1	National Team leader	<b>150</b>
	PhD or at least Master on agriculture related area	50
	15 years working experience in the fields of agriculture and rural development	50
	Experience in organizing, leading and coordinating 03 previous similar assignments related to agriculture and rural development, with focus on improve the environment in agricultural sector.	50
3.2	National Environment Specialist	<b>100</b>
	<i>Master/engineering on environment</i>	40
	<i>10 years' experience in providing legal counselling services, especially experience in providing legal/policy consultancy services on waste and plastic management in agricultural sector.</i>	60
3.3	Circular Economy Specialist	<b>100</b>
	<i>Master/engineering degree (or higher) on agriculture, environment or related fields</i>	40
	<i>10 years of working experience in the development of projects in the agricultural sector related to waste, agricultural by-products</i>	60
3.4	Gender equality: <b>30%</b> members of the personnel involved are women.	<b>50</b>
<b>Total</b>		<b>1000</b>

## VII. PAYMENT TERMS

Payment will be made upon satisfactory completion of the following deliverables with UNDP acceptance.

No.	Deliverable	Due date	Payment Terms
1	Detailed work plan of this task	30 October 2022	50%
2	Report on plastic generation and recommendation in agriculture sector, including country's context and analysis of stakeholders working on plastic and circular economy in the sector.	20 November 2022	

3	Final report on plastic and circular economy in agriculture sector with recommendation, policy brief and specific intervention in short term and long term.	20 December 2022	50%
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## EVALUATION CRITERIA

The evaluation of technical proposal shall be conducted using scoring method (1,000 points), as follows:

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Points Obtainable</b>
1.	Bidder's qualification, capacity and experience	400
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	400
	<b>Total</b>	<b>1000</b>

<b>Section 1. Bidder's qualification, capacity and experience</b>		<b>Points obtainable</b>
1.1	Licensed firm with 10 years' experience working agriculture sector	200
1.2	At least three previous contracts/projects related to sustainable agriculture	100
1.3	At least one previous contract on circular economy	100
<b>Total Section 1</b>		<b>400</b>

<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understand the objectives and tasks assigned in the TOR	100
	<i>Demonstrated general understanding of the scope of work and tasks assigned in the TOR</i>	40
	<i>The technical proposal has good analysis about the nature/characteristics of the assignment.</i>	30

	<i>The technical proposal included feasible solution(s) for the implementation of the tasks required.</i>	30	
2.2	Sound Approaches and methods for carrying the assignment		100
	<i>All tasks required in the TOR are addressed in the technical proposal. Each tasks are (i) clearly planned for implementation, and (ii) are assigned for each of the key personnel, in a logical and complete manner.</i>	40	
	<i>The proposed methods are suitable with the tasks required</i>	30	
	<i>Sound implementation methods for the collection of data and analysis of current statuses.</i>	30	
<b>Total Section 2</b>			<b>200</b>

<b>Section 3. Management Structure and Key Personnel</b>			<b>Points obtainable</b>
<b>3.1</b>	<b><i>Gender equality: 30% members of the personnel involved are women</i></b>		<b>50</b>
<b>3.2</b>	<b><i>Qualifications of key personnel proposed</i></b>		<b>350</b>
3.2.1	National Team Leader		150
	<i>PhD or at least Master on agriculture related area</i>	50	
	<i>15 years working experience in the fields of agriculture and rural development</i>	50	
	<i>Experience in organizing, leading and coordinating 03 previous similar assignments related to agriculture and rural development, with focus on improve the environment in agricultural sector.</i>	50	
3.2.2	National Environment Specialist		100
	<i>Master/engineering on environment</i>	40	

	<i>10 years' experience in providing legal counselling services, especially experience in providing legal/policy consultancy services on waste and plastic management in agricultural sector.</i>	60	
3.4.3	Circular Economy Specialist		100
	<i>Master/engineering degree (or higher) on agriculture, environment or related fields</i>	40	
	<i>10 years of working experience in the development of projects in the agricultural sector related to waste, agricultural by-products</i>	60	
<b>Total Section 3</b>			<b>400</b>

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 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: [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.

<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, 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 <span style="float: right;">If yes, insert UNGM Vendor Number</span>
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	<p>Bank Name: Click or tap here to enter text.</p> <p>Bank Address: Click or tap here to enter text.</p> <p>IBAN: Click or tap here to enter text.</p> <p>SWIFT/BIC: Click or tap here to enter text.</p> <p>Account Currency: Click or tap here to enter text.</p> <p>Bank Account Number: Click or tap here to enter text.</p>
<b>Previous relevant experience: 3 contracts</b>	

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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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\***

	<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	....		
	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 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** emails before or on **Thursday, October 20, 2022** (Hanoi time).
- Email and proposal **should indicate** clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references, etc.			
	d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)			
	e) 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 relevant certificates			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and separate the technical and financial proposals)			
3	Bidder confirms its full acceptance of the UNDP Contract General Terms and Conditions and agrees to abide by this Proposal for 120 days from the date of proposal submission deadline.			
4	Bidder confirms that it will issue official invoices (hóa đơn tài chính) for payment under this contract.			

5	This duly filled, checked, certified submission checklist to be attached to the submission			
6	Send a separate email (without attachment) to <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			

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

*[Designation]*

*[Date]*