

# **REQUEST FOR PROPOSALS PROFESSIONAL CONSULTANCY SERVICES**

**Purchaser:** World Wide Fund for Nature

**Project:** THE MEKONG FOR THE FUTURE

**Name of Package:** Developing a “Study on Inclusive and Resilient Linear Infrastructure in Asia”

**Tender Ref.:** 14.22

**Submission Deadline:** 16<sup>th</sup> August 2021 17:00 (ICT)

**Date of Issue: 2<sup>nd</sup> August 2021**

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## **A. TERMS OF REFERENCE**

**Scope of work:** Consultant for developing a “Study on Inclusive and Resilient Linear Infrastructure in Asia”

**Place of work:** The study will primarily involve desktop research and analysis, supported by targeted interviews and validation through the WWF regional workshop

**Start Date:** September 1<sup>st</sup>, 2021

**Finish Date:** February 28<sup>th</sup>, 2022

**Deliverables:** A report of 60 pages max covering the content as highlighted in section 2 of this document

### **1 Background information to the Services/Goods to be supplied**

WWF, the world’s leading conservation organization, seeks a Consultant for the USAID-funded Mekong for the Future project activity to be based in one of the five WWF Greater Mekong country offices (Viet Nam, Cambodia, Lao PDR, Thailand, Myanmar).

The Mekong for the Future is a three-year project that will support natural resources governance and transparency across the Greater Mekong through strengthening civil society’s ability to engage in natural resource governance and improving their access to, and understanding of, environmental data from public and private sources. The project will strengthen the ability of civil society organizations in the region to coordinate their activities, improve their ability to advocate for and monitor environmental policies, increase transparency and improve their use of environmental data.

- Intermediate Result 1: National and international CSO coordination strengthened.
- Intermediate Result 2: CSOs and citizens better able to engage in policy development, oversight, and advocacy.
- Intermediate Result 3: Increased transparency of natural resource policy and governance and citizen understanding of that information.

### **2 Specific Services/Goods the Supplier will provide, including methodology and related information**

The consultant will lead the process to develop a foundational knowledge product on inclusive and resilient linear infrastructure to ensure the sustainability of infrastructure investments, adaptive capacity, ecosystem integrity and social resilience of communities and beneficiaries in the Greater Mekong Region.

The report will have a pan Asia focus on processes, tools and systems that can be effectively integrated into the feasibility, planning, financing, approval, construction, and operations of linear infrastructure to minimize environmental and social risk (including climate change and biodiversity risk)

The study will consider the necessary assessments, participatory appraisals and the good practices on social and environmental safeguards - such as Strategic Environmental Assessment (SEA), Environmental and Social Impact Assessments (ESIA), the role of Free Prior Informed Consent, environmental and social safeguards of Financial Institutions (that fund infrastructure) - as well as climate and disaster risk reduction safeguards, including ecosystem service and natural capital assessments, and vulnerability and multi-hazard risk assessments.

- The study will primarily involve desktop research and analysis, supported by targeted interviews and validation through the WWF regional workshop.

- The study will identify, review and highlight relevant international agreements, processes and tools for strategic planning, risk assessments and safeguards as they apply to linear infrastructure.
- A scoping report will be prepared, in consultation with WWF, for presentation to the WWF regional workshop planned for October/November.
- Stakeholder interviews will be conducted virtually, in coordination with WWF, as deemed necessary.
- The final report should include a series of concise recommendations on how to better plan for, design and build linear infrastructure to incorporate inclusivity, resilience and sustainability principles.

The final output of the study will consist of a report (max 60 pages) which will be presented to the stakeholders of the project.

### 3 Fees and payment terms

For the satisfactory provision of the Products in compliance with the Agreement, WWF Greater Mekong will pay the Supplier for a total of 60 working days. To apply, interested candidates need to provide a brief proposal with a quotation as follows:

