

Bid Instruction Sheet (BIS)

Cross Ref. to Clause of Annex I	Instruction to Bidders	Specific Requirements as referenced in Annex I
4.3	Deadline for Submission of Bids	<p>Date and Time: <i>December 8, 2021 11:59 PM</i></p> <p>City and Country: <i>[Ha Noi city, Viet Nam]</i> (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, bids received after this date and time will be disqualified.</p>
4.1 – 4.4	Manner of Submission	<p><input checked="" type="checkbox"/> Electronic submission of bid (supplier register and login to UN Women e-procurement platform to submit the bid) :</p> <p>https://ungm.in-tend.co.uk/unwomen/asp/Home</p>
4.1	Address for Bid Submission	<p><input checked="" type="checkbox"/> Electronic submission of Bid: supplier register and login to UN Women e-procurement platform to submit the bid:</p> <p>https://ungm.in-tend.co.uk/unwomen/asp/Home</p> <p>Bids should be submitted to the designated address by the date and time of the deadline given.</p>
3.1	Language of the bid	<p><input checked="" type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Other <i>[specify]</i></p>
3.5	Bid Currencies	<p>Preferred Currency: <input checked="" type="checkbox"/> VND</p> <p>If no, please indicate Currency: <input type="text" value="USD"/></p>
3.6	Bid Validity Period	90 days Commencing after the deadline for submission of bids.
2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted <i>[05]</i> days before the deadline for submission of bid.

	<p>Contact address for requesting clarifications on the solicitation documents</p>	<p>Requests for clarification should be addressed to the e-mail address: /procurement.vietnam@unwomen.org/</p> <p>Clarification emails should include a subject header in the following format:</p> <p>“UNW ITB Reference No. ITB-VNM-2021-001, Request for Clarification, Company/Contractor Name”</p> <p>Bidders must not communicate with any other personnel of UN Women regarding this ITB.</p> <p><u>The e-mail address above is for clarifications ONLY.</u></p> <p>Do not send or copy your bid to this e-mail addresses, doing so will disqualify your bid.</p>
2.6	<p>Pre-bid Meeting</p>	<p><input type="checkbox"/> Not applicable <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Optional</p>
3.7	<p>Annex 5 Bid Security</p>	<p><input checked="" type="checkbox"/> Not Required</p>
6.4	<p>Annex 6 Performance Security</p>	<p><input checked="" type="checkbox"/> Required</p> <p>Amount: 10%_____</p> <p>The Performance Security will be equivalent to <i>[ten percent (10%)]</i> of your total offered price for this assignment. The amount will be determined by your bid amount.</p>

5.8	Post-Qualification Requirements	<p>REQUIRED:</p> <ul style="list-style-type: none"> ✓ Past Performance Statement Form ✓ No Adverse Action Confirmation Form <input type="checkbox"/> ISO certificate copy <input type="checkbox"/> Production Capacity Data <input type="checkbox"/> Export and Manufacturer/Supplier License Information <p>[X or check-off the boxes above, if required/add other criteria to be considered under the ITB and not included above]</p>
2.7	Waiver & Release of Indemnity (If there is a site visit/inspection)	<p><input checked="" type="checkbox"/> Not Required</p> <p>No site inspections/visits are necessary and therefore a waiver/release of indemnity is not required.</p>

1. The bidder will be selected based on the Award Criteria section of the Instructions to Bidders and Eligibility Criteria.
 2. If you request additional information, we will endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your bid.
 3. This letter is not to be construed in any way as an offer to contract with your organization.
- Yours sincerely,

TOR and TECHNICAL SPECIFICATIONS

Provision and distribution of 3,000 emergency essential packages women migrant workers effected by COVID-19 in Ho Chi Minh city, Thai Binh and Nghe An provinces

BACKGROUND

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of substantive equality between women and men. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws, policies and upscale successful strategies to deliver on national and international commitments to gender equality.

Viet Nam has been seriously hit by the 4th wave of the COVID-19 pandemic since 27 April, 2021. Ho Chi Minh City (HCMC) where millions of women have been migrating for work in the informal sector is the hardest hit area. While there is no accurate figure of unregistered women migrants working in HCMC, the city women's union estimates that there are about three million women having migrated to HCMC for work. With strict lock down of the entire city starting from July on ward, this has been affecting the whole city population. Those who work in the informal sector are the most vulnerable because they suffer from job loss, reduced household income, in adequate housing (most of them live in slum areas) and increased stress at home which are heavily associated with gender-based violence. Although some of them were successful in escaping the city going to their homeland with a hope to avoid the COVID-19 pandemic, still thousands of them have been stuck in the city due to the government's restricted travel policy.

Thai Binh and Nghe An provinces were not seriously hit by COVID-19. However, these provinces are home to high numbers of women migrant workers who have been engaged in international migration as well as domestic migration (largely in big cities like HCMC and Ha Noi) to look for jobs. Despite the border closure and strict domestic travel measures, each province has received about 200 women migrant workers (WMW) who were lucky to return home from other countries due to COVID-19 pandemic¹. In addition, according to local administrative reports by provincial women's union, Nghe An province has currently received over 3,000 women migrants returning from other COVID-19 hit areas of Viet Nam. The number is much lower in Thai Binh (362 women) because local authority denied receiving people from COVID-19 affected areas.

¹ Ministry of Foreign Affairs, Internal report on the impact of COVID-19 Pandemic on Vietnamese workers working overseas, 2021

In response to the COVID-19 pandemic, the Safe and Fair programme which is the EU-UN Spotlight Initiative jointly implemented by the ILO and UN Women to end violence against women migrant workers is committed to providing 3,000 gender sensitive essential packages to the most needy women migrant workers who have been seriously affected by the COVID-19 pandemic. HCMC, Thai Binh and Nghe An were identified for this emergency support because HCMC is the hardest hit area while Thai Binh and Nghe An provinces are the areas where the Safe and Fair programme is being operational with support being provided to establishment and functioning of the Migration Resource Centres (MRC). Thus, the provision of gender sensitive essential packages women migrant workers affected by the COVID-19 pandemic would be critical to enhance their resilience and agency as well as reduce their vulnerability to gender-based violence while this also helps enhance the on-going partnership with local authorities (for Thai Binh and Nghe An provinces). In this context, UN Women is looking for an eligible service provider to work with UN Women in collaboration with Viet Nam Women’s Union and provincial Women’s Unions of HCMC, Thai Binh and Nghe An provinces to deliver the essential packages to the most needy women migrant workers (international and domestic migrants) who have been seriously affected by the COVID-19 pandemic.

PURPOSE

Pursue provision and distribution of 3,000 emergency essential packages to international and domestic women migrant workers effected by COVID-19 in Ho Chi Minh city, Thai Binh and Nghe An provinces.

SPECIFIC TASKS, EXPECTED DELIVERABLES AND TIMELINES

- The service provider is expected to provide high quality goods which are contained in a plastic box with Safe and Fair Viet Nam Women’s Women logo. The specifications of box are in the technical specification table.
- The service provider is expected to provide samples of each item for review and approval by UN Women before going ahead with the full order.
- The service provider is expected to deliver 3,000 essential packages to the premises of district Women Unions and distribute them to women beneficiaries during the communication session organised by the district women’s union at the premises.

Expected Outputs/Deliverables and timeline

Deliverables	Activities/ Tasks	Target Dates
Draft Sample Items	Submit draft sample items for approval	17 December 2021

Deliverables	Activities/ Tasks	Target Dates
Finalising the Items according to the feedback received	Incorporate the final changes and finalise the items accordingly and present the samples	22 December 2021
100% of the finalised items to be delivered to women beneficiaries	In HCMC: Deliver 2,000 packages at the premises of district Women's Unions located in the downtown of 8 districts (including Thu Duc town, District 7, District 12, Tan Phu district, Binh Tan district, Tan Binh district, Go Vap district, Binh Chanh district) and distribute to women beneficiaries during communication sessions organised by the district women's Union in their premise	4 days tentatively on 28-31 December 2021
	In Nghe An province: Deliver 500 packages at the premises of district Women's Unions located in the downtown of Tuong Duong, Tan Ky, and Yen Thanh districts and distribute to women beneficiaries during communication sessions organised by the district women's Union in their premise	3 days tentatively on 12-14 January 2022
	In Thai Binh province: Deliver 500 packages at the premises of district Women's Unions located in the downtown of 8 districts (Hung Ha, Quynh Phu, Dong Hung, Tien Hai, Kien Xuong, Vu Thu, and Thai Binh city) and distribute to women beneficiaries during communication sessions organised by the district women's Union in their premise	4 days tentatively on 3-6 January 2022

** At the time the Contract is awarded, UN Women reserves the right to vary the quantity of the goods and associated services specified above, provided this does not exceed +/- 25%, without any changes in the unit prices or other terms and conditions of the RFQ.*

DETAILED TECHNICAL SPECIFICATIONS OF GOODS

- Quantity: 3,000 emergency essential packages which are distributed to women migrant workers as per the following plan:
 - o **In Ho Chi Minh City:** Deliver 2,000 packages within 4 days tentatively on 28-31 December 2021 to the premises of district Women's Unions located in the downtown of 8 districts (including Thu Duc town, District 7, District 12, Tan Phu district, Binh Tan district, Tan Binh district, Go Vap district, Binh Chanh district);

- **In Nghe An province:** Deliver 500 packages within 3 days tentatively on 12-14 January 2022 at the premises of district Women’s Unions located in the downtown of Tuong Duong, Tan Ky, and Yen Thanh districts
- **In Thai Binh province:** Deliver 500 packages within 4 days tentatively on 3-6 January 2022 at the premises of district Women’s Unions located in the downtown of 8 districts (Hung Ha, Quynh Phu, Dong Hung, Tien Hai, Kien Xuong, Vu Thu, and Thai Binh city).

- Each emergency essential packages includes following items:

No	Items	Minimum/required specifications	Unit	Quantity per package
1	Disposable menstrual pad	<p>Pack of 8 pads per pack, 23 cm length, thin, wide, single use, individually wrapped, high absorbent with wings for extra heavy flow right after childbirth, leak proof bottom layer, good quality non-woven tissue, cotton touch feel top sheet, not containing allergic and dangerous substances, remaining shelf life of 80%.</p> <p><i>Gói băng vệ sinh, 8 miếng/gói, chiều dài 23 cm, mỏng, rộng, dùng một lần, mỗi miếng được bọc riêng, có cánh và khả năng thấm hút cao, thích hợp khi phụ nữ bị chảy máu nhiều ngay sau khi sinh, có lớp chống tràn dưới đáy, vải không dệt chất lượng tốt, lớp cotton ở trên cùng, không chứa các chất gây dị ứng và nguy hiểm, còn 80% thời hạn bảo quản</i></p>	Pack	4
2	Hand Towel	<p>100% cotton, preferably 35*50cm size, weight 60gr, good quality, thick and absorbent, preferably white/blue/pink colors, fixed dye, not containing harmful or dangerous substances.</p> <p><i>100% cotton, kích thước 35*50cm, chất lượng tốt, trọng lượng 60gr và độ thấm hút cao, màu trắng/xanh da trời/hồng, nhuộm cố định, không chứa chất gây hại hoặc nguy hiểm.</i></p>	Piece	2
3	Cleansing solution/rubbing alcohol (50ml)	<p>Bottle of cleansing solution/rubbing alcohol, solution for cleaning hands, 50 ml minimum, good quality, isopropyl 70% solution, rub-in-hand antiseptic–disinfectant, labelled with a flammable sticker which is clearly visible in local language.</p> <p><i>Chai dung dịch Gel rửa tay sát khuẩn khử trùng, loại cầm tay nhỏ gọn có chức năng phun-xịt, dung tích tối thiểu 50 ml, chất lượng tốt, dung dịch isopropyl 70%, được dán nhãn cảnh báo dễ cháy có thể thấy rõ bằng ngôn ngữ địa phương.</i></p>	Bottle	2

No	Items	Minimum/required specifications	Unit	Quantity per package
4	Shampoo (310ml)	<p>Shampoo, household, bottle of minimum 310ml, for adults but must be suitable for children. For normal hair. Hypoallergenic, PH neutral, not harmful to human and not irritating to the eyes. Neutral scent. 80% shelf life.</p> <p><i>Chai dầu gội, dung tích tối thiểu 320 ml, loại cho người lớn và phù hợp với cả trẻ em. Dùng cho tóc bình thường giúp bóng, mượt sạch gàu. Không gây dị ứng, PH trung tính, không gây hại cho người và đặc biệt không gây kích ứng mắt. Mùi trung tính. Còn 80% thời hạn bảo quản.</i></p>	Bottle	1
5	Laundry powder (800g)	<p>Pack of laundry powder, 800g per pack, for washing laundry by hand; water resistant package (i.e. made of sturdy material, bio plastic bag or similar, a carton pack with bio plastic bag insert, or with protective lamination of the carton); preferred resealable bag. Not containing mercury or any other toxic substance, not- harmful or causing allergy for hands. The offer shall detail the number of standard washes possible per pack in relation to a specific weight of laundry. Remaining shelf life not less than 80%.</p> <p><i>Gói bột giặt trọng lượng 800g/gói, dùng cho giặt đồ bằng tay; bao bì không thấm nước (v.d: làm bằng chất liệu chắc chắn, như nhựa sinh học hoặc chất liệu tương tự, bao bì carton với túi nhựa sinh học bên trong, hoặc có lớp bì carton bảo vệ); nên dùng loại bao bì có thể đóng kín lại sau khi dùng. Không chứa thủy ngân hay các hóa chất độc hại, không gây hại hoặc gây dị ứng cho da tay. Bao bì sản phẩm sẽ nêu chi tiết số lần giặt tiêu chuẩn cho mỗi gói, tương đương với khối lượng quần áo cụ thể. Thời hạn bảo quản còn trên 80%.</i></p>	Pack	1
6	Toothbrush	<p>Soft, adult use, strong plastic handle, strong plastic toothbrush, medium hardness nylon bristle, individually wrapped. Bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All the toothbrush components are safe for use.</p> <p><i>Bàn chải đánh răng, mềm, loại cho người lớn, tay cầm bằng nhựa chắc chắn, lông bàn chải bằng nylon với độ cứng vừa phải, được gói riêng. Lông bàn chải không có cạnh sắc lờm chớm và không được rơi ra khi dùng. Tất cả các chi tiết của bàn chải đều phải an toàn khi sử dụng.</i></p>	Piece	1
7	Toothpaste (200g)	<p>200g, concentrated paste, with fluoride, free of parabens. Neutral flavor. The toothpaste shall be free of lumps or particles which are palpable in the mouth as separates or discrete particles. The toothpaste shall not segregate, ferment, or physically deteriorate during normal conditions of storage or use. The bulk of the toothpaste shall extrude from the tube in form of a continuous mass with the application of normal force. The toothpaste shall be packed in collapsible tubes or any other suitable</p>	Tube	1

No	Items	Minimum/required specifications	Unit	Quantity per package
		<p>material which shall not corrode, deteriorate, or cause contamination of the tooth paste during normal conditions of storage. Remaining shelf life of 80% or 18 months, whichever is greater.</p> <p><i>1 tuýp kem đánh răng 200g loại không chứa paraben, hương vị trung tính, không được vón cục hoặc không được cảm thấy có hạt trong miệng, không được lên men hoặc bị hỏng trong điều kiện sử dụng hoặc bảo quản thông thường. Phần kem đánh răng được bóp ra từ tuýp phải có dạng khối liền khi dùng lực tác động theo cách thông thường, không có chất ăn mòn, hư hại hay làm nhiễm bẩn kem đánh răng trong điều kiện bảo quản thông thường. Thời hạn bảo quản còn lại phải trên 80% hoặc 18 tháng.</i></p>		
8	N95 Mask	<p>N95 masks designed to fit snugly around the wearer's nose and mouth. The mask that is highly appreciated for its quality and is guaranteed to filter 95% of 0.3micron fine dust in the air.</p> <p><i>Khẩu trang N95 được thiết kế để ôm khít vùng mũi và miệng người đeo. Là loại khẩu trang được đánh giá cao về chất lượng cũng như đảm bảo có thể lọc được 95% bụi mịn 0,3micron trong không khí.</i></p>	Piec e	5
9	Rice	<p>Good quality: New, soft, fragrant rice - 5kg bags packed in nylon rope sack.</p> <p><i>Loại chất lượng tốt: Gạo mới, dẻo, thơm - bao 5kg đóng trong bao tải dứa.</i></p>	Pack	1
10	Cooking seasoning	<p>Kind of seasoning from tenderloin, bone marrow, and marrow. Weight 400g. Ingredients: Salt, sugar, tapioca, meat, bone marrow & bone meal, sirloin, meat flavor, broth flavor, fat, vitamin A, flavor enhancer.</p> <p><i>Loại Hạt nêm thịt thăn, xương ống, tủy Khối lượng 400g.</i></p> <p><i>Thành phần Muối, đường, bột sắn, thịt, bột xương ống & tủy, thịt thăn, hương thịt, hương nước dùng, mỡ, vitamin A, chất điều vị.</i></p>	Pack	1
11	Cooking oil (1Litre)	<p>Weight 1litre – Contains olein oil, rapeseed oil, refined sunflower oil, emulsifier (475), vitamin A palmitate.</p> <p><i>Trọng lượng 1L – Hỗn hợp dầu olein, dầu hạt cải dầu, dầu hướng dương tinh luyện, chất nhũ hóa (475), vitamin A palmitate.</i></p>	Bottle	1
12	Phone card	<p>Value VND100,000</p> <p><i>Thẻ điện thoại mệnh giá 100k</i></p>	Card	1
13	Thermal water bottle (500ml)	<p>Vacuum bottle 500ml capacity is manufactured from stainless steel material, does not stick to odors or food colors, helps keep heat for a long time and is safe to use. Besides, the lid of the bottle is made of PP plastic that does not produce harmful substances during use.</p> <p><i>Bình giữ nhiệt dung tích 500ml được sản xuất từ chất liệu thép không gỉ, không bám mùi hay bám màu thực phẩm, giúp giữ nhiệt lâu và an toàn</i></p>	Piec e	1

No	Items	Minimum/required specifications	Unit	Quantity per package
		khi sử dụng. Bên cạnh đó, nắp bình được làm bằng nhựa PP không sản sinh ra các chất độc hại trong quá trình sử dụng.		
14	Plastic container (with VWU and SAF Logo and list of items inside)	Plastic box with handle and bolt. The rectangular box, big enough to fit all the items in. PP plastic, transparent white, tight lid to prevent dirt, keep the furniture inside dry, not to fall out. The two sides of the body have thick handles to carry the box easily and quickly. The box has VWU and SAF Logo and list of items inside. Hộp nhựa có khóa và tay xách đủ to để xếp tất cả các mặt hàng vào. Nhựa PP, Trắng trong, nắp đậy kín chắc giúp ngăn ngừa bụi bẩn, giữ cho đồ đạc bên trong khô, không bị rơi đổ ra ngoài. Hai bên thân thùng có quai xách dày dặn để bê thùng dễ dàng và nhanh chóng. Hộp có dán tem của SAF và hội LHPN Việt Nam kèm theo bản kê danh mục hàng hóa)	Piece	1

INTELLECTUAL PROPERTY:

All information pertaining to this project (logos) belonging to UN Women, which the vendor may come into contact under this assignment shall remain the property of UN Women who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UN Women in line with the national and International Copyright Laws applicable.

ROLES AND RESPONSIBILITIES OF THE PARTIES:

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results as mentioned under Expected Outputs/Deliverables and timeline.

COMMUNICATION AND REPORTING OBLIGATIONS:

The service provider will report to the Programme Analyst UN Women Viet Nam and may also work closely with the Programme team in Viet Nam when needed.

EVALUATION CRITERIA

- **Primary Criteria:** Full submission package which includes
 - ✓ Company profile
 - ✓ Company registration
 - ✓ Technical Proposal

- ✓ Financial proposal: Quotation with a breakdown of budget lines as per required deliverables/ items. The quotation must specify a lump sum amount breaking down the production fee for each item and delivery related costs.
- ✓ 02 reference checks
- ✓ 03 copies of signed contracts demonstrating previous (similar or relevant) work undertaken.

- **Technical evaluation criteria**
 - ✓ Legally constituted organization with a valid registration.
 - ✓ At least 3 years of experience in providing similar services.
 - ✓ Working experience with the United Nations and other international organizations is an advantage.
 - ✓ Compliance with all requirements as required by UN Women.

- **Price evaluation criteria:** The contract will be awarded to the service provider that meets UN Women's technical requirements and offers the lowest price.

TIMING AND PAYMENT

UN Women will pay full after completion of all services based on the invoices provided after the services. All invoices must be sent to UN Women within two days after the service delivered.