**German Financial Cooperation with Socialist Republic of Vietnam**

“Protection and Sustainable Inclusive Management of Forest Ecosystems in Quang Nam, Kon Tum and Gia Lai province (KfW10)”

----------------------------------

**Funding no: BMZ No.2013 97 504**

**Invitation for Expression of Interest**

|  |  |
| --- | --- |
| **Name of consultant services package:** | Conducting forest resources inventory and supporting the work of land allocation in 2016 to communities |
| **Bid package No**: | KfW10-TW-TV10 |
| **Name of Project:** | Project “Protection and Inclusive Sustainable Management of Forest Ecosystems in Quang Nam, Kon Tum and Gia Lai province (KfW10)” |
| **The Offeree** | Management Board for Forestry Projects – National Project Management Unit (NPMU) of KfW10 Project |
| **Contact address:** | Room 404, Buiding 2, #16 Thuy Khue, Tay Ho district, Hanoi, Vietnam |

**Representative of the Offeree**

**Manager NPMU of project KFW10**

**Hoang Phu My**

**Hanoi, November of 2017INVITATION for expression of interest**

1. The Project-Executing Agency (PEA, §2) hereby invites qualified independent consultancies to submit a prequalification document for required consulting services (see §3.). The expenditure of the projects is funded by the Bilateral Financial Cooperation Program of German government, provided through the KfW.

2. Project Executing Agency: Management Board for Forestry Projects – National Project Management Unit (NPMU) of Project “Protection and Inclusive Sustainable Management of Forest Ecosystems in Quang Nam, Kon Tum and Gia Lai provinces (KfW10 project)”

Address: Room 404, Building 2, No. 16, Thuy Khue, Tay Ho, Ha Noi, Vietnam.

Telephone: 84-24-37286185. Fax: 84-24-37286209.

Email: [KfW10.daln@mard.gov.vn](mailto:KfW10.daln@mard.gov.vn),

3. Brief description of the Project and the intended measures:

(i) Project name: “Protection and Inclusive Sustainable Management of Forest Ecosystems in Quang Nam, Kon Tum and Gia Lai province, abbreviated as: KfW10 project.

(ii) Project goal:

* Overall Project Goal

Contribution to the maintenance of ecological integrity and biodiversity of natural forest ecosystems in the wider Central Highlands regions while improving local minority communities’ living standards.

* Specific Goals

-Protection and sustainable management of about 20,000 ha natural production forests in 03 provinces of Quảng Nam, Kon Tum and Gia Lai, contributing to the natural resources protection, biodiversity, stable and regular income assurance for 35 communes, 105 village communities through diversified forest products.

Of which:

+ Quang Nam: 9,500 ha

+ Kon Tum: 5,000 ha

+ Gia Lai: 5,500 ha

- Developing livelihood and benefit distribution mechanism at grass – root level

- Lessons learned in community forest management.

(iii) Total project budget is 11,290,000 EUR, of which:

+) ODA grant funded by the German Government is 8,000,000 EUR, equivalent to 224,000,000,000 VND

+) Vietnam counterpart fund is VND 92,120,000,000 (29% of total cost), equivalent to EUR3,290,000 or USD 4,386,668.

(iv) Project timelines:: in 7 years (from 2014 till the end of 2020)

(v) Project location: 105 villages, 35 communes, 7 districts of 3 provinces: Quang Nam, Gia Lai and Kon Tum.

4. Required Consulting services consist of:

- Conduct the forest inventory with the following criteria (species, quantity…) in the forest area that have been allocated for the community, transfer the land and forest to the village communities in accordance with the instruction of forest investigation, which is integral part of the TOR. In such instruction, there are investigation measures of the dead trees, which is the basis for calculating the carbon volume.

- Conduct the inventory of non-timber forest products (species, quantity, distribution characteristics, etc.) in the forest area that have been allocated, transferred to the community for management.

- Use of the data of forestry inventory for building the map of N-D correlation with the decreasing type and use it as an inputs for building the desired forest structure, and plans of forest sustainable management.

- Improve working capacity for supporting staff and the local communities that participate in participatory forest inventory and land allocation.

- Support in developing profiles and document of land allocation for local communities, which manage its forest according to the Project’s plan.

- Provide the data for Department of Natural Resources Environment at district level in preparing the district cadastral records and granting the Certificate of land use rights for communities (Red book).

5. Services are to be provided by a team comprising of international/national long- term and international/national short-term experts, and other professional and administrative supporting staff as following:

(i) General Manager (01 person)

(ii) Team Leader (03 persons)

(iii) GIS position (03 persons)

(iv) CFM experts (03persons)

(v) Technical surveyors (30 peoples)

(vi) Local employee (56 peoples)

6. The Consultant parties are free to associate themselves with other firms to ensure that all required know-how and experience are available for joint-venture.

7. The letter of Expressions of Interest (EOI) shall be prepared in English or Vietnamese (if there is any discrepancy between English EOI and Vietnamese EOI, the English EOI shall be chosen). Based on the content of English Invitation for Expression of Interest, (all documents / records of EOI letter may be in different language from language of EOI letter, but must be accompanied by accurate translation into the language of EOI letter) must be made in comply with following structures and contents and shall be presented in the same sequence as below:

1. **EOI Letter**, comprising the firm’s name, address, contact person, telephone, fax and email and all association companies in this project (if applicable).
2. **Presentations of firms** (maximum 10 pages), including clear statements of type of enterprise, ownership structure and main task of the association, if applicable.
3. **Statements and Declarations:**

a) Declaration of submitting a proposal in case of being short-listed;

b) Statement on **affiliations** of any units in affiliation which may present a benefit conflict in providing the envisaged services.

c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultancy and including documents of intent of participating firms (in case of local partners, a fax copy of such letter of intent is sufficient).

d) Declaration of adherence to the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following forms:

**Declaration of Undertaking**

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the pertinent Guidelines[[1]](#footnote-1).

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the Socialist Republic of Vietnam.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the Socialist Republic of Vietnam.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

............................. .................. .........................................

(Place) (Date) **Representative of the contractor**

(Name, position, signature & stamp)

e) **Certified statement of financial capacity** of the lead consultant and all associated partners showing the necessary turnover of more than *0EUR (*Balance sheet, statement of turnover or annual tax statement or profit and loss account all of the last three years (2014, 2015, 2016))

1. **List of project references** carry out as Form 4 of Annex 1 (EU-Format) from 2012 up to now (including: copies of implemented projects/contracts as listed; (ii) Certified document of the investor that contract was executed as per relating issues) and closely related to the envisaged services *(maximum 15 references)*.
2. **Brief CVs** on personnel proposed for backstopping and home office support.
3. **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the consultants’ general ability to provide the required personnel having the specific experience for the project in case of an offer. Personal belongs to the firm or have a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

8. The prequalification proposal shall be submitted in one (01) original and three (03) copies tothe Project management board at following address:

Management Board for Forestry projects –National Project Management Unit (NPMU) of KfW10 Project

Address: Room 404, Buiding 2, number 16 Thuy Khue, Tay Ho, Ha Noi, Viet Nam.

Telephone: 84-4-37286185. Fax: 84-4-37286209.

Email: [KfW10.daln@mard.gov.vn](mailto:KfW10.daln@mard.gov.vn)

latest by the 10h00 12/14/2017

9. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.

10. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation.

11. It is planned to establish a short-list of not more than five (05) prequalified consultants not later than four weeks after the submission date and require said consultants to send technical and financial proposals.

