
Request for Quotation for Non-Consulting Services

**National Open Competitive Procurement
(for Lump Sum Contracts)**

Country: Vietnam

Name of Project: Vietnam Scaling up Energy Efficiency Project

Purchaser: Project Management Board of Vietnam Scaling up Energy Efficiency Project

Contract title: Organize talk show programs titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel

Loan No./Credit No./ Grant No.: TF-B4389

Issued on: *April 28, 2025*

Contents

Requests for Quotations	3
ANNEX 1: Employer's Requirements.....	11
<i>1.1. List of Services and Technical specifications requirements</i>	<i>11</i>
<i>1.2. Description of Services</i>	<i>12</i>
ANNEX 2: Quotation Forms	21
<i>2.1. Supplier Quotation Form</i>	<i>21</i>
<i>2.2. Price Schedules.....</i>	<i>22</i>
<i>2.3. Sample Curriculum Vitae (CV) for Proposed.....</i>	<i>23</i>
ANNEX 3: Contract Forms	25
<i>Attachment A to the Conditions of Contract Fraud and Corruption</i>	<i>37</i>
<i>Performance Security</i>	<i>40</i>
<i>Letter of Award of Contract.....</i>	<i>42</i>

Requests for Quotations

Hanoi, April 28, 2025

Requests for Quotations (RFQ)

1. This RFQ is for the procurement of Non- Consulting Services for provision of services to organize ten (10) talk show program titled '*Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals*' broadcast on VTV2 channel;
2. The Socialist Republic of Vietnam has received a grant from the Green Climate Fund (GCF) through the World Bank (WB) toward the cost of the Vietnam Scaling Up Energy Efficiency Project (VSUEE Project) and intends to apply part of the proceeds toward payments under the contract for provision of services to *organize talk show programs titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel;*
3. The VSUEE Project is being implemented by the Ministry of Industry and Trade (MOIT) through a Project Management Board (PMB) now invites quotations from suppliers for the non-consulting service described in **Annex 1: Employer's Requirements**, attached to this Request for Quotation (RFQ).
4. Bidding will be conducted through national open competitive procurement using a Request for Quotation (RFQ) as specified in the World Bank's "*Procurement Regulations for IPF Borrowers, July 2016 Revised August 2018 and November 2018*" ("*Procurement Regulations*"), and is open to all eligible Service Provider as defined in the Procurement Regulations

Fraud and Corruption

5. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in the attachment to the Contract Conditions (**Attachment A**)
6. In further pursuance of this policy, Service Providers shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract

performance (in the case of award), and to have them audited by auditors appointed by the Bank.

Eligible Service Providers

7. In case the Service Provider is a joint venture (JV), all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Request for Quotations process and, in the event the JV is awarded the Contract, during contract execution;
8. A Service Provider may have the nationality of any country, subject to the restrictions pursuant to para. 9 and 10 hereinafter. A Service Provider shall be deemed to have the nationality of a country if the Service Provider is constituted, incorporated or registered in, and operates in conformity with, the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub consultants for any part of the Contract.
9. Firms and individuals may be ineligible if so indicated in para. 10 below and:
 - a) as a matter of law or official regulations, the Borrower's country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of Goods or the contracting of Works or Services required; or
 - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of Goods or contracting of Works or Services from that country, or any payments to any country, person, or entity in that country
10. In reference to paras. 8, for the information of Service Providers, at the present time firms, goods and services from the following countries are excluded from this procurement process:
 - a) Under para. 9 (a): *none*
 - b) Under para. 9 (b): *none*

11. A Service Provider that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the attachment to the Contract Conditions (Attachment A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: *<http://www.worldbank.org/debarr>*
12. Service Providers that are state-owned enterprises or institutions in the Employer's country may be eligible to compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Bank, that they:
 - a) are legally and financially autonomous;
 - b) operate under commercial law; and;
 - c) are not under supervision of the Employer
13. A Service Provider shall not have a conflict of interest. Any Service Provider found to have a conflict of interest shall be disqualified. A Service Provider may be considered to have a conflict of interest for the purpose of this Request for Quotations process, if the Service Provider:
 - a) directly or indirectly controls, is controlled by or is under common control with another Service Provider that submitted a Quotation; or
 - b) receives or has received any direct or indirect subsidy from another Service Provider that submitted a Quotation; or
 - c) has the same legal representative as another Service Provider that submitted a Quotation;
 - d) has a relationship with another Service Provider that submitted a Quotation, directly or through common third parties, that puts it in a position to influence the Quotation of another Service Provider, or influence the decisions of the Employer regarding this Request for Quotations process; or
 - e) or any of its affiliates participated as a consultant in the preparation of the scope the Services, that are the subject of the Request for Quotations process; or

- f) or any of its affiliates has been hired (or is proposed to be hired) by the Employer or Borrower for implementing the Contract; or
- g) would be providing Goods, works, or non-consulting services resulting from, or directly related to consulting services for the preparation or implementation of the project specified in this Request for Quotations, that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
- h) has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who:
- i) are directly or indirectly involved in the preparation of the Request for Quotations or specifications and/or the evaluation of Quotations, of the subject Contract; or (ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the Request for Quotations process and execution of the Contract.

Performance Security

- 14. The successful Service Provider shall submit a Performance Security in accordance with the Contract Conditions

Validity of offers

- 15. The offers shall be valid for the period of **60 days** from the submission of quotation.

Quoted Price

- 16. Prices shall be quoted in the following manner:
 - (i) the price of the Services quoted shall include sales tax and all other applicable taxes already paid or payable on the Services if the Contract is awarded to the Service Provider; and
 - (ii) the price for inland transportation, insurance, and other local services required to convey the Service Personnel to their final destination

All items must be listed and priced separately in the **Price Schedule**

- 17. The Service Provider shall quote all the prices in **Vietnam Dongs (VND)**

18. All reimbursement associated with the assignment have to be prepared in accordance with the following regulations:
- i. *Decree No. 18/2014/NĐ-CP of Vietnam's Government dated 14 March 2014 regulates the regime of royalties in the fields of journalistic and publication;*
 - ii. *Circular No. 02/2015/TT-BLĐTBXH of Ministry of Labour, Invalids and Social Affair dated 12 January 2015 about the salary level for domestic consultants as a basis estimation of the package of consultancy services to provide the contract form according to the time of using state capital*
 - iii. *Circular No. 40/2017/TT-BTC of Ministry of Finance dated April 28, 2017 on work-trip allowances and conference expenditures;*
 - iv. *Circular No. 36/2018/TT-BTC of Ministry of Finance dated 30 March 2018 prescribing estimation, management, use and statement of funding for for the training and retraining of officials, public employees, and civil servants;*

Clarifications

19. Any clarification request regarding this RFQ may be sent in writing to **Mrs. Nguyen Thu Phuong**, E-mail address: ***vsueemoit@gmail.com*** up to **May 10, 2025** within official business hours of employer. The Employer will forward copies of its response to all Service Providers including a description of the inquiry but without identifying its source.

Submission of Quotations

20. Quotations could be submitted by **Hand or Post** in the form attached at **Annex 2: Quotation Forms.**

Notes: *Service Provider shall not have the option of submitting their Quotation electronically*

21. Submission of Quotations:

- The one (01) original and two (02) the copies of the Quotation shall be placed inside of a sealed envelope clearly marked “**QUOTATION**”, “[Name of the RFQ] “, name and address of the Service Provider, and with a warning “**DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE RFQ SUBMISSION DEADLINE]**”

- The deadline for submission of Quotations is **May 10, 2025 till 16:00 (Vietnam time)**.
- The address for submission of Quotations is:
***Project Management Board of Vietnam Scaling up Energy Efficiency Project,
Room 510, Building A, Ministry of Industry and Trade, 54 Hai Ba Trung str.,
Hoan Kiem Dist., Hanoi, Vietnam***

Opening of Quotations:

22. Quotations will be opened by the Employer's representatives immediately after the deadline for the submission of Quotations

Evaluation of Quotations:

23. Quotations will be evaluated to ensure compliance with the Technical Specifications, Delivery and Completion Schedules and any other requirements of the RFQ.
24. Evaluation of the quotation will include an assessment of the Service Provider's technical capacity to mobilize key equipment and personnel for the contract consistent with its quotation regarding availability of manpower/resources in sufficient detail and fully in accordance with the requirements stipulated in **Annex-1, Employer's Requirements**.
25. The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.
26. Quotation will be evaluated for the whole package under this RFQ. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed not included in the Quotation, and provided that the Quotation is substantially responsive, the average of the item price as quoted by substantially responsive Service Providers will be added to the Quoted Price and the equivalent total price of the Quotation so determined will be used for price comparison.

Contract Award

27. The Contract will be awarded to the Service Provider/s who meets the following criteria:
 - a) is eligible and offers eligible non-consulting service;
 - b) offers the lowest evaluated price/s;

- c) technically compliant quotation;
- d) provides copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the quotation to commit the service provider;
- e) **Qualification Requirements:**

Financial Turnover	<p>The minimum required average annual Financial Turnover of the Service Provider of the last five (05) financial years (FY 2020, 2021, 2022, 2023 and 2024) shall be VND 3,500,000,000.</p> <p>In case of Joint Venture, the figures for each of the members of a joint venture shall be added together to determine the Service Provider's compliance with this minimum Financial Turnover criterion; however, for a Joint Venture to qualify:</p> <p>(i) the member in charge must meet at least 40% of the Financial Turnover criteria for an individual Service Provider, and; (ii) the other members must meet at least 25% of the Financial Turnover criteria for an individual Service Provider</p> <p><i><u>Evidence:</u> Reports on the financial standing of the Service Provider, such as profit and loss statements and auditor's reports for the past five (05) years</i></p>
Experience	<p>- Firm must have minimum three (03) years of experience on scientific research and technological development; advertisement and market research; organization of introduction and trade promotion; media & communication....</p> <p><i><u>Evidence:</u> Service Provider Registration certificate</i></p> <p>- At least 01 references of similar assignments performed by the Service Provider including running mass media campaigns, digital and social media as main contractor over the last five (05) years (2020, 2021, 2022, 2023 and 2024) with a value of minimum: VND 1,200,000,000 per contract (provide copies of PO/WO/Contracts). In case of Joint</p>

	<p>Venture, the member in charge must meet at least 40 % of those minimum criteria for an individual Service Provider and other member, (only one) at least 25 % of the criteria</p> <p><i>Evidence: Contract or Completion Certificates related to completion of eligible works to fulfill the eligibility</i></p>
Key Personnel	<ul style="list-style-type: none"> - Team Leader with at least 10 years of experience of executing national and international marketing campaigns at PR & Media firm for clients - Digital Campaign Expert with at least 10 years of experience of running online campaigns - Graphic Designer with at least 05 years of education and 5 years of post-qualification experience - Videographer with at least 05 years of education and 5 years of post-qualification experience <p><i>Evidence: The Service Provider submit CV and copy of Degree of Key Personnel</i></p>

28. The Employer shall publish a contract award notice on its website with free access, within 15 days after award of contract. The information shall include the name of the successful Service Provider/s, the Contract Price, the Contract duration, summary of its scope and the names of the Service Provider/s and their quoted and evaluated prices.

On behalf of the Employer:



Mrs. Nguyen Thi Lam Giang

Project Director

Vietnam Scaling up Energy Efficiency Project

ANNEX 1: Employer's Requirements

1.1. List of Services and Technical specifications requirements

Item	Description/ Technical specifications requirements	Unit	Q'ty	Unit price (VND)	Amount (VND)
1	<p>Develop the talk shows programs titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel</p> <p><u>Requirements for a talk show:</u></p> <p>+ Duration: 25 – 30 minutes/ talk show</p> <p>+ Location: VTV2 of national television channels</p> <p>+ Broadcast schedule for the talk shows shall be determined upon mutual agreement with the Service Provider</p>	talk show	10		
TOTAL					

1.2. Description of Services

Organize talk show programs titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel

1. BACKGROUND

Vietnam is one of the most energy intensive countries in East Asia. Industrial growth has been one of the key drivers of Vietnam's increasing energy intensity, accounting for almost half of the final energy use. Because industry is the most energy-intensive economic sector, the increase in the industrialization of Vietnam's economy contributes substantially to the increase in Vietnam's overall energy intensity.

The country's emissions are expected to increase dramatically by 2030. Between 2010 and 2030, Vietnam's overall GHG emissions are projected to increase fivefold, per capita emissions fourfold, and the carbon intensity of GDP by 20 percent. The government recognized the importance of green growth and passed the Vietnam Green Growth Strategy for the period 2011-2020 with vision to 2050, which aims to restructure and improve economic institutions towards more efficient use of natural resources and improved competitiveness of the economy. The strategy is intended to address climate change and contribute to poverty reduction and sustainable economic development.

Vietnam has also pledged, in its Nationally Determined Contribution (NDC) submitted to the United Nations Framework Convention on Climate Change (UNFCCC), to reduce GHG emissions by 9 percent by 2030 compared to the business-as-usual scenario using its domestic resources; this reduction can be increased to 27% if receiving international support through bilateral and multilateral cooperation. One of the measures to achieve the mitigation target is to "improve effectiveness and efficiency of energy use", with a focus on manufacturing industries where energy consumption is high.

Vietnam has limited domestic energy resources and will rely increasingly on imported coal to meet future energy needs. Most of the larger hydropower projects are developed, and Vietnam will need to improve the regulatory and pricing framework to further develop smaller hydro and largely unexplored solar and wind potential. There is potential to bring more gas into the market from domestic fields. However, these resources will not materially alter the dependence on coal for power

generation and industrial usage in the near to medium term. Therefore, increasing reliance on energy sources from abroad over the next decade will raise issues of energy supply security, vulnerability to international price fluctuations, and subsequent impacts on domestic energy prices.

Meeting future energy demand by improving EE is the single best and lowest cost option to improve energy security, help consumers save and cope with potential rate hikes, reduce pollution, and mitigate climate change. If stronger programs and policies were put in place, current wasteful practices could be reduced and more efficient energy use technology could be adopted. This can meet a sizable portion of the business-as-usual demand for increased energy services, at costs which are typically one-fourth the cost of additional energy supply. The Bank's Low Carbon Study has demonstrated that Vietnam could save up to 11 GW of new generation capacity by 2030 if comprehensive demand-side EE investments are carried out.

2. The VSUEE Project

The World Bank has agreed with the Government of Vietnam (GoV) to adopt a holistic approach to scaling up energy efficiency (EE) in the high-energy intensive industrial sector, aiming to unlock the huge potential for energy savings and greenhouse gas (GHG) emission reductions. The proposed Vietnam Scaling up Energy Efficiency Project (the Project) will substantially contribute to achieving Vietnam's Nationally Determined Contribution (NDC) under the Paris Agreement and targets of Vietnam National Energy Efficiency Program 3 (VNEEP).