No.	Activity	Expected outputs	Work Days	Deadline
1	<b>Initial inception to the project and development of the study methodology and outline</b>	Study methodology and outline finalized	1	September 3 <sup>rd</sup> , 2021
2	<b>Desk review and interviews</b>	Literature database, interviews summaries	7	September 24 <sup>th</sup> , 2021
3	<b>Draft scoping report writing</b>	A draft scoping report	7	September 30 <sup>th</sup> , 2021
4	<b>Internal feedback sessions on scoping report</b>	A review session with the project team	2	October 15 <sup>th</sup> , 2021
5	<b>Consultative workshops (virtual) on scoping study</b>	Workshop summary	18	December 15 <sup>th</sup> , 2021
6	<b>Draft of final report</b>	Draft of the final report	15	January 31 <sup>st</sup> , 2022
7	<b>Finalization and presentation of the report</b>	A final report incorporating the feedback presented to key stakeholders	10	February 28 <sup>th</sup> , 2022

### 4 Qualification required for the consultant:

- International experience in working with/in more than one of the Greater Mekong/South Asia subregion countries
- Good knowledge and experience in environmental law and infrastructure planning, finance and development processes
- Previous experience on similar assignments

- Good knowledge of biodiversity and conservation aspects of developmental planning
- High sense of responsibility and commitment
- Able to complete the task according to the deadline
- Fluent spoken and written English

## B. INSTRUCTIONS TO CONSULTANTS

### I. GENERAL INFORMATION

1. **Applicable procurement regulations:** WWF-Viet Nam Procurement Manual
2. **Purchaser:** WWF-Mekong for the Future Project. Address: No. 6, Lane 18 Nguyen Co Thach Str., Cau Dien Ward, Nam Tu Liem Dist., Hanoi, Viet Nam.
3. **Project and Funding:** USAID funded **The Mekong for the Future Project - MFF**
4. **Type of Contract:** *Lump sum*– Professional Consultancy Services
5. **Selection Method:** Quality and Cost Based, details stipulated in this Request for Proposal.
6. **Tender procedure:** National Competitive Bid - Single stage – Two envelops (separate Technical Proposal and Financial Proposal) – International consultants are not excluded from participating in the Tender.
7. **Duration of the contract:**  
September 2021 – February 2022.

### II. SELECTION CRITERIA AND SCORINGS

#### II.1 Eligibility and Qualification Evaluation:

The selection will be conducted through the Quality and Cost Based, Single Stage-Two Envelops procedures as specified in this Request for Proposals, and is open to all eligible Consultant as defined in the USAID Standard Provisions M6 – Procurement Policies for Non-U.S based Organizations. The **Geographic code 937** applies to the USAID BCA project. For more detailed information on the Geographic code 937, please refer to:

[ADS Chapter 310: Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | U.S. Agency for International Development](#)

Other requirements for the Eligibility and Qualifications of a potential consultant shall be as follows:

#### II.1.1 for Firm Consultant

It is the legal entity or entities comprising the Consultant, and not the Consultant's parent companies, subsidiaries or affiliates, that must satisfy minimum criteria on the eligibility and qualification described below.

1. Consultant entity must: (i) have adequate financial controls; appropriate legal set-up; (ii) having fulfilled applicable fiscal obligations regarding payments of applicable taxes; (iii) have not been debarred from carrying out procurement; and (iv) not have a conflict of interest.

Criteria for adequate financial controls:

As a minimum, a net worth for the Year 2020 (last year), calculated as the difference between total assets and total liabilities should be positive. In the case of a Joint venture, each JV partner must meet this requirement by itself.

Average annual turnover defined as the total payments received by the Consultant for contracts completed or under execution over the last 3 years of USD 80,000 or equivalent. In the case of a Joint venture, all partners combined must meet the requirement.

A Consultant 's Profits for the Year 2020 (last year) should be positive. In the case of a Joint venture, each JV partner must meet this requirement by itself.

Criteria of appropriate legal set-up and having fulfilled applicable fiscal obligations regarding payments of applicable taxes is demonstrated by Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity, and Certified or notarized copies of the Consultant 's tax registration, tax clearance certificates or similar document.

Potential consultant shall have to commit in writing that he/she has not been debarred from carrying out procurement; and does not have a conflict of interest as described in Sub-section II.1.3 below.

2. Consultant must have relevant experience and quality of services which can be shown in the Consultant's experience list provided in the forms of proposal. Consultant must have at least 2 contracts of similar size and nature.

3. A Consultant shall commit in writing to meet with eligibility and qualification requirements and provide such evidence of satisfactory to the Purchaser when the Purchaser reasonably requests.

