



REQUEST FOR PROPOSAL (RFP)

National institutions/firms/organizations to organize the challenge to find and incubate the youth-led initiatives to strengthen the effectiveness of online public services – Youth Digital Citizen Challenge	DATE: November 3, 2022
	REFERENCE: TC-221101

Dear Sir / Madam:

We kindly request you to submit your proposal for **organizing the challenge to find and incubate the youth-led initiatives to strengthen the effectiveness of online public services – Youth Digital Citizen Challenge**

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

Proposals may be submitted on or before **16:00 hrs., Thursday, November 10, 2022** and via email to the address below:

luu.thi.trang@undp.org

With subject line:

TC-221101 National firm to organize the challenge to find and incubate the youth-led initiatives to strengthen the effectiveness of online public services – Youth Digital Citizen Challenge

*(Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large. Please send a separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals).*

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

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Tran Thi Hong,
Head of Procurement Unit,
11/3/2022

Description of Requirements

Context of the Requirement	Please refer to the attached Terms of Reference (TOR)
Implementing Partner of UNDP	Please refer to the attached Terms of Reference (TOR)
Brief Description of the Required Services ¹	National firm to organize the challenge to find and incubate the youth-led initiatives to strengthen the effectiveness of online public services – Youth Digital Citizen Challenge
List and Description of Expected Outputs to be Delivered	Please refer to the attached Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Please refer to the attached Terms of Reference (TOR)
Frequency of Reporting	Please refer to the attached Terms of Reference (TOR)
Progress Reporting Requirements	Please refer to the attached Terms of Reference (TOR)
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> At Contractor's Location and Ha Noi (at Green One UN House for meetings if needed)
Expected duration of work	November 2022 – January 2023
Target start date	November 2022
Latest completion date	January 2023
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule	

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

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 dong
Value Added Tax on Price Proposal	<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 <input checked="" type="checkbox"/> can issue official invoice (Hóa đơn Tài chính) accepted by the Vietnamese tax authorities
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms	<input checked="" type="checkbox"/> As indicated in the attached TOR <input checked="" type="checkbox"/> Condition for Payment Release: 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 Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/complete d services and	Please refer to the attached Terms of Reference (TOR)

authorize the disbursement of payment	
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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	<p>Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points.</p> <p>Weight of technical and financial point: <u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm (50%) <input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (50%)</p> <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors
Contract General Terms and Conditions ²	<input type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <input type="checkbox"/> General Terms and Conditions for Works Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

² Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ³	<input checked="" type="checkbox"/> Terms of Reference & Evaluation Criteria (attached to this Annex) <input checked="" type="checkbox"/> Proposal Submission Form (Annex 2) <input checked="" type="checkbox"/> Contract Template & UNDP Contract General Terms and Conditions (GTC) (Annex 3) <input checked="" type="checkbox"/> Submission checklist (Annex 4) <input type="checkbox"/> Others:
Contact Person for Inquiries (Written inquiries only) ⁴	<p><i>Luu Thi Trang</i> <i>Procurement Admin and Assistant</i> <i>luu.thi.trang@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p>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>

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

⁴ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX 1



TERMS OF REFERENCE

TITLE:	Organize the challenge to find and incubate the youth-led initiatives to strengthen the effectiveness of online public services – Youth Digital Citizen Challenge
NATIONAL OR INTERNATIONAL:	01 national firm
DURATION OF ASSIGNMENT:	November 2022 – January 2023
COUNTRY OF ASSIGNMENT:	Hanoi, Viet Nam
PROJECT TITLE:	Youth Co:Lab Viet Nam 2022

1) GENERAL BACKGROUND

a. Youth Digital Citizen Challenge

According to the Ministry of Home Affairs, Viet Nam has 23,3 million young people (in 2018), equal to 24,6% of the population⁵. Young people are major drivers of change, they have the energy, commitment, and fresh ideas to create solutions that will accelerate the national development and the achievement of the Sustainable Development Goals. However, the participation of youth in governance is still low. Young people need support, capacity building, and more space to utilize their strength to actively participate in civic activities.