The VSUEE Project has been designed to boost the economical and efficient use of energy in Vietnam's industrial sectors, contributing to achieving national targets on energy efficiency and conservation, ensuring energy security, realizing goals to reduce GHG emissions, and responding to climate change. The Technical Assistance (TA) activities of VSUEE will support the implementation of VNEEP's targets and the Paris Agreement on climate change mitigation measures in the industrial and energy sector. In addition, capacity building activities will address the knowledge, institutional, and capacity-building needs of the relevant stakeholders in the management and development of a national mechanism and policies on EE. Those efforts will be accompanied by the establishment of a risk-sharing facility, backed by a Green Climate Fund (GCF) Guarantee instrument, which aims to address current regulatory and institutional barriers to access commercial capital, mobilize

local bank financing, and encourage stakeholders such as industrial enterprises and commercial banks to implement projects and develop an EE investment market.

The Project will be implemented by a Project Management Board (“**PMB**”) established within the Agency for Innovation, Green Transition and Industrial Promotion (IGIP) under the Ministry of Industry and Trade (MoIT).

The project consists of two components:

Component 1: GCF Risk Sharing Facility (RSF)

The Facility will be capitalized by a US\$3 million Grant to pay for the Program Implementing Entity (PIE) and RSF seed capital, and a US\$75 million Guarantee from GCF managed by the World Bank. The RSF will provide participating financial institutions (PFIs) with partial credit risk guarantees (“RSF Guarantees”) to cover loans extended to industrial enterprises (IEs) for EE investments. Any default on a loan repayment to PFIs will be covered by the RSF, with coverage expected up to 50 percent of the outstanding loan balance. As of May 2023, 5 commercial banks have been accredited as PFIs in the project.

The GCF Grant for the RSF will cover administrative start-up costs and fixed operating expenses during the entire 15-year RSF operating period and provide initial seed capital for possible RSF Guarantee payouts during the early stages of the operation. After an initial ramp-up period, the RSF is designed to operate on a cost-recovery basis so that RSF Guarantee fees collected from PFIs would be sufficient together with the GCF Grant for the RSF to cover RSF operating expenses, GCF guarantee fees, and guarantee payouts for any losses from the covered loans. The RSF issues partial credit guarantees to PFIs to extend loans to IEs for eligible projects. For greater efficiency and simpler administration, the GCF Guarantee is not issued directly to the PFIs but to the RSF.

A PIE will be selected to manage and operate the RSF. The PIE will review RSF Guarantee applications and loan appraisals based on normal commercial practices, including eligibility criteria, feasibility of demo projects, financial capacity and solvency of IEs, required mitigation of environmental and social impacts, and other regulations as specified in the VSUEE Operations Manual (OM). Sai Gon – Ha Noi Commercial Joint Stock Bank (SHB) was selected as the PIE according to MoIT Decision No. 2898/QD-BCT dated December 24th, 2021.

Component 2: Technical Assistance

An \$8.3 million GCF Grant has been provided for TA and capacity building to promote EE in the industrial sector. The TA component will support (a) studies on and development of mechanisms, policies and solutions to achieve targets on EE and support to develop EE enterprise models in industries; (b) development of technical guidance to promote the application of energy management solutions; (c) capacity building for managers, technical staff of Ministries, localities, industrial zones and key energy consumers; (d) capacity building for PFIs to improve their knowledge, understanding, and expertise in identifying, appraising, and implementing EE lending projects in the industrial sector and in business development to generate deal flows; (e) capacity building for IEs and EE service providers to identify EE projects and to implement energy audits, technical design, and project preparation to develop bankable projects.

The two components have been designed to promote a market-driven approach to improving industrial energy efficiency and developing a commercial lending market for EE. With financial and technical support from the World Bank and the GCF, the Project is expected to mobilize approximately \$250 million of financing from PFIs and industrial enterprises (IEs) participating in the EE investments market, supporting industrial enterprises to reduce energy consumption and generate considerable greenhouse gas emission reductions over the lifetime of the investments.

Ultimately, the Project is expected to contribute to a paradigm shift in the nascent EE market, by providing knowledge, experience and capacity-strengthening and improving the enabling environment for local financial institutions and industrial enterprises to scale up investments in energy efficiency.

As a part of the VSUEE Project, the PMB intends to select a Service Provider to organize talk show programs titled '*Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals*,' broadcast on VTV2 channel;

3. OBJECTIVE

The objective of the assignment is to (i) To educate the public and key stakeholders on the benefits of energy efficiency investments and policies; (ii) To highlight the role of energy efficiency in achieving the SDGs; (iii) To discuss the available support mechanisms, including government policies, financial incentives, and international

collaboration; (iv) To foster engagement among policymakers, private sector representatives, and energy experts. The Service Providers shall provide services to assist MOIT in the development and broadcasting the talk shows on VTV2 channels.