12. The evaluation procedure for the prequalification process will follow the latest version of the “Guidelines for Assignment of Consultants in Financial Co-operation Projects“ (refer to homepage of KfW development bank [www.kfw-entwicklungsbank.de)](http://www.kfw-entwicklungsbank.de)). Only financially capable firms which have submitted the necessary statements (see § 7 iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table: After completion of evaluation procedure, a short list of five(5) consultants with highest rank or get at least 70 scores shall be made. All firms in short-list shall be invited to submit technical and financial proposals; all unqualified firms shall be informed accordingly.

**a) PRE- QUALIFICATION**

***Criteria 1:***

Submitted 01 original and 03 copies of Expressions of Interest (EOI) and submitted on time as stipulated in Section 8 of REOI.

***Criteria 2:***

Contractors and consultants have not infringe and submitted valid claims under the provisions of Section 7 (iii) of the REOI.

***Criteria 3:***

EOI must be made according to the forms as stated in REOI, with signed and sealed (if any) by a competent person consultant contractors. If the contractor is a joint venture consultants, they must enclose a joint venture agreement in the EOI. Independent consultants or members of the joint venture only be permitted to submit an EOI for this package.

Consulting services who pass through the pre-qualification stage will be evaluated in detail in the second step, and the consultants did not pass step 1 will be rejected.

**b) DETAIL EVALUATION**

| **Criteria** | **Maximum Score** |
| --- | --- |
| **1. Evidence of relevant experience gained by consultants during the past five years (from 2011 up to now)** | **45** |
| 1.1 Experience in handling similar projects:  Experience in the similar contract in the following sectors:  (i) Conduct forest inventory (ii)Development of forest inventory and MIS (iii) Develop forestry zones and ecological ones; (iv) Related experience on sustainable forest management (v) VLUP at commune/district/province levels (vi) Develop plan and VLUP at commune/district/province levels(vii) Conduct impact monitoring of forestry project (viii) Forest yield inventory (ix) Forest allocation  (*Company/ the members of association have made a total of 05 projects/ contracts in similar fields and values from 2,250,000,000 VND or 95,000 Euros or more, achieve the maximum score. If the number of the project is less than 01 similar project /contract, the score will be deducted by 20% of the total score)* | 20 |
| 1.2 Experience under various working-conditions in developing Southeast Asia countries  Company/the members of association, have made a total of 04 projects/ contracts in similar fields in Southeast Asia countries, achieve the maximum score. If the number of the project is less than 01 similar project /contract, the score will be deducted by 25% of the total score. | 15 |
| 1.3 Experience with working- conditions in the project sites (3 provinces: Quang Nam, Kon Tum and Gia Lai) in similar sectors is priority.  Company/the members of association, have made a total of 04 projects/ contracts in similar fields in one of provinces of project sites in Vietnam achieve the maximum score. If the number of the project is less than 01 similar project /contract, the score will be deducted by 25% of the total score. | 10 |
| **2. Suitability for this specific project** | **55** |
| 2.1 Assessment of available technical expertise specific to this project | 20 |
| Company/the members of association, have the qualification which is suitable to this mission, achieve the maximum score. Otherwise, they achieve 0% of maximum score. | 10 |
| Company/the members of association, have the business registration in the sectors of this mission more than 5 years ago, achieve the 100% maximum score. Otherwise, If the number of the year is less than 01 year, the score will be deducted 25% of the maximum score) | 10 |
| 2.2 Assessment of the personnel structure in regard to the tasks required according to TOR  Company/the members of association have all main positions as required by TOR including: (i) General manager: 01 person (ii) Team leaders: 03 persons; (iii) GIS professionals: 03 persons; (iv) CFM professionals: 03 persons; (v) Forest inventory staff: 30 peoples and if the number of staff is sufficient and meet the TORs requirement, this company or association will achieve the maximum score. If lack each person compare to the TOR, the score will be deducted by 2,5% of the maximum score) | 15 |
| 2.3 Assessment of the key personnel in long-term employment and always available to monitor the team and provide back-up services from the home office.  - The general manager of the company/ the member of association, have the long–term contract (more than one year), achieve the maximum score.  - The general manager of the company/ the member of association, have the contract with the term of from 3 moths to one year, achieve 50% of the maximum score.  - The general manager of the company/ the member of association, have the contract with the term of from 3 moths to one year, achieve 0% of the maximum score. | 10 |
| 2.4 Form of the application documents: Are they complete, concise and related to the project? | 10 |

13. After having completed the evaluation of the prequalification documents, a short-list consisting of five highest ranked Consultants or less scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.

