**Annex 2-a**

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL[[1]](#footnote-1)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

[insert: *Location]*.

[insert: *Date]*

To: Procurement Unit - UNDP Vietnam

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:

Name of thematic issue: ….

1. **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 among others the following with appropriate supporting documents:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Description of the research agenda of the institution;*
4. *Record of publication;*
5. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*



1. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
2. *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.*

***Important Notes****: Please refer to the detailed evaluation criteria in the above table for proving appropriate information and supporting documents to desmonstrate the bidders’ capacity*

1. **Proposed Methodology for the Completion of Services**

|  |
| --- |
| *A proposal of about three to five single-spaced pages explaining how the research will be undertaken and addressing how the objective of the research theme will be answered in the paper. It is expected that the proposal will identify with clarity how familiar the researchers are with the selected theme, including the theoretical framework and its practical application into Vietnamese policy processes. Interested bidders are reminded to pay special attention to this proposal, since this will be the most important element to be considered during the selection process.*  *Special consideration will be given to proposals that aim to combine PAPI data with other “hard” data and statistics and large datasets (e.g. the Provincial Competitiveness Index – PCI; Vietnam Household Living Standards Survey – VHLSS; VHLSS Governance Modules; Multi-dimensional Poverty Index – MPI, Human Development Index – HDI; and other available reliable datasets).* |

1. **Qualifications of Key Personnel**

*Interested international and Vietnamese universities, research centres, think-tanks or research institutions shall form a research team that consists of one senior international expert, one senior national expert and one national researcher. Each team member will have distinctive roles, to include, but not limit to the following minimum aspects:*

*o The lead senior international expert will lead the research team and have the overall responsibility for the outputs of the research. She/he will provide overall substantive guidance, methodological advice to other team members. In addition, the senior international expert shall distribute roles and responsibilities for team members.*

*o The senior national expert will provide contextual and substantive inputs to the team. She/he will help identifying, in collaboration with the national researcher, key sources of information for the research, provide technical advice and contribute to the outputs of the research. She/he will ensure that current national policies and priorities as well as local level realities are adequately addressed in the research paper.*

*o The national researcher will support the two experts with data collection, contact key informants and support arranging interview schedules for the fieldwork component of the research should there be any. She/he will ensure that all identified relevant documents are collected and reviewed. She/he will work in close consultation with the (senior) national consultant and will provide administrative support where needed.*

*The Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *One of the senior researchers must have a strong quantitative research experience.*
3. *CVs demonstrating qualifications must be submitted if required by the RFP;*
4. *A written sample, including one recent publication with a quantitative approach by the principal/lead researcher*
5. *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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

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

*[Date]*

**Annex 2-b**

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL[[3]](#footnote-3)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[4]](#footnote-4))***

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Applicable taxes |  |  |
|  | **Total** | **100%** |  |

1. **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** |  |  |  |  |
| **Applicable taxes** |  |  |  |  |

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

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

[Designation]

[Date]

**Annex 2-c**

**CHECK LIST OF DOCUMENTS SUBMITTED BY BIDDERS**

**Note:**

* Bidders are required to review carefully this checklist before submitting proposal to ensure complete submission.
* Maximum email size: 07 MB. Bidders can split proposal into several emails if the file size is large
* Technical and Financial Proposals are to be submitted in separate envelop/email by 8 December 2014 (Hanoi time).
* Separate technical and proposals for each bided thematic issue. Proposals and envelops/email title indicate which thematic issue the company bids for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Documents** | **To be completed by bidders** | | |
| **Doc submitted Y/N** | **Number of pages** | **Remarks** |
| **A** | **Fully filled Technical proposal (Following template in Annex 2-a) including:** |  |  |  |
| 1 | An official letter signed by authorized person, clearly specifying the name of thematic issue(s) submitted. |  |  |  |
| 2 | Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations including information about the institution’s legal entity |  |  |  |
| 3 | Business Licenses |  |  |  |
| 4 | Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references |  |  |  |
| 5 | 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. |  |  |  |
| 6 | Proposed methodology |  |  |  |
| 7 | CVs of key personnel |  |  |  |
| 8 | Records of publication |  |  |  |
| 9 | A written sample, including one recent publication with a quantitative approach by the principal/lead researcher |  |  |  |
| **B** | **Dully signed Price Schedule** (following template in Annex 2-b) |  |  |  |
| **C** | **This duly filled, checked, certified submission checklist to be attached to the submission** |  |  |  |
| **D** | Notification email to [undpprocurement@gmail.com](mailto:undpprocurement@gmail.com) informing that you have submitted proposal and the number of emails submitted. |  |  |  |

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

*[Designation]*

[Date]

1. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)
3. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-3)
4. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-4)