#### **II.1.2 for Individual Consultant**

1. If the consultant is an employee of a government agency, it is possible to sign a consultancy agreement with the individual only when there is a release letter from the government agency agreed for the individual working dedicatedly to the project. Interested consultant must declare his/her employment status and confirm to submit a release letter, when applicable;

2. Potential consultant commits that if he/she is fully employed by another WWF office or any other non-government agency organization, the consultant accepts the consulting agreement to be issued to the organization where the person works. The time spent in providing "consulting" services is paid to the organization, not the individual.

3. Potential consultant shall have to commit in writing that he/she has not been debarred from carrying out procurement; and does not have a conflict of interest as described in Sub-section II.1.3 below.

4. Consultant must have relevant experience and quality of services which can be shown in the Consultant's experience list provided in the forms of proposal. Consultant must have at least 2 contracts of similar size and nature.

5. A Consultant shall commit in writing to meet with eligibility and qualification requirements and provide such evidence of satisfactory to the Purchaser when the Purchaser reasonably requests.

#### **II.1.3 Guidelines on Conflict of Interest by Consultants:**

All Consultants found to have a conflict of interest shall be disqualified. A Consultant may be considered to be in a conflict of interest with one or more parties in this bidding process, if including but not limited to:

- (a) they have controlling shareholders in common; or
- (b) they receive or have received any direct or indirect subsidy from any of them; or
- (c) they have the same legal representative for purposes of this Tender; or
- (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the bid of another Consultant , or influence the decisions of the Purchaser regarding this bidding process;
- (e) a Consultant participates in more than one bid in this bidding process, either individually or as a partner in a joint venture. Participation by a Consultant in more than one Bid will result in the disqualification of all Bids in which such Consultant is involved. However, this does not limit the inclusion of the same subcontractor in another bid or of a firm as a subcontractor in more than one bid; or
- (f) a Consultant or any of its affiliates participated as a consultant in the preparation of Terms of Reference of the Assignment that are the subject of the bid; or
- (g) a Consultant or any of its affiliates has been hired (or is proposed to be hired) by the Purchaser for the Contract implementation; or
- (h) has a close business or family relationship with staff of the Purchaser who: (i) are directly or indirectly involved in the preparation of the TOR, bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been disclosed and resolved in a manner acceptable to the Purchaser throughout the procurement process and execution of the contract.

## **II.2 Technical proposal evaluation**

The contract will be awarded based on the Quality and Cost Selection Method.

Technical Proposals shall be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, subcriteria, and point system specified below. The maximum total quality score is 100 points. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of Terms of Reference and fails to achieve the minimum technical score of 70 points.

To assist in the examination, evaluation, and comparison of the bids, and qualification of the Consultants, the Purchaser may, at its discretion, ask any Consultant for a clarification of its Bid. Any clarification submitted by a Consultant that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids.



Criteria, sub-criteria, and point system for the technical evaluation are:

Criteria	Scores
<b>1. ADEQUACY OF THE PROPOSED METHODOLOGY AND WORK-PLAN IN RESPONDING TO THE TERMS OF REFERENCE</b>	<b>55</b>
Understanding of the research objectives	10
Adequacy and robustness of the proposal and proposed methodology	25
Clarity and soundness of the proposed workplan	20
<b>2. KEY PROFESSIONAL STAFF QUALIFICATIONS AND COMPETENCE FOR THE ASSIGNMENT</b>	<b>45</b>
Consultant or Team's knowledge and expertise of linear Infrastructure planning and development in South Asia and South-East Asia countries	10
Consultant or Team's knowledge and expertise of Environmental, Social and Governance parameters of infrastructure development and related standards for sustainability and resilience	10
Consultant or Team's knowledge of relevant international agreements, processes and tools and safeguards as they apply to linear infrastructure	10
Consultant or Team's previous experience in similar assignments	10
High quality English writing skill	5
<b>TOTAL TECHNICAL POINTS</b>	<b>100</b>

**The minimum technical score required to pass is: 70 points**

## **II.2 Financial Proposal Evaluation**

The Consultant is deemed to have included all prices in the Financial Proposal and therefore no price adjustments shall be made for the purpose of evaluation. The total price, net of taxes shall be considered as evaluated price for QCBS selection .

## **II.3 Quality and Cost-Based Selection**

The weights given to the Technical (T) and Financial (F) Proposals are as follows:

WT = 80 %, and

WF = 20 %

The weighted technical score is calculated as follows:

PT = WT \* T, with

PT = weighted technical score (points) of a technical Proposal,  
WT = 80% (weight of the technical Proposal, in percent),  
T = technical score (points) as per technical evaluation.

The lowest evaluated Price is given the maximum financial score of 100.

The formula for determining the financial scores (F) of all other Proposals is calculated as following:

$F = 100 * Co/C$ , in which “F” is the financial score, “Co” is the lowest price, and “C” the price of the proposal under consideration.

The weighted financial score is calculated as follows

$PF = WF * F$ , with

PF = weighted financial score (points) of a financial Proposal,

WF = 20% (weight of the financial proposal, in percent),

F = financial score (points) as per financial evaluation.

The overall combined score is calculated as:

$P = PT+PF$

### **III. CURRENCY**

Currency of Financial Proposal and Contract shall be: USD

### **IV. LANGUAGE**

Proposals shall be submitted in the following language: English

### **V. ASSOCIATION**

Consultants are free to associate themselves (mixed national/international consortium is desired) with other firms or experts to ensure that all required know-how and experience are available to them. In this case, a signed MoU of cooperation between all of the involved vendors with the indication and agreement of the lead applicant is required. The Consultant shall nominate an authorized representative who shall have the authority to conduct all business for and on behalf of Consultant and any and all its members during bidding and contract execution (in the event the Consultant is awarded the Contract).

### **VI. TAXES**

The Consultants shall familiarize themselves with the current regulations and laws of the Government of Viet Nam on consulting firms and individuals' taxes that may be applicable under this assignment. Amounts payable by the Purchaser to the Consultant under the contract to be subject to local taxation.

For Foreign contractors: Pursuant to Circular No. 103/2014/TT-BTC dated August 06, 2014 by the Ministry of Finance guiding the fulfilment of tax obligations/liability of foreign entities (organizations and individuals) doing business in Viet Nam or earning income in Viet Nam, The

Purchaser shall withhold, and pay CIT & VAT and submit tax declaration to local tax authority on behalf of the Consultant before making the payment.

## **VII. VALIDITY PERIOD OF PROPOSAL**

**90 days** since bid submission deadline date.

## **VIII. PROPOSALS SUBMISSION**

**This Request for Proposal is open to national, international, or mixed consortia. The Consultant shall submit the bidding dossier in single stage - two envelopes (one for technical proposal, and one for financial proposal)**

Consultants are invited to submit electronic proposals via email. Consultants who intend to submit electronic proposals must observe the following submission instructions:

- The proposal shall be separated in two files: one for technical proposal and one for financial proposal.
- The file for the **financial proposal shall be protected by a password which shall be kept with the Consultant** . If the company/consultant team passed the technical requirement threshold, The Purchaser would then request the password to open the financial proposal file. However, if the company loses the password or in case the file could not be opened, The Purchaser would not assume responsibility.
- The electronic file shall be in the form of MS word or MS excel or PDF.
- Please send the electronic proposal to The Purchaser's designated mail box at [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn). Your e-mail must have the subject heading as "**Ref 14.22 - [name of company/consultant] – Proposal Submission**" .
- Please be aware that bids or proposals emailed to The Purchaser will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all Consultants to send email submissions well before the deadline.
- The maximum size per email that The Purchaser can receive is **25MB**.

**Deadline for Proposals submission is: 16<sup>th</sup> August, 2021 17:00 (ICT)**

**Time limit for sending questions to this tender is: 6<sup>th</sup> August, 2021 17:00 (ICT)**

The bids submitted after the deadline prescribed will not be considered.

## **IX. REJECTION OF PROPOSALS, ADDENDA, TENDER CANCELLATION**

Should any proposal fail to comply with the terms and conditions stipulated in this RFP, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in Section II above, it may be rejected as non-responsive.

The Purchaser reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the participating consultants.

At any time prior to the deadline for submission of bids, the Purchaser may amend the bidding document by issuing addenda.