14. PEA is not bound to select any consultant.

15. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.

16. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be considered unless called for by PEA.

**Director of KFW10 Project**

**Hoang Phu My**

**Annex No.1 List of forms**

The contractor shall prepare documents according to following forms:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Applicable form** | **Notes** |
| 1 | Letter of interest | Form No.1 |  |
| 2 | The letter of authorizing | Form No.2 | Applicable only when legal representative of the bidder is authorized in bidding. |
| 3 | Joint-venture agreement | Form No.3 | Applicable only when the contractors express the interest |
| 4 | Experiences of the contractors | Form No.4 |  |
| 5 | The financial capacity of the contractors | Form No.5 |  |
| 6 | List of key experts | Form No.6 |  |

**Form No. 1:**

**LETTER OF INTEREST**

**Dd/mm/yyyy**

**To:** National Project Management Board of “Protection and Inclusive Sustainable Management of Forest Ecosystems in the provinces of Quang Nam, Kon Tum and Gia Lai” Project

(Hereinafter referred to as the Tender)

After studying the Invitation for expression of interests (including the revised version, if any), we, \_\_\_\_ [Insert the name of contractors], expressed an interest in bidding package \_\_\_\_ [Insert the name of package].

If selected in the short list, we will participate in bidding procedure \_\_\_\_ [Insert the name of package].

We are committed the declared information in the dossiers of expression of interests is accurate and truthful.

**Legal representative of the contractor (2)**

[Name, title, signature and stamp] (**3)**

(2) In the case, the legal representative of the contractor authorizes for subordinates to sign a letter of interest, the decision of authorizing must be sent together with the document as form 2; If the company has the decision or regulations prescribed that the officer of the company can have the right to sign, its has to be enclosed with said documents (Letter of authorizing as per Form no.2 is not necessary)

(3)  In the case, a foreign contractor did not have seal; they must provide confirmation of competent institutions for the signature of the person who signs the letter of interest and other documents as a legal representative of the contractor.

**Form No. 2**

**THE LETTER OF AUTHORIZING (4)**

*(It is just applied for the case when the legal representative of the contractor authorizes for an officer in the company in bidding)*

Today is dd/mm/yy, at\_\_\_\_\_\_\_\_

I'm \_\_\_\_ *[Insert the name, ID or passport No. and the title of legal representative of the contractor*], is the legal representative of \_\_\_\_ *[Insert the name of the contractor*] is located at \_\_\_\_ *[Insert the address of the contractor*] hereby authorize to \_\_\_\_ *[Insert the name, ID number or passport number and title of the person are authorized* ] to perform the following tasks in participating the short-list selecting [*Insert name package*] of the project \_\_\_\_ *[Insert name of project*] organized by\_\_\_\_\_\_\_\_\_\_ [*Insert name of Tender*]:

*- To sign a letter of EOI;*

*- To sign a partnership agreement;*

*- To sign documents during the procedure of selecting the short list, including the work of writing the request to clarify bidding dossiers and documents of interest and other documents of explanation*](5)

The person is authorized to perform the above work only within authorized as legal representatives of \_\_\_\_ [*Insert name the contractor*]. \_\_\_\_ [*Insert name legal representative of the contractor*] is fully responsible for the work done by \_\_\_\_ [*Insert the name of authorized person]* in the scope of authorization.