The Vietnamese government at the highest levels has committed to digital transformation and developing an e-government ecosystem to modernize the administration and bring more benefits to citizens and businesses. Vietnam's ranking in e-government has continued to improve. From 2014 to 2020, Vietnam has climbed 13 places to rank 86th place out of 193 United Nations member countries.⁶ The government has set a vision that by 2030, Vietnam becomes a prosperous digital country that pioneers applying the new technologies. A safe, civilized, and widespread digital environment will be established. The National Digital Transformation Program to 2025 focuses on 3 pillars: e-government, e-economy, and e-society. The program includes ambitious goals, including bringing 80% of public services delivered online by 2025. Putting the people as the

⁵ Report on Vietnamese Youth in the period of 2015-2018
<https://vietnam.unfpa.org/sites/default/files/pub-pdf/Final%20Youth%20report%202018%20in%20Eng.pdf>

⁶ UN E-Government Survey 2020
<https://publicadministration.un.org/egovkb/en-us/Reports/UN-E-Government-Survey-2020>

center of digital transformation and encourage all organizations and individuals are encouraged to invest in digital transformation are the keys to achieve both national goals and the SDGs.⁷

Having recognized the innovative potential of young people, combined with the power of technology in building e-government related solutions, Youth Digital Citizen Challenge (YDCC) initiative aims to increase the effectiveness of online public services through strengthened youth participation and innovation, while creating a dialogue between policymakers and stakeholders on promoting youth talents to contribute to the national digital transformation.

b. Problem statement

The Ministry of Science and Technology of Viet Nam, with the National Agency for Technology Entrepreneurship and Commercialization Development (NATEC) as the focal point and pioneering governmental agency to develop an innovative ecosystem in the country, launched The National Program 844 to "Supporting the National Innovation Initiative to 2025" (ISEV).

Since 2016, the Initiative for Startup Ecosystem in Vietnam (ISEV), with aim of creating a favorable environment for the creation and growth of new enterprises with high growth potential based on Intellectual Property (IP), has yielded initial positive results in supporting a national innovative startup ecosystem. After 7 years of actively contributing to the formulation of the Vietnamese startup ecosystem and raising awareness on innovations, Vietnam is emerging as one of the dynamic emerging economies and a development hub for innovative start-ups in the Asia-Pacific region and soon to become the third-largest startup ecosystem country after Indonesia and Singapore, according to the report by Golden Gate Ventures in July 2021.⁸

According to a new ranking released by StartupBlink⁹, a global startup ecosystem and research center, Vietnam earned its 5th place, displaced the Philippines in the Southeast Asian region's 'Best Countries for Startups in 2022,' and is well-positioned to overtake Thailand next year if this positive momentum continues. As one of the fastest growing ecosystems in the region, Viet Nam has now about 3,800 startups¹⁰, with 4 unicorns (VNG, VNLife, MoMo, SkyMavis) and 11 startups valued at over \$100 million. Although startups have the potential to contribute greatly to the country economic development, they also face major challenges to growth. From knowledge and skills gap, human resources, to lack of capital, their journey from turning an idea into commercial reality requires a high level of intelligence and effort. In this context, an ecosystem to support startup is much needed.

⁷ Decision No. 749/QĐ-TTg of the Prime Minister on introducing program for national digital transformation by 2025 with orientations towards 2030

⁸ Southeast Asia Startup Ecosystem 2.0 by Golden Gate Ventures (2021)

⁹ <https://www.startupblink.com/startup-ecosystem/vietnam>

¹⁰ Vietnam Startup Report Q1-2021 by Nextrans

<https://www.nextrans.vn/resources?fbclid=IwAR0Ye5KajBN8u0mV7ndv3Z77w9z3wqhXWgnbzgG0nGeMkaC9sDG0o5eJ0fQ>

Understanding the imperative of startup intermediaries and supporting policies for the sustainable development of startup ecosystem in Viet Nam, Youth Co:Lab programme, UNDP Viet Nam in collaboration with NATEC (National Agency for Technology Entrepreneurship and Commercialization Development), Ministry of Science and Technology, launch the “Youth Digital Citizen Challenge 2022” (YDCC 2022). The Challenge looks for digital solutions suggested by young individuals and youth-led startup, aim to promote the development and the efficiency of the startup ecosystem. The solutions are expected to contribute in and enhance the NATEC’s effort in building an efficient Vietnamese startup ecosystem and build the steppingstones for a more dynamic and comprehensive network of innovation champions in Viet Nam.

To implement ***YDCC Hackathon 2022***, this TOR sets forth the requirements for the provision of services: to prepare and launch the “Youth Digital Citizen Challenge” (YDCC); organizing the Launching, 1-day Bootcamp, 2-day Hackathon and Closing Ceremony.

2) OBJECTIVES OF THE ASSIGNMENT

Key objectives of the assignment are:

1. To work with UNDP focal point to design the YDCC, prepare and implement the logistics and communication plan to launch the challenge
2. To organize the Launching Day of the Challenge and 1-day Bootcamp during application phase
3. To organize the 2-day Hackathon for young individuals and youth-led start-ups to design digital solutions, with aim to promote the development and the efficiency of the start-up ecosystem. The Hackathon includes the Final Pitching and Closing Ceremony.

