



**ASEAN-Australia-New Zealand Free Trade Area
(AANZFTA) Economic Cooperation Support
Programme (AECSP)**

Request for Proposal

**Handbook for Implementing International Investment Commitments –
Stage One: Pilot in Viet Nam
[AANZ-0081-INV-17]**

Event Organiser

Proposal Deadline: 19 August 2021

E-Submit To: AANZFTA Support Unit
The ASEAN Secretariat
Jakarta 12110, Indonesia
Email: ecwp@asean.org,

Prepared by: AANZFTA Support Unit
Date: 24 May 2021

1 EXECUTIVE SUMMARY

This project is a ‘pilot’ of a broader initiative under AANZFTA to deliver country-specific handbooks and targeted training to government officials in partner countries involved with day-to-day management of foreign investment (including the screening and monitoring of investments). The training and handbook will improve on-the-ground implementation and awareness of Viet Nam’s specific international investment commitments and minimize the risk of investor-state disputes arising from frontline errors in administration and treatment of investors.

The objective of the project is to i) Enhance awareness and understanding of Viet Nam’s investment treaty commitments (including but not limited to AANZFTA) at central, regional and local government levels. ii) Establish a best-practice model for future investment handbooks in other ASEAN partner countries based on Comprehensive monitoring and evaluation of the project, including through follow-up training in the pilot country. Which, in the long term, it is expected to contribute to a reduction in the potential for disputes between Viet Nam and foreign investors, and Improvement in the overall investment environment in Viet Nam by assisting local officials in implementing Vietnamese law in compliance with domestic legal system and Viet Nam’s international investment commitments.

2 SCOPE OF WORK

2.1 PROJECT OVERVIEW

I. BACKGROUND

The practical implementation of investment agreements and obligations often falls to front-line officers who are not fully equipped to administer Viet Nam’s complex and evolving international investment commitments. Failure to disseminate information and properly train staff exposes Viet Nam to greater risk of inadvertently violating its international commitments. This has dual impacts of decreasing Viet Nam’s attractiveness as a destination for investment, as well as exposing Viet Nam to increased risk of investor state dispute settlement (ISDS) arbitration. It is essential that the country’s officials are equipped with resources to identify potential problems and seek appropriate assistance before they manifest as investor-state disputes.

The Pilot Project will develop the first handbook in Viet Nam and support awareness raising and capacity building in the country. The Handbook and follow-up trainings must be practical and designed to clearly address common issues and misconceptions, and developed from close consultation with Vietnamese officials and local and international experts in order to address the key issues facing Viet Nam.

II. PURPOSE OF THE ASSIGNMENT

AECSP is seeking the services of an Event Organiser (EO) to undertake and arrange activities under this project such as: series of training workshops and translation works from English

to Vietnamese and vice versa, including simultaneous interpreter during the workshops, printing of the handbook, relevant workshop materials and printing of the final handbook.

III. EVENT ORGANISER'S SCOPE OF WORK AND ACTIVITIES

The Event Organiser (EO) chosen through this competitive bidding process, is expected to deliver the outputs in accordance with the timeline. The EO will work closely with the AANZFTA Support Unit (ASU) of the ASEAN Secretariat, including Ministry of Planning and Investment (MPI) of Viet Nam, as well as the IDVN Lawyers as AECSP local consultant hired in Viet Nam, on the implementation of the project in line with agreed Terms of Reference.

a. **Outputs:**

The key outputs is to be expected from the EO as follows:

Output 1: Organising the 2nd Framing Workshop on Handbook for Implementing International Investment Commitments:

Output 2: Translating the Investment Handbook from English to Vietnamese: and

Output 3: Printing hard-copy (translated version) includes layout design

b. **Description of Activities:**

Output 1: 2nd Framing Workshop on Handbook for Implementing International Investment Commitments (Virtual format, date: the week of 6 – 10 Sept 2021, (TBC) 1 day)

- Workshop Preparation
 - the EO to provide the following arrangements to prepare for the Workshop:
 - Providing a licensed video conferencing (VC) platform facility (virtual meeting) for whole duration of the workshop (1 day workshop).
 - Providing and share video recording of the workshop to the ASU.
 - Providing translation work for materials for the workshop including the applications which allows the possibility to use videoconference with multiple language.
 - Please includes other relevant cost in your quotation, if any.
- Workshop Implementation
 - Hosting and Organisation works. Making necessary arrangement for the smooth implementation of the virtual workshop
 - Translation works and interpreter: the EO to provide services for simultaneous interpreter (English and Vietnamese) during this workshop includes relevant translation works, with details as follows:
 - One (1) day simultaneous interpreter service, during the whole session of the workshop. This may be done in providing different channel or options for language (English-Vietnamese) in the online/virtual VC platform.
 - Translating relevant workshop materials, includes slides presentations from each speaker, and event surveys (pre and post event surveys) for the workshop.

- Prepare all relevant workshop logistics (making sure the EO as a host later to have excellent and stable internet connection) and consolidate workshop materials (softcopies materials/slides) needed during the workshop.
- To prepare and consolidated all relevant workshop materials in both English and Vietnamese language for submission to ASU.
- Coordinating works with MPI on participants' registration.
 - The EO is expected to closely coordinate with contact point of MPI as a host, especially in **preparation of the virtual workshop and compiling online registration forms.**
 - **The EO is expected to take necessary measures to make sure that all participants have completed the online registration forms and the event survey (pre-event and post-event).**

Output 2: Vietnamese translation of the Investment Handbook

- Translation of the handbook (in Vietnamese language), with details as follows:
 - Initial Translation for the draft Investment Handbook, for the purpose of Workshop. This activity to be done at the same time as the workshop preparation specified in output 1.
 - Refinement of the translation work for the Final Version of the Handbook from English into Vietnamese language.
 - The content includes texts, table, diagrams, charts, proof-reading of the final translated version in consultation with MPI.
 - Number of pages to be confirmed at a later stage, currently the draft is available with total of approximately 100 pages.

Output 3: Printing hard-copy of the final translated version

- Design and layout
 - Size of the book, to be confirmed later by MPI.
 - Number of pages to be confirmed at a later stage, currently the draft is available with total of approximately 100 pages.
 - Professionally layout design for covers (both front and back covers) as well as the content of the book (if required).
- Hard-copy printing
 - Size of the printed handbook to be confirmed later by MPI.
 - Number of copies to be printed: 2,000 copies.

The following are the activities and tentative timeframes of this project:

	Activity Milestone	Indicative Timeframe
1.	2 nd Framing Workshop on Handbook for Implementing International Investment Commitments	Week of 6 – 10 September 2021 (TBC)
2.	Vietnamese translation of the Investment Handbook (Includes proof-reading of the final translated version)	October 2021 (TBC)
3.	Hard-copy printing of a final version (includes lay-out design for final printing)	November 2021 (TBC)

IV. EXPECTED DELIVERABLES

The list of expected deliverables of the EO are as follows:

1. Successful implementation of the 2nd Framing workshop;
 - a. Close coordination with MPI on exact dates of the virtual 2nd framing workshop.
 - b. Proper virtual workshop arrangement and compiling online registration of participants.
 - c. Smooth workshop implementation, on running technical virtual format to avoid unstable internet connection, glitches and proper simultaneous interpretation service (English – Vietnamese).
 - d. Proper and timely submission of translated workshop materials
 - e. Coordination with participants to make sure that the event surveys were completed and submitted
2. Vietnamese translation of the Investment Handbook ;
 - a. Close coordination with the Ministry of Planning and Investment (MPI) of Viet Nam and the IDVN to get a final version the Handbook.
 - b. Proper translation from English to Vietnamese of draft and the final Handbook, in close coordination with the IDVN lawyers.
3. Printing hard-copy of the translated version
 - a. Proper and creative design and layout of the handbook, in close coordination with ASU, IDVN and MPI.
 - b. Successful printing of hard-copy version of the handbook, for further circulation to be coordinated by MPI.

