



REQUEST FOR PROPOSAL (RFP)
From firms/institutes/organizations

Dear Sir / Madam:

We kindly invite a **National firm to develop a video on how to build a storm/flood resilient house based on the current designs.**

Please be guided by the form attached hereto as Annex 2 (a-b), in preparing your Proposal.

Proposals may be submitted on or before **23.59 hrs., 21 April 2021** (Hanoi time) by the following methods:

By email: For green environment, this is preferred submission method

E-mail address for proposal submission: nguyen.thuy.nga@undp.org

Separate emails for technical and financial proposal.

With subject line: (RFP-N-210403) National firm to develop a video on how to build a storm/flood resilient house based on the current designs.

Maximum size per email: **30 MB**. Bidders can split proposal into several emails if the file size is large)

Note:

- *For both submission methods, please send separate email (without attachment) to procurement.vn@undp.org notifying that you already submitted proposal and the number of email submitted (in case submitted by email). Notification emails should be sent to above address by submission deadline or right after you submit proposals).*
- *UNDP will acknowledge receipt of the proposals within 2 working days from the submission deadline. In case you do not receive acknowledgement, please contact us within 3 working days after submission deadline.*

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days from the date of bid submission.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Description of Requirements

Context of the Requirement	Please see information in the TOR
Implementing Partner of UNDP	Please see information in the TOR
Brief Description of the Required Services	to develop a video on how to build a storm/flood resilient house based on the current designs.
List and Description of Expected Outputs to be Delivered	Please see information in the TOR
Person to Supervise the Work/Performance of the Service Provider	UNDP CCE Media and Communications Analyst; Project Technical Consultant on Housing; UNDP Programme Management Specialist for GCF Coastal Resilience Project
Frequency of Reporting	Please refer to the TOR
Progress Reporting Requirements	Please refer to the TOR
Location of work	<input type="checkbox"/> Exact Address: <input checked="" type="checkbox"/> homebased with travel to Thanh Hoa province
Expected duration of work	Late April - July 2021
Target start date	April 2021
Latest completion date	July 2021
Travels Expected	travel to Thanh Hoa province
Special Security Requirements	Not applicable
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency (Vietnam Dong) For the purposes of comparison of all Proposals: UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN

	operational rate of exchange on the proposal submission deadline.
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	As indicated in the TOR. Condition for Payment Release: Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Governance and Participation Unit, UNDP Viet Nam
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	Proposal shall be considered technically qualified if it achieves minimum 70% of total obtainable technical points. Weight of technical and financial point: <u>Technical Proposal (70%)</u> <u>Financial Proposal (30%)</u> Financial score will be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. <i>See detailed evaluation criteria in the below table.</i>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One bidder
Annexes to this RFP	<input checked="" type="checkbox"/> Detailed TOR (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2a: Technical proposal; Annex 2b: Financial proposal)

	<input checked="" type="checkbox"/> Contract for Goods/Services (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions de minimis (for contract below \$50k) (Annex 3) <input checked="" type="checkbox"/> or General Terms and Conditions (for contract above \$50k) (Annex 3) ¹
Contact Person for Inquiries (Written inquiries only) ²	<p>Ms. Nguyen Thuy Nga Procurement Executive, UNDP Vietnam Email: nguyen.thuy.nga@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other information	

EVALUATION CRITERIA

Technical Criteria		Max. Points
Form 1: Expertise and Capacity of Firm / Organization submitting proposal		350
1.1	3 years' experience in video/film production with good track of record of producing high quality videos	100
1.2	Previous experience similarities in producing video and film productions(Priority for housing construction)	200
1.3	Previous experience in working with UN agencies, government organizations or NGOs	50
Total (Form 1)		350
Form 2: Adequacy of the proposed approach and methodology responding to the TORs		350
2.1	Have creative and concrete ideas and plan for the baseline/result videos	200
2.2	Have the plan sufficiently addressing the key tasks/responsibilities expressed in the TORs	100
2.3	Have the methodology for video production sufficient to address the needs/demands of the TORs	50
	Total (Form 2)	350
Form 3: Personnel competencies and human/material resources of the organization		300
3.1	Assigned team with strong experience in video production including people undertaking tasks such as writing scripts, filming, sound handling, post-production and translating subtitle	100
3.2	Have sufficient human resource (at least key personnel one team leader and one team member in the team has educational background in communication, filming, or visual arts with 5 years of proven experience, ideally covering subjects such as climate change and disasters) to perform the requirements in the TORs.	100

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Technical Criteria		Max. Points
3.3	Have fully equipped recording equipment, postproduction and visual reality equipment to meet the requirement of producing the high-quality VR videos	100
	Total (form 3)	300
	TOTAL POINTS	1000



TERMS OF REFERENCE

I. GENERAL INFORMATION

Post Title	National firm to develop a video on how to build a storm/flood resilient house based on the current designs (This activity is under Act. 1.3.1)
Project/Program Title	Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam
Service Required	Development of a video for the project
Type of Contract	Institutional contract
Duty Station	Home-based with travel to one project provinces in Viet Nam (Thanh Hoa)
Duration	26 th April– 26 th July 2021 The contract deadline may be adjusted based on the construction progress on sites
Report to	UNDP CCE Media and Communications Analyst; Project Technical Consultant on Housing; UNDP Programme Management Specialist for GCF Coastal Resilience Project.

II. BACKGROUND / PROJECT DESCRIPTION

The Green Climate Fund (GCF) is a financial operating entity of the United Nations Framework Convention on Climate Change (UNFCCC) which is established to contribute to the collective efforts of the international community to combat climate change. The GCF funds programmatic approaches that provide an opportunity for a transformational shift in countries' climate resilience and green economies, prioritizing a balanced approach between adaptation and mitigation. The GCF works with National Implementing Entities (NIEs) from developing countries and/or through accredited international and regional Implementing Entities (IEs).

Led by the Vietnamese Ministry of Agriculture and Rural Development (MARD) in collaboration with Ministry of Planning and Investment (MPI) and Ministry of Construction (MoC), UNDP is serving as the GCF Accredited Entity for an adaptation project titled ***“Improving the resilience of vulnerable coastal communities to climate change related impacts in Viet Nam”*** that was approved by the GCF in June 2017. The project is designed “to contribute to increased climate-resilient sustainable development through employing an integrated approach to ensure more climate resilient homes, strengthen natural defences through the regeneration of mangroves and improve planning through the integration of climate risk information.” The project aims to build 4,000 resilient houses and to plant/regenerate 4,000 hectares of mangroves. It also aims to increase the quality and accessibility of climate risk-related information and, therefore, increase its utility in decision-making. Key results for the project include:

1. **Increased resilience of infrastructure and the built environment to climate change** (Indicator: Number and value of physical assets made more resilient to climate change and variability, considering human benefits).
2. **Improved management of land or forest areas contributing to emissions reductions** (Indicator: Hectares of land or forests under improved and effective management that contributes to CO2 emission reductions).
3. **Increased generation and use of climate risk information in decision-making** (Indicator: Use of climate risk information products/services in decision-making in climate sensitive sectors).

The implementation of the resilient housing component has been ongoing since 2017 in five provinces, including Quang Ngai, Quang Nam, Thua Thien-Hue, Quang Binh and Thanh Hoa. Building on an existing protection programme to provide housing for the poor and marginalized (Decision No. 48/2014 / QD-TTg by Prime Minister dated 8/2014), the project aims to strengthen storm/flood resilient design features in 4,000 new houses for poor and highly disaster-exposed people in coastal areas.

In order to help coastal communities to be able to build storm/ flood resilient houses in accordance with design and safety requirements, the UNDP project is recruiting a production firm or company to produce a video for simulating the construction process of resilient houses to withstand floods and storms. The video product will be then used for producing mobile app.

III. OBJECTIVE AND SCOPE OF WORK

1. Objective

To produce a video for simulating the construction process and resilient features of resilient houses to withstand floods and storms for one sample design³ which reflects the five key resilient features and user-friendly specifications in five project provinces of Thanh Hoa, Quang Binh, Thua Thien Hue, Quang Nam and Quang Ngai.

2. Scope of work

- Prepare draft video script and submit to UNDP for review and comments
- Based on the approved video script, actual video recordings will be carried out in Thanh Hoa province.
- The content of the video script is expected to include the following items:
 - 5-minute simulation on the real storm/flood resilient housing construction process from foundation to the roof on the site
 - Foundation
 - Body part
 - Roof
 - Completion and hand-over.
 - Emphasize on the common resilient features, including:
 - Foundations: plan layout, soil excavation, soil stability condition checking for safe place, steel reinforcement arrangement, formworks, concreting, backfill /embankment and piling.
 - Body part: Columns, wall building and mortaring, door and window installation (at this stage special attention will be required for the vertical and horizontal bolts to resist strong winds).

³ These designs will be selected jointly with UNDP from the existing 30 designs which have been approved by the Provincial Departments of Construction.

- Mezzanine: including structure, floor area, safety handrails, the height of space and safety window.
- Stairs: including structure, stable connection of the stair to the mezzanine, accessible slope, width of the stair, width of each stair step, safety handrail and opening hole to access to the mezzanine from the stair should be large enough to move valuable assets to the mezzanine in case of flood.
- Roof: structure, storm resilient braces.
- Other user-friendly specifications, including:
 - Drainage: collection and treatment system of rainwater and domestic waste.
 - Electricity: including the lighting system and the switch boards.

IV. KEY TECHNICAL REQUIREMENTS

The following key points shall be taken into account for video:

- The final video should be submitted to UNDP in high definition MP4 format
- Videos will be in HD quality and suitable for television broadcasting
- All the construction process and common resilient features will be recorded based on the current practice in Thanh Hoa province.
- Shall be in Vietnamese language with subtitles in English
- At the beginning and closing of video, the logos of the following organizations must be presented: The Green Climate Fund (GCF), the Ministry of Agriculture and Rural Development, the Ministry of Construction and UNDP.