3) SCOPE AND SCHEDULE OF WORK

Output	Description	Expected Results	Deadline
Output 1	A detailed work plan of the YDCC, including the rules of challenges, promotional toolkit, communication activities, etc. and M&E indicators.	A detailed work plan with rules of the challenge and promotional toolkit, etc. approved by UNDP	One week after the contract signed.
Output 2	<i>Launching & Call for applications</i>	A challenges criterion developed	Week 3 of November - Week 3 of December 2022

	<p>Duration 4 weeks, implement the following activities:</p> <ul style="list-style-type: none"> - Support to organize the Launching event for the competition, integrate with a talk show/ panel discussion, Call for application - Organize a Livestream sharing best practices and experience in youth participation, Q&A about the competition (TBC) - Promote the challenge via social media and press - Support on the application review and screen to select the top 10 teams - Announce top 10 teams 	<p>At least 200 individual and team applications</p> <p>Top 10 teams selected for the next round.</p>	
Output 3	<p><i>Organize 1 day of Bootcamp for at least 50 people in Hanoi</i></p> <p>Duration: 1 day with 2 main sessions</p> <ul style="list-style-type: none"> - Morning sessions from 9:00 AM – 12:00 PM - Lunch break from 12:00 PM – 1:30 PM - Afternoon session from 1:30 PM – 5:00 PM <p>Main activities: Lectures, keynote speeches, reflection, mentoring sessions, networking activity</p> <p>Topic to be covered: E-governance, access to information, Design thinking, Business Model, user-centered design etc.</p> <p>(*) Service provider will cover 2 tea-break at 3 USD/pax and 1</p>	<p>1 day of boot camp will be held successfully</p> <p>A list of the suggestion experts, mentors, speakers who will be invited for the Bootcamp</p>	Week 1 of January 2023

	lunch 10 USD/pax for each of participants and all related cost for this event		
Output 4	<p><i>Organize 2 days of Hackathon and Pitching including Closing Ceremony for at least 50 people in Hanoi</i></p> <p>Duration: 2 full days</p> <p>Main activities:</p> <ul style="list-style-type: none"> - Challenge announcement - Coding - Workshops - Mentors & Judge Briefings - Mentoring sessions - Checkpoints - Entertainment/Relaxing activities - Judge Deliberation - Pitching - Prize presenting, share the results of the top 3 ideas, suggesting future steps for development - Closing ceremony <p>(*) Service provider will cover all logistic arrangements (cited in Annex A) for 75 participants (including challenge participants, mentors, supporting volunteers and organizing team) and cost for this event</p>	<p>2 days of Hackathon and Pitching will be held successfully</p> <p>A list of the suggestion experts, mentors, speakers, judges... who will be invited for the Hackathon</p>	Week 2 of January 2023

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment will be carried out within November 2022 to January 2023

Duty station:

- For national firm: home based; at Green One UN House for meetings if needed

5) FINAL PRODUCTS***

- A detailed work plan with rules of the challenge and promotional toolkit (in English and Vietnamese)
- A short video recap for the whole YDCC (in English and Vietnamese)
- A final report of the challenge, including photos, key summarize, list of participants, list of teams and ideas (in English and Vietnamese)

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The Contractor will work in close collaboration with the Youth Impact Entrepreneurship Officer, UNDP Governance and Participation Team.

The Contractor and UNDP Viet Nam shall be responsible for quality control of the outputs. Monitoring the progress will follow the tentative timeline in the table under 3) Scope and schedule of work.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Qualifications for the firm:

- The Contractor is expected to be a well-known organization, company focused on youth development, innovation;
- Have strong connections to the young people, innovators, tech and social startups in Hanoi and Viet Nam;
- Previous similar experience of organizing the competition/challenges for young people, organize the high-tech events will be an asset.

The national team leader of the team in charge of the activities under this TOR is expected to meet the following qualifications:

- Bachelor's degree or higher in business, innovation, finance, sustainable development or a related field;
- A minimum of 5 years working experience in the area of youth development, youth participation, mentoring innovation ideas, organizing the youth challenges/competition;
- Understand of policy on promoting the digital transformation in Viet Nam; knowledge on the online public services, digital transformation is an asset

A national team of 03 members in charge of the activities under this TOR is expected to meet the following qualifications:

- Bachelor's degree or higher in business, innovation, finance, sustainable development or a related field;
- A minimum of 2 years working experience in the area of youth development, social innovation, mentoring innovation ideas...
- Experiences in financial management, project management, logistic arrangement for the Hackathon, youth competition, challenges...

8) REVIEW TIME REQUIRED AND PAYMENT TERM

- 1st installment: 50% of contract amount upon receiving and acceptance of the results of Output 1
- 2nd installment: 30% of contract amount upon receiving and acceptance of the results of Output 4
- Final installment: 20% of contract amount shall be paid upon satisfactory completion of all remaining deliverables specified in the TORs.

Payment will be made upon satisfactory certification of the products by the Youth Impact Entrepreneurship Officer, UNDP Viet Nam following UNDP rules.

9) EVALUATION CRITERIA WITH ASSIGNED SCORES

(A) Capacity of the firm/ organization submitting proposal (500 points)

(A) Capacity of the firm/ organization submitting proposal (500 points)		
1.1	A well-known organization, company focused on youth development, youth participation, social innovation;	150
1.2	Have strong connections to the young people, innovators, tech and social startups in Hanoi and Viet Nam;	150
1.3	Previous similar experience of organizing the competition/challenges for young people, organize the high-tech events	200
Total		500

(B) The National team leader of the firm (300 points)

(B) Team leader experiences/qualification related to the services		
2.1	Bachelor's degree or higher in business, innovation, finance, sustainable development or a related field;	100

2.2	A minimum of 5 years working experience in the area of youth development, youth participation, mentoring innovation ideas, organizing the youth challenges/competition;	150
2.3	Understand of policy on promoting the digital transformation in Viet Nam; knowledge on the online public services, digital transformation is an asset	50
Total		300

(C) 03 National team members (200 points taking average)

(C)National Team member experiences/qualification related to the services		
3.1	Bachelor's degree or higher in business, innovation, finance, sustainable development or a related field;	50
3.2	A minimum of 2 years working experience in the area of youth development, mentoring innovation ideas, organizing the youth challenges/competition;	100
3.3	Experiences in financial management, project management, logistic arrangement for the Hackathon, youth competition, challenges	50
Total		200

ANNEX A – LOGISTICS REQUIREMENTS FOR 2-DAY HACKATHON

Service provider will cover all logistic arrangements and related cost for 2-day hackathon event with 75 participants (challenge participants, mentors, supporting volunteers and organizing team), including but not limited to:

- Venue and required set up for 2-day hackathon (LED screen, tables and chairs, etc.);
- Required stationaries for brainstorming, working and activities;
- Food and beverage preparation for all participants, including drinking water, 04 tea-break at USD2/pax and 01 breakfast at USD3.5/pax, 02 lunches at USD3.5/pax, 01 dinner at USD3.5/pax, 01 supper at USD3.5/pax;
- Certificates for 50 participants;
- Gifts for 15-20 mentors and judges at USD15/pax including branded promotional products;
- Required marketing/media preparation (printing standee(s), photographer, etc.);
- Simultaneous translation (English – Vietnamese)

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹¹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹²)

[insert: Location].

[insert: Date]

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

Dear Sir/Madam:

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

A. Qualifications of the Service Provider

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

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

¹¹ This serves as a guide to the Service Provider in preparing the Proposal.

¹² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

B. 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 three team members 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.*

C. 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		
	VAT		
	Total	100%	

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

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

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

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

Contract Templates and General Terms and Conditions

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

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

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

☐

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

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

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

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

UNDP General Terms and Conditions for Contracts apply

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

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

UNDP General Terms and Conditions for Contract apply

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

CHECKLIST OF DOCUMENTS SUBMITTED BY BIDDERS

Note:

- Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
- Maximum email size: **30 MB/email**. Bidders can split proposal into several emails if the file size is large.
- Technical and Financial Proposals are to be submitted in **separate** emails before or on **16:00 hrs., Thursday, November 10, 2022 (Hanoi time)**.
- Email and proposal should indicate clearly the reference and name of tender.

Item	Documents	To be completed by bidders		
		Doc submitted Y/N	Number of pages	Remarks
1	Fully filled Technical proposal (pls. refer to the guidelines in Annex 2) with copies/scan of appropriate supporting documents:			
	a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations			
	b) Business Licenses – Registration Papers and/or Tax Payment Certification, etc.			
	c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references, etc.			
	d) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;			
	e) Detailed CVs of the proposed personnel with copies of relevant certificates			
2	Duly signed Price Schedule (pls. use the template in Annex 2 and 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 procurement.vn@undp.org notifying that you already submitted proposal and the number of email(s) submitted. Notification email should be sent to above address by submission deadline or right after you submit proposals			
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*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*