REQUEST FOR PROPOSAL (RFP)
RFP Number UNFPA/VNM/RFP/17/02
For the establishment of a:
CONTRACT FOR PROFESSIONAL SERVICES
In regards to:
SUPPLY/PROVISION OF CONSULTANCY SERVICES to UNFPA HA NOI, VIET NAM
FOR CONDUCTING A BASELINE STUDY ON PUBLIC AWARENESS ON VIOLENCE AGAINST WOMEN AND GIRLS IN QUANG NINH PROVINCE

LETTER OF INVITATION

Dear Sir/Madam,

1. The United Nations Population Fund (UNFPA), an international development agency, is seeking qualified Bids for the above-mentioned services. Your company is hereby invited to submit your best Technical and Financial Bids for the requested services. Your Bid could form the basis for a contract for professional services (CPS) between your company and UNFPA.

2. To enable your company to submit a Bid, please read the following attached documents carefully:

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3. The Bid process will be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information. Specific instructions for the submission can be found Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids.

4. Bidders are requested to carefully read Section I – Instructions to Bidders, clause 19 Submission, Sealing and Marking of Bids, where detailed instructions of the submission process are provided. It is the Bidder’s responsibility to assure compliance with the submission process. If the envelopes or emails are not marked / submitted per the instructions, UNFPA will neither assume responsibility for the bid’s misplacement or premature opening nor guarantee the confidentiality of the Bid process. Incorrect submissions might result in your Bid being declared invalid.

All Bids comprising of Technical and Financial parts should reach the below and corresponding addresses no later than 15h00 (Ha Noi Time, GMT+7) on Friday, 10 November 2017.

United Nations Population Fund
304 Kim Ma Street, Ba Dinh District
Ha Noi - Viet Nam
Tel: 84-24-38500100; Fax: 84-24-37265520
Email: vietnam.office@unfpa.org
Website: http://vietnam.unfpa.org
www.facebook.com/unfpa.vietnam
a. If you choose to submit your Bid in hard copy, your Technical Bid and Financial Bid should be submitted in separate, sealed envelopes in accordance to clause 19.4 Submission of hard copy Bids, and should reach the following address:

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

b. If you choose to submit your Bid electronically, your Technical Bid and Financial Bid should be submitted in separate emails in accordance to clause 19.3 Submission of electronic Bids, should reach the email inbox of vbdttender@unfpa.org. 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.

5. Bids received after the stipulated date and time will be rejected.

6. Bidders are asked to acknowledge receipt of this RFP using the Bid Confirmation Form SECTION VI – ANNEX A: BID CONFIRMATION FORM. A completed Form should be e-mailed to: Ms. Nguyen Minh Ha, Admin/Finance Associate – UNFPA Viet Nam at mnguyen@unfpa.org no later than 6th November 2017 and indicate whether or not a Bid shall be submitted. Bidders that will not submit a Bid are kindly asked to indicate the reason(s) for not bidding on the Bid Confirmation Form to help UNFPA improve its future Bid exercises.

7. Any questions relating to the Bid process and/or to the attached documents shall be sent to: Ms. Nguyen Minh Ha, Admin/Finance Associate – UNFPA Viet Nam at mnguyen@unfpa.org

Responses to all questions received will be handled in accordance to the instructions included in Section I - Instructions to Bidders, clause 8 Clarifications of solicitation documents. Do not submit a Bid to this contact, or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bid process.

8. UNFPA looks forward to receiving your Bid and thanks you in advance for your interest in UNFPA procurement opportunities.

9. This letter is not to be construed in any way as an offer to contract with your company/institution.

Yours sincerely,

Do Thi Thu Ha
Operations Manager
UNFPA Viet Nam
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SECTION I: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. General
   1.1. UNFPA’s Procurement Services Branch wishes to establish a contract for professional services with a qualified supplier(s) for the provision of consultancy services for conducting a baseline study on public awareness on violence against women and girls in Quang Ninh province, Viet Nam in support of a UNFPA project “Raising public awareness on gender-based violence, especially sexual violence against women and girls in Viet Nam” funded by KOICA.
   1.2. As a result of this competitive Bid process, UNFPA plans to sign a Contract for Professional Services with a single supplier.
   1.3. In the event of UNFPA signing a contract the following shall apply:
       1.3.1. The successful Bidder(s) shall accord the same terms and conditions to any other organization with the United Nations Systems, located in Viet Nam, that wishes to avail itself of such terms, after written consent from UNFPA’s Procurement Services Branch;
       1.3.2. The contract template specified in SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES shall be used.

2. Eligible Bidders
   2.1. This Bidding process is open to all legally-constituted companies that can provide the requested services and have legal capacity to deliver in the country, or through an authorized representative.
   2.2. Bidders and all parties constituting the Bidder may hold any nationality.
   2.3. Bidders must not have a conflict of interest in order to be considered eligible. Bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:
       2.3.1. Are, or have been associated in the past, with a company or any of its affiliates that have been engaged by UNFPA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods and/or services to be purchased under this Bid.
       2.3.2. Submit more than one Bid in this Bidding process, except for alternative Bids accepted under instructions to Bidders clause 18 is not permitted. However, this does not limit the participation of subcontractors in more than one Bid.
       2.3.3. Any Bidder that is uncertain as to whether the situation it is in constitutes a conflict of interest must disclose the situation to UNFPA and seek UNFPA’s guidance.
       2.3.4. The following information must be disclosed in the Bid:
           2.3.4.1. Bidding entities whose owners, part-owners, officers, directors, controlling shareholders, or key personnel are immediate family of UNFPA staff involved in procurement functions and/or of any government official of the...
beneficiary country and/or of any Implementing Partner (IP) receiving the goods and/or services under this RFP; and

2.3.4.2. Any other situation that could potentially lead to actual or perceived conflict of interest, collusion, or unfair competition practices.

2.3.4.3. Failure to disclose the information above may result in rejection or disqualification of the Bid or of the award resulting of the Bid process.

2.4. Bidders under declaration of ineligibility by UNFPA in accordance with clause 2 at the time of contract award will be disqualified. Bidders are not eligible to submit a Bid if at the time of Bid submission they are:

2.4.1. Listed as suspended or removed by the United Nations Procurement Division (UNPD);
2.4.2. Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace (UNGFM) as a result of having committed fraudulent activities;
2.4.3. Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaeda and/or the Taliban;
2.4.4. Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.

2.5. All Bidders must adhere to the UN Supplier Code of Conduct, which may be found by clicking on UN Supplier Code of Conduct.

2.6. Accordingly, any company that is found to have undertaken unethical, unprofessional, or fraudulent activities, as defined in clause 4, will be temporarily suspended or permanently debarred from business relations with UNFPA.

2.7. Bids may be submitted by a Joint Venture (JV). In the case of a JV:

2.7.1. The completed Joint Venture Partner Information Form,
2.7.2. SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM, must be included with the Bid; and
2.7.3. All parties to the JV shall be jointly and severally liable; and
2.7.4. The JV must nominate a Representative, who will have the authority to conduct all businesses for and on behalf of all parties of the JV during the Bidding process, and, if the JV is awarded a contract, during the validity of the contract.

3. Cost of Bid

3.1. Bidder will bear all costs associated with the preparation and submission of the Bid(s), and the procuring UN entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

4. Fraud and Corruption

4.1. UNFPA’s Policy regarding fraud and corruption is available by clicking on Fraud Policy and applies fully to this Bid. Submission of any Bid implies that the Bidder is aware of this Policy.
4.2. UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. To this effect, UNFPA has developed an Anti-Fraud Policy with the aim to raise awareness of fraud risks,
implement controls to prevent fraud, and establish a procedure to detect fraud and to enforce the Policy.

4.3. UNFPA requires that Bidders, suppliers, and contractors and their subcontractors observe the highest standards of ethics during the procurement and execution of UNFPA contracts.

4.4. Pursuant to this Policy, UNFPA defines the terms set forth as follows:

4.4.1. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

4.4.2. “Fraudulent practice” means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit, or to avoid an obligation;

4.4.3. “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

4.4.4. “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

4.4.5. “Obstructive practice” means acts intended to materially impede the exercise of UNFPA’s contractual rights of audit, investigation and access to information, including destruction, falsification, alteration or concealment of evidence material to a UNFPA investigation into allegations of fraud and corruption.

4.4.6. “Unethical practice” means conduct or behavior that is contrary to Staff or Supplier codes of conduct, such as those relating to conflict of interest, gifts, hospitality, post-employment provisions, abuse of authority and harassment.

4.5. UNFPA will reject to award a contract if it determines that a Bidder recommended for award has engaged in corrupt, fraudulent, collusive, coercive, obstructive or unethical practices while competing for the contract in question;

4.6. UNFPA will declare a supplier ineligible, either indefinitely or for a stated period of time, to be awarded a UNFPA contract/agreement if at any time it determines that the supplier has engaged in any corrupt, fraudulent, collusive, coercive, obstructive or unethical practices in competing for, or in executing, a UNFPA contract/agreement.

4.7. Any supplier participating in UNFPA’s procurement activities must provide all required documents, records, and other elements to UNFPA personnel upon first request to facilitate any investigation of allegations of misconduct by either suppliers or any other party to the procurement activities. The absence of such cooperation may be sufficient grounds for the debarment of the supplier from the UNFPA supplier roster and may lead to suspension following review by UNFPA.

4.8. Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the UNFPA Office of Audit and Investigations Services as well as with any other oversight entity authorized by the Executive Director and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the Agreement, and to debar and remove the supplier from UNFPA’s list of registered suppliers.
4.9. A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at UNFPA Investigation Hotline.

5. Zero Tolerance
5.1. UNFPA has adopted a zero tolerance policy on gifts and hospitality. Bidders are therefore requested not to send gifts or offer hospitality to UNFPA personnel. If interested on reading further on this policy, please select Zero Tolerance Policy.

6. Disclaimer
6.1. Should any of the links malfunction or are inaccessible for any reason in this Request for Proposal or any of its Annexes, suppliers can contact the Procurement Official referenced below in clause 8 and request for them to share a PDF version of such document(s).

B. SOLICITATION DOCUMENTS

7. UNFPA Bidding document
7.1. This RFP document is posted on the UNFPA Viet Nam’s website http://vietnam.unfpa.org/call-for-submissions
7.2. Bidding documents consists of the following:

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<tr>
<th>Section</th>
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<tbody>
<tr>
<td>Section I</td>
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<td>Section II</td>
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<td>Annex A</td>
<td>Instructions for Preparing Technical Bid</td>
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<td>Section III</td>
<td>UNFPA General Conditions of Contract</td>
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<td>Section IV</td>
<td>UNFPA Special Conditions of Contract</td>
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<td>Section V</td>
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<tr>
<td>Annex C</td>
<td>Bidder Identification Form</td>
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<tr>
<td>Annex D</td>
<td>Bidder’s Previous Experience</td>
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<td>Annex E</td>
<td>Price Schedule Form</td>
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<tr>
<td>Annex F</td>
<td>Joint Venture Partner Information Form</td>
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<tr>
<td>Annex A</td>
<td>Template of Proposed Contract for Professional Services</td>
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</tbody>
</table>

7.3. Bidders are expected to examine all instructions, forms, Terms of Reference, terms and conditions contained within this Bid document. Failure to comply with these documents shall be at the Bidder’s risk and may affect the evaluation of the Bid or result in the rejection of the Bid.

7.4. Bidders are cautioned to read Section II – Terms of Reference, as there may be special requirements. The requirements presented herein are not to be construed as defining a particular service provider’s service. Bidders are encouraged to advise UNFPA if they disagree.

7.5. The requirements included in this document are the minimum requirements of the services solicited. Services offered in the Bid must meet or exceed all requirements herein.
8. Clarifications of Bidding documents
8.1. Bidders requiring clarification to the Bid process and/or to the Bid documents may be addressed in writing to:
Ms. Nguyen Minh Ha, Admin/Finance Associate, mnguyen@unfpa.org

Bidders should NOT submit any Bid to this contact or your Bid will be declared invalid, as UNFPA will not be able to guarantee the confidentiality of the Bidding process.

Bidders may request clarifications no later than 7th November 2017 at 17:00 (Ha Noi Time, GMT+7)\(^1\).

8.2. UNFPA will respond in writing to any requests for clarification received prior to the deadline and will circulate the answers (including an explanation of the requests without identifying the sources) to all prospective Bidders that have received the Bid documents. A copy of the questions and UNFPA’s answers will also be posted on the UNFPA Viet Nam website http://vietnam.unfpa.org/call-for-submissions.

8.3. UNFPA will respond to requests for clarifications as soon as possible. However, delays in UNFPA’s response will not oblige UNFPA to extend the Bid submission deadline. UNFPA may extend the deadline in specific cases UNFPA deems justified and necessary.

9. Amendments to Bidding documents
9.1. At any time prior to the Bid submission deadline, UNFPA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an amendment.

9.2. UNFPA shall post all amendments under the original notice on the UNFPA Viet Nam website. All prospective Bidders that have received the Bidding documents shall periodically check if amendments have been posted to the bidding documents on the UNFPA Viet Nam website.

9.3. To give prospective Bidders reasonable time to take the amendments into account, UNFPA may, at its discretion, extend the Bid submission deadline.

C. PREPARATION OF BIDS

10. Language of the Bid
10.1. Bid documents and all related correspondence will be written in English.

10.2. Any printed literature furnished by a prospective Bidder written in a language other than the language indicated must be accompanied by a translation in the preferred language indicated above. For the purpose of interpretation of the Bid, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language indicated above shall govern. The sole responsibility for translation and the accuracy thereof shall rest with the Bidder.

11. Bid currency and prices
11.1. All prices shall be in US dollars (USD) or any other convertible currency.

11.2. The Bidder shall indicate on the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM, the unit of measure, the unit price and total Bid price of the goods and/or services (where applicable) it proposes to supply under the contract.

\(^{1}\) http://www.timeanddate.com/worldclock/city.html?n=69
12. Conversion to single currency
12.1. To facilitate evaluation and comparison, the procurement official will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable to USD at the UN Operational Rate of Exchange (UNORE) on the last day for submission of Bids.

13. Most favored pricing
13.1. By submitting a Bid, the Bidder certifies that the same services have not been offered to other customers under similar circumstances at a lower cost. Should a Bidder be found to have done so, it must offer the lower cost to UNFPA.

14. Validity of Bids
14.1. Bids must remain valid for 90 calendar days after the Bid submission deadline. UNFPA will consider Bids with shorter validity as not substantially responsive and reject them. Under special circumstances, UNFPA may request Bidders to extend the validity of their Bids. Requests for validity extension will be made in writing.

D. SUBMISSION OF BIDS

15. Documents establishing eligibility and conformity to Bid documents
15.1. Evidence of conformity of the goods/services to the Bidding documents may include the following documentation as described in clauses 16 Technical Bid and 17 Financial Bid, to be completed and returned in hard copies or in electronic format depending on the submission approach selected.
15.2. Submission of a Bid that does not substantially respond to the UNFPA Bid document in every respect shall be at the Bidder’s risk and may result in a rejection of the Bid.

All required documents returned with the Technical Bid should be submitted in PDF version. The Financial Bid should be submitted both in PDF version and Excel version.

16. Technical Bid
16.1. Documents establishing the eligibility of the Technical Bid:
16.1.1. Completed and signed Bid Submission Form; SECTION VI – ANNEX B: BID SUBMISSION FORM in PDF format. Note: if the bid submission form is not submitted or not signed, and provided the bidder has not indicated they do not accept any of the conditions required in this form, UNFPA shall consider that the bidder has accepted all such conditions. For the sake of good order, at the time of bid evaluation UNFPA will request the bidder to provide the signed Bid Submission Form.
16.1.2. Completed Bidder Identification Form; SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM in PDF format.
16.1.3. Completed Bidder’s Previous Experience; SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE in PDF format.
16.1.4. Technical Bid, including documentation to demonstrate that the Bidder meets all requirements. The Technical Bid should be presented concisely and structured to include but not necessarily be limited to the information listed in SECTION II – ANNEX A: INSTRUCTIONS FOR PREPARING TECHNICAL BID in PDF format.
16.1.5. Supporting documents/information per the Supplier Qualification Requirements; SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

16.1.6. Completed Joint Venture Partner Information Form (if applicable); SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM in PDF format.

16.1.7. Copy of last three years of audited financial statements.

17. Financial Bid

17.1. Bidders must complete the Price Schedule Form in accordance to SECTION VI – ANNEX E: PRICE SCHEDULE FORM both in PDF format (signed version) and excel format. The separate Financial Bid must contain a quotation in a single currency, itemizing all services to be provided.

17.2. Please consider the following information when completing the Price Schedule Form:

17.2.1. The Price Schedule Form must provide a detailed cost breakdown, as shown in SECTION VI – ANNEX E: PRICE SCHEDULE FORM. Bidders are required to provide separate figures for each of the steps for each item.

17.2.2. Estimates for out of pocket expenses should be listed separately. Where installation, commissioning, training or other similar services are required to be performed by the Bidder, the Bidder shall include the prices for these services broken down into itemized prices.

17.2.3. All prices/rates Bid must be inclusive of all taxes (if any). The applicable unit of measure should be clearly indicated.

17.2.4. Submit this Financial Bid in a separate envelope/email from the rest of the Technical Bid.

18. Partial & Alternative Bids

18.1. Partial Bids are not allowed under this RFP. UNFPA reserves the right to select and accept a part or parts of any Bid.

18.2. Alternative bids are not accepted. In the event of a supplier submitting more than one bid, the following shall apply:

18.2.1. All bids marked alternative bids will be rejected and only the base bid will be evaluated.

18.2.2. All bids will be rejected if no indication is provided as to which bids are alternative bids.

19. Submission, sealing, and marking of Bids

19.1. The Bid process shall be conducted through a TWO-envelope system. Interested Bidders are requested to submit their Technical Bid separately from their Financial Bid containing price information.

19.2. UNFPA provides alternative methods of Bid submission:

19.2.1. Electronic Bids may be submitted via email in accordance with the guidelines provided in clause 19.3

19.2.2. Hard copy Bids may be delivered personally, by mail, or by courier in accordance with the guidelines provided in clause 19.4
19.2.3. Any of the above options is acceptable and only one method is required. In accordance with UNFPA’s green procurement initiative, electronic submissions are strongly encouraged.

19.3. Submission of electronic Bids
19.3.1. Bidders must enter the following text in the subject line: **UNFPA/VNM/RFP/17/02, Company Name**, and specify “Technical Bid” or “Financial Bid”. Example below:

- **19.3.1.1.** UNFPA/VNM/RFP/17/02 [Company name], Technical Bid email X
- **19.3.1.2.** UNFPA/VNM/RFP/17/02 [Company name], Financial Bid
- **19.3.1.3.** Submissions without this text in the subject line may be rejected.