4. SCOPE OF WORK

The purpose of the requested services is to provide technical assistance to produce 10 talk shows on the benefits of energy-efficient investment and EE policies and facilitate the broadcasting of these programs on the VTV2 channel.

Task 1: Development of work plan for each talk show

The Service Provider shall develop the workplan for the assignment which includes but not limited to:

- (i) Develop the agenda and key discussion topics in consultation with stakeholders;
- (ii) Identify and suggest guest speakers, including policymakers, EE experts, IE, representative from international organizations and so on.
- (iii) Determine the format and structure of the program
- (iv) Prepare content, key discussion points for the moderator and panelists.
- (v) Propose an optimal broadcast schedule to reach the target audience for each talk show.

The draft workplan shall be submitted to the MOIT/WB for review and approval.

Deliverable 1: Workplan Report

Task 2: Development of script for the talk shows

After the work plan has been approved by MOIT/WB, the Service Provider will prepare for the script of the talk shows.

To develop the talk shows, besides the discussions in the studio, the Service Provider should intersperse documentary clips related to energy efficiency and greenhouse gas emission reduction throughout the talkshow. These may include but not limited to: (i) introductions to exemplary energy efficiency projects; (ii) advanced energy efficiency technologies; (iii) expert perspectives on trends and challenges in the field of EE; (iv) the impact of energy efficiency on enterprises. To develop the documentary clips, the Service Provider needs to conduct site visits to record

industrial technologies, energy-saving models in the enterprises and conduct interviews with industrial experts and IEs, etc. The documentary clips production will be carried out at least 20 IEs (Including: *At least 14 IEs in the North and 06 IEs in the South*)

The Service Provider will be responsible for providing all logistics for the site visits and interviews such as equipment, materials, traveling and all costs related to the interviews.

Deliverable 2. Final version of the talk shows' flow and video clips' storyboards and narratives for each talk show

Task 3: Broadcast the videos of programs on national television channel

Subject to approval of the MOIT on the final version of each talk show flow and video clip's storyboards, the Service Provider shall work with the national television channels for airing of 10 talk shows on the selected TV channels and other platforms (youtube, website, facebook, etc.). The Service Provider will be responsible for all the costs related to air the talk shows on the selected TV channels and other platforms.

In the financial proposal, the Service Provider is expected to indicate all costs including total number of man-months, man-month rate and other related costs to develop, produce and air the talk shows.

Deliverable 3. Air 10 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 10 talk shows on the selected TV channel(s) and other platforms

Requirements for talk shows:

- + Quantities: 10
- + Duration: 25 – 30 minutes/ talk show
- + Location: VTV2 of national television channels
- + Broadcast schedule for the talk shows shall be determined upon mutual agreement with the Service Provider

Task 4: Completion report

The consultant will prepare and submit a completion report to the MOIT/WB. The report shall include the description of all works delivered under the contract including

the TV footage clippings with the footage links of all channels/platforms broadcasting the talk shows

Deliverable 4. Completion report

5. IMPLEMENTATION ARRANGEMENTS

The Service Provider firm will report to the VSUEE PMB, which will manage the activity on behalf of IGIP.

6. SCHEDULE

The assignment is expected to start on May 01, 2025. The contact duration is 9 months with possible extension based on the need and project extension.

7. DELIVERABLES, INDICATIVE TIMETABLE AND PAYMENT SCHEDULE

Key milestones and the indicative timetable for the deliverables are provided in Table 1.

Table 1 – Key milestones and deliverables

Tasks/ Deliverables	Indicative timeline	Payment schedule,%
Deliverable 1: Workplan Report	01 June 2025	10
Deliverable 2: Final version of the talk shows' flow and video clips' storyboards and narratives for each talk show (10 talk shows)	From 01 July to 30 December 2025	80
Deliverable 3: Air 10 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 10 talk shows on the selected TV channel(s) and other platforms	From 01 August 2025 to 30 December 2025	
Deliverable 4: Completion report	15 January 2026	10

All reports should be delivered in both English and Vietnamese.

The video clips of the airing of ten talk shows are subtitled in English.

8. METHOD AND CONTRACT TYPE

Selection of Service Provider will be carried out by the Request for Quotation (RFQ) under *World Bank Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services*, July 2016. The contract will be a lump sum contract.

9. THE CAPACITY AND EXPERIENCE OF THE FIRM

- Service Provider must have minimum three (03) years of experience on scientific research and technological development; advertisement and market research; organization of introduction and trade promotion; media & communication....
- The minimum required average annual Financial Turnover of the Service Provider of the last five (05) financial years (FY 2020, 2021, 2022, 2023 and 2024) shall be VND 3,500,000,000
- At least 01 references of similar assignments performed by the Service Provider including running mass media campaigns, digital and social media as main contractor over the last five (05) years (2020, 2021, 2022, 2023 and 2024) with a value of minimum: VND 1,200,000,000 per contract

Qualifications and experiences of the experts

The team should comprise a team leader and at least three experts. The Service Provider has flexibility in its staffing plan for this assignment, based on the mix of expertise available. The required qualifications and skills that should be present in the team are summarized below.

- Team Leader with at least 10 years of experience of executing national and international marketing campaigns at PR & Media firm for clients
- Digital Campaign Expert with at least 10 years of experience of running online campaigns
- Graphic Designer with at least 05 years of education and 5 years of post-qualification experience
- Videographer with at least 05 years of education and 5 years of post-qualification experience

10. COMMENTS ON TERMS OF REFERENCE

In their proposals, consultants may offer suggestions and improvements in the Terms of Reference, which they consider would result in better implementation of the project. Such proposals, if accepted, will form part of the Terms of Reference of the assignment.

ANNEX 2: Quotation Forms

2.1. Supplier Quotation Form

To the attention of:

Subject: **Request for Quotation (RFQ) No:**

Title:

I (We), the undersigned(*last name, first names, profession and official address*), having taken note of all the items in RFQ No, and having evaluated from my (our) point of view and under my (our) responsibility the nature and the difficulties of the supply services to be carried out, agree and undertake to deliver these supplies in accordance with the Terms and Conditions of the RFQ, for the amount of _____ [*amount in words and numbers*] (_____) [*name of currency*]_____. : calculated on the basis of the unit prices set out in the Detailed Price Schedule (Proforma) and the quantities appearing in the same schedule attached to this RFQ

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document respectively

I (we) undertake, if my (our) Quotation is chosen, to perform the Contract within a period of **nine (09) months** starting **ten (10) days** after the Employer has sent the Contract for signature

On behalf of the Service Provider:

Signature:

Name:

Title/position:

2.2. Price Schedules

#	Description	Technical Specifications	Unit	Quantities	Unit price	Total Price
TOTAL <i>(Includes VAT, other taxes and fee payable if any)</i>						

Notes: *The Service Provider shall detail the costs in the quotation including but not limited to: (i) Labor costs; (ii) Equipment costs; (iii) Travel costs and; (iii) other relevant costs.*

On behalf of the Service Provider:

Signature:

Name:

Title/position:

2.3. Sample Curriculum Vitae (CV) for Proposed

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____
7. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____
8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____
10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:
From [Year]: ____ To [Year]: _____
Employer: _____
Positions held: _____

11. Detailed Tasks Assigned [<i>List all tasks to be performed under this assignment</i>]	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [<i>Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.</i>] Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____
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	Positions held: _____ Activities performed: _____
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13.Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative:

ANNEX 3: Contract Forms

Contract Agreement

Contract No. .../2025

THIS CONTRACT (hereinafter called the “Contract”) is entered into this the
[insert: number] day of *[insert: month]*, *[insert: year]*., between, on the one hand:

- (1) **Vietnam Scaling up Energy Efficiency (VSUEE) Project Management Board** under Department of Energy Efficiency and Sustainable Development belong to the Vietnam Ministry of Industry and Trade and having its principal place of business at Room 309, Building B, 54 Hai Ba Trung str., Hoan Kiem Dist, Hanoi, Vietnam (hereinafter called the “Employer”), and, on the other hand
- (2) *[insert name of Service Provider]*, a corporation incorporated under the laws of *[insert: country of Service Provider]* and having its principal place of business at *[insert: address of Service Provider]* (hereinafter called “the Service Provider”), of the other part.

WHEREAS:

1. the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract attached to this Contract (hereinafter called the “Services”);
2. the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of *[insert amount and currency for each currency as applicable]* *[indicate: inclusive or exclusive]* of local indirect taxes;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows.
 - (a) the Letter of Acceptance
 - (b) the Service Provider’s Quotation
 - (c) Conditions of Contract
 - (d) the Price Schedules

- (e) any other document listed as forming part of the Contract
- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Employer:

Signature:

Name: Mrs. Nguyen Thi Lam Giang

Title/position: Project Director of VSUEE

For and on behalf of the Service Provider:

Signed: *[insert signature of authorized representative(s) of the Service Provider]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Conditions of Contract

1. Definitions	<p>1.1 The following words and expressions shall have the meanings hereby assigned to them:</p> <ul style="list-style-type: none"> (a) “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA). (b) “CC” means the Conditions of Contract. (c) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract. (d) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto. (e) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6. (f) “Dayworks” means varied work inputs subject to payment on a time basis for the Service Provider’s employees and equipment, in addition to payments for associated materials and administration. (g) “Employer” means the party who employs the Service Provider. (h) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them. (i) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer.
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	(j) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
2. Employer, Employer’s Country, Project Site/Final Destination	<p>2.1 The Employer is: Vietnam Scaling up Energy Efficiency (VSUEE) Project Management Board</p> <p>2.2 The Employer’s Country is: Vietnam</p> <p>2.3 The Project Site(s)/Final Destination(s) is/are: Room 510, Building A, 54 Hai Ba Trung str., Hoan Kiem Dist, Ha Noi, Viet Nam</p>
3. Notices and Addresses for notices	<p>3.1 Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address hereafter using the quickest available method such as electronic mail with proof of receipt.</p> <p><u>Address for notices to the Employer:</u></p> <p><i>Mrs. Nguyen Thi Lam Giang</i> <i>Project Director of VSUEE</i> <i>Room 510, Building A, 54 Hai Ba Trung str., Hoan Kiem Dist, Ha Noi, Viet Nam</i> <i>Phone/Fax: 844 22202530</i> <i>Email: vsueemoit@gmail.com</i></p> <p><u>Address for notices to the Service Provider:</u></p> <p><i>Service Provider : _____</i> <i>Attention : _____</i> <i>Facsimile : _____</i> <i>E-mail (where permitted) : _____</i></p>
4. Applicable Law	4.1 The Contract shall be governed by and interpreted in accordance with the laws of Vietnam.
5. Settlement of Disputes	5.1 In the case of a dispute between the Employer and a Service Provider who is a national of the Employer’s Country, the dispute shall be referred to adjudication or

	arbitration in accordance with the laws of the Employer’s Country.		
6. Contract Price	6.1 The Contract Price is specified in item 2.2. Price Schedule , the Employer shall pay the Service Provider an amount not to exceed a ceiling of <i>[insert amount and currency for each currency as applicable]</i> . The quoted price includes: equipment price, VAT, taxes according to current regulations of the State, costs of transportation, equipment installation and warranty at the place of installation		
	6.2 The prices charged for the this Services performed shall not be adjustable		
7. Terms of payment	7.1 The method and conditions of payment to be made to the Service Provider under this Contract shall be as follows: a) Payment shall be made in <i>Vietnam Dongs (VND)</i> ; b) Following is the list of milestones, the required deliverables, tentative submission dates of deliverables and the percentage of amount payable as table below:		
	Deliverable of	Indicative timeline	Payment schedule, %
	Deliverable 1: Workplan Report	01 June 2025	10

	<p>Deliverable 2.1: Final version of the talk shows’ flow and video clips’ storyboards and narratives for 04 talk shows</p> <p>Deliverable 3.1a: Air 02 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 02 talk shows on the selected TV channel(s) and other platforms</p> <p>Deliverable 3.1b: Air 02 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 02 talk shows on the selected TV channel(s) and other platforms</p>	<p>15 July 2025</p> <p>30 August 2025</p> <p>30 September 2025</p>	30
	<p>Deliverable 2.2: Final version of the talk shows’ flow and video clips’ storyboards and narratives for next 04 talk shows</p> <p>Deliberable 3.2a : Air next 02 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 02 talk shows on the selected TV</p>	<p>15 September 2025</p> <p>30 October 2025</p>	30

	channel(s) and other platforms Deliverable 3.2b : Air next 02 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 02 talk shows on the selected TV	30 November 2025	
	Deliverable 2.3: Final version of the talk shows' flow and video clips' storyboards and narratives for next 02 talk shows Deliverable 3.3: Air next 02 talk shows on the selected TV channel(s) and other platforms (YouTube, Website, Facebook, Instagram, etc.) and video clips on the airing of 03 talk shows on the selected TV channel(s) and other platforms	15 November 2025 30 December 2025	20
	Deliverable 4: Completion report	15 January 2026	10
8. Taxes and Duties	8.1 The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.		
9. Performance Security	9.1 The Service Provider shall, within 15 of days of the notification of contract award, provide a performance security for the performance of the Contract.		

	<p>9.2 The amount of performance security, as a percentage of the Contract Price, shall be 10% (Ten percent) in the shape of pay order, demand draft, call deposit or non-recourse, irrevocable and unconditional bank guarantee from scheduled bank of Pakistan on the prescribed format attached with the documents.</p> <p>9.3 The proceeds of the Performance Security shall be payable to the Employer as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.</p> <p>9.4 The Performance Security shall be discharged by the Employer and returned to the Service Provider not later than thirty (30) days following the date of Completion of the Service Provider's performance obligations under the Contract, including any warranty obligations, unless specified otherwise.</p> <p>9.5 The Performance security shall be denominated in the currency of the Contract</p>
10.Subcontractors	<p>10.1 The Service Provider shall notify the Employer in writing of all subcontracts awarded under the Contract if not already specified in the Quotation. Such notification, in the original Quotation or later shall not relieve the Service Provider from any of its obligations, duties, responsibilities, or liability under the Contract</p> <p>10.2 The maximum amount for Subcontractors: 10% of the Contract Price.</p>
11.Packing, marking and documentation	<p>11.1 The Service Provider shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and</p>

	weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
12.Delivery date and Completion date	12.1 The delivery date of the Services shall be: May 01, 2025.
13.Liquidated damages and bonuses	13.1 The liquidated damage shall be 1 % of the contract price of the unperformed Services for each week or part thereof of delay until actual delivery or performance. The maximum amount of liquidated damages shall be <i>10%</i> of the Contract Price.
14.Copyright	14.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Employer by the Service Provider herein shall remain vested in the Service Provider. The Employer retains all ownership of the deliverables. All the products shall be used by any government agencies, authorities, and users throughout the VSUEE project
15.Fraud and Corruption	15.1 The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework, as set forth in Attachment A to the Conditions of Contract. 15.2 The Employer requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the request for quotations or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