V. REVIEW AND COMMENTING PROCESS

The firm is expected to work closely with the UNDP Media and Communications Analyst and Technical Consultant on Housing of GCF Coastal Resilience Project to write comments, select images, and mix sound for the video. The drafts of the video will be shared with UNDP for review and comments. UNDP will make sure that comments from relevant project stakeholders from Government side are collected and shared with the consultancy firm. All relevant comments received from UNDP and other project stakeholders shall be promptly addressed and incorporated in the video development process.

VI. REPORTING AND COORDINATION

Consultancy firm will report directly to UNDP (through UNDP Media and Communications Analyst and Housing Technical Consultant) on any assignment-related issues on a timely basis.

VII. EXPECTED OUTPUTS AND REPORTING TIMELINE

Expected products	Product requirements	Estimated submission time
Video 5-minute video on simulating storm/flood resilient housing	Inception report with draft script must be sent to UNDP for comments. The final script will be approved by UNDP before the actual field works and production	Within three days after signing the contract. Deadline for production: By 26 th July 2021

construction process and common resilient features	Final version of the video will be approved by UNDP	
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VIII. ADMINISTRATIVE ARRANGEMENT /SUPPORT

- Consultancy firm will be supported by UNDP CCE Media and Communications Analyst and Technical Consultant on Housing of GCF Coastal Resilience Project for arranging meetings with any parties that are necessary for the assignment as agreed by UNDP in the consultant's work plan, such as the PPMUs, households etc.
- The consultancy firm, with UNDP's support, shall coordinate with the selected GCF provincial PMUs and households to carry out the assignment.

IX. DURATION

- The consultancy firm is expected to commence on 26 April 2021 and final products are expected by 26th July 2021.

X. QUALIFICATIONS AND EXPERTISE

The consultancy firm should possess the following technical background and expertise:

Technical Criteria		Max. Points
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3.1	Assigned team with strong experience in video production including people undertaking tasks such as writing scripts, filming, sound handling, post-production and translating subtitle	100
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Technical Criteria		Max. Points
3.3	Have fully equipped recording equipment, postproduction and visual reality equipment to meet the requirement of producing the high-quality VR videos	100
Total (form 3)		300
TOTAL POINTS		1000

Submission check list for bidder to submit based on evaluation listed above (as minimum submission)

No.	Submitted Documents
1	Legal business registration
2	Contracts for implemented Video products
3	Detailed plan and methodology on how to achieve required outputs
4	Education bachelors and CVs of team leader and members
5	Ownership papers for Video production equipments

XI. REVIEW TIME REQUIRED AND PAYMENT TERM

- The consultancy rate will be applied in accordance with the UN-EU cost norms 2017.
- The consultant will receive two payment installments:

- 20% contract value will be made upon after signing the contract and UNDP receives approved inception report (including draft video script, filming agenda and methodology)

- 80% contract value will be made upon after the video gets UNDP's approval

ANNEX 2-a

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL⁴

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁵)

[insert: Location].

[insert: Date]

To: Procurement Unit - UNDP Vietnam

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating among others the following with appropriate supporting documents:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references

Client	Contract value	Duration of activity	Services/goods provided	References contact (name, phone, email)

- d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
- e) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

(Note: Please refer to Form 1 – Evaluation criteria for providing appropriate information and supporting documents to demonstrate the bidders' capacity)

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁴ This serves as a guide to the Service Provider in preparing the Proposal.

⁵ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

(**Note:** Please refer to Form 2 – Evaluation criteria listed under section 1 and 2 for UNDP requirements when preparing this section)

C. Qualifications of Key Personnel

The Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted;
- c) Evidence on English report writing skills of the team leader (two sample reports, etc.)

(**Note:** Please refer to Form 3 – Evaluation criteria for UNDP requirements when preparing this section)

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

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

ANNEX 2-b

FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL⁶

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁷)

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

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

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

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

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

A. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Applicable taxes		
	Total	100%	

B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				

⁶ This serves as a guide to the Service Provider in preparing the Proposal.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

III. Other Related Costs				
Applicable taxes				

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

[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]

ANNEX 3

Contract templates and General Terms and Conditions

Please find below link to the Professional service contract template:

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20\(Goods%20and-or%20Services\)%20UNDP%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.pdf)

Please find below link to the General Terms and Conditions:

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below US\$ 50,000 (Services only):

UNDP General Terms and Conditions for Institutional (de minimis) Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20\(Services%20only\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/3.%20UNDP%20GTCs%20for%20de%20minimis%20Contracts%20(Services%20only)%20-%20Sept%202017.pdf)

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below US\$ 50,000 (Goods *or* Goods and Services):

UNDP General Terms and Conditions for Contracts apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)

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equal to or above US\$ 50,000 (Goods *and/or* Services):

UNDP General Terms and Conditions for Contract apply

[http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](http://www.vn.undp.org/content/dam/vietnam/docs/Legalframework/2.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)