



WWF-Viet Nam
No.6, Lane 18
Nguyen Co Thach street,
Nam Tu Liem district, Hanoi,
Viet Nam.

Tel: +84 24 37193049
Email: wwfvietnam@wwf.org.vn
Website: www.vietnam.panda.org

REQUEST FOR PROPOSALS

CONSULTING SERVICES

Purchaser: World Wide Fund for Nature – Viet Nam
(WWF-Viet Nam)

Name of Package: Implementation of Energy Audits for textile & garment
companies/factories in industrial park(s) in Tay Ninh province

Bid reference number: Ref FY22/0037

Submission Deadline: 25 January 2022, 11:00 (ICT)

Issued on: 12 January 2022

REQUEST FOR PROPOSALS OF CONSULTING SERVICES

**Contract Title: Implementation of Energy Audits for textile & garment companies/factories
in industrial park(s) in Tay Ninh province**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>.

Under the Project “An energy transition for a 1.5-degree world: Accelerating Progress in Asia”, WWF-Viet Nam would like to invite proposals from potential consulting institutes or groups of consultants (hereinafter called Consultants) who are interested in the Consulting services of Audits for textile & garment companies/factories in industrial park(s) in Tay Ninh province.

The selection will be conducted through the Quality-Cost Ratio as specified in this Request for Proposals, and is open to all eligible and interested Consultants.

Proposal must be submitted on or before 11:00 AM, January 25th 2022 7:00 (ICT). Late submissions will be rejected.

Correspondence related to the tender shall be addressed to:
thao.lethu@wwf.org.vn, and cc: anh.hoangbao@wwf.org.vn
WWF-Viet Nam

A- TERMS OF REFERENCE (TOR)

Implementation of Energy Audits for textile & garment companies/factories in industrial park(s) in Tay Ninh province

1. Background

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

The commercial and industrial (C&I) sector (including the textile and garment industry) are the largest energy consumers in the country, accounting for 60% of national energy consumption. In addition, the C&I sector is projected to have the highest economic growth rate (7.4%) per annum among all other sectors in Vietnam. Vietnam's growing economy is projected to require an 100-150% increase in overall power generation capacity in the next 10 years, increasing from approximately 50 GW today to 125-130GW by 2030.

As such, the C&I sector plays an important role in the promotion of renewable energy (RE) deployment. The deployment and installation of RE and energy efficiency (EE) solutions in the textile and garment sectors and with other C&I energy users and industrial parks (IPs) therefore need to be promoted and implemented widely to maximize the contribution of emissions reduction efforts.

Under Project 'An energy transition for a 1.5-degree world: Accelerating Progress in Asia', WWF-Viet Nam is working with key stakeholders to promote sustainable solutions towards a net zero future. The project will harness the right nexus of champions at the corporate and sectoral (i.e. textile and garment, and IPs) levels to help accelerate the adoption and scale-up of EE and RE solutions in one subnational focus area. Solutions will be demonstrated to other subnational areas, sectors and policy makers to encourage replication and an enabling environment that contributes to Viet Nam's energy and emissions reduction outcomes.

WWF would like to commission the implementation of Energy Audits for textile & garment companies/factories in industrial park(s) in Tay Ninh province. This Energy Reports will help shape the development of an energy efficiency action plan for the textile and garment sector in Tay Ninh province, in particular and in Viet Nam, in general.

2. Objectives of the consultancy

The Energy Audit is conducted to understand how energy is used within the textile & garment companies/factories in industrial park(s) in Tay Ninh province and to find opportunities for improvement and energy saving. It also provides the vital information base for overall energy consumption for textile & garment sector covering essentially energy utilization analysis and evaluation of energy conservation measures. The selected consultant will contribute to WWF's endeavor to develop an energy efficiency action plan for the textile and garment sector in Tay Ninh province, in particular and in Viet Nam, in general by conducting detailed energy auditing in about 8-10 textile & garment companies/factories in industrial park(s) in Tay Ninh province.

Suggested companies for the Energy audit works include about 8-10 companies/factories. Each Energy Audit is expected from 2 – 5 days, depending on the scale of companies/factories.