2.2 PROJECT REQUIREMENTS

EVENT ORGANISER’S QUALIFICATIONS

No.	Qualification	Weight
1	Should have previous experienced in logistical arrangement of ASEAN meetings, conference, seminar in virtual/online and offline format. Translation works and printing of ASEAN publication. Vast experience in ASEAN events in Viet Nam is an advantage.	30 %

No.	Qualification	Weight
2	At least 3 years experienced organizing ASEAN events, such as Meeting, Workshop, Conferences with large number of audience (above 50 pax).	20%
3	Have an extensive networks of experts with excellent qualities in translation work (English to Vietnamese) and in professional design for publication and printing in Vietnam.	35%
4	Well known for excellent quality services provided in making sure the technicalities of the event will be running smoothly during the event, and good quality translated works and publication.	15%
Total		100%

3 RFP REQUIREMENTS

3.1 PROPOSAL SUBMISSION INSTRUCTIONS

- a) Bidder must ensure that both Technical & Financial Proposals are received via email at the following address before the tender closing date **19 August 2020**

AANZFTA Support Unit
The ASEAN Secretariat
Jakarta 12110, Indonesia
Email: ecwp@asean.org

And also Cc or copy

Ministry of Planning and Investment
Department of Legislation
Tel: Tel. 84 80 44515
Email: camtu96.mpi@gmail.com, quynhvc@gmail.com

- b) All proposals must be submitted in English.
c) Bidder should indicate the Title of the Tender at the subject of the email.
d) The Technical and Finance Proposals must be submitted in two separate documents.
e) Bidder must not include any financial/cost data in the Technical Proposal, but only in the Financial Proposal.
f) The proposal should be concisely presented and structured, and should explain in detail the Bidder's availability, experience and resources to provide the requested services.
g) Proposals that are incomplete or do not address the required criteria may not be considered in the review process.

3.2 RFP TERMS & CONDITIONS

3.2.1 Bid Expiration Date

Received proposals shall be valid until 31 September 2021

3.2.2 Implementation/Delivery Schedule

- a. Contract award will be decided by the Selection Committee comprised of Representative from the Ministry of Planning and Investment (MPI) Viet Nam, and the AANZFTA Support Unit (ASU), and the Services and Investment Division (SID) of the ASEAN Secretariat.
- b. Terms and reference of the contract will be negotiated by the ASEAN Secretariat.
- c. In carrying out his/her assignment, the event organizer (EO) team will work closely with the MPI and the IDVN Lawyers, and reporting process of the EO to the ASU of the ASEAN Secretariat
- d. The timeline for hiring and initial activities of the project will be as follows:

Action	Deliverables	Indicative Timeline
Engagement of EO / Contracting	Agreed Special Service Agreement by the selected EO	August 2021
2 nd Framing Workshop on Handbook for Implementing International Investment Commitments (Virtual format, date: July/TBC)	<ul style="list-style-type: none"> • Virtual workshop preparation • compiling online registration of all participants. • Workshop Implementation (provide video recording of the workshop) • Translation works (Language channel options in an online VC platform or simultaneous interpreter service during the workshop' session). Translation for workshop materials (soft-copy only). 	Week of 6 – 10 Sept 2021 (TBC)
Vietnamese translation of the Investment Handbook	<ul style="list-style-type: none"> • Close coordination with the Ministry of Planning and Investment (MPI) of Viet Nam and the IDVN to get a final version the Handbook. • Leading the translation from English to Vietnamese of the final Handbook, in close coordination with the IDVN lawyers. • 	October 2021 (TBC)
Printing hard-copy of the translated version	<ul style="list-style-type: none"> • Leading the design and layout of the handbook, in 	November 2021 (TBC)

Action	Deliverables	Indicative Timeline
	<p>close coordination with ASU, IDVN, and MPI.</p> <ul style="list-style-type: none"> • Successful printing of hard-copy version of the handbook, (2,000 copies) for further circulation to be coordinated by MPI. 	

4 RESPONSE FORMAT (PROPOSAL FORMAT)

In conformance to the ASEAN Secretariat’s Financial Rules and Administrative Procedures (AFARP), the Bidder shall submit the applications in **two** separate documents, i.e., technical and financial components.

4.1 TECHNICAL PROPOSAL

The technical component should contain the following information:

- a. A brief discussion indicating the prospective Bidder’s understanding of the project’s purpose;
- b. A discussion of how the prospective Bidder proposes to approach the outputs timely delivery, an outline of the reports to be delivered, and schedule of activities, taking into account the targets to complete the undertaking;
- c. A brief summary of the prospective Bidder’s expertise and knowledge on event organizing, translation works and professional design includes printing publication, highlighting experience in related work relevant to the project. *(Please provide links to any publications if available, or enclose selected publications in soft-copy in the application);*
- d. Brief discussion on the bidder’s or firm’s past experience in undertaking similar work and brief summary of projects undertaken;
- e. Names and curriculum vitae of associates, subcontractors, personnel or employees who will be engaged in the performance of services.
- f. Completed the attached Appendix 1 and 1a - Company General Information and List of Clients; and
- g. Other information to substantiate the capacity of applicants to undertake the project.

