

Invitation to Tender for the provision of services of “Local expertise, support for the implementation of the project: Vietnam University Cooperation on Energy Ef- ficiency in Buildings (VUCE)”

Release date: 07.06.2024

Tender code: ZJWHQ5

Note: The legally signed bid must be submitted as a PDF attachment and sent by email exclusively to vergabe@dena.de stating the tender code in the subject line.

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1 Overview: Background and objective

Background

The Socialist Republic of Vietnam is one of the most economically dynamic countries in Asia. At the same time, the country is one of the world's five most vulnerable countries to climate change. Economic growth is accelerating urbanization and is driving up demand for buildings.

As a result of this ongoing urbanisation, Vietnam's building sector in particular has a very important role to play in improving energy efficiency. Yet energy-efficient and sustainable construction is only implemented to a limited extent in Vietnam. The sharp increase in energy consumption in the building sector can be attributed to the fact that building standards for energy efficiency are currently missing. A previous project of the German Energy Agency (dena), supported by the German Federal Foreign Office, "Vietnam - Building Transition", has laid a solid foundation for cooperation in the building sector through consultancy on basic principles for energy efficiency, the use of renewable materials and energy efficient cooling.

While standards need to be further developed, at the same time, skilled workers need to be trained to implement them accordingly. However, these intentions are being thwarted by a fundamental shortage of skilled workers for enabling the energy transition in Vietnam. In addition, the quality of education and the number of university graduates are not keeping pace with the rapid economic development of recent years and no longer meet Vietnam's current needs. Universities serve as a starting point for the development of expertise for the sustainable energy transition in Vietnam, which should also have a long-term impact on the qualifications of local experts.

Objective

The topics of sustainable construction, renewable energies and energy efficiency in buildings are to be further integrated into corresponding courses at Vietnamese universities and to teach students practical content on energy-efficient building and sustainable construction. The aim is to enable universities to integrate energy-efficient building standards and sustainable construction practices into their university curricula in the long term.

To this end, a scalable block seminar, to be held in English, on the topic of sustainable and energy-efficient buildings will be jointly designed and implemented locally by dena and the project consultancy (further referred to as "contractor"). A study tour is intended to present best practices to the students. A stakeholder workshop shall bring together representatives from universities such as lecturers, (political) decision-makers in Vietnam as well as representatives from the private and public sector to address the replicability and support the scalability potential of the block seminar within the Vietnamese university landscape.

The project is commissioned by the German Federal Foreign Office, financed through the International Climate Initiative (IKI) and implemented by the Climate Diplomacy Action Programme within the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

The role of the contractor

With award of the tender, the contractor will be the responsible partner university for the project.

The contractor will be part of a German-Vietnamese cooperation project to develop high-end learning materials together with dena, Germany's centre of expertise for energy efficiency, renewable energy sources and intelligent energy systems. This enables the contractor to be at the forefront of further developing the topic of energy efficiency in buildings in the Vietnamese higher education landscape. The contractor will also have the opportunity to steer the dialogue with decisionmakers on energy efficiency in buildings high on the agenda in Vietnam, therefore contributing to the country's green and sustainable development.

The contractor is essential for the overall delivery and successful implementation of the project, especially to ensure possible local participation, stakeholder management and coordination.

The main role of the contractor is (but not exclusively):

- to develop content and implement the block seminar, in close cooperation with dena;
- to organise and implement the study tour for a selected group of students;
- to support dena in organising and implementing the stakeholder workshop with key decision makers and stakeholders aiming at anchoring the topic of energy efficiency in buildings in the Vietnamese higher education landscape.

To this end, the contractor will support dena with the execution of technical and organizational tasks, as described in the work packages below.

2 Specification for tenders

The contractor's task will include technical as well as organizational tasks in addition to coordination aspects regarding public relations. On the technical side, the contractor will be required to appoint a lecturer in agreement with the indicated profile. On the organisational side, the contractor may appoint up to two permanent contact persons, ensuring availability from Monday to Friday via phone, email or messenger (according to work time in the corresponding time zone and in a time slot that coincides with CET) during the contract period.

The contractor should draw up a concept for guaranteeing the services and describe the qualifications of the permanent contact persons/the project team. This should include time, process and resource planning as well as vacation and sickness cover.

Working language will be English.

2.1 Scope of work, expected outputs and deliverables

Work Package 1: Preparation, implementation and evaluation of the block seminar

The block seminar aims to offer science based practical content, targeting end-phase bachelor students of architecture, urban studies, and civil engineering. Dena and the contractor will jointly develop the modules to ensure a holistic approach. The block seminar is the crucial part of the project: It should be designed to be scalable and enable other universities in Vietnam to easily integrate the content into existing curricula. The block seminar will be held in English. The duration and design of the block seminar will be discussed with the contractor. It ideally

will be held within three to five days. Dena will provide up to two experts/lecturers for the development and implementation of the block seminar. The contractor should provide one lecturer. The involvement of additional lecturers is optional.

The contractor's tasks include:

- