

 **UNOPS**  
**Pre-Bid Meeting**



**RFP - Consultancy Services For Facilitating Private  
Sector's Access to and Engagement in Vietnam's Energy  
Sector  
In Vietnam**

**26 July 2024 at 3 pm. Vietnam Time**



**ENERGY  
TRANSITION  
PARTNERSHIP**

Powering Prosperity and Enabling Sustainability in South East Asia



## ABOUT US

A multi-donor partnership of government and philanthropic funders, working to **accelerate sustainable energy transition** in Southeast Asia, in line with the Paris Agreement and Sustainable Development Goals.

ETP delivers **technical assistance** to empower its partner countries in their transition towards an energy system that simultaneously ensures environmental sustainability, economic growth, and energy security.

# ABOUT US

## FUNDING GOVERNMENTS AND PHILANTHROPIES



Environment and  
Climate Change Canada  
Environnement et  
Changement climatique Canada



Australian Government  
Department of Climate Change, Energy,  
the Environment and Water

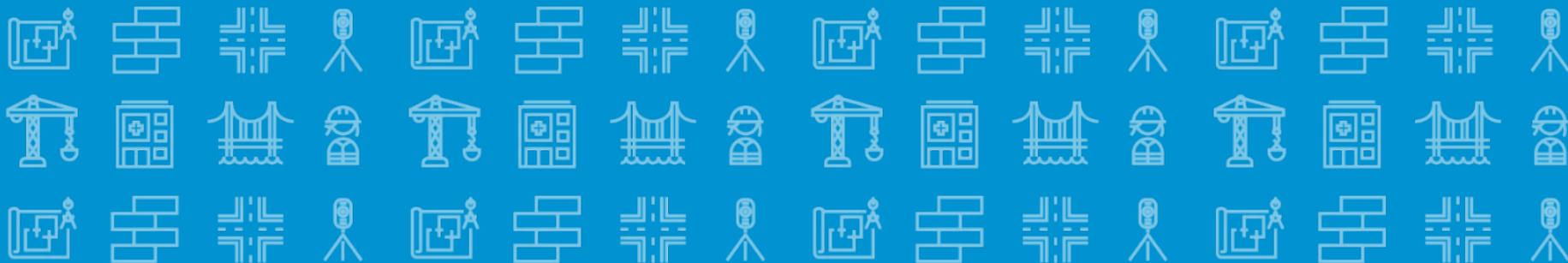


## FUND MANAGER



# 1

## PROJECT DETAIL



# Project Background

- To fully realise Viet Nam's potential in renewable energy for energy security and climate goals, substantial investment is needed: \$135 billion by 2030 and \$399.2 billion to \$523.1 billion by 2050. Public funding alone is insufficient, and there is a heightened need to mobilise private capital. However, regulatory and financial barriers hinder this process.
- Private investment has been encouraged since 2004 but remains limited due to legal constraints. Despite the enactment of the Public-Private Partnerships (PPPs) Law in 2021, the number of new investment contracts has dwindled.

# Objectives

1. Leverage international best practices to inform strategies for mobilising private capital in Viet Nam's energy transition and optimise finance structures;
2. Assess Viet Nam's finance structure and financial instruments aimed at private capital mobilisation for energy projects to identify gaps and opportunities;
3. Propose innovative finance structures, instruments, and platforms tailored to attract private sector investment in clean energy projects.
4. Enhance the implementation of public-private partnerships to ensure effective collaboration and investment in Viet Nam's energy sector;
5. Recommend a comprehensive roadmap with actionable steps for policymakers to implement recommended measures to attract private capital into clean energy projects;
6. Improve private sector engagement in the energy sector through dialogues.

# Main Outputs

1. Report on international experiences in mobilising private capital to support energy transition and finance structures for the energy sector;
2. Report on the current state of Viet Nam's finance structure, financial instruments, and private capital mobilisation for energy transition;
3. Report providing recommendations for finance structures, innovative financing instruments, platforms, and systems to mobilise finance from private sectors to clean energy projects;
4. Recommendations for the implementation of public-private partnerships;
5. Roadmap for implementation of the recommended suite of policy measures and recommendations for mobilising private capital into clean energy projects;
6. Dialogues on blended finance and innovative instruments for enhancing private sector engagement in the energy sector

# Project deliverables (1)

Payment	Deliverable	Target Delivery and Payment Timeline	% of Payment
1	<b>D.1. Inception Report</b>	Month 1	10%
2	<b>D.2. Inception workshop* and workshop report</b>	Month 1 (D.2. will be paid with together with D.1.)	5%
3	<b>D.3. Report:</b> International experience in mobilising private capital to support energy transition and finance structures for the energy sector	Month 3	15%
4	<b>D.4. Report:</b> Current state of Viet Nam's finance structure, financial instruments, and private capital mobilisation for energy transition	Month 5	20%

# Project deliverables (2)

5	<b>D.5. Workshops:</b> 2 workshops on blended finance and innovative instruments for enhancing private sector engagement in the energy sector	Month 7	10%
6	<b>D.6. Report:</b> Recommendations for the Implementation of PPP in Vietnam	Month 7 (D.6. will be paid together with D.5.)	15%
7	<b>D.7. Report:</b> Study and recommendations for finance structures, innovative financing instruments, platforms, and systems to mobilise finance from private sectors to clean energy projects	Month 10	15%
8	<b>D.8. Workshop and post-workshop report</b>	Month 11	5%
9	<b>D.9. Final report and implementation roadmap</b>	Month 11 (D.9. will be paid together with D.8.)	5%
<b>Contract Monitoring Requirement</b>	<b>Monthly Progress Report:</b> In addition to the listed deliverables, the consultant will need to provide monthly progress reports as per the provided template. Failure to submit this report will result in the payments being withheld.	Monthly submission	N/A



# Selection Criteria

1. Eligibility and Formal Criteria (Pass/Fail)
2. Qualification Criteria (Pass/Fail)
3. Technical Criteria (Numeric Score)
4. Financial Criteria (Numeric Score)

# 1. Eligibility and Formal Criteria

- 1) Offeror is eligible as defined in Instructions to Offerors, Article 4. In case of Joint Ventures (JV), all JV members should fulfill this requirement.
- 2) Completeness of the Proposal. All required Questionnaires (if any), Returnable Bidding Forms, and other documentation requested under the Document Checklist section have been provided and are complete.
- 3) Offeror accepts UNOPS General Conditions of Contract as specified in Section IV: Contract Forms.

## 2. Qualification Criteria

- 1) The company should have a minimum of seven (7) years of experience with at least 02 similar contracts/projects within the related sector. Relevant experience considered as the following:
  - The entity should have extensive experience providing technical advisory services on areas covering investment, climate change finance, renewable energy, cost-effectiveness, policy development, PPPs and other related topics, preferably in Vietnam
  - The entity's experience working with government agencies/ multilateral organizations/ UN organizations will be an asset.
  - The offeror must have in-country presence (the offeror can propose). Or else, the offeror needs to partner up with an organisation based in Vietnam or subcontractors.

In the case of JV, at least one of the JV members should fulfill this criteria

## 2. Qualification Criteria (cont.)

- 2) Offeror must provide a minimum of two (2) customer references (including name, email address, and phone number of the focal point) within any of the last 5 years. In case of JV, at least one reference from each JV member should be submitted. UNOPS may contact the customer reference when the bidder is awarded the contract.

“At least 1 reference per each JV member”

## 2. Qualification Criteria (cont.)

### 3) Financial Capacity/financial stability:

- Bidder should have a minimum annual turnover (Gross Revenue) of 400,000 USD in any of the past 2 years. Or the bidder has access to a line of credit or bank overdraft or other financial means to meet a working capital of 400,000 USD.
- Bidder's Liquidity / Quick Ratio should be a minimum 1, in any of the past 2 years. (current asset/current liabilities)

In the case of JV, annual turnover is calculated based on the total annual turnover of the JV members. And at least one of the JV members should have 1 liquidity/quick ratio in any of the past 2 years.