The letter of authorizing comes into effect from the day… to day…(6). This letter of authorizing shall be made in \_\_\_\_ copies, which have the same legal value, the authorized person keeps one and the authorizing person keeps one.

|  |  |
| --- | --- |
| **Authorized person**  *[Name, title, signature and stamp (if applicable]* | **Authorizing person**  *[Name of legal representative of contractor, title, signature and stamp]* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(4)In the case, the original copy of the letter of authorizing should be sent with the letter of expressing interests as in form No.1 here of. The authorization of the legal representative of contractor to his vice director, subordinate, manager of the representative’s branch office to perform one or some above works on behalf of contractor’s legal representative. Regarding the seal, this should be the seal of the contractors or the branch which its officer is authorized. The authorized person shall not authorize to another person.*

*(5) The scope of authorizing can be one of all activities as above.*

*(6) The effective period of the letter of authorizing should be in comply with the short list selecting process.*

**Form No.3:**

**JOINT VENTURE AGREEMENT (7)**

*(Only applicable in case the contractors cooperate together and express the interest of bidding package)*

\_\_\_\_\_\_\_\_,DD/MM/YY

Package: \_\_\_\_\_\_\_\_\_\_[*Insert name of bidding package*]

Project: \_\_\_\_\_\_\_\_\_\_\_[*Insert name of project*]

- Pursuant to \_\_\_\_\_(8) [*Bidding Law No. 43/2013/QH13, dated 26/11/2013 of the National Assembly*];

- Pursuant to \_\_\_\_\_\_(8) [*Decree No. 63/2014/ND-CP, dated 26/06/2014 of the Government, about the guidelines for the implementation of some articles of the Law on Procurement and selecting contractor*];

- Pursuant to the Invitation for EOI of the bidding package \_\_\_\_\_\_\_ [*Insert name of the package*] date \_\_\_\_ [*Date of inviting for the interest expressing*].

We are the representatives of two contractors agree for the partnership includes:

**The name of partners**\_\_\_\_\_\_\_\_\_\_\_[*Insert name of each member of the partnership]*

Represented by Mr. / Ms:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank account:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The letter of authorizing no.\_\_\_\_\_\_date\_\_\_\_\_\_(if any)

7 Based on the scale and nature of the package, the joint-venture agreement as per this form may be changed, amended accordingly.

8Updated legal documents according to current regulations

The parties (hereinafter referred to as members) agreed to sign the agreement of the partnership with the following contents:

**Article 1. General principles**

1. The members of joint venture is voluntary to participate in the selection of a short list of the bidding package \_\_\_ [*Insert the name of package*] of the project \_\_\_ *[Insert the name of the project].*

2. The members of the unified that the name of the joint venture is \_\_\_\_\_\_\_\_\_\_\_\_\_used for all transactions relating to the bidding package [*Insert name of the partnership as agreed upon*].

3. The parties undertake to neither party may participate independently or cooperate in any manner with the other parties to engage their interest in this package.

4. When the joint venture is chosen in the short list, the members will sign the agreement of the joint venture to participate in the next step of the bidding process as required by the bidding offering documents for this package.

**Article 2. Assignment of responsibilities**

The members agreed to have the responsibilities of both partners, the ones of each member to implement packages \_\_\_\_ [*Insert the name of the package*] of the project \_\_\_\_ *[Insert the name of the project*] for each member as follows:

1. The leader of the joint venture

The members unanimously authorized for\_\_\_ [*Insert the name of the party*] as the leader of the joint venture, representing for the joint venture partnership in the following sections:

- *To sign the letter of interest;*

- *To sign the documents during the transactions of selecting short list process, as well as required documents to clarify the invitation for interest expression and explanation documents of interest profiles.(9)*

2. The responsibilities of each members in joint venture to perform the package

The partners in joint venture shall assign the responsibilities of each member as follows:\_\_\_\_\_\_\_*[Insert expected main work of each member, as well as the head of joint venture]*

**Article 3. Effect of the agreement of the joint venture**

The agreement with effect from the date of signing and invalidated in the following cases:

1. The joint venture is not included in the short list of above package;

2. The selection of the shortlist is canceled by the Tender;

This agreement is composed in \_\_\_\_\_copies, each party keep\_\_\_\_\_\_copy of same legal value.