3. Scope of works/ activities

- Describe production process of the companies/factories including by diagrams and accordingly identify key equipment and processes;
- Collect data and information on energy supply and consumption and production situation of the companies/factories;
- Evaluate performance efficiency of the companies/factories in terms of consumption of energy and other inputs per production unit or per unit of value added;
- Based on the conducting review and actual situation of the companies/factories, conduct inspection of key equipment and processes of the companies/factories and accordingly identify potential energy efficiency technologies and options;
- Conduct necessary measurements at the site to prove the potential;
- Conduct analysis of the identified options in terms of saving potential, investment cost required and payback period;
- Propose prioritized options through conducting a Multiple Criteria Analysis of identified options. Criteria to be considered include, but not limited to the following: implementation cost, investment cost, saving potential, ease of implementation and replicability);
- Develop an identified energy efficiency options implementation plan for the companies/factories. The action plan should be introduced and shared to the company for the implementation.
- Develop Energy Audit reports & Debriefing. A master report will be in both English & Vietnamese

4. Outputs/deliverables of performance

- A detailed work plan with timeline will be developed to perform the task at the start of the work;
- A separated energy auditing report for each company will be developed;
- A master report will be developed based on results of separated reports to review of energy efficiency and energy alternative technologies and options that have the potential to be used in the textile & garment sector both from international and domestic sources;
- The master report will include technical scope, methodology, suggested energy saving measures, and conclusion with recommended measures, total energy savings potential, total economic savings potential, total investment estimation and payback period. Collected energy data from companies/factories shall be included in the reports;
- Debrief to WWF the Energy Audit reports with power point presentation.

5. Timeline

- Expected Energy Auditing works at field: From February – April 2022 (depending on covid-19 situation), but the final reports will be submitted **no later than 30 May 2022**

- Energy Auditing reports will be submitted to WWF with debrief (possible over skype)

6. Location

Energy audits will be implemented to textile & garment companies, which are mainly located in **Trang Bang Industrial Parks**, and/or other neighboring Industrial Parks in Tay Ninh province (to be discussed and confirmed with WWF). Suggested companies/factories for the energy audit works include about 8-10 textile & garment companies/factories.

7. Work plan

Task no.	Descriptions	No. of days required (*)
1.	Describe production process of the companies/factories including by diagrams and accordingly identify key equipment and processes;	
2.	Collect data and information on energy supply and consumption and production situation of the companies/factories;	
3.	Evaluate performance efficiency of the companies/factories in terms of consumption of energy and other inputs per production unit or per unit of value added;	
4.	Based on the conducting review and actual situation of the companies/factories, conduct inspection of key equipment and processes of the companies/factories and accordingly identify potential energy efficiency technologies and options;	
5.	Conduct necessary measurements at the site to prove the potential;	
6.	Conduct analysis of the identified options in terms of saving potential, investment cost required and payback period;	
7.	Propose prioritized options through conducting a Multiple Criteria Analysis of identified options. Criteria to be considered include, but not limited to the following: implementation cost, investment cost, saving potential, ease of implementation and replicability)	
8.	Develop an identified energy efficiency options implementation plan for the companies/factories. The action plan should be introduced and shared to the company for the implementation.	
9.	Finalize Energy Audit reports & Debriefing. A master report will be in both English & Vietnamese	

(*): Consultant can propose the number of days required to implement the tasks. Final reports will be submitted no later than 30 May 2022.

8. Qualification requirements:

A Firm, Institution, NGO or a Consulting Group with (but not limited to) these profiles and experience in Viet Nam is an asset:

- Bachelor or Master degree in environmental engineering, energy management or relevant fields;
- At least 10 years of experience working on energy auditing/accounting, sustainable energy and/or environmental resources management;
- Profound understanding of energy issues, especially perspectives about energy efficiency and renewable energy in private sectors in Vietnam;
- Understanding of different methods of measuring energy cost in Vietnam and in the world;
- Experience of working with international organization preferred;
- Excellent writing and presentation skills (both in Vietnamese and English);
- Working experience in relevant projects in Viet Nam is an asset;

The team leader shall meet the following, but not limited to, criteria:

- Advanced academic degree in energy, environment and relevant areas with at least 10 years of relevant professional experience;
- Proven track record in energy auditing projects;
- Familiarity with Viet Nam energy sector;

The team members should include/ensure (but not limited to):

- At least 2 members with hands-on experiences in energy auditing works, with at least 5-10 years of relevant experience;
- An expert to develop the cost-benefit analysis for energy efficiency/renewable investment;
- Familiarity with the energy sector in Viet Nam.

9. Budget

Total budget for energy auditing works proposed by consultant should include consultant and travelling fees for 8-10 textile & garment companies/factories in Tay Ninh province.