## **X. GROUND FOR EXCLUSION**

Applicants/Consultants (including all members of a consortium) shall not be awarded the contract if, on the date of submission of their tender/offer or on the intended date of Award of Contract, they:

1. Are bankrupt, being wound up or ceasing their activities, are having their activities administered by courts, have entered into receivership, or are in any analogous situation.
2. Have been: convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, nor of the European Union and/or Viet Nam for involvement in a criminal organization, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions.
3. Convicted by a final court decision or a final administrative decision by a court, US or European Union or national authorities in Viet Nam for Sanctionable Practice during any Tender Process.
4. Have been subject, within the last five years to a Contract termination fully settled against them for significant or persistent failure to comply with their contractual obligations during Contract performance.
5. Have not fulfilled applicable fiscal obligations regarding payments of taxes either the country where they are constituted.
6. Have given a misrepresentation in supplying the information requested as condition to participation in this tender process.

## **XI. ANTI-FRAUD, ANTI-CORRUPTION and CONFLICT OF INTEREST DECLARATION**

Candidates have read entirely the WWF Policy on conflicts of interests. He understands responsibilities to comply, and fully commit to it. He acknowledges he has no conflicts, as described in the WWF's Policy on Conflicts of Interest in attachment to these ToRs.

An attempt by a Consultant to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of the bids, to obtain information on how the procedure is progressing or to influence on its decision concerning the award of the Contract will be result in immediate rejection of the bid. Consultants should read, understand and commit to comply with WWF's Conflict of Interest Policy; Fraud/Corruption Prevention Policy; Network standard on Child safeguarding, as well as to act in accordance with WWF International Code of Conduct which are updated in this link: [WWF International's Ethics and Compliance Framework | WWF \(panda.org\)](https://www.panda.org/wwf-international-ethics-compliance-framework)

## **XII. ETHICS**

Candidates must respect the professional rules of conduct without any reproach in the conduct of its mandate. Furthermore, the vendor will ensure not to tarnish the image of the WWF execution of its mandate. WWF gives the right to terminate the agreement in proven cases of misconduct that can harm the WWF.

### **XIII. DOCUMENT COMPRISING THE BID**

A) **Compulsory** administrative and eligibility document:

- The signed technical proposal submission form (Form 1)
- The declaration of undertaking (Form 2) signed by all members in the case of consortia.
- In the case of a Consultancy firm, organization or institute: Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity; In case of Consortia, Articles of Incorporation and/or documents of registration of the legal entity of each consortia member.
- Organizational chart, list of Board of Directors, and the beneficial ownership showing governance structure of the Consultant ;
- Certified or notarized copies of the Consultant 's tax registration, tax clearance certificates or similar document;
- Power of Attorney, if any (free format) - Written confirmation authorizing the signatory of the Bid to commit the Consultant.
- MoU of Cooperation, in case of Consortia, subject to instruction set forth in Article V of Section B – Instructions to Consultants.
- Experience Form 3 (B)
- Consultant's Financial Qualification Form 3 (C)
- Statement of Availability (Form 7)

B) Technical Proposal:

A brief description of why the service provider considers the team/organization as the most suitable for the assignment. Description needs to include (a) the Capacity profile (CVs) of all experts to be involved in the contract as well as (b) references of including the relevant projects/works/studies that have been carried out by the consultant team / organization.

A technical proposal as described in Form 4.

C) Financial Proposal:

A financial proposal (expressed in USD) inclusive of all charges and taxes, supported by a breakdown of costs per key activity packages.

### **XIV. PROPOSAL TEMPLATES**

Please use below templates to structure the proposal.

## Form-1 – TECHNICAL PROPOSAL SUBMISSION FORM

For **[insert number and name of the package]**

[Location, Date]

To: [Name and address of Purchaser ]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposals dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal in single stage. [If the Consultant is a joint venture/consortia, insert the following: "We are submitting our Proposal in a joint venture/consortia between: [Insert a list with full name and the legal address of each member, and indicate the lead member].

We have attached a copy [insert: "of our Memorandum of Understanding to form a joint venture/consortia" or, if a Consortia is already formed, "the relevant information of the existing Consortia agreement"] signed by every participating member, which details the likely legal structure of, the leadership, and the confirmation of joint and severable liability of the members of the said joint venture/consortia." or If the Consultant's Proposal includes Sub-consultants, insert the following: "We are submitting our Proposal with the following firms as Sub-consultants: [Insert a list with full name and address of each Sub-consultant."]