**Legal representative of the head of the partnership members**

[name, title, signature and stamp]

**Legal representative of the partnership members**

[name of each member, title, signature and stamp]

9 The scope of authorization consists of one or more above works.

**Form No. 4**

**EXPERIENCE OF THE CONTRACTOR**

Please complete a table using the format below to summarize the **major relevant projects related to this project** carried out in the course of the past **5**years (from 2011 till now) by the legal entity or entities making this application. The number of references to be provided must not exceed **15** for the entire application.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** (maximum 15) | **Project title** | | … | | | | | |
| **Name of legal entity** | **Country** | **Overall project value (EUR)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of partners if any** |
| … | … | … | … | … | … | … | … | … |
| **Description of project** | | | | | | **Type of services provided** | | |
| … | | | | | | … | | |

**\* Note:** The consultant contractor should submit their EOI together with copies of the projects/contracts listed.. The Tender has the right to request the contractor to provide the original copies of the contracts for comparison. In the case that the Contractor fails to respond to the request from the Tender on presenting the original copies of the contracts for comparison, the Tender will regard such contracts have no value of similar contracts.

**Form No. 5:**

**THE FINANCIAL CAPACITY OF THE CONTRACTORS**

\_\_\_\_\_\_\_\_,DD/MM/YY

Name of the contractor: ..................................................[Insert full name of contractor]

**A.** The summary of the financial report in last 3 years of the contractor (2014, 2015 and 2016)

Unit*: USD/VNĐ*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **The contents** | **2014** | **2015** | **2016** |
| 1 | *The total asset* |  |  |  |
| 2 | *The total liabilities* |  |  |  |
| 3 | *Short-term assets* |  |  |  |
| 4 | *Short-term liabilities* |  |  |  |
| 5 | *Revenue* |  |  |  |
| 6 | *Profit before tax* |  |  |  |
| 7 | *Profit after tax* |  |  |  |
| 8 | *Other contents (if any)* |  |  |  |

**B. The attached documents** for proving the above figures are included the financial report and the notarized copies for the following documents:

1. MoM of testing of the tax reports for the last 3 years (2014, 2015 and 2016);

2. The tax reports with the confirmation of the tax organisations or the copy from the software and the documents prove that the organisations have implemented their tax responsibilities in the last 3 years (2014, 2015 and 2016);

3. The confirmation from the tax organisation (confirm about total amount the whole year) for that the contractors have paid the tax for all last three years already (2014, 2015 and 2016);

4. Auditing report.

**The legal representative of the contractor**

[Name, title, signature and stamp]

\*Note: In the case of the joint venture, each member should be filled this form

**Form No. 6**

**LIST OF KEY EXPERTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Full name** | **Nationality** | **Position in this package** | **Professional Field** | **The number of year of experience in relating field to the package** |
| **I. Key expert of contractor**10 | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **II. Key experts who outsourced by contractor** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| **III. Others** | | | | | |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

Note: The consultant contractor shall submit the notoarize copy of labour contract of the assigned manager for this package together with the EOI letter. If the consultant contractor does not submit such document, the Tender will consider that the manager does not work under contractor’s management and he does not have capability to perform the consultant mission in long-term,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10 The key persons have long-term contract or indefinite-term contract signed with contractor. In case there are some key persons not under management of contractor, list them according to Part II.

1. See "Guidelines for the Assignment of Consultants in German Financial Cooperation" and "Guidelines for the Award of Contracts for Supplies and Services in German Financial Cooperation" [↑](#footnote-ref-1)