<p>16.Termination</p>	<p>16.1 <u>By the Employer</u></p> <p>The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (i) through (iii) as below:</p> <ul style="list-style-type: none"> (i) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; or (ii) if the Service Provider become insolvent or bankrupt; or (iii) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days. <p>16.2 <u>By the Service Provider</u>: The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause</p> <ul style="list-style-type: none"> (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or. (b) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days
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17.Forced Labor	<p>17.1 The Service Provider, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking, as described in CC 14.2 and CC 14.3.</p> <p>17.2 Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar laborcontracting arrangement.</p> <p>17.3 Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.</p>
18.Child Labor	<p>18.1 The Service Provider, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).</p> <p>18.2 The Service Provider, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development. Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:</p> <p>(a) with exposure to physical, psychological or sexual abuse;</p>

	<p>(b) underground, underwater, working at heights or in confined spaces;</p> <p>(c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;</p> <p>(d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or</p> <p>(e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.</p>
19.Change in Laws and Regulations	<p>19.1 Unless otherwise specified in the Contract, if after the date of submission of Quotation, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Employer's Country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Service Provider has thereby been affected in the performance of any of its obligations under the Contract.</p>

Attachment A to the Conditions of Contract Fraud and Corruption

(Text in this Appendix shall not be modified)

“Fraud and Corruption

1.23 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), consultants, and their agents (whether declared or not), sub-contractors, sub-consultants, service providers, or suppliers, and any personnel thereof, observe the highest standard of ethics during the selection and execution of Bank-financed contracts [footnote: In this context, any action taken by a consultant or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, to influence the selection process or contract execution for undue advantage is improper.]. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party¹;
- (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation²;
- (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party³;

¹ For the purpose of this sub-paragraph, “another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes World Bank staff and employees of other organizations taking or reviewing selection decisions.

² For the purpose of this sub-paragraph, “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

³ For the purpose of this sub-paragraph, “parties” refers to participants in the procurement or selection process (including public officials) attempting either themselves, or through another person or entity not participating in

- (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁴;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights;
- (b) will reject a proposal for award if it determines that the consultant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, services providers, suppliers, and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the Loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the Loan were engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the selection process or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner they knew of the practices;

the procurement or selection process, to simulate competition or to establish prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

⁴ For the purpose of this sub-paragraph, “party” refers to a participant in the selection process or contract execution.

- (d) will sanction a firm or an individual at any time, in accordance with prevailing Bank's sanctions procedures⁵, including by publicly declaring such firm or an ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract, and (ii) to be a nominated⁶ sub-consultant, supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract;
- (e) will require that a clause be included in the RFP and in contracts financed by a Bank loan requiring consultants, and their agents, personnel, sub-consultants, subcontractors, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of proposals and contract performance, and to have them audited by auditors appointed by the Bank.”

⁵ A firm or an individual may be declared ineligible to be awarded a Bank-financed contract upon (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including inter alia: cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application of the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceedings. See footnote 12 and paragraph 8 of Appendix 1 of these Guidelines.

⁶ A nominated sub-consultant, supplier, or service provider is one which has been either (i) included by the consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the consultant's proposal for the particular services; or (ii) appointed by the Borrower.

Performance Security

(Bank Guarantee)

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *[insert name and Address of Employer]*

Date: *_ [Insert date of issue]*

PERFORMANCE GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *_ [insert name of Service Provider which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the Non-Consulting Services of *_ [insert name of contract and brief description of the Non-Consulting Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount]* in *figures]*

() *[insert amount in words],¹* such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s)

¹ *The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.*

under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

² Insert the date twenty-eight days after the expected completion date as described in GCC. The Service Provider should note that in the event of an extension of this date for completion of the Contract, the Service Provider would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Service Provider might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

MINISTRY OF INDUSTRY
AND TRADE
PMB VSUEE project

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Hanoi, [insert date, month, year]

Letter of Award of Contract

To: *[name and address of the Service Provider]*

Subject: *Notification of Award of Contract: organize ten (10) talk show program titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel*

This is to notify you that your Quotation dated *[insert date, month, year]* for execution of the Packages: *organize ten (10) talk show program titled 'Benefits of Energy-Efficient Investments, Policies, and Support Towards Sustainable Development Goals,' broadcast on VTV2 channel* for the Accepted Contract amount of *[insert amount and currency for each currency as applicable]* is hereby accepted by our Agency.

Please find inclosed herewith the Contract. You are requested to sign the contract within 10 days.

For and on behalf of the Employer:

Signature:

Name:

Title/position:

Attachment: Draft of Contract Agreement