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Purchaser.
- b) Our Proposal shall be valid and remain binding upon us for the period of 90 days from submission deadline date.
- c) We have met requirements on eligibility and qualification in accordance with Article II.1, Section B - Instructions to Consultants of the Request for Proposals;
- d) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts without written approval from the Purchaser may lead to the termination of Contract negotiations.
- e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to *[added if applicable only "furnish the Performance Security, using the Performance Security Form provided by Purchaser during contract negotiation, subject to Article XIV, Section B of the Request for Proposal"]*; and to initiate the Services related to the assignment subject to TOR requirements;

We understand that the Purchaser is not bound to accept any Proposal that you receives.

We remain,

Yours sincerely,

Authorized and binding signature:

Name and function of the signatory:

Name of the Consultant :

Address:

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

### **Form-2 – DECLARATION OF UNDERTAKING**

Date:

Tender Ref.:

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines.

We also underscore the importance of adhering to environmental and social standards in the implementation of the project.

We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Viet Nam.

We declare that our company/all members of the consortium, or any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings;

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the US Government, nor of the Government of Viet Nam nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the Purchaser if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Purchaser, the Purchaser is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Authorized and binding signature:

Name and function of the signatory:

Name of the Consultant :

Address:

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact information (phone and e-mail):

### **Form-3 CONSULTANT'S ORGANIZATION AND EXPERIENCE (for Firm Consultant)**

#### **A - Consultant's Organization**

[Provide here a brief (maximum one pages) description of the background and organization of the Consultant (including associate firms) and, if applicable, Sub-Consultant and each joint venture partner for this assignment.] . Consultant can fill in the following form:

Name of Company: <i>[Insert Consultant 's legal name]</i>
In case of Joint Venture (JV), legal name of each member: <i>[Insert legal name of each member in JV]</i>
Country of registration: <i>[Insert actual or intended country of registration]</i>
Year of registration: <i>[Insert Consultant 's year of registration]</i>
Address in country of registration: <i>[Insert Consultant 's legal address in country of registration]</i>
Authorized Representative Information Name: <i>[Insert Authorized Representative's name]</i> Address: <i>[Insert Authorized Representative's address]</i> Telephone/Fax numbers: <i>[Insert Authorized Representative's telephone/fax numbers]</i> E-mail address: <i>[Insert Authorized Representative's email address]</i>



1. Attached are copies of original documents of *[Check the box(es) of the attached original documents]*

Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above;

In case of JV, letter of intent to form JV or JV agreement.

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership showing governance structure of the Consultant ;

3. Certified or notarized copies of the Consultant 's tax registration, tax clearance certificates or similar document;

**B - Consultant's Experience**

*Using the format below, provide information on each assignment for which your firm, and each associated firm or joint venture partner or Sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association or joint venture or as a Sub-Consultant, for carrying out consulting services similar to the ones requested under this assignment.*

<b>Duration</b>	<b>Assignment name/ &amp; brief description of main deliverables/outputs</b>	<b>Name of Client &amp; Country of Assignment</b>	<b>Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm</b>	<b>Role on the Assignment</b>

**C - Consultant's Financial Qualifications**

Each Consultant or member of a JV must fill in this form

**Information from Balance Sheet**

	<b>Year 1: 2018</b>	<b>Year 2: 2019</b>	<b>Year 3: 2020</b>
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			
<b>Working Capital</b>			

**Information from Income Statement**

	<b>Year 1: 2018</b>	<b>Year 2: 2019</b>	<b>Year 3: 2020</b>
<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

## **Form-4 – DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT**

You are suggested to present your *Technical Proposal* divided into the followings:

- a) *Understanding of the mandate and objectives of the Project and the Assignment*
- b) *Technical Approach and Methodology,*
- c) *Work Plan, and*
- d) *Team organization and Personnel.*

a) *Understanding of the Mandate and objectives of the Project and the Assignment:* You should explain your understanding of the project and TOR especially objectives, timeline and mandate of the assignment, approach to the services and outputs.

b) *Technical Approach and Methodology.* You should explain your approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

c) *Work Plan.* You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and proposed delivery dates of the reports. Please use the timeline in the TOR as a reference. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form - 7.

d) *Team Organization and Personnel.* You should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or lead consultant in an association. It is suggested that the core researching team should include one team leader,

**Form-5 – TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV  
INFORMATION**

Name in full/Citizen-ship	Area of Expertise	Position/Task Assigned	Education / Degree (Year / Institution)	No. of years of relevant experience

**Form-6 – CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERTS**

1. **Proposed Position** (*only one candidate shall be nominated for each position*): \_\_\_\_\_

2. **Name of Expert** (*Insert full name*): \_\_\_\_\_

4. **Date of Birth**: \_\_\_\_\_ **Citizenship**: \_\_\_\_\_

5. **Education** (*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*): \_\_\_\_\_  
\_\_\_\_\_

6. **Membership in Professional Associations**: \_\_\_\_\_  
\_\_\_\_\_

7. **Other Trainings** (*Indicate significant training since degrees*) \_\_\_\_\_  
\_\_\_\_\_

8. **Countries of Work Experience**: (*List countries where expert has worked in the last ten years*):  
\_\_\_\_\_

9. **Languages** (*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*):  
\_\_\_\_\_

**10. Relevant Professional Record**

(*Describe work undertaken that best illustrates capability and experience to handle the Tasks Assigned*)

From (Year): \_\_\_\_\_ To (Year): \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**11. Relevant Researches, Publications**

(*List and Describe researches and publications that best illustrates capability and experience to handle the Tasks Assigned*)

Signature of proposed key expert: .....

**Form-7 – STATEMENT OF AVAILABILITY**

To: [Name and address of Purchaser ]

Date:

Dear Sir/Madam,

**Subject: [insert number and name of the package]**

***Statement of Availability***

I (We), the undersigned .....

State that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal dated [insert date] mentioned above as from ....., for the period initially envisaged in the proposal submitted.

No	Expert's Name	Title/Position	Duration
1			
2			
3			
...			

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by The Purchaser in advance

Authorized and binding signature:

Name and function of the signatory:

Name of the Consultant :

Address:

Date of signing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact information (phone and e-mail):

**Form-8 –WORK SCHEDULE**

N°	Name of Expert /Position	Professional Expert input (in the form of a bar chart)													Total input (week)		
			1	2	3	4	5	6	7	8	9	10	..	n	H	F	Total
1	[Home]																
	[Field]																
2	[Home]																
	[Field]																
3	[Home]																
	[Field]																
N	[Home]																
	[Field]																
Total																	

N°	Activity	Weeks												
		1	2	3	4	5	6	7	8	9	10	11	..	n
1														
2														
3														
4														
5														
..														
N														

**Form-9 – FINANCIAL PROPOSAL SUBMISSION**  
**For [insert number and name of the package]**

*[Location, Date]*

TO: [Name and address of Purchaser ]

Email: [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn)

Dear Sirs/Madams,

We, the undersigned, offer to provide the consulting services for **[insert number and name of the package]** in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of *[Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures], [Insert “including”]* of all indirect local taxes. The estimated amount of local indirect taxes is *[Insert currency] [Insert amount in words and figures]* which shall be confirmed or adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized and binding signature:

Name and function of the signatory:

Name of the Consultant :

Address:

Date of signing: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact information (phone and e-mail):



## Form-10– FINANCIAL PROPOSAL – COST BREAKDOWN

**Detailed Cost Calculation for Package [insert number and name of the package]**

1. Remuneration	Unit	Quantity	Unit Rate	Amount
<b>1.1. Deliverable 1</b>				
1.1.1 Team Leader				
1.1.2 Expert 1				
1.1.3 Expert 2				
..				
<b>1.2 Deliverable 2</b>				
1.2.1 Team Leader				
1.2.2 Expert 1		...		
1.2.3 Expert 2		...		
..				
<b>1.3. Deliverable 3</b>				
1.3.1 Team Leader				
1.3.2 Expert 1				
1.3.3 Expert 2		...		
..				
<b>Sub-total</b>				
<b>2. Allowance, Accommodation, Complementary Travel Costs</b>				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
<b>Sub-total</b>				
<b>Travel &amp; Transport Cost</b>				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
<b>Sub-total</b>				
<b>4. Reports and Documents</b>				
4.1 ... (Type of reports/documents to be stated)		...		
4.2 ...		...		
<b>Sub-total</b>				
...				
<b>Total</b>				
<b>Taxes</b>				
<b>Grand – Total</b>				