

## Section III: Returnable Bidding Forms - Technical Envelope

### RFP for Technical Support for Energy Transition Partnership - ETP's Programme on Vietnam's Carbon Market

eSourcing reference:RFP/2023/48622

Note to Offerors: The following returnable forms are part of this RFP and must be completed and returned by offerors as part of their Proposal. Instructions to complete each Form are highlighted in blue in each Form. Please complete the Returnable Bidding Forms as instructed and return them as part of your proposal by uploading them against their specific Document Checklist in the UNOPS eSourcing system. Please ensure that the financial information in your proposal is uploaded in the financial envelope checklist under the Financial Offer Details tab of the eSourcing system.

This Section comprises the following Returnable Bidding Forms:

- o Form A: Joint Venture Partner Information Form
- o Form B: Proposal Submission Form
- o Form D: Technical Proposal Form
- o Form E: Format for Resume of Proposed Key Personnel
- o Form F: Performance Statement Form

## Form A: Joint Venture Partner Information Form

[The Offeror shall fill in this Form in accordance with the instructions indicated below]

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

| JV / Consortium/ Association Information  |            |
|---|------------|
| <b>Name</b>   | [complete] |
| <b>Names of each partner and contact information</b><br>(address, telephone numbers, fax numbers, e-mail address)   | [complete] |
| <b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [complete] |
| <b>Proposed proportion of responsibilities between partners (in %) with indication of the type of the services to be performed by each</b>  | [complete] |

### Signatures of all partners of the JV:

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNOPS for the fulfilment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Form B: Proposal Submission Form

Offerors are requested to complete this form, sign it and return it as part of their Proposal submission. The Offeror shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: **[Insert submission date]**

**Subject: Proposal for the supply of [Insert a brief description of goods/services] in [Name of country/city], RFP Case No. [Insert RFP ref. number], dated [insert date]**

We, the undersigned, declare that:

- a. We have examined and have no reservations to the Bidding documents, including amendments No.: **[Insert the number and issuing date of each amendment]**;
- b. We offer to supply in conformity with the Bidding documents, including the UNOPS General Conditions of Contract and in accordance with the Schedule of Requirements;
- c. Our Proposal shall be valid for the period of time of **[insert number of days which shall not be less than the specified the Tender Particulars section, Period of Validity of Proposals]** from the date fixed for the Proposal submission deadline as set out in the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- d. If our Proposal is accepted, and if so requested in the Tender Particulars section, we commit to obtain a performance security, in accordance with Instructions to Offerors, Article 35 and the General Conditions of Contract;
- e. We have no conflict of interest in any activity that would put it, if selected for this assignment, in a conflict of interest with UNOPS;
- f. We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future;
- g. Our firm confirms that the offeror and sub-contractors have not been associated, or had been involved in any way, directly or indirectly, with the preparation of the design, terms of references and/or other documents used as a part of this solicitation;
- h. We embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact;
- i. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by UNOPS, nor is included in the suspended/ineligibility list of the UN/DPD, other UN Agencies, the UN Security Council, and the World Bank, in accordance with Instructions to Offerors Article 4, Eligibility;
- j. We have not offered and will not offer fees, gifts and/or favours of kind in exchange for this RFP and will not engage in any such activity during the performance of any contract awarded;
- k. We understand that you are not bound to accept the lowest evaluated Proposal or any other Proposal that you may receive.

I, the undersigned, certify that I am duly authorized by **[insert name of Offeror]** to sign this Proposal and bind **[insert name of Offeror]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Date : \_\_\_\_\_  
Signature : \_\_\_\_\_

**[Stamp form of Proposal with official stamp of the Offeror]**

## Form D: Technical Proposal Form

RFP reference no: **[insert RFP reference No.]**

Name of Offeror: **[insert name of offeror]**

The Offeror’s proposal must be organized to follow the format of this Technical Proposal Form. Where the offeror is presented with a requirement or asked to use a specific approach, the offeror must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Technical Proposal Evaluation sections:

| <b>Section 1: Offeror’s qualification, capacity and expertise</b> |   |
|---|---|
| 1.1   | <p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including relevance of specialized knowledge and experience on similar engagements done in the past.</p> <p>Similar engagement/service in this case is defined as providing technical advisory services on areas covering carbon market, green finance, climate change finance, optimal finance, renewable energy, cost-effectiveness, and other related topics</p> <p>(Max 4 pages written text plus 1 Matrix )</p> <p><b>Assessment Criteria:</b></p> <ol style="list-style-type: none"> <li>1. The entity should demonstrate extensive experience of researching and publishing on the subject matters. (10 points)</li> <li>2. Experience in providing similar services in the region, especially Vietnam (10 points)</li> </ol> <p><b>Total Point 20</b></p> <p><b>[Insert response here]</b></p> |
| 1.2   | <p>General organizational capability which is likely to affect implementation: management structure, and project management controls.<br/>(Max 4 pages written text)</p> <p><b>Assessment Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Management structure, management controls, and extent to which any part would be subcontracted (3 points)</li> <li>2. Financial Capacity/financial stability: Bidder should have minimum annual turnover of 50,000 USD in any of the past 2 years Liquidity / quick ratio should be minimum 1, in any of the past 2 years . (2 points)</li> </ol> <p>In case of a joint venture, annual turnover is calculated based on the total annual turnover of the JV members. In case of a joint-venture, at least one of the JV members should have 1 liquidity/quick ratio in any of the past 2 years.</p> <p><b>Total Point 5</b></p> <p><b>[Insert response here]</b></p>            |
| <b>Total scores for section 1: 25 points</b>                      |   |

| Section 2: Proposed Methodology, Approach and Implementation Plan |  |
|---|--|
| 2.1   | <p>Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference</p> <p><i>Assessment Criteria:</i></p> <ol style="list-style-type: none"> <li>1. Description of the offeror’s approach to analyse Vietnam’s readiness towards carbon trade exchange (10points)</li> <li>2. Description of the offeror’s approach to analysing the implications and provide recommendations on the policy options and the design of carbon tax system in Vietnam (10 points)</li> </ol> <p><i>Total Point 20</i></p> <p style="background-color: #00ffff; display: inline-block; padding: 2px;">[Insert response here]</p> |
| 2.2   | <p>Quality Assurance:</p> <p><i>Assessment Criteria:</i> A plan outlining how the bidder intends to ensure oversight and quality assurance throughout the assignment. Quality Assurance plan should include discussion on risk-assessment and its mitigation plan (5 points)</p> <p><i>Total Point 5</i></p> <p style="background-color: #00ffff; display: inline-block; padding: 2px;">[Insert response here]</p>   |
| <p><b>Total scores for section 2: 25 points</b></p>               |  |

| Section 3: Key personnel proposed |  |  |   |  |          |             |  |          |                                     |  |          |                          |  |
|-----------------------------------|--|--|---|--|----------|-------------|--|----------|-------------------------------------|--|----------|--------------------------|--|
| 3.1                               | <p>Qualifications of key personnel proposed aligned with the Terms of Reference</p> <p style="background-color: #00ffff; display: inline-block; padding: 2px;">[Insert response here by filling up the below table]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name and Nationality</th> <th style="width: 40%;">Position to be Assumed in this Contract</th> <th style="width: 35%;">Requirements as per Terms of reference</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">[Insert]</td> <td style="text-align: center;">Team Leader</td> <td style="background-color: #00ffff;">Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A</td> </tr> <tr> <td style="text-align: center;">[Insert]</td> <td style="text-align: center;">Legal/ Policy Experts/similar roles</td> <td></td> </tr> <tr> <td style="text-align: center;">[Insert]</td> <td style="text-align: center;">Economist /similar roles</td> <td></td> </tr> </tbody> </table> <p><i>Assessment Criteria:</i></p> | Name and Nationality   | Position to be Assumed in this Contract | Requirements as per Terms of reference | [Insert] | Team Leader | Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A | [Insert] | Legal/ Policy Experts/similar roles |  | [Insert] | Economist /similar roles |  |
| Name and Nationality              | Position to be Assumed in this Contract  | Requirements as per Terms of reference   |   |  |          |             |  |          |                                     |  |          |                          |  |
| [Insert]                          | Team Leader  | Copy the requirements in the TOR. If you are proposing additional personnel not included in the min. structure, please make this column as N/A |   |  |          |             |  |          |                                     |  |          |                          |  |
| [Insert]                          | Legal/ Policy Experts/similar roles  |  |   |  |          |             |  |          |                                     |  |          |                          |  |
| [Insert]                          | Economist /similar roles   |  |   |  |          |             |  |          |                                     |  |          |                          |  |