### 3. Technical Criteria

Part 1: Offeror's Qualification, Capacity and Expertise	15 points
Part 2: Proposed Methodology, Approach and Implementation Plan	40 points
Part 3: Key Personnel Proposed and Sustainability Criteria	25 points
<b>Total Technical Proposal Points</b>	<b>80 points</b>

- The maximum number of points that a bidder may obtain for the Technical proposal is **80**.
- To be technically compliant, Bidders must obtain **a minimum of 56 points**
- **Minimum pass score: 70% of maximum 80 points = 56 points**

# 3. Technical Criteria

Part 1: Offeror's Qualification, Capacity and Expertise		15 points
1.1	<p>Brief description of the organization, including the year and country of incorporation, and types of activities undertaken, including the relevance of specialized knowledge and experience on similar engagements done in the past.</p> <ul style="list-style-type: none"><li>- The entity should demonstrate extensive experience of researching and working on the subject matters (3 points)</li><li>- Demonstrates extensive experience on the subject matters in vietnam and understanding of relevant stakeholders (6 points)</li><li>- Demonstrates an ability to engage locally for stakeholder engagement, information gathering, and information dissemination (3 points)</li></ul>	12
1.2	<p>General organizational capability which is likely to affect implementation: management structure, and project management controls. In case of JV, there should be a clear designation of roles and responsibilities between the JV members.</p>	3

## 3. Technical Criteria (cont.)

Part 2: Proposed Methodology, Approach and Implementation Plan		40 points
2.1	Description of the Offeror's approach including risk(s), mitigation measure(s), and methodology for meeting or exceeding the requirements of the Terms of Reference	30
2.2	Quality Assurance Plan	5
2.3	Implementation Timeline	5
Part 3: Key Personnel Proposed and Sustainability Criteria		25 points
3.1	Qualifications of key personnel proposed aligned with the Terms of Reference	20
3.2	The bidder shall provide a clear statement, approach and methodology that demonstrates its commitment to support and mainstream gender equality and social inclusion through its operations and project implementation activities.	5
<b>Total Technical Proposal Points</b>		<b>80 points</b>

## 4. Financial Criteria

The maximum number of points that a bidder may obtain for the Financial Proposal is **20**. The maximum number of points will be allocated to the lowest evaluated price bid. All other prices will receive points in reverse proportion according to the following formula:

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

**Financial proposals will be evaluated following completion of the technical evaluation.**

The bidder with the lowest evaluated cost will be awarded (20) points. Financial proposals from other bidders will receive prorated points based on the relationship of the bidder's prices to that of the lowest evaluated cost.

# Cumulative Analysis

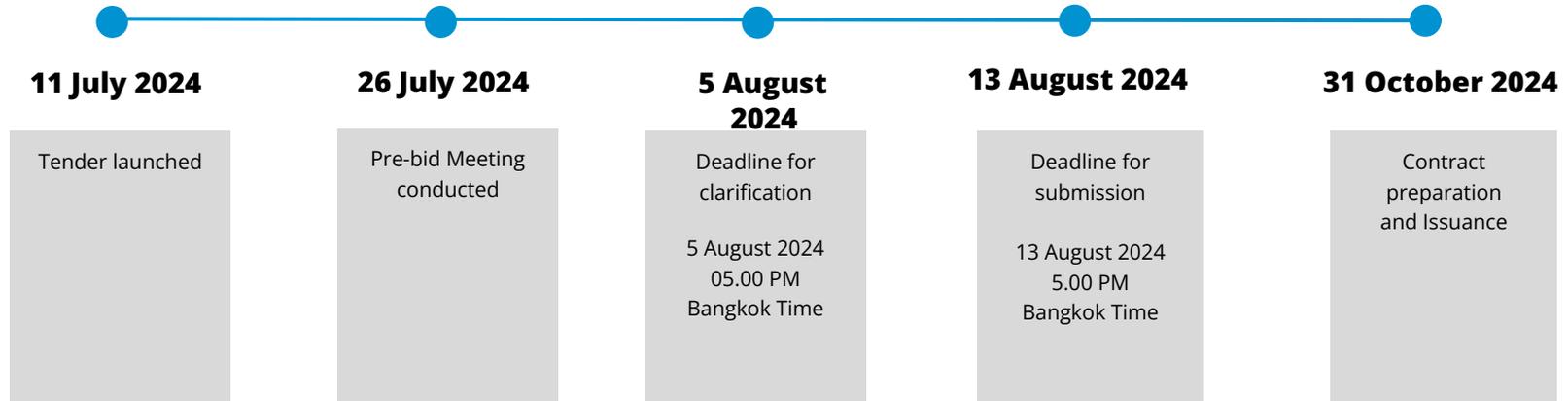
- 1) To select the contractor, a combination of **total Technical + total Financial Score** will be used
- 2) The weight of technical : financial offer is **80:20**

# Sample of Cumulative Analysis

	Offeror 1	Offeror 2	Offeror 3	Offeror 4	Offeror 5	Offeror 6
<b>Eligibility and Formal criteria</b>	Pass	Pass	Pass	Pass	Pass	Pass
<b>Qualification criteria</b>	Pass	Pass	Pass	Pass	Pass	<b>Fail</b>
<b>Technical score</b>	60	60	65	<b>66</b>	<b>55</b>	<p><i>The offeror 6 is not eligible to move to the next evaluation stage.</i></p>
<b>Total offered rate (USD)</b>	<b>20,000</b>	25,000	25,000	30,000	<p><i>Technical score of the offeror 5 is less than minimum 70% of 80 points (56 points). Hence, the offeror 5 is not eligible to move to the next evaluation stage.</i></p>	
<b>Financial score</b>	20	16	16	13.33		
<b>Accumulative score</b>	80	76	<b>81</b>	79.33		
<b>Award rank</b>	2	4	<b>1</b>	3		



# Procurement Timeline



# 4

## RETURNABLE BIDDING FORMS



# Returnable Bidding Forms

Please refer to the **RFP\_Section\_III\_Returnable Bidding Forms**

- Corporate Registration Certificate
- Corporate Financial Statement
- Form A: Joint Venture Partner Information Form (optional)
- Form B: Proposal Submission Form
- Form C: Financial Proposal Form
- Form D: Technical Proposal Form
- Form E: Format for Resume of Proposed Key Personnel
- Form F: Performance Statement Form
- Annex 1: Detailed Personnel Proposed
- DRiVE Supplier Sustainability Questionnaire (online questionnaire)

# 5

## COMMON BIDDING ISSUES



# Common Issues in Previous Bid Submissions

No.	Common Issue	Implication	Suggestion
1	<ol style="list-style-type: none"> <li>1. Bidder proposes personnel who are not meeting the education / experience requirements</li> <li>2. Bidders' CVs does not include complete information of the personnel's credentials and only listed the position and company they worked for</li> </ol>	<ol style="list-style-type: none"> <li>1. Bidder's technical score will be impacted</li> <li>2. Evaluation panel are not able to verify if the personnel meets the requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. Bidders are encouraged to double check the personnel's CVs and their requirements</li> <li>2. Bidders are requested to complete <i>Annex 1- Detailed Personnel Proposed</i></li> </ol>
2	<p>Bidder overestimated the personnel allocation, resulting in financial proposal being extremely higher than the estimate / available funds</p>	<p>The financial proposal is not as competitive, and might result in the proposal not being selected despite the strong technical component</p>	<ol style="list-style-type: none"> <li>1. Bidders are suggested to propose personnel aligned with the Terms of Reference. 1-3 additional personnel might be added, but adding significant number of additional personnel tend to inflate the proposal significantly, making it much higher than it could be</li> <li>2. UNOPS always announces the winner of the bid, as well as the contract value. Bidders are encouraged to check this information to understand how their financial proposal compares with the winning bid</li> </ol>
3	<p>Bidder discloses their financial offer in the technical proposal</p>	<p>The bid will be disqualified</p>	<p>Please only mention your financial offer in <i>Form C: Financial Proposal Form</i></p>

# Common Issues in Previous Proposal Submissions

No.	Common Issue	Implication	Suggestion
4	Bidder does not elaborate on their relevant experiences	This impacts their technical score on understanding of local context	An in-depth details of the past experience should be provided, for example, scope of works, client name, project results & impacts, etc. This information should be indicated in Returnable <b>Form F: Performance statement form</b>
5	Bidder provides a general methodology, and sometimes, copies and pastes from the tender document	This impacts their technical/ methodology score	Bidder should provide a detailed methodology specifically tailored for this project to demonstrate their capability/capacity to deliver the services.
6	Bidder does not accept UNOPS General Conditions of Contract, or Added Additional Conditions or Special Conditions of Contract	The bid will be disqualified	Please ensure that you review the detailed UNOPS Conditions of Contract and complete your internal clearance to confirm you accept the Conditions of Contract as it is.



**Q&A**

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