19.3.2. Electronic submissions must be sent only to vbidtender@unfpa.org. Bids received at vbidtender@unfpa.org mailbox shall not be opened before the scheduled opening date. 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.

19.3.3. The total size of the email submission must **not exceed 20 MB**, including e-mail body, attachments, and headers.

19.3.4. It is recommended that the entire Bid be consolidated into as few attachments as possible, in commonly-used file formats in accordance to what has been stated in clauses 16 & 17. If the Bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line “email X” sequentially, and the final “email Y – final”.

19.3.5. It is the Bidder’s responsibility to ensure that Bids sent by email are received by the submission deadline. Bidders will receive an auto-reply acknowledging the receipt of each email when it is received by UNFPA’s email system. If you do not receive an auto-reply, inform Ms. Nguyen Minh Ha, Admin/Finance Associate at mnguyen@unfpa.org

19.4. Submission of hard copy Bids
19.4.1. Bidders must prepare one Original set of all Bid documents. In addition to the hard copy; Bidders should enclose their Bid documents in a USB or CD containing an electronic version of the Bid. In the event of a discrepancy between the electronic and the hard copy version, the hard copy document will govern. Please assure to use separate media (USB or CD) for the Technical Bid and Financial Bid.

19.4.2. Marking of hard copy Bids
19.4.2.1. The **outer envelope** must be clearly marked with:

```
UNITED NATIONS POPULATION FUND
Green One UN House
#304 Kim Ma Street, Ba Dinh District, Ha Noi
Viet Nam
UNFPA/VNM/RFP/17/02 - “Company Name”
Attention: Ms. Nguyen Minh Ha, Admin/Finance Associate
TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL
```
19.4.2.2. The envelope must indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as required, UNFPA will assume no responsibility in the event of Bid misplacement or premature opening.

19.4.2.3. The **inner envelopes** must be clearly marked with:

**UNITED NATIONS POPULATION FUND**

*Green One UN House*

#304 Kim Ma Street, Ba Dinh District, Ha Noi

*Viet Nam*

UNFPA/VNM/RFP/17/02 - “Company Name”

Attention: Ms. Nguyen Minh Ha, Admin/Finance Associate

**TO BE OPENED ONLY BY AUTHORIZED UNFPA PERSONNEL**

Submission 1 of 2: UNFPA/VNM/RFP/17/02 [Company name], Technical Bid

Submission 2 of 2: UNFPA/VNM/RFP/17/02 [Company name], Financial Bid

20. **Deadline for submission of Bid and late Bids**

20.1. Bids must be delivered to the place, date and time specified in this RFP. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/, or contact the Bid focal point.

20.2. Bids received after the submission deadline shall be declared late, rejected and the supplier informed by UNFPA accordingly. UNFPA will not be responsible for Bids that arrive late due to the courier company and any other technical issues which are not within the control of UNFPA.

21. **Modification and withdrawal of Bids**

21.1. Bidders are expected to have sole responsibility to examine the conformity of their Bids to the requirements of the RFP, keeping in mind that material deficiency in providing information requested by UNFPA, or lack of clarity in the description of goods or services to be provided may result negatively in the evaluation process of the Bids.

21.2. Bidders may modify, substitute or withdraw their Bid after submission, provided that written notice is received by UNFPA prior to the submission deadline.

21.3. Any proposed modification, substitution or withdrawal must be submitted in accordance to clause 19 - Submission, sealing and marking of Bids based on the approach utilized. The respective envelope or email shall be clearly marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”. Any revision to the Bid must be received by the deadline.

21.4. No Bid may be modified, substituted or withdrawn in the interval between the submission deadline and the expiration of the period of the Bid validity. No Bid may be modified, substituted or withdrawn after the submission deadline.

22. **Storage of Bids**

22.1. Bids received prior to the deadline of submission and the time of opening shall remain secure and unopened until the Bid opening date stated in UNFPA’s RFP.
E. BID OPENING AND EVALUATION

23. Bid opening
23.1. UNFPA will conduct an internal Bid opening on 10th November 2017 at 16:00 (Ha Noi Time, GMT+7) at the office of UNFPA Viet Nam, #304 Kim Ma Street, Ha Noi, Viet Nam.
23.2. Bids will be opened by an ad-hoc panel consisting of at least two staff members (of which one may be from a different United Nations agency/fund/program) and where at least one individual has no involvement in the subsequent stages of the procurement process. There will be separate Bid openings for Technical and Financial Bids. The Bidders’ names and submitted documents shall be announced and recorded on the Technical Bid opening report.
23.3. A Bid opening report will be available for viewing only to Bidders who have submitted a bid or their authorized representatives for a period of thirty days from the date of the opening. Information not included in the Bid opening report will not be provided to Bidders.
23.4. Once the Technical evaluation has been completed, the Financial Bids will be opened. During the Financial Bid opening, the Bidders’ names and the prices stated in the Financial Bid shall be announced and recorded on the Financial Bid opening report.
23.5. No Bid shall be rejected during Bid opening, except for late Bids. Rejected Bids will be shredded except for any bank securities, which will be returned to the Bidder.

24. Clarification of Bids
24.1. To assist in the examination, evaluation and comparison of Bids, UNFPA may ask Bidders for clarification of their Bids. The request for clarification and the response shall be in writing by UNFPA, and no change in price or substance of the Bid shall be sought, offered or permitted. Clarification of Bids may be provided only in response to UNFPA request for clarification or request for additional information.

25. Preliminary examination of Bids
25.1. Prior to the detailed evaluation, UNFPA shall examine the Bids to determine whether they are complete with respect to minimum documentation requirements, whether the documents are properly signed, whether any computational errors have been made and whether the Bids are generally in order.
25.2. The procurement official will determine the substantial responsiveness of each Bid to the RFP during the preliminary examination.
25.3. A substantially responsive Bid conforms to all the terms, conditions, and specifications of the Bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
   25.3.1. Affects in any substantial way the scope, quality, or services specified; or
   25.3.2. Limits in any substantial way, inconsistent with the Bidding documents, UNFPA’s rights or the Bidder’s obligations under the contract; or
   25.3.3. If rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive Bids.
25.4. UNFPA considers material deviations to include, but not be limited to the following:
   25.4.1. During preliminary examination of Bids

2 http://www.timeanddate.com/worldclock/city.html?n=69
25.4.1.1. Absence of Bid form(s), change in the wording or lack of signature on key portions of the Bid form when this is clearly required. Any change in wording that is consistent with the standard format of the Bid form(s) is not a material deviation;
25.4.1.2. The Bidder indicates in the Bid that they do not accept important contract conditions, i.e. related to Force Majeure, Applicable Law, Delivery Schedule, Payment Terms, General Conditions of Contract and Limitation of Liability;
25.4.1.3. Non submission of non-historical documents (documents that should be specifically prepared by the Bidder in response to this RFP) by the bid submission deadline.
25.4.1.4. Non-eligibility of the Bidder;
25.4.1.5. Financial information is included in the Technical Bid.

25.4.2. During technical evaluation of Bids and qualification of Bidders:
25.4.2.1. Bids do not reach the minimum threshold on technical score.
25.4.2.2. The Bidder does not meet the minimum conditions for qualification.

25.4.3. During Financial evaluation of Bids:
25.4.3.1. The Bidder does not accept the required price correction in accordance to Section I: Instructions to Bidders, clause 26.1.3
25.4.3.2. Required price components are missing;
25.4.3.3. The Bidder offers less quantity than what is required.

25.5. If a Bid is not substantially responsive to the Bidding documents, it shall be rejected by UNFPA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

26. Non-conformities, errors, and omissions
26.1. Provided that a Bid is substantially responsive:
26.1.1. UNFPA may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
26.1.2. UNFPA may request the Bidder to submit the necessary information or documentation within a reasonable period of time to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
26.1.3. UNFPA shall correct arithmetical errors on the following basis:
26.1.3.1. If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line item total shall be corrected, unless in the opinion of UNFPA there is an obvious misplacement of the decimal point in the unit price. In that case the line item total as quoted shall govern, and the unit price shall be corrected;
26.1.3.2. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
27. Evaluation of Bids

27.1. The evaluation of the Bids will be carried out in a two-step process by an evaluation panel, with evaluation of the Technical Bid being completed prior to any Financial Bid being opened and compared.

27.2. The Financial Bid will be opened only for those Bidders, where Technical Bids reach a minimum score of 70% and whom have fulfilled the supplier qualifications. The total number of points a Bidder may obtain for Technical and Financial Bids is 100 points.

27.3. Information relating to the examination, evaluation, comparison, and post-qualification of Bids and recommendation of contract award shall not be disclosed to Bidders or any other person not officially concerned with such process until the contract award is published.

27.4. Any effort by a Bidder to influence UNFPA in the examination, evaluation, comparison, and post-qualification of the Bids or contract award decisions may result in the rejection of its Bid.

27.5. Notwithstanding from the time of Bid opening to the time of contract award, if any Bidder wishes to contact UNFPA on any matter related to the Bidding process, it should do so in writing.

28. Technical evaluation

28.1. The Technical Bid is evaluated on the basis of its responsiveness to the Terms of Reference shown in Section II, the Technical Bids submitted by the Bidders and the evaluation criteria published below.
## Criteria

|----------|---------------------|----------------------------------|----------------|-------------------------------|

1. The firm’s general reliability as well as experience in conducting baseline studies

Points to assess:
- **Having at least 7-years of experience in conducting both qualitative and quantitative studies/survey in the field of gender and development, and at least 5-years of working experience in Viet Nam. (30 points)**
- **Proven experience in designing and implementation of qualitative studies on gender and development, and social science. (25 points)**
- **Organizational capability (having clear governing bodies including organisation chart – staff size for undertaking the consultancy work), coordination and financial management (having appropriate project management capacity including financial management system). (25 points)**
- **Experience working with multi-, bilateral programs/projects, UN agencies, particularly UNFPA and/or other development partners (20 points)**

| [A] 100 | [C] 10% | [B] x [C] = [D] 100 |

2. Understanding of the terms of reference

The technical proposal that addresses all requirements of this TOR with budget estimation, included a clear presentation/discussion of:

- **The purpose/objectives, scope, research methodology, sampling, target population of baseline, which meet the requirements of the TOR with the total of budget estimation (40 points)**
- **Country and provincial (Quang Ninh) context – general situation of gender based violence against women, sexual violence and the current challenges; current provision of services for victims and survivors of VAWG (30 points)**
- **Expected deliverables with estimated working days according to the timeline indicated in the TOR. (30 points)**

| [A] 100 | [C] 10% | [B] x [C] = [D] 100 |
3. **Methodology and approach in responding to the ToR – including the appropriate mix of tools and methods for data collection and analysis work. Presentation of organizational approach to and quality assurance for the tasks to be assigned, including detailed work plan**

The technical proposal included a clear presentation/discussion of:

- **The approach(es) for the baseline study including explanation of methodological choice, methods, sampling.** *(30 points)*

- **Proposed methodology used, study framework including indicators, methods, tools for data collection for; plan for pre-test questionnaires, plan for conducting training for data collectors and analysis; Limitations; risks and mitigation strategies.** *(20 points)*

- **Detailed work plan with timeframe and working days allocated for each step in design (e.g. field work and reporting phases) to show being feasible/workable.** *(30 points)*

- **Quality assurance mechanisms throughout the study process for all phases of the study and Ethical considerations** *(20 points)*

<table>
<thead>
<tr>
<th></th>
<th>100</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>40%</td>
</tr>
</tbody>
</table>
4. 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 and to the allocation of person/days for each team member.

The team consists of one team leader and not more than 3 senior consultants, at least one member of the team has strong background and working experiences on implementation and evaluation of gender projects/programmes.

- Distribution of roles and tasks for team members is coherent in regards to the ToR, including the Team Organogram for this survey (20 points)

- **Team leaders: (40 points)**
  - Advanced PhD degree in demography, statistics or social sciences
  - At least 8 years of working experience in designing and conducting research/survey and evaluation of the relevant field
  - Experiences in management and leading qualitative study
  - Understanding cultural, economic and political context related to gender, GBV and SRB of Viet Nam
  - Very good training, facilitation and presentation skills
  - Excellent English writing skills
  - Excellent IT skills.

- **Team members: (40 points)**
  - At least master degree, preferably in the field of gender and development and/or social sciences; in depth studies of research methods are an advantage
  - At least 5-years of working experience in qualitative analysis methodology, and/or monitoring and evaluation on gender, GBV projects/programmes
  - Understanding cultural, economic and political context related to gender and GBV of Viet Nam
  - Experiences in training, coordination and management of data collection at the field
  - Very good training, facilitation and presentation skills
  - Excellent English and Vietnamese writing skills
  - Excellent IT skills.

<table>
<thead>
<tr>
<th>GRAND TOTAL ALL CRITERIA</th>
<th>400</th>
<th>100%</th>
</tr>
</thead>
</table>

100 40%
28.2. Scoring Scale System

28.2.1. The following scoring scale system will be used by the technical evaluation panel to conduct the Technical Bid evaluation objectively.

<table>
<thead>
<tr>
<th>Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted</th>
<th>Points out of 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significantly exceeds the requirements</td>
<td>90 – 100</td>
</tr>
<tr>
<td>Exceeds the requirements</td>
<td>80 – 89</td>
</tr>
<tr>
<td>Meets the requirements</td>
<td>70 – 79</td>
</tr>
<tr>
<td>Partially meets the requirements</td>
<td>1 – 69</td>
</tr>
<tr>
<td>Does not meet the requirements or no information provided to assess compliance with the requirements</td>
<td>0</td>
</tr>
</tbody>
</table>

29. Supplier qualification requirements

29.1. The responses from the Bidders compared to SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM and SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE of this document will be evaluated based on the criteria provided below to assess the degree of Bidder qualification for the proposed contract.

<table>
<thead>
<tr>
<th>Number</th>
<th>Supplier Qualification Parameter</th>
<th>Bid is acceptable? (YES/NO)</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal and regulatory requirements</td>
<td>UNFPA shall examine the Bid to confirm that it does not contain any material deviations, reservation, or omission related to the General Conditions of Contracts (Section III)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bidder is established as a company and legally incorporated in the country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bidder is not a banned or suspended supplier</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

29.2. Notwithstanding anything stated above, UNFPA reserves the right to assess the Bidder’s capabilities and capacity to execute the services satisfactorily before deciding on award.

29.3. Even though the Bidders may meet the above qualifying criteria, they can be subject to disqualification if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements, and/or have a record of poor performance such as: not properly completing contracts, inordinate delays in completion, litigation history, financial failures, etc.
30. Financial evaluation

30.1. The Financial Bid will only be evaluated if the Technical Bid achieves the minimum score as indicated in clause 27.2 and is considered qualified through the supplier qualification process described in clause 29. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration.

30.2. The Financial Bid is evaluated on the basis of its responsiveness to the Price Schedule Form SECTION VI – ANNEX E: PRICE SCHEDULE FORM. The maximum number of points for the Financial Bid is 100. This maximum number of points will be allocated to the lowest price. All other Financial Bids will receive points in inverse proportion according to the following formula:

\[
\text{Financial Score} = \frac{\text{Lowest Bid (\$)}}{\text{Bid being Scored (\$)}} \times 100 \text{ (Maximum Score)}
\]

31. Total score

31.1. 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.

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

F. AWARD OF CONTRACT AND FINAL CONSIDERATIONS

32. Award of Contract

32.1. UNFPA intends to award the Contract for Professional Services to the Bidder(s) that obtains the highest combined score of the Technical and Financial evaluation.

33. Rejection of Bids and annulments

33.1. UNFPA reserves the right to reject any Bid if the Bidder has previously failed to perform properly or on time in accordance with previous contracts/purchase orders or if the Bidder from UNFPA’s perspective is not in a position to deliver pursuant to the contract.

33.2. UNFPA reserves the right to annul the RFP and reject all Bids at any time prior to award of the contract without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information.

33.3. Bidders waive all rights to appeal against the decision made by UNFPA.

34. Right to vary requirements and to negotiate at time of award

34.1. At the time of award of the contract UNFPA reserves the right to vary the quantity of goods and/or services specified in the RFP by up to 20% without any change in hourly/daily or any other rates or prices proposed by the Bidders or other terms and conditions.

34.2. UNFPA reserves the right to negotiate the price with the Bid winner before awarding the contract to ensure that the Financial Bid is competitive on all aspects of the price.

34.2.1. The purpose of negotiations of offers selected based on the ‘cumulative analysis methodology’ is to ensure that the technical proposal is in line with requirements and that the financial proposal is competitive on all aspects of the price.
34.2.2. In the negotiations, any deficiency in the offer will be pointed out to the supplier. The supplier will be allowed to make adjustments in the proposal in order to improve and more clearly specify the contents of the offer. However, under no circumstances shall the requirements (Terms of Reference/specifications) be changed.

35. Signing of the Contract
35.1. The procurement official will send the successful Bidder(s) the contract for professional services for a fixed contract value, which constitutes notification of award. Successful Bidder(s) shall sign and date the contract, and return it to UNFPA within 10 calendar days of receipt of the contract. To facilitate the process of signing the contract, Bidders are expected to have reviewed the template of Contract for Professional Services, found in SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES of the Bidding documents prior to submitting a Bid. The successful bidder shall deliver the services and/or goods in accordance with the delivery schedule outlined in the Bid/Contract only after both parties sign the contract.

35.2. UNFPA reserves the right to discontinue the contract if the supplier’s performance is not satisfactory to UNFPA.

36. Publication of Contract Award
36.1. UNFPA will publish the following contract award information on United Nations Global Marketplace http://www.ungm.org, unless it is deemed to be in the interest of UNFPA no to do so: Purchase Order reference Number, Description of the Goods or Services procured, Beneficiary Country, Supplier Name and Country, Contract amount and the issue date of the contract/purchase order.

37. Payment Provisions
37.1. UNFPA’s policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract.

38. Bid protest
38.1. Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of contract may complain to the UNFPA Head of the Business Unit [Ms. Astrid Bant, UNFPA Viet Nam Representative at bant@unfpa.org]. Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief of the Procurement Services Branch at procurement@unfpa.org.