4.2 FINANCIAL PROPOSAL

Please complete submit the financial proposal, which shall include detailed cost estimates including a summary sheet indicating the unit prices; payments schedule, following Appendix 2 to this RfP.

The financial component should specify all direct and indirect costs, inclusive of applicable taxes, for undertaking the project, including but not limited to:

- Maximum expense for each of the activities in the three (3) outputs provided in Part III, Section 2.1 (EVENT ORGANISER’S SCOPE OF WORK AND ACTIVITIES)
- Total cost for all three (3) outputs and its relevant components. Please specify in details such as unit rate and total rate.
- Miscellaneous charges, if applicable

Appendix 1
Company General Information
*To be submitted together in the **Technical Proposal***

Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution?			
*If Yes, Please indicate your Holding Company			

Appendix 1a.
Customer Reference

To be submitted as part of the Technical Proposal

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

Customer Details	
Company Name	
Company Address	
Telephone Number	
Fax Number	
Contact Name	
Project Title	

APPENDIX 2
Price Quotation and Payment Schedule
To be submitted as part of the Financial Proposal

A. PRICE

Unit: USD

No .	Description	Unit	Price (Total estimated cost)
1	Professional Services		
2	Other expenses		
	--- Item 1		
	--- Item 2		
TOTAL			

B. PROPOSED PAYMENT SCHEDULE

Handbook for Implementing International Investment Commitments – Stage One: Pilot in Viet Nam
Price Quotation and Payment Schedule for the Project of AANZFTA Support Unit (ASU) selection of Event Organiser
Closing date for Quotation Submission: 20 August 2021

No.	Items Description	Qty	Unit Price (USD)	Total Price (USD)
1	2nd Framing Workshop, to be held in Virtual Format, date: Week of 6 - 10 Sept 2021 (to be confirmed)	1	[bidder to fill in below]	[bidder to fill in below]
	a. Venue			
	- Excellent choice of virtual platform to hold a one-day workshop			
	- Excellent Arrangement for Registration, Surveys, and Hosting of the Workshop			
	b. Video conferencing facility			
	- Stable internet connection			
	- Excellent IT Facility			
	- Other relevant cost			
	c. Translation work and interpreter			
	- Preparation for translation to workshop materials, slides presentations, survey, etc			
	- Simultaneous interpreter for 1 day of workshop			
	- Other relevant cost			
	<i>Sub-total</i>			0
2	Translation the Final handbook (in Vietnamese language, October 2021 / TBC)		[bidder to fill in below]	[bidder to fill in below]
	a. Translation			
	Excellent Translation works of the handbook from English into Vietnam national language (approximately 100 pages)			
3	Printing of the Final handbook (in Vietnamese language, November 2021 / TBC)			
	a. design and layout			
	Excellent professionally layout design for covers (front, back and content page)			
	b. Hard-copy Printing			
	printing for 2,000 copies			
	Other relevant costs (please mention if any)			
	<i>Sub-total</i>			0
Total				0

Delivery date: September - December 2021

Payment schedule: 14 days upon receiving invoice

No	Milestone	Description	Indicative Timeline
1	Milestone 1	30% of total, to be paid upon the successful delivery EO services in organising the virtual workshop	Sep-21
2	Milestone 2	35% of total, upon finalisation of translation work for the Handbook	Oct-21
3	Milestone 3	35% of total, to be paid upon completion of delivery of the printing work for the Handbook	Nov-21

Validity of Quotation: 30 days of the Quotation Date

Conditions:

- 1 Please attach this Form to your quotation with your signature below & company's stamp;
- 2 The price in this quotation shall be valid for 30 (thirty) days commencing on the date of submission of quotation;
- 3 Please exclude VAT, as ASEAN Secretariat is NOT subjected to VAT.

[Company's Stamp]

[Vendor to fill in]

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Contact Person:

Company:

Date/Tanggal: