



United Nations Population Fund (UNFPA)
304 Kim Ma Street Ba Dinh District
Ha Noi, Viet Nam
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Website: <http://vietnam.unfpa.org>

Date: 1 September 2020

Request for Proposal (RFP) No. UNFPA/VNM/RFP/20/01

Dear Sir/Madam,

We hereby solicit your best technical and financial offer for the supply of:

**PROFESSIONAL SERVICES TO IMPLEMENT ACTIVITIES ON COMMUNICATION
AND STRENGTHENING SUPPORTING SERVICES FOR VICTIMS
OF GENDER-BASED VIOLENCE UNDER THE COVID-19 EMERGENCY CONTEXT
IN HA NOI, QUANG NINH, DA NANG AND HO CHI MINH CITY, VIET NAM**

If you are interested in submitting a bid for the above-mentioned services, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below or send to the secure email address indicated below/ not later than *the 14th September 2020, at 17.00 hrs, Hanoi Time, GMT+7.*

Please ensure to mark your envelop with the **RFP reference number** and the words “Sealed bid. Do not open before **14th September 2020, at 17.00 hrs, Hanoi Time, GMT+7**”.

Address for bid submission:

United Nations Population Fund
*Green One UN House, 304 Kim Ma Street, Ba Dinh District
Ha Noi, 100000
Viet Nam*

Secure email address for bid submission: ybidtender@unfpa.org

Bidders must enter the following text in the subject line: **UNFPA/VNM/RFP/20/01, Company Name**, and specify “**Technical Bid**” or “**Financial Bid**”. Example below:

UNFPA/VNM/RFP/20/01 [Company name], Technical Bid

UNFPA/VNM/RFP/20/01 [Company name], Financial Bid

Do not submit Bid documents to any other email address, sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the Bid.

Email address of Contact Person: Ms. Nguyen Minh Ha at mnguyen@unfpa.org

Note: Do not submit your bid to the contact person’s email address!

Please remember, the bid shall consist of two parts: the technical and the financial bid. The technical bid containing the technical specifications for services and the financial bid containing price information shall be submitted separately in two different sealed envelopes/emails.

Documents comprising the bid:

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Bidder’s previous experience and clients
- d. Technical bid, including documentation to demonstrate that the bidder meets all requirements. The technical bid should be concisely presented and structured to include but not necessarily be limited to the information listed in the ToR.
- e. Financial bid in a separate sealed envelope/email.

Partial bids are **not allowed** under this RFP.

Evaluation of Proposals:

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. The financial bid will be opened only for those bidders whose technical bids reaches a minimum score of **70%**, meeting the requirements for the RFP. The total number of points which a bidder may obtain for technical and financial bids is **100 points**.

Technical Evaluation

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in the bidding documents and the evaluation criteria. The maximum technical score is **400** points.

Financial Evaluation

The financial bid will only be evaluated if the technical bid achieves a minimum of **280** points (70%). Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The financial bid is evaluated on the basis of its responsiveness to the Price Schedule Form. The maximum number of points for the price bid is **100**. This maximum number of points will be allocated to the lowest price. All other proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Bid of a Proposal being evaluated} = \frac{[\text{Maximum number of points for the Price Bid}] \times [\text{Lowest price}]}{[\text{Price of bid being evaluated}]}$$

Total Score

The total score for each bidder will be the weighted sum of the technical score and financial score. The maximum total score is **100 points**.

$$\text{Total Score} = [70\%] \text{ Technical Score} + [30\%] \text{ Financial}$$

Contract Award

UNFPA shall award the contract to the bidder who obtains the highest combined score of the technical and price evaluation.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Attachments:

- (1) Bid Submission Form**
- (2) Bidders Identification Form**
- (3) Terms of Reference**
- (4) Instructions for preparing Technical Bid**
- (5) Technical Evaluation Criteria**
- (6) Price Schedule Form**

1. Bid Submission Form

Name of Bidder: _____

Contact Person: _____

Title: _____

Email Address: _____

Telephone Number: _____

Date of Bid: _____

Bid No: _____

Currency of Bid price: Viet Nam Dong (VND)

Delivery time (days from receipt of order till dispatch): _____

(Note: maximum number of days is: **XX** days)

Expiration of Validity of Bid/Proposal (The bid shall be valid for a period of at least 03 months after the Closing date.): _____

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

Name and title

Date and Place

2. Bidders Identification Form
 Bid No. UNFPA/VNM/RFP/20/01

1. Organization

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
Legal Representative: Name/Surname/Position	
Legal structure: natural person/Co.Ltd, NGO/institution/other (please specify)	
Organizational Type: Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

3. Terms of Reference (TOR)

(Please see the attached Annex I to this RFP)

4. Instructions for preparing Technical Bid

The technical bid should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information listed below.