39. Documents establishing sustainability efforts of the Bidder
39.1. Currently UNFPA is requesting information on environmental and social policies and related documentation with Bids submitted by prospective suppliers. UNFPA is incorporating environmental and social criteria considerations into the evaluation process, such as adherence to Global Compact requirements (more information can be accessed here, http://www.unglobalcompact.org/, or by contacting Procurement Services Branch at procurement@unfpa.org). UNFPA encourages suppliers to consider joining the UN Global Compact and to look into other ways to help reduce their environmental impact now.
SECTION II: TERMS OF REFERENCE (TOR)

BASELINE STUDY ON PUBLIC AWARENESS ON VIOLENCE AGAINST WOMEN AND GIRLS IN QUANG NINH PROVINCE
(November 2017 – April 2018)

1. BACKGROUND

Violence against women and girls (VAWG) is a serious problem worldwide. In Viet Nam, according to the National Survey on Domestic Violence against Women, 58% of ever-married women reported that they experienced at least one of three forms of physical, sexual violence and emotional violence in their lifetime. About 50% of domestic violence (DV) survivors had never told anyone about the violence, and 87% of DV victims did not seek any support from institutions and organizations.³ Besides, women’s access to legal aid and protection remains limited. The possibility of VAW cases reaching conviction is extremely low. Only 43% of disclosed DV cases came to the attention of the police, only 12% of reported cases resulted in criminal charges, and only 1% of reported cases led to conviction.⁴ A research on the DV response showed that 77% of cases were not brought to the attention of legal aid providers.

Some forms of VAWG have been overlooked. Particularly, sexually violent behaviour such as sexual harassment in public, sexual violence (SV) between spouses and partners, and sexual abuse towards women and girls are not yet recognized and addressed to ensure prompt interference and assistance. Victims of such violence tend to suffer in silence and consider such violent behaviour their own embarrassing experience rather than a social problem that deserves serious solutions. A strong sense of shame and fear of being judged and condemned make up barriers preventing these victims from speaking up. In addition, due to the lack of information and awareness of sexual and reproductive health and rights, prejudices against victims of SV remain among the public. Despite an absence of national statistics about SV, current studies have presented data which signal a warning: 87% of women and girls have been sexually harassed in public⁵; nearly 30% of sex workers in Vietnam said they had been victims of SV, and 22% have experienced sexual coercion⁶; 10% of married women in Viet Nam have been sexually assaulted by their spouses. For 4% of women, once SV begins, it will continue throughout their relationship or marriage⁷.

Traditional culture and gender stereotype are major barriers to gender equality and ending VAWG. Cultural subordination of women, which fosters for negative attitudes towards women and stereotypes, is deeply entrenched. An analysis of factors associated with VAW and other studies on culture, masculinity and gender demonstrated that power imbalance between women and men are fundamental causes of VAW. The findings also strongly suggest violence is learning behaviour across generations, as the results having experienced violence in childhood making women more at risk of violence by husbands and men more potential perpetrators. The drivers of VAW as being inequitable gender norms, attitudes and behaviours; family norms; and inequitable development and application of legislation, leading to the normalization and perpetuation of VAW. All of this suggests that raising public awareness, changing mindset and cultural norms at all individual, community and

⁴ Assessment of the Situation of Women in the Criminal Justice System in Viet Nam, UN Women and UNODC, 2011.
⁵ The survey “Safe cities for women and girls: Can dreams come true”, CGFED and ActionAid, 2014.
society level are very important and needed to better prevent VAW and increase women’s access to the supporting services.

In this context, within the framework of UNFPA support to Viet Nam in the period 2017-2021, UNFPA has been supporting Ministry of Labour, Invalids and Social Affairs (MOLISA) to implement a project “Raising Public Awareness on Gender-Based Violence, Especially Sexual Violence Against Women and Girls in Viet Nam” funded by KOICA.

Overall objective of the project is: To raise public awareness on violence, particularly SV against women and girls, and increasing demand for use of justice, social and health services.

Specific objectives of this project are:

- To contribute to national communication campaigns on gender VAWG, particularly SV against women and girls and create an enabling environment for survivors to speak out and seek help.
- To increase the awareness of people in project areas on availability of supporting services for VAWG survivors, particularly services provided by Quang Ninh Provincial Social Work Center.

The project will be implemented within three years from September 2017 - September 2020 at both central and local level. At local level, the project will be implemented in Quang Ninh province and some selected industrial zones nearby Quang Ninh province. (Please see details in the KOICA Project Document).

In order to set up a baseline data for intervention monitoring and evaluation purpose, a baseline study will be carried out before launching the project activities. According to the 2017-2018 Biennial Work Plan of MOLISA, this baseline study will be conducted within November 2017 – March 2018.

In this regards, UNFPA Viet Nam CO is seeking for one consultancy institution to design and conduct the baseline study on public awareness on VAW in Quang Ninh province.

2. OBJECTIVES

The overall objective:
To design and conduct a baseline study on the public awareness on VAWG in Quang Ninh province. The study will provide baseline data and baseline analysis for the monitoring and evaluation of the project “Raising Public Awareness on Gender-Based Violence, Especially Sexual Violence Against Women and Girls in Viet Nam”.

The specific objectives of this consultancy are to:

- Provide robust data for analysis of the public awareness on VAWG, particularly SV as well as supporting services for victims of VAWG by the time of the study.
- Provide baseline data for the monitoring and evaluation of the project interventions on raising public awareness on VAWG, particularly SV as well as supporting services for victims of VAWG in Quang Ninh province.
- Provide recommendations for designing the project activities taking into account the local characteristics and needs.

3. FINAL PRODUCTS

The final products are:

- A set of baseline data on public awareness on VAWG in Quang Ninh province.
- The final baseline study report.

In addition, the selected institution is required to provide the following deliverables during the implementation of the assignment:
• A technical proposal that addresses all requirements of this TOR, with a financial proposal and detailed work plan;
• Draft study tools including questionnaires, interview guidance, sampling frame etc.,
• Study pre-test report;
• Final study tools;
• Training manual for data collection including the study methodologies, questionnaires, interview guidance, monitoring and supervision for data collection, and data entry/quality assurance;
• Clean data set and transcripts of interviews ready for analysis (the collected data will be submitted for storage and potential other usages by the UNFPA);
• A PowerPoint presentation on the preliminary findings of the baseline study;
• Draft and final baseline study reports;

All of the above deliverables will be submitted in both English and Vietnamese.

4. INTENDED USES & USERS

4.1 Intended uses:
A baseline data for assessing the current public awareness on VAWG, and for measuring changes in the public awareness on VAWG in Quang Ninh province before and after project implementation (2017-2020).

4.2 Intended users:
Primary users: MOLISA, SOs, MOCST, Quang Ninh province, KOICA and UNFPA;
Secondary users: Programmers, policy-makers, professionals, researchers, managers and others from relevant ministries and government agencies, mass media; NGOs, donors and interested bodies, who are concerned about the situation of VASWG would also find information and evidence useful in their specific work.

5. SCOPE AND FOCUS
The baseline study will cover all specific objectives of this consultancy assignment, focus on:

• Awareness of public on VAWG, especially SV against women and girls and supporting services for victims of VAWG including the services provided by Quang Ninh Provincial Social Work Centre.
• Awareness of workers working at industrial zones in and nearby Quang Ninh province on VAWG, especially SV against women and girls and supporting services for victims of VAWG including services provided by Quang Ninh Provincial Social Work Centre.

The baseline study will be conducted in Quang Ninh province, some industrial zones in and nearby the province.

The baseline study will only focus on the public awareness on VAWG and supporting services for victims of VAWG in Quang Ninh province, and will not cover all aspects of VAWG in the province.

6. APPROACH AND METHODOLOGY

6.1. Approach:
• The baseline study will be gender and human rights responsive, inclusive, and participatory, involving a broad range of partners and stakeholders.
• The methodology takes into account the overall objectives, the needs of the users and other stakeholders, and ensures a complete, fair and unbiased assessment.
6.2 Methodology:
A detailed methodology has to be included in the technical proposal submitted by the interested institution, including the study approach, sampling design, and limitation of this study.

The suggested methodology is to conduct case studies on the awareness of people including workers working in industrial zones in and nearby Quang Ninh province on VAWG before and after project implementation. The barriers and contributing factors for raising public awareness on VAWG will also be identified to provide recommendations for better designing of the project activities.

7. ACCOUNTABILITIES

7.1. The selected institution will:
- be technically and contractually accountable to UNFPA Country Office and Project Management Board of MOLISA for all aspects of the assignment;
- deliver the tasks of this TOR in close consultation and collaboration with the UNFPA gender team leader, the responsible Program Officer and other technical staff at all times;
- brief UNFPA and its related partners on the progress of the baseline study after each milestone;
- consult UNFPA in case any difficulties are faced the progress of the consultancy assignment;
- be responsible for the quality of the report, expected results and deliverables.

7.2. UNFPA Country Office (CO) will
- develop a contract for signature between UNFPA and the selected institution;
- provide necessary background documents including related Project Investment Proposals (PIPs) between UNFPA and its partners, document related to the country program cycle 2017-2021, UNFPA’s strategic direction paper and other relevant documents and materials;
- provide the necessary logistic arrangements to selected institution to complete the assignment, mentioned in this TOR;
- assign one focal point from Viet Nam CO to work with the selected institution during the mission;
- monitor the progress and quality of the consultancy assignment;
- provide comments to the technical proposal, survey tools, training manual, PP presentation and reports before they are finalized.

7.3. Project Management Board of MOLISA will
- provide necessary logistic arrangements for conducting fieldwork at study sites;
- provide support and monitoring during the fieldwork at study sites;
- support in providing relevant documents;
- organize the consultation workshop on preliminary findings of the baseline.

8. PROVISION OF MONITORING AND PROGRESS CONTROLS
Monitoring and progress control will be indicated according to the following schedule:
<table>
<thead>
<tr>
<th>Activity</th>
<th>Key responsible</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign contract</td>
<td>UNFPA and consultancy institution</td>
<td>3rd week of Nov 2017</td>
</tr>
<tr>
<td>1 Desk review and prepare technical proposal that addresses all of the</td>
<td>Consultancy institution</td>
<td>23 Nov 2017</td>
</tr>
<tr>
<td>requirements of this TOR, with a financial proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Review technical proposal and meet UNFPA for clarification, if any</td>
<td>UNFPA and consultancy institution</td>
<td>30 Nov 2017</td>
</tr>
<tr>
<td>3 Revise technical proposal and develop detailed technical plan</td>
<td>Consultancy institution</td>
<td>4 Dec 2017</td>
</tr>
<tr>
<td>including detailed study design, methodologies and study tools,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>sampling frame and implementation process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Review the detailed technical plan and study tools, and meet UNFPA</td>
<td>UNFPA and consultancy institution</td>
<td>10 Dec 2017</td>
</tr>
<tr>
<td>for clarification, if any</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Revised technical plan and study tools</td>
<td>Consultancy institution</td>
<td>13 Dec 2017</td>
</tr>
<tr>
<td>6 Conduct pre-test</td>
<td>Consultancy institution</td>
<td>20 Dec 2017</td>
</tr>
<tr>
<td>7 Prepare pre-test report, finalise study tools and develop survey</td>
<td>Consultancy institution</td>
<td>25 Dec 2017</td>
</tr>
<tr>
<td>manuals, training materials and conduct training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Conduct fieldtrips for data collection</td>
<td>Consultancy institution</td>
<td>26 Jan 2018</td>
</tr>
<tr>
<td>9 Data entry, data analysis for preliminary results</td>
<td>Consultancy institution</td>
<td>12 Feb 2018</td>
</tr>
<tr>
<td>10 Present preliminary results to UNFPA and revise upon comments</td>
<td>Consultancy institution</td>
<td>19 Mar 2018</td>
</tr>
<tr>
<td>provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Draft report</td>
<td>Consultancy institution</td>
<td>2 Apr 2018</td>
</tr>
<tr>
<td>12 Present key findings at consultation</td>
<td>Consultancy institution</td>
<td>9 Apr 2018</td>
</tr>
<tr>
<td>workshop in Quang Ninh province</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Finalise report</td>
<td>Consultancy institution</td>
<td>16 Apr 2018</td>
</tr>
<tr>
<td>14 Present final report with key finding at dissemination workshop</td>
<td>Consultancy institution</td>
<td>23 Apr 2018</td>
</tr>
</tbody>
</table>

Note: During the development of the baseline report, second or third drafts of the report may be required based on the quality of the draft report.

9. REFERENCE DOCUMENTS

The following documents will be provided to the selected research/study team:

- Country Programme Document (2017-2021)
- Strategic Plan Document (2017-2021)
- One Strategic Plan (2017-2021)
- Project Investment Proposals of MOLISA and SOs
- KOICA Project Document(s)
10. DEGREE OF EXPERTISE AND QUALIFICATIONS

UNFPA is looking for a research institution to delivery this assignment. The institution should clearly indicate the activities and deliverables each consultant of their team assigned by the firm will be responsible for, and a team leader should be nominated.

The Contract will be signed with selected research institution/firm. The consultation team shall commence the performance of the sub-contract during the period of November 2017 to May 2018. The payment procedure should follow the Contract of UNFPA General Terms and Conditions for contracts. The contract will be awarded to the firm who will provide UNFPA with the most competitive technical and financial proposals.

10.1. Requirements for the institution:

- An established firm with at least 7 years of practical experience in providing consultancy services in relevant areas, and at least five-year working experience in Viet Nam
- Proven experience in designing and implementation of qualitative studies on gender and development, and social science
- Organizational capability (having clear governing bodies including organisation chart – staff size for undertaking the consultancy work), coordination and financial management (having appropriate project management capacity including financial management system).
- Experience working with multi-, bilateral programs/projects, UN agencies, particularly UNFPA and/or other development partners

10.2. Requirements for key consultants (one team leader and not more than 3 senior consultants, at least one member of the team has strong background and working experiences on implementation and evaluation of gender projects/programs):

- **Team leader:**
  - Advanced PhD degree in demography, statistics or social sciences
  - At least 8 years of working experience in designing and conducting research/survey and evaluation of the relevant field
  - Experiences in management and leading qualitative study
  - Understanding cultural, economic and political context related to gender, GBV and SRB of Viet Nam
  - Very good training, facilitation and presentation skills
  - Excellent English writing skills
  - Excellent IT skills.

- **Team members:**
  - At least master degree, preferably in the field of gender and development and/or social sciences; in depth studies of research methods are an advantage
  - At least 5-years of working experience in qualitative analysis methodology, and/or monitoring and evaluation on gender, GBV projects/programmes
  - Understanding cultural, economic and political context related to gender and GBV of Viet Nam
  - Experiences in training, coordination and management of data collection at the field
  - Very good training, facilitation and presentation skills
  - Excellent English and Vietnamese writing skills
  - Excellent IT skills.
11. REVIEW TIME REQUIRED AND PAYMENT TERM
A contract for professional services will be signed between UNFPA Viet Nam and the selected research institution.

Payment will be made in three installments as follows:

- **The first instalment**: maximum of 20% of the contract value will be transferred to the contractor upon receipt of the final version of study/survey tools including questionnaires, guidelines for interviews, survey and training materials.
- **The second instalment**: maximum of 30% of the contract value will be transferred to the contractor after satisfactory completion of the field work.
- **The third instalment**: the remaining of 50% of the contract value will be disbursed after all final products are delivered by the contractor and accepted by UNFPA.

- Payments will be reduced by 10% if the submission of the report of expected outputs is delayed more than 20 days without proper notice to and acceptance by UNFPA;
- If the draft report or products does not meet the quality requirements and needs a major revision, the contract will be terminated and consultancy firm will only receive 50% of the total remuneration.

12. ESTIMATED BUDGET:

The budget range for the overall cost of this baseline study is USD 20,000. The costs of the baseline study include all costs as defined in this Terms of Reference including the cost of translation of dissemination products; the travel costs for participation in the related meetings, as well as to the analysis and stakeholder workshop(s), and all field missions of the selected research institution.
ANNEXES OF THE TERMS OF REFERENCE (TOR)

ANNEX A: Key indicators for baseline study

The following key indicators will be used for measuring the outcome and outputs of the project “Raising Public Awareness on Gender-Based Violence, Especially Sexual Violence Against Women and Girls in Viet Nam”. Therefore, the questionnaire and interview tools should include information to measure these indicators:

<table>
<thead>
<tr>
<th>Outcome indicators</th>
<th>• Percentage change in knowledge, attitudes and practice of people in the project areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output indicators</td>
<td>• Number of national communication campaigns on VAWG focused on the theme of sexual violence against women and girls conducted.</td>
</tr>
<tr>
<td></td>
<td>• Number of actions taken by the Government to ensure the availability of supportive services for GBV survivors and perpetrators.</td>
</tr>
<tr>
<td></td>
<td>• Annual communication and capacity building plan for officials at relevant local departments and sectors on communication for behavior change to raise awareness and demand for using services in Quang Ninh and selected areas designed and implemented.</td>
</tr>
<tr>
<td></td>
<td>• Percentage of people in the project areas knowing about the available services for GBV survivors.</td>
</tr>
</tbody>
</table>

Notes: Related information and sets of lower level of above indicators will be developed by research/study team in close consultation with UNFPA and MOLISA.
ANNEX B: Ethical Code of Conduct for UNEG/UNFPA Evaluations

Evaluations of UNFPA-supported activities need to be independent, impartial and rigorous. Each evaluation should clearly contribute to learning and accountability. Hence evaluators must have personal and professional integrity and be guided by propriety in the conduct of their business.

Evaluation team / Evaluators:

1. To avoid conflict of interest and undue pressure, evaluators need to be independent, implying that members of an evaluation team must not have been directly responsible for the policy-setting/programming, design, or overall management of the subject of evaluation, nor expect to be in the near future.

   Evaluators must have no vested interests and have the full freedom to conduct impartially their evaluative work, without potential negative effects on their career development. They must be able to express their opinion in a free manner.

2. Should protect the anonymity and confidentiality of individual informants. They should provide maximum notice, minimize demands on time, and respect people’s right not to engage. Evaluators must respect people’s right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source. Evaluators are not expected to evaluate individuals, and must balance an evaluation of management functions with this general principle.

3. Evaluations sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body.

4. Should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relations with all stakeholders. In line with the UN Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender equality. They should avoid offending the dignity and self-respect of those persons with whom they come in contact in the course of the evaluation. Knowing that evaluation might negatively affect the interests of some stakeholders, evaluators should conduct the evaluation and communicate its purpose and results in a way that clearly respects the stakeholders’ dignity and self-worth.

5. Are responsible for the clear, accurate and fair written and/or oral presentation of study limitations, evidence based findings, conclusions and recommendations.

For details on the ethics and independence in evaluation, please see UNEG Ethical Guidelines and Norms for Evaluation in the UN System
http://www.unevaluation.org/papersandpubs/documentdetail.jsp?doc_id=21
SECTION II – ANNEX A: 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:

1. Brief description of the firm and the firm’s qualifications: providing 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.

2. Your firms’ understanding of the requirements for services and the objective of this project, 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 hours/days in each specialization that you consider necessary to carry out all work required.

4. Proposed Team Structure: The composition of the team that you would propose to provide to the assignment, and the work tasks (including supervisory) which would be assigned to each. An organogram/organization chart illustrating the reporting lines, together with a description of such organization of the team structure should support your Bid.

5. Proposed Project Team Members: attach the curriculum vitae of the senior professional member of the team and members of the proposed team.

6. Detailed description of your proposed deliverables.

7. Detailed project plan (Gantt chart) showing the required resources and support from your firm as well as from UNFPA.

8. Detailed description of the technical specifications of your Bid.

9. A list of tasks which are out-of-scope versus in-scope.

10. Why you would be qualified for this project (Similar reference deliverables, ideally with live examples).

11. UNFPA requests Bidders to submit information on environmental and social policies and any related documentation in their Bid.

12. All standard forms as explained under clause Section I: Instructions to Bidders, clause 16

Bidder(s) should not include any information or indications related to their Financial Bid in their Technical Bid. Such action will definitely lead to disqualification of entire Bid.
SECTION III: GENERAL CONDITIONS OF CONTRACT

UNFPA’s General Conditions of Contract are available through the links below as well as attached as a separate PDF document in this RFP.

| De Minimis Contracts (Low value Contracts) | For contract/PO values below USD 100,000, covering both goods and/or services | English | French | Spanish |
# SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT

## SERVICES DEFINED

Services are to include design, installation and commissioning, training services, technical assistance and warranty services as required to supply in the contract.

## KEY PERFORMANCE INDICATORS

Successful Bidder’s performance will be monitored and evaluated by UNFPA on a yearly basis to enable the assessment on the effectiveness, efficiency and/or consistency of goods/services provided. The results of the evaluation will be communicated to the supplier to enable improvements. An extension of the contract will take into consideration results of performance evaluation(s). The evaluation will be based on, but not limited to, the following key performance indicators:

**Services:**
- Expected output achieved
- Satisfactory level of quality and technical competence
- Effective and timely communication and professionalism

## PAYMENT TERMS

UNFPA’s policy is to pay for the performance of contractual services rendered and/or to effect payment upon the achievement of specific milestones described in the contract.

UNFPA’s policy is not to grant advance payments except in unusual situations where the potential supplier, whether a private firm, non-governmental organization or a government or other entity, specifies in the Bid that there are special circumstances warranting an advance payment. UNFPA will normally require a bank guarantee or other suitable security arrangement in such cases.

Any request for an advance payment is to be justified and documented, and must be submitted with the Financial Bid. The justification shall explain the need for the advance payment, itemize the amount requested and provide a time schedule for utilization of said amount. Information about your financial status must be submitted, such as audited financial statements at 31 December of the previous year and include this documentation with your financial bid. Further information may be requested by UNFPA at the time of finalizing contract negotiations with the awarded Bidder.

## LIQUATED DAMAGES

In the event of a Contract being issued and in case the Vendor fails to deliver/perform the services in accordance to the milestones stipulated in the Contract and/or Purchase Order, UNFPA reserves the rights to claim liquidated damages from the Vendor and deduct between 1% and 3% of the value of the services pursuant to the Purchase Order per additional week of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the Vendor from any of its other obligations or liabilities pursuant to any current Contract or Purchase Order.
SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS

1. Legal and regulatory requirements
   1.1. This will be judged based on the bid confirmation form submitted by the Bidders. Special consideration will be given to the Bids not suggesting any alternative or suggesting alternatives that are fully acceptable to UNFPA. Bids should clearly indicate where the Bidder does not accept, the reason(s) for the non-acceptance, and the alternative provision, for each of the terms of the RFP as well as the UNFPA General Conditions of Contracts: De Minimis Contracts. (For this, use SECTION VI – ANNEX B: BID SUBMISSION FORM)

2. Legal status of the Bidder
   2.1. Technical Proposals from the Bidders should provide evidence that the Bidder is established as a company and legally incorporated in the country; e.g. through provision of certification of incorporation or other evidence (this is not required for companies already registered in national, regional or international Stock Exchanges. However, evidence on such registrations should be provided)
   2.2. Copy of valid manufacturing license from the country of manufacturing and/or a copy of company registration in the country of operation demonstrating that is duly authorized to supply these goods/services to the country of destination
   2.3. In the case of a Bidder not doing business within the country of destination, the Bidder is or will be represented by an agent in the country that is equipped and able to carry out the supplier’s maintenance, training, repair and spare parts-stocking obligations prescribed in the SECTION I: INSTRUCTIONS TO BIDDERS and SECTION II;

3. Bidder’s eligibility
   3.1. Technical Proposals from the Bidders should provide written confirmation that they are not listed in any of the banned/suspended supplier lists. (SECTION VI – ANNEX B: BID SUBMISSION FORM)
      - Listed as suspended or removed by the United Nations Procurement Division (UNPD);
      - Declared ineligible by other organizations of the United Nations through the disclosure of the ineligibility or listing as suspended on United Nations Global Marketplace Vendor ineligibility list posted on the United Nations Global Market Place (UNGM);
      - Included on the UN 1267 list issued by the Security Council resolution 1267 that establishes a sanctions regime to cover individuals and entities associated with Al-Qaida and/or the Taliban;
      - Debarred by the World Bank Group in accordance with the WB Listing of Ineligible Firms & Individuals and the WB Corporate Procurement Listing of Non-Responsible Vendors.
4. **Experience and Technical Capacity**

- Company’s managerial capabilities
- Evidence for quality assurance systems in place
- Bidder must have delivered similar services satisfactorily to UN or similar organizations during the last three years, and the services should have been delivered with no negative performance reports
- References in support of the satisfactory delivery of services specified above
- Data to support that the Bidder has capacity to perform the services that will be issued pursuant to the contract and complete the deliverables within the stipulated delivery period
SECTION VI: BID AND RETURNABLE FORMS

Below find an overview of the attached Bidding and returnable forms required for the RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Preferred file for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A: Bid Confirmation Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex B: Bid Submission Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex C: Bidder Identification Form</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex D: Bidder’s Previous Experience</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex E: Price Schedule Form</td>
<td>Mandatory</td>
<td>PDF &amp; Excel</td>
</tr>
<tr>
<td>Annex F: Joint Venture Partner Information Form</td>
<td>Optional</td>
<td>PDF</td>
</tr>
<tr>
<td>Annex G: Checklist of Bid Forms</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
SECTION VI – ANNEX A: BID CONFIRMATION FORM

[Complete this page and return it prior to bid opening]

<table>
<thead>
<tr>
<th>To:</th>
<th>UNFPA Viet Nam</th>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ms. Nguyen Minh Ha</td>
<td>Email:</td>
<td><a href="mailto:mnguyen@unfpa.org">mnguyen@unfpa.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>From:</th>
<th>[Insert Company Name]</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Insert Contact person from Company]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Insert Telephone number]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Insert E-mail address of contact person]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[Insert Postal address of Company]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject:</th>
<th>UNFPA/VNM/RFP/17/02</th>
<th></th>
</tr>
</thead>
</table>

☐ YES, we intend to submit a bid in response to the above mentioned RFP.

☐ NO, we are unable to submit a bid in response to the above mentioned RFP due to the following reason(s):

- ( ) The requested products and/or services are not within our range of supply.
- ( ) The requested products are not available at the moment.
- ( ) We are unable to submit a competitive bid for the requested products/services at the moment.
- ( ) We cannot meet the requested specifications.
- ( ) The information provided for bidding purposes is insufficient and unclear.
- ( ) Your RFP document is too complicated.
- ( ) Insufficient time is allocated to prepare an adequate Bid.
- ( ) We cannot meet the delivery requirements.
- ( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc.).
- ( ) Our current capacity is overbooked.
- ( ) We are closed during the holiday season.
- ( ) We had to give priority to other clients’ requests.
- ( ) We do not sell directly, but through distributors.
- ( ) We have no after-sales service available in the recipient country.
- ( ) The person handling bid is away from the office.
- ( ) Other (please specify)

☐ YES, even though on this occasion we have not submitted a Bid we are definitely interested in future possible RFP’s.

☐ No, we are not interested in participating in future possible RFP’s, please remove us from your vendor database.

If UNFPA should have any questions in regards to this Bid Confirmation Form and would require further clarification on our No Bid decision, UNFPA should contact the following focal person who will be able to assist:

<table>
<thead>
<tr>
<th>Name:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telephone</td>
</tr>
</tbody>
</table>

UNFPA/VNM/RFP/17/02
SECTION VI – ANNEX B: BID SUBMISSION FORM

Date: [Insert Month, Day, Year]

To: UNFPA Viet Nam
   #304 Kim Ma Street, Ba Dinh District, Ha Noi, Viet Nam

The undersigned, having read the original RFP documents of UNFPA/VNM/RFP/17/02 including all Annexes, any subsequent revisions and all answers to the questions received from prospective Bidders posted on United Nations Global Marketplace in full before submitting, hereby offers to provide the services, in accordance with any specifications stated and subject to the terms and conditions set out or specified in the RFP documents.

Special Note: If Bidder proposes any deviations from the terms and conditions stipulated in the RFP document, such deviations must be included on this form in accordance with the below format. Such deviations should not be indicated within the main body or any other part of the Bid. If the proposed modifications are not acceptable to UNFPA, UNFPA reserves the right to reject the Bid. Strongly discouraging deviations for semantic changes.

<table>
<thead>
<tr>
<th>Original term/condition per RFP UNFPA/VNM/RFP/17/02 and the subsequent revisions</th>
<th>Proposed deviation (alternate clause), by the undersigned</th>
<th>Reason for proposing alternate clause</th>
</tr>
</thead>
</table>

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening in the Request for Proposal, and the Bid shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we undertake to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that UNFPA is not bound to accept any Bid it may have received and that a binding contract would result only after final negotiations and award of contract are concluded on the basis of the Technical and Financial Bids.

We confirm that our firm has no conflict of interest in accordance with Section I: Instructions to Bidders clause 2.3, as well as that our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the LTA, have not been declared ineligible by UNFPA, in accordance with Section I: Instructions to Bidders clause 2.4.

On behalf of Business Authority

On behalf of Legal Authority

| Signature: | |
| Name: | |
| Title: | |
| Name of Company: | |
| Telephone: | |
| Email: | |
SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM
UNFPA/VNM/RFP/17/02

### 1. Organizational Information

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

### 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 contracts |  |
4. **Contact details of persons that UNFPA may contact for requests for clarification during Bid evaluation**

<table>
<thead>
<tr>
<th>Name/Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number (direct)</td>
<td></td>
</tr>
<tr>
<td>Email address (direct)</td>
<td></td>
</tr>
</tbody>
</table>

Be advised that this person must be available during the two weeks following the Bid opening date.

| Signature and stamp of the Bidder: |  |
| Name: |  |
| Title: |  |
| Name of Company: |  |
| Telephone: |  |
| Email: |  |
## SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE

<table>
<thead>
<tr>
<th>Order No. &amp; Date</th>
<th>Description</th>
<th>Client</th>
<th>Contact person, phone number, email address</th>
<th>Date of service</th>
<th>Contract Amount (Currency)</th>
<th>Satisfactory completion</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Indicate the description of products, services or works provided to their clients.
To be attached: Evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

<table>
<thead>
<tr>
<th>Signature and stamp of the Bidder:</th>
<th>Countersigned by and stamp of Chartered Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and title:</td>
<td>Name and title:</td>
</tr>
<tr>
<td>Name of Company:</td>
<td>Name of Company:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Email:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

---

\[8\] Please indicate relevant contracts to the one requested in the RFP.
SECTION VI – ANNEX E: PRICE SCHEDULE FORM

(Please see attached Excel spread sheet Annex E: Price Schedule Form.xls)

1. Submit this document in a separate email from the Technical Bid as indicated in Section I: Instructions to Bidders clause 19 Submission, sealing, and marking of Bids and in Annex I Instructions to Bidders.

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

3. The Price Schedule Form must provide a detailed cost breakdown, as shown below. Provide separate figures for each of the steps in Item 1 below; estimates for out of pocket expenses should be listed separately in Item 2 below.

4. UNFPA anticipates awarding the project on a fixed-price basis. To complete an analysis of the Bid, firms are required to submit itemized pricing that identifies the people who will work on the project (including resumes), their billing rates, and the number of hours proposed for the project. Anticipated travel, lodging, and out-of-pocket expensed should be detailed as well.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Number &amp; Description of Staff by Level</th>
<th>Hourly Rate</th>
<th>Hours to be Committed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Professional Fees</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Total Professional Fees</td>
<td></td>
<td></td>
<td></td>
<td>$$</td>
</tr>
<tr>
<td>2.</td>
<td>Out-of-Pocket expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Total Out of Pocket Expenses</td>
<td></td>
<td></td>
<td></td>
<td>$$</td>
</tr>
<tr>
<td></td>
<td>Total Contract Price</td>
<td>(Professional Fees + Out of Pocket Expenses)</td>
<td></td>
<td></td>
<td>$$</td>
</tr>
</tbody>
</table>

NOTES:
1) All related taxes are included in the offered prices.
2) In case of discrepancy between unit price and the grand total, the unit price per item shall prevail.

Signature and stamp of the Bidder:

Name:

Title:

Name of Company:

Telephone:

Email:
**SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM**

[The Bidder shall fill in this Form in accordance with the instructions below.]

Date: [insert date (as month, day, and year) of Bid Submission]
UNFPA/VNM/RFP/17/02

Page ______ of ______ pages

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bidder’s Legal Name:</td>
<td>[Insert Bidder’s legal name]</td>
</tr>
<tr>
<td>2. Joint Venture (JV) Party Legal Name:</td>
<td>[Insert JV’s Party legal name]</td>
</tr>
<tr>
<td>3. JV’s party country of registration:</td>
<td>[Insert JV’s Party country of registration]</td>
</tr>
<tr>
<td>4. JV’s party year of registration:</td>
<td>[Insert JV’s Part year of registration]</td>
</tr>
<tr>
<td>5. JV’s party legal address in country of registration:</td>
<td>[Insert JV’s Party legal address in country of registration]</td>
</tr>
<tr>
<td>6. JV’s party authorized representative information</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>[Insert name of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>Address:</td>
<td>[Insert address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>Telephone/Fax numbers:</td>
<td>[Insert telephone/fax numbers of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>Email Address:</td>
<td>[Insert email address of JV’s Party authorized representative]</td>
</tr>
<tr>
<td>7. Attached are copies of original documents of:</td>
<td>[Check the box(es) of the attached original documents]</td>
</tr>
<tr>
<td>☐ Articles of Incorporation or Registration of firm named in 2, above, in accordance with Section I: Instructions to Bidders clause ☐ Eligible Bidders.</td>
<td></td>
</tr>
<tr>
<td>☐ JV Agreement, or letter of intent to enter into such an agreement, signed by the legally-authorized signatories of all the parties</td>
<td></td>
</tr>
</tbody>
</table>
**SECTION VI – ANNEX G: CHECKLIST OF BID FORMS**

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the Bid to ensure that your Bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the Bid.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>YES/NO/N/A</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you read and understood all of the Instructions to Bidders in Section I of the Bidding documents?</td>
<td><strong>SECTION I: INSTRUCTIONS TO BIDDERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA General Conditions of Contracts?</td>
<td><strong>SECTION III: GENERAL CONDITIONS OF CONTRACT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed and agreed to the UNFPA Special Conditions for Contracts?</td>
<td><strong>SECTION IV: UNFPA SPECIAL CONDITIONS OF CONTRACT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bid Submission Form?</td>
<td><strong>SECTION VI – ANNEX B: BID SUBMISSION FORM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Identification Form?</td>
<td><strong>SECTION VI – ANNEX C: BIDDER IDENTIFICATION FORM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Bidder’s Previous Experience Form?</td>
<td><strong>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed and signed the Price Schedule Form?</td>
<td><strong>SECTION VI – ANNEX E: PRICE SCHEDULE FORM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you completed the Joint Venture Partner Information Form?</td>
<td><strong>SECTION VI – ANNEX F: JOINT VENTURE PARTNER INFORMATION FORM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed all of the relevant Contract form(s)?</td>
<td><strong>SECTION VII: CONTRACTUAL FORMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you prepared a copy of your company’s registration in the country of operation?</td>
<td><strong>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you prepared a copy of the previous year’s audited Company Balance Sheet and Financial Statements?</td>
<td>Section I: Instructions to Bidders, clause 16 &amp; <strong>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Section/Clause</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group?</td>
<td>SECTION VI – ANNEX B: BID SUBMISSION FORM &amp; Section I: Instructions to Bidders clause 2,4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided a copy of any of your company’s environmental or social policies, and any related documentation?</td>
<td>Section I: Instructions to Bidders, clause 39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you reviewed the UN Global Compact requirements?</td>
<td>Section I: Instructions to Bidders, clause 39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you sealed and marked the Bids according to Instructions to Bidders clause 19.3 (electronic Bids) or clause 19.4 (hard copy Bids)?</td>
<td>Section I: Instructions to Bidders, clause 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If submitted electronically through email, is the file size of the Bid less than 20 MB? (If the file size is above 20 MB, refer to Instructions to Bidders clause 19.3.3)</td>
<td>Section I: Instructions to Bidders, clause 19.3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you noted the Bid closing deadline?</td>
<td>Invitation letter Number 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided information on Supplier Qualification Requirements?</td>
<td>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS &amp; SECTION VI – ANNEX B: BID SUBMISSION FORM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods/services?</td>
<td>SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company's ability to undertake the services, i.e., - List of similar contracts/LTAs executed for other clients including contact details. - Evidence that the Bidder possesses experience in the geographical area. - At least three years of experience in performing similar contracts/Long Terms Agreements</td>
<td>SECTION VI – ANNEX D: BIDDER’S PREVIOUS EXPERIENCE &amp; SECTION V: SUPPLIER QUALIFICATION REQUIREMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Section VI – Annex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided sufficient documentation of your company’s</td>
<td>C: Bidder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>managerial capability?</td>
<td>Identification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Details of company’s managerial structure.</td>
<td>Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Quality assurance systems in place.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you supplied clients’ certificates in support of the satisfactory</td>
<td>D: Bidder’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>operation of the goods/services as specified above?</td>
<td>Previous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>experience?</td>
<td>Experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you checked Section I: Instructions to Bidders, clauses, 16 &amp;</td>
<td>Section I:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 and provided all requested documentation in the correct formats?</td>
<td>Instructions to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bidders, clauses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 &amp; 17</td>
<td></td>
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</tr>
</tbody>
</table>
SECTION VII: CONTRACTUAL FORMS

Below find an overview of the attached contractual forms for this RFP.

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Preferred file for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A: Template of Contract for Professional Services</td>
<td>Mandatory</td>
<td>PDF</td>
</tr>
</tbody>
</table>
SECTION VII – ANNEX A: TEMPLATE OF CONTRACT FOR PROFESSIONAL SERVICES