10. Proposal required

- (1) Profile of service provider
- (2) Proposal package in English with proposed methodology, work plan, activities, timeframe and budget included.
- (3) CV of team leaders and members.
- (4) Deadline for proposal submission: 25 Jan 2022
- (5) The Proposals shall be submitted and send to:
Email: thao.lethu@wwf.org.vn, cc: anh.hoangbao@wwf.org.vn

B – INSTRUCTIONS TO CONSULTANTS

I. EVALUATION CRITERIA

The Proposals will be evaluated based on the following methodology:

- Total Highest Score of Technical Criteria: 70 out of 100 points
- Total Highest Score of Financial Criteria: 30 out of 100 points

Criteria	Scores
A. Technical criteria	70
1. RELEVANT EXPERIENCES FOR THE MISSION	55
- UNDERSTANDING OF THE MANDATE	5
- METHODOLOGY	30
- EXPERIENCE IN THE FIELD OF STUDY	20
2. QUALIFICATIONS	10
3. IMPLEMENTATION SCHEDULE	5
B. Financial criteria/quotation	30
Total (A + B):	100

II. CURRENCY

For Local Consultants: The Bid currency must be in VND.

For Foreign Consultants: VND or USD.

For the purpose of price evaluation and comparison, the Price Offers or parts of Price Offers proposed in USD shall be converted into Vietnamese Dong using the transfer rate of Vietcombank at the date of the bid submission deadline.

III. LANGUAGE

Proposals shall be submitted in the following language: English

IV. 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.

V. VALIDITY PERIOD OF PROPOSAL

90 days since bid submission deadline date.

VI. PROPOSALS SUBMISSION

Consultants are invited to submit electronic proposals via email.

- The proposal shall include two main parts or two main files: one for technical proposal and one for financial proposal.
- The electronic file shall be in the form of MS word or MS excel or PDF.
- Please send the electronic proposal to WWF-Viet Nam's mail boxes at thao.letthu@wwf.org.vn, cc: anh.hoangbao@wwf.org.vn. Your e-mail must have the subject heading as "FY22/0037- [name of consultant] – Proposal Submission" .
- Please be aware that proposals emailed to WWF-Viet Nam will be rejected if they are received after the deadline for bid submission. The maximum size per email that WWF-Viet Nam can receive is **25MB**.

Deadline for submission is January 25th, 2022 at 11:00 (ICT)

VII. REJECTION OF PROPOSALS, 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, it may be rejected as non-responsive.

WWF-Viet Nam 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.

VIII. CONFLICT OF INTEREST

COI	Description
Conflicting Activities	Consultant activities and those of affiliates conflict with their assignment: <ul style="list-style-type: none">▪ Downstream provision of goods, works, and non-consultancy services, related to the provider's assignment.▪ Downstream provision of consulting services related to works executed or equipment supplied either by the consultants or their affiliates.
Conflicting Assignments	Consulting assignments that, by their nature, are or may be in conflict with each other: <ul style="list-style-type: none">▪ Conflicting assignments by nature, in which the consultants could bias their advice to be consistent with findings of another of their assignments or those of their affiliates;▪ Conflicting downstream assignments where the incumbent consultants create conditions under which they attain or are perceived to attain an undue advantage over other consultants who may apply for consideration in a downstream related assignment, thus depriving the client of the benefits of full competition. For example, a Consultant engaged to develop

	or draft TOR, specifications, requirements, statements of work, invitations for bids, and/or requests for proposals must be excluded from competing for such procurements.
Conflicting Relationships	<p>Relationships between the consultants and WWF staff, for example:</p> <ul style="list-style-type: none"> ▪ The consultant competing for an assignment has a family or a business relation with a member of WWF staff involved in the preparation of the TOR of the contract, in the selection process or in the supervision of that assignment; ▪ If a consultant nominates a WWF employee as key staff in its technical proposal.
Conflicting Clients	Consultants serving different clients with conflicting interests on closely related assignments. For example, a consultant working simultaneously for two or more clients whose interests are in conflict.

A Consultant shall not have a conflict of interest. Any Consultant found to have a conflict of interest shall be disqualified. A Consultant may be considered to have a conflict of interest for the purpose of this bidding process, if the Consultant:

- (a) Has the same legal representative as another Consultant; or
- (b) Participates in more than one bid in this bidding process, both as an individual firm and as a JV member; Participation by a Consultant in more than one Proposal will result in the disqualification of all Proposals in which such Consultant is involved. However, this does not limit the inclusion of the same subcontractor in more than one proposal; or
- (c) Has a close business or family relationship with a professional staff of the Purchaser who:
 - (i) are directly or indirectly involved in the preparation of the TOR 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 .

IX. CLARIFICATION QUESTIONS

Questions for clarifications can be submitted to thao.lethu@wwf.org.vn before 19 January 2022 – 17:00 ICT.

X. PROPOSAL TEMPLATES

Please use below templates to structure the proposal.

FORM-1 – BID SUBMISSION

PROPOSAL

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

TO: WWF-Viet Nam
No.6, Lane 18 Nguyen Co Thach Str.,
Nam Tu Liem Dist., Hanoi

(date)

Dear Sirs/Madams,

Having carefully examined the Request for Proposals dated *[insert date]* for the assignment ***[insert number and name of the package]***, we, the undersigned, would like to submit our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We agree to abide by this Proposal for the period of 90 days from the date fixed by WWF-Viet Nam for the submission deadline specified in the aforementioned Request for Proposals (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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 WWF-Viet Nam may lead to the termination of Contract negotiations.

Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand that WWF-Viet Nam is not bound to accept the lowest or any Proposal you may receive.

We remain,

Signature and stamp: _____

Name on behalf of the Consultant: _____

Title: _____

FORM-2 – DECLARATION OF UNDERTAKING

Date:

Tender Ref: FY22/0037

We, the undersigned, declare that:

a) 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 of Purchaser's staff 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.

b) We meet the eligibility requirements, and have no conflict of interest in accordance with the Request for Proposals.

c) We commit to have sufficient financial and legal capacity as well as experience to carry our consultancy services in accordance with the provisions and requirements set forth in this Request for Proposals.

d) We commit not being in the process of dissolution; nor be concluded to be in bankruptcy, nor in state of cash-flow insolvency and/or balance-sheet insolvency.

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

f) 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.

g) We also declare that our company/all members of the Joint Venture has/have not been included in the list of sanctions of the United Nations nor Vietnamese Government and affirm that our company/all members of the consortium will immediately inform the Purchaser if this situation should occur at a later stage.

h) We acknowledge that, in the event our company (or a member of the Joint Venture) is added to a list of sanctions that is legally binding on the Purchaser, the Purchaser is entitled to exclude our company/the Joint Venture from the procurement procedure and, if the contract is awarded to our company/the Joint Venture, 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.

Signature and stamp: _____

Name on behalf of the Consultant: _____

Title: _____

FORM-3 - CONSULTANT'S ORGANIZATION AND EXPERIENCE (FOR FIRM CONSULTANT ONLY)

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 <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above; <input type="checkbox"/> 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.**

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

C - Consultant's Financial Qualifications

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

Information from Balance Sheet

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

Information from Income Statement

	Year 1: 2018	Year 2: 2019	Year 3: 2020
Total Turnover			
Profits Before Taxes			
Profits After Taxes			

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 120,000 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.

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) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Team organization and Personnel.*

a) 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.

b) Work Plan. You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), 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.

c) 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

[illegible]

FORM-6 – CURRICULUM VITAE (VC) 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 the expert

FORM-7 – STATEMENT OF AVAILABILITY

To: WWF-Viet Nam
No.6, Lane 18 Nguyen Co Thach Str.,
Nam Tu Liem Dist., Hanoi

Ref.

No.:__

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 WWF-Viet Nam in advance.

Signature and stamp: _____

Name on behalf of the Consultant: _____

Title: _____

Date: _____

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		[H _{ome}]															
		[F _{iel d}]															
2		[H _{ome}]															
		[F _{iel d}]															
3		[H _{ome}]															
		[F _{iel d}]															
N		[H _{ome}]															
		[F _{iel d}]															
Total																	

[illegible]

FORM- 9– FINANCIAL PROPOSAL SUBMISSION

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

[Location, Date]

TO: WWF-Viet Nam
No.6, Lane 18 Nguyen Co Thach Str.,
Nam Tu Liem Dist., Hanoi
Email: 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,

Signature and stamp: _____

Name on behalf of the Consultant: _____

Title: _____

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
1.1 Team Leader		...		
1.2 Expert 1		...		
1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				
3. Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		
Sub-total				
...				
Total				
Local taxes				
Grand – Total				

Signature and stamp: _____

Name on behalf of the Consultant: _____

Title: _____

Date: _____

Detailed Cost Breakdown per Deliverables

Deliverable 1:

1. Remuneration	Unit	Quantity	Unit Rate	Amount
1.1 Team Leader		...		
1.2 Expert 1		...		
1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				
3. Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		
Sub-total				
...				
Total				
Local taxes				
Grand – Total				

Deliverable 2:

1. Remuneration	Unit	Quantity	Unit Rate	Amount
1.1 Team Leader		...		
1.2 Expert 1		...		
1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				

Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		
Sub-total				
...				
Total				
Local taxes				
Grand – Total				

....