1. Description of the firm and the firm's qualifications: A brief description of your firm/institution and an outline of recent experience on projects of a similar nature, including experience in the country and language concerned. You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability, such as catalogues of the firm, and financial and managerial capacity to provide the services such as audited financial statements.
2. Understanding of the requirements for services, including assumptions: Include any assumptions as well as comments on the data, support services and facilities to be provided as indicated in the TOR or as you may otherwise believe to be necessary.
3. Proposed Approach, Methodology, Timing and Outputs: any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required. The level of total professional/personnel inputs required has been estimated to be about ___ person-months.
4. Proposed Team Structure: The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organogram illustrating the reporting lines, together with a description of such organization of the team structure should support your bid.
5. Proposed Project Team Members: Please attach the curriculum vitae of the senior professional member of the team and members of the proposed team.
6. If the requested service is a creative one, the bidder can submit drawings, schemes, pictures or samples.

5. Technical Evaluation Criteria

The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) shown in Annex I, the technical proposals submitted by the bidders and the evaluation criteria published below.

(Maximum score allocated is **100 total points**, after calculations based on the weighting of each of the assessment criteria.)

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<p>A. The bidder’s general reliability as well as experience and capacity in implementing support interventions to eliminate GBV/DV</p> <p>Points to assess:</p> <ul style="list-style-type: none"> • <i>An established entity based in Viet Nam with at least 10 years of practical experience in prevention and response to violence against women and children in Viet Nam. (10 points).</i> • <i>Proven experience in designing and implementing interventions on eliminating violence against women including providing counseling services, capacity building, and behaviour changes communication (30 points)</i> • <i>Proven experience of the proposed project team (Project Manager and personnel) in result-based managing and implementing projects of similar scope and value (30 points)</i> • <i>Organizational capability (having clear governing bodies including organisation chart – staff size for undertaking the consultancy work), coordination and financial</i> 	100		10%	

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<p><i>management (having appropriate project management capacity including financial management system) (20 points)</i></p> <ul style="list-style-type: none"> <i>Experience working with multi-, bilateral programs/projects and UN agencies, particularly UNFPA and/or other development partners in Viet Nam (10 points)</i> 				
<p>B. Understanding of the terms of reference</p> <p>The technical proposal that addresses all requirements of this TOR through clear presentation/discussion of:</p> <ul style="list-style-type: none"> <i>The purpose/objectives, specific activities and measurable deliverables reflecting desired outputs (50 points)</i> <i>The expected timeline for delivering project output. (50 points)</i> 	100		10%	
<p>C. Responding to the TOR key interventions with concretized activities implemented in selected project sites.</p> <p><i>The technical proposal included a clear presentation/ discussion of</i></p> <ul style="list-style-type: none"> <i>Detailed work plan with a proposed timeframe to deliver final products (30 points)</i> <i>Elaboration on how to implement project activities to conduct innovative communication activities to increase awareness on GBV, promote and provide available and accessible essential services to GBV victims including</i> 	100		40%	

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<p><i>hotline, temporary shelters at hotels, case management adaptation, delivery online training programs to the social workers on case management, etc. (40 points)</i></p> <ul style="list-style-type: none"> <i>Monitoring for quality results (30 points)</i> 				
<p>D. Responding to the TOR: Types of experts and team structure – the qualifications and competences as well as suitability of the personnel proposed for the assignment. Specific attention will be paid to the overall composition of the team, roles and responsibilities, division of work,, time allocation of each team member</p> <ul style="list-style-type: none"> <i>Proven experience of the proposed team in managing and implementing projects of similar scope and value (20 points).</i> <i>Assigned roles and responsibilities, division of work, time allocation among team members (20 points)</i> Relevant team members <p><u>Project Manager (40 points)</u></p> <p><i>(i) At least a master’s degree, preferably in the field of gender-based violence against women and children, development and/or social sciences;</i></p> <p><i>(ii) At least 10 years of working experience in prevention and response to VAWC</i></p>	100		40%	

Criteria	[A] Maximum Points	[B] Points attained by the bidder	[C] Weighting %	[B] x [C] = [D] Total Points
<p><i>(iii) Capacity to manage and deliver large value projects funding (from \$150,000),</i></p> <p><i>(iv) Good speaking and writing skills in both both English and Vietnamese..</i></p> <p>• Team members (20 points): <i>All project team members should have</i></p> <p><i>(v) at least 3 years working experience in delivering services/projects on GBV/DV.</i></p> <p><i>(vi) Demonstrable experience on project management and project monitoring, including the financial management skills will be an asset.</i></p>				
GRAND TOTAL ALL CRITERIA	400		100%	

6. Price Schedule Form

Name of Bidder: _____

Date of Bid: _____

Bid No: _____

Currency of Bid price: **Viet Nam Dong (VND)**

Delivery time (*days from receipt of order till dispatch*): _____

(Note: maximum number of days is: **XX days)**

Expiration of Validity of Bid/Proposal (*The bid shall be valid for a period of at least 03 months after the Closing date.*): _____

All bid prices/rates must be inclusive of all taxes (if any).

In case of discrepancy between unit price and the grand total, the unit price per item shall prevail.

You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for specific case.

Item	Description	Number & Description of Staff by Level	Hourly/Daily Rate (VND)	Hours/Days to be Committed	Total VND
1. Steps					
TOTAL PROFESSIONAL FEES					
2. Estimated out-of-pocket expenses					
TOTAL OUT-OF-POCKET EXPENSES					
TOTAL FEES (Professional + out-of-pocket expenses)					

Vendor's Comments:

Name and title

Date and Place