|            |   |
|------------|---|
|            | <p><b><u>1. Team Leader (12 points)</u></b></p> <p><b>Education:</b> A Master's Degree in Energy, Engineering, Energy Economics, Finance, or other related fields is required. A Ph.D. in the above-mentioned fields is preferable.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience in similar role, with minimum 5 years of leadership experience</li> <li>• Professional experience in climate change finance, technique, optimal finance, decision-making, governance, economics, financial, and so on.</li> <li>• Knowledge of energy transition, political, economic, and social situation in Vietnam</li> <li>• Previous successful involvement with, and good knowledge of donor, government, private sector, and civil society is desired</li> <li>• Computer literacy in Microsoft packages (MS Word, MS Excel, MS Access, MS Power Point) and data science softwares like Stata, Python, Simulation Tools is required</li> <li>• Having at least two articles published in international journals and having participated in related projects will be considered an asset, but not a requirement.</li> </ul> <p><b>Language:</b> Fluency in written and spoken English is essential</p> <p><b><u>2. Legal and policy experts/ similar role (6 points)</u></b></p> <p>Master's degree + 10 years of professional experience in legal/ regulatory aspects of climate change/ environment (PhD preferred)</p> <p>Knowledge of and experience in energy transition, political, economic, and social situation in Vietnam preferred</p> <p><b><u>3. Economist/ similar role (7 points)</u></b></p> <p>Master's degree + 10 years of professional experience in financial/ economic aspects of climate change/ environment (PhD preferred)</p> <p>Knowledge of and experience in energy transition, political, economic, and social situation in Vietnam</p> <p>Knowledge of financial optimisation, cost-effective evaluation, simulating approach, decision-making science</p> <p><b><u>Total point 25</u></b></p> <p>[For each of the names identified above, attach his/her CV using the format in Form E: Format for Resume of Proposed Key Personnel.]</p> |
| <p>3.2</p> | <p>The bidder shall provide a response that demonstrates its commitment to support gender equality through its operations</p> <p><b>Assessment Criteria:</b></p> <p>Demonstrating commitments to support gender equality through its operation (5 points)</p> <p><b><u>Total Point 5</u></b></p>  |

|  |  |
|--|--|
|  | <b>Total scores for section 3: 30 points</b> |
|--|--|

I, the undersigned, certify that I am duly authorized by **[insert full name of Offeror]** to sign this Proposal and bind **[insert full name of Offeror]** should UNOPS accept this Proposal:

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

## Form E: Format for Resume of Proposed Key Personnel

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

|   |   |
|---|---|
| <b>Position as per Tender Requirement</b> | [Insert Role As Per Required in the TOR]  |
| <b>Name of Personnel</b>                  | [Insert]  |
| <b>Title</b>                              | [Insert]  |
| <b>Position base for this assignment</b>  |   |
| <b>Years with firm</b>                    | [Insert]  |
| <b>Nationality</b>                        | [Insert]  |
| <b>Language proficiency</b>               | [Insert]  |
| <b>Education/Qualifications</b>           | [Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]   |
| <b>Professional certifications</b>        | [Provide details of professional certifications relevant to the scope of services] <ul style="list-style-type: none"> <li>• Name of institution: [Insert]</li> <li>• Date of certification: [Insert]</li> </ul>   |
| <b>Employment Record/Experience</b>       | [Starting with present position, list in reverse order, every employment held. List all positions held by personnel since graduation, giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.] |
| <b>References</b>                         | [Provide names, addresses, phone and email contact information for two (2) references]<br><br>Reference 1:<br><br>Reference 2:  |

I, the undersigned, certify to the best of my knowledge and belief, this bio-data is accurate.

\_\_\_\_\_

\_\_\_\_\_

Signature of Personnel (individual) or firm representative

Date (Day/Month/Year)

## Form F: Performance Statement Form

RFP reference no: [insert RFP reference No.]

Name of Offeror: [insert name of Offeror]

Date: [insert submission date]

| Insert detail of the client | Contract no. & date | Description of the scope of work | Value of Contract | Date of completion of delivery |        | Remarks indicating reasons of late delivery, if any | Was the supply of services satisfactory? |
|-----------------------------|---------------------|----------------------------------|-------------------|--------------------------------|--------|---|--|
|                             |                     |                                  |                   | As per Contract                | Actual |   |  |
|                             |                     |                                  |                   |                                |        |   |  |
|                             |                     |                                  |                   |                                |        |   |  |
|                             |                     |                                  |                   |                                |        |   |  |
|                             |                     |                                  |                   |                                |        |   |  |

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_