

TOR and TECHNICAL SPECIFICATIONS

Provision of COVID-19 prevention packages for women in 9 provinces in Viet Nam

BACKGROUND

Over two years into the COVID-19 pandemic, third and fourth waves continue to unfurl across fragile economic and social landscapes, with the most devastating consequences for individuals and groups with pre-existing vulnerabilities. The Asia-Pacific region is still battling with catastrophic COVID-19 outbreaks. As lockdowns and restrictions persist, inequalities that underscore the pervasive impacts of the pandemic threaten to further exacerbate conditions for those most vulnerable and marginalized. Disproportionate increases in inequalities for women across health, protection, education and livelihoods have resulted from the pandemic. Emerging evidence over the past year confirmed that the pandemic had a regressive effect on gender equality. In addition, Asia and the Pacific is the most disaster-prone region in the world, with 75 per cent of disaster-affected populations living in the region. As countries cope with impacts of the COVID-19 pandemic, they also grapple with the reality of exposure to multiple, severe natural hazards, and potential of a double disaster. Against this backdrop, the COVID-19 crisis presents an opportunity for restructuring and creating a “new normal” in which no one is left behind.

The project “Gender-Responsive COVID-19 Response and Prevention” (2022-2023) is a regional project funded by the Government of Japan. The overall goal of this project is to reduce the disproportionate gender-based risks and negative impact of COVID-19 on women, including those who are the most marginalized and in particularly vulnerable situations. It will encompass programmatic activities in Mekong countries, particularly in Cambodia, Lao People’s Democratic Republic (PDR), Thailand and Viet Nam, as well as regional research and knowledge products.

The proposed project aims to respond to the most urgent needs of highly vulnerable women and girls, particularly migrant workers, ethnic minorities, people working in the informal sector and those living in disaster-prone areas, who are disproportionately affected by the severe resurgence of COVID-19 pandemic after April 2021 in Mekong countries.

In realizing this goal, UN Women will focus on three mutually reinforcing areas of intervention, including:

1. Women in at-risk and disaster-prone communities have access to life-saving information, resources, services and skills that will reduce the spread and the negative socio-economic impact of COVID-19; and
2. Women have increased access to and benefit from protection and prevention services; and
3. Platforms are strengthened to raise awareness on inclusive and gender-responsive measures that address the negative socio-economic impact of COVID-19.

UN Women will leverage its comparative advantage in supporting women's leadership and participation in decision-making and promoting gender-inclusive recovery and peacebuilding to undertake activities related to COVID-19 response, prevention and recovery, as well as utilize its technical leadership and expertise in the area related to ending violence against women (EVAW).

UN Women Viet Nam Country Office will distribute COVID-19 prevention kits (e.g. N95 masks, alcohol solutions/sanitizer gels and COVID-19 antigen test kits) through local women's groups and networks to women migrants, using an intersectional lens, women survivors of violence and women in at-risk and disaster-prone communities.

PURPOSE

To procure provision of COVID-19 prevention packages and deliver those packages to in 9 provinces (Ha Noi, Da Nang, Dien Bien, Ha Tinh, Ho Chi Minh, Tien Giang, Nghe An, Thai Binh and Lao Cai).

SPECIFIC TASKS, EXPECTED DELIVERABLES AND TIMELINES

- The service provider is expected to provide high-quality goods which are contained in a plastic bag with UN Women and Japan's logo. The specifications of items in the bag are in the technical specification table.
- The service provider is expected to provide samples of each item for review and approval by UN Women in [pre-bid meeting](#).
- The service provider is expected to deliver all packages to the locations required by UN Women Viet Nam.

Expected Outputs/Deliverables and timelines

No.	Deliverables	Activities/ Tasks	Target Dates
1.	Supporting Evidence of commitment from supplier of the availability of all items.	Commitment from the contractors on the availability of all packages after contract signing	5 September 2022
2.	Completely delivered all items to UN Women's partners in 9 provinces	<p>Co-signed receipt of goods between contractor representative and UN Women partners provincial 9 representatives.</p> <p>In Ha Noi: Deliver 300 packages (Tay Ho ward) In Da Nang: Deliver 1,000 packages (Hai Chau ward) In Dien Bien: Deliver 400 packages (Dien Bien Phu city) In Hà Tĩnh: Deliver 700 packages (Can Loc district). In Ho Chi Minh city: Deliver 700 packages (Quan 3). In Tien Giang: Deliver 600 packages (My Tho city) In Nghe An: Deliver 500 packages (Vinh city) In Thai Binh: Deliver 400 packages (Thai Binh city) In Lao Cai: Deliver 400 packages (Lao cai City)</p> <p>The quantity of the package for each province might be changed (maximum of 20%).</p>	5 October 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 +/- 20%, without any changes in the unit prices or other terms and conditions of the ITB.*


DETAILED TECHNICAL SPECIFICATIONS OF GOODS

- Quantity: **5,000** COVID-19 prevention packages in total. Each emergency essential package includes the following items:

No.	Items description	Unit	QTY per package	Total package
1.	<p>Rapid COVID-19 test</p> <p>Kit for rapid antigen test SARS-CoV-2 (nasal swab sample type)</p> <p>Must be in the most recent list of imported kits for rapid antigen test SARS-CoV-2 approved by Viet Nam Ministry of Health or certified by WHO. Must have the approval letter from Ministry of Health on the imported test.</p> <p>Test kit packed in 1 box, used for one test includes:</p> <ul style="list-style-type: none"> ✓ 1 sterile swab. ✓ 1 SARS-CoV-2 antigen test card. ✓ 1 tube of sample treatment solution. ✓ 1 bag of bio-waste ✓ User manual. <p><i>Kit xét nghiệm nhanh SARS-CoV-2 (chủng loại test dịch mũi)</i></p> <p><i>Nằm trong danh mục được phê duyệt gần đây nhất của Bộ Y tế Việt Nam.</i></p> <p><i>Có giấy cho phép nhập khẩu chính thức do Bộ Y tế chấp thuận.</i></p> <p><i>Bộ test đóng gói trong 1 hộp, sử dụng cho một lần test bao gồm:</i></p> <ul style="list-style-type: none"> ✓ 1 que tăm bông lấy mẫu tiết trùng. ✓ 1 thẻ kiểm tra kháng nguyên SARS-CoV-2. ✓ 1 ống dung dịch xử lý mẫu. ✓ 1 túi đựng rác thải sinh học ✓ Hướng dẫn sử dụng. 	Each kit shall be packed individually	2	5,000
2.	<p>Respirator Masks</p> <ul style="list-style-type: none"> - Filter half mask (Respirator) class FFP2 without exhalation valve - Standard and Certification: Valid quality certificate issued by at least one of the following Vietnamese national institutes: National Institute for Food Control, National Institute of Occupational Safety and 	Each kit shall be packed individually	8	5,000

No.	Items description	Unit	QTY per package	Total package
	<p>Health, National Institute of Medical Devices and Construction Valid ISO 13485:2016 Certificate for medical equipment.</p> <ul style="list-style-type: none"> ○ Having a valid international standard quality certificate is an added value (such as for EU, UK, USA...) <p>Product specification:</p> <ul style="list-style-type: none"> ○ Respirator masks are filtering respiratory protective devices to protect against particles to cover the nose, mouth and chin. The mask consists entirely or substantially of filter material. It must be designed to provide adequate sealing on the face of the wearer against the ambient atmosphere, when the skin is dry or moist and when the head is moved. ○ Single use ○ Size: Universal ○ Must be of moulded, duckbill, flat folded or cone style ○ Must have integral straps/ties which are adjustable / self-adjusting, sufficiently durable, enabling a firm position, easy to put on and take off ○ The nose band must deform when pressed to mould over the nose and cheeks and must maintain its shape over time; and the nose band must not kink or break when adjusted. <p>- Khẩu trang nửa mặt FFP2 không có van thở. - Tiêu chuẩn và Chứng nhận: O Giấy chứng nhận chất lượng còn hiệu lực do ít nhất một trong các viện quốc gia sau đây của Việt Nam cấp: Viện Kiểm nghiệm An toàn Vệ sinh Thực phẩm Quốc gia, Viện Khoa học An toàn và Vệ sinh Lao động, Viện Trang Thiết bị và Công trình Y tế. O Chứng chỉ ISO 13485: 2016 hợp lệ cho thiết bị y tế. O Có chứng chỉ chất lượng tiêu chuẩn quốc tế còn hiệu lực (xuất khẩu đến các quốc gia như châu Âu, Anh, Mỹ...)</p> <p>- Đặc điểm kỹ thuật: O Khẩu trang là một thiết bị bảo vệ đường hô hấp có chức năng lọc để bảo vệ chống lại khỏi các hạt/bụi mịn, dùng để che mũi, miệng và cằm. Khẩu</p>			

No.	Items descripton	Unit	QTY per package	Total package
	<p>trang được cấu tạo hoàn toàn hoặc một phần từ các vật liệu lọc. Phải được thiết kế để đảm bảo độ kín trên khuôn mặt của người dùng khỏi không khí xung quanh, khi da khô hoặc ẩm và khi cử động đầu.</p> <p>O Sử dụng một lần</p> <p>O Kích thước: phổ thông</p> <p>O Có hình dạng mở vệt, gấp phẳng hoặc kiểu hình nón;</p> <p>O Có dây đeo/dây buộc có thể điều chỉnh, đủ độ bền, giữ cho vị trí của khẩu trang chắc chắn, dễ dàng đeo vào và cởi ra</p> <p>O Nẹp ở mũi phải kẹp sát khi ép tạo khuôn trên mũi và má, phải giữ nguyên hình dạng theo thời gian; Nẹp ở mũi không được gấp khúc hoặc gãy khi bị ép</p>			
3.	<p>Cleansing solution/rubbing alcohol (100ml)</p> <p>Bottle of cleansing solution/rubbing alcohol, solution for cleaning hands, 50 ml minimum, good quality, 70% isopropyl alcohol solution, rub-in-hand antiseptic–disinfectant, labeled with a flammable sticker which is clearly visible in the local language.</p> <p>Meet the standards of the General Department of Metrology and Quality of Viet Nam</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 100 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> <p><i>Đạt tiêu chuẩn Tổng cục đo lường chất lượng</i></p>	Bottle	1	5,000
4.	<p>Plastic bag with zipper to contain the above mentioned items (test kits, masks, and hand sanitizer bottle)</p> <p>Estimated size: 20*15*10 or big enough to contain all items mentioned above.</p> <p>The bag should be transparent in colour to see the item inside.</p> <p>Colour print the UN Women and Japan logos clearly on 1 side of the bag</p> <p>Túi nhựa có khóa để đựng các vật bên trên (bộ test, khẩu trang và chai dung dịch sát khuẩn)</p>	Bag	1	5,000

No.	Items description	Unit	QTY per package	Total package
	<p>Kích thước ước tính: 20*15*10 hoặc đủ to để chứa các vật bên trên.</p> <p>Túi nhựa trong để có thể nhìn thấy các vật bên trong.</p> <p>In màu logo của UN Women và Nhật Bản lên 1 bên cạnh túi.</p> <p>Logo của UN Women và Nhật Bản</p> <div>  <p>The logo consists of a red circle on the left, followed by the text "From the People of Japan" in black. To the right of this is the UN Women logo, which includes the United Nations emblem and the words "UN WOMEN" in blue, with a stylized blue graphic of a person's arms raised.</p> </div>			

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, service provider will be responsible for following costs:

- Indirect costs such as logistic arrangement, services of delivery in relation to the scope of work of services must be included in the financial proposal.
- All costs related to quality assurance of products.

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.

PAYMENT

- 20% after receipt of commitment from the contractors on the availability of 5,000 packages after contract signing
- 80% payment within 30 working days max after the complete delivery of goods and services. All invoices must be sent to UN Women within 2 working days after the delivery of the goods/services. 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.

DOCUMENT SUBMISSION AND EVALUATION CRITERIA

- **Preliminary Criteria:** Full submission package which includes.
 - ✓ Company profile
 - ✓ Legally constituted organization with a valid registration.
 - ✓ Financial proposal: The quotation must specify a Vietnam Dong Currency (VND) lump sum amount breaking down the production fee for each deliverable
 - ✓ 03 reference checks
 - ✓ 03 copies of evidence demonstrating previous (similar or relevant) work undertaken.
- **Technical evaluation criteria**
 - ✓ Provide valid quality certifications for the mask respirator as mentioned in the session on Detailed technical qualifications of goods.
 - ✓ Provide valid approval letter from Ministry of Health on the imported COVID-19 test
 - ✓ At least 3 years of experience in providing similar services.
 - ✓ Working experience with international organizations or government organizations is an advantage.

Evaluation Method and Criteria

Quotations will be evaluated based on UN Women **Lowest-Price Technically Compliant methodology**. The contract will be awarded to the service provider who meets the requirements and provides the lowest price.

Pre-bid meeting:

The pre-bid meeting will be on **17 August 2022 (15.00-17.00hrs)** at UN Women Country Office 304 Kim Ma, Ba Dinh, Ha Noi and online via Zoom.

Please be noted that a sample of the whole package will be sent to UN Women Office before 17 August 2022 or presented at the pre-bid meeting.

Zoom link of the pre-bid meeting will be shared with the registered bidders.

Registration should be sent to nguyen.thuy.nga@unwomen.org at least 2 days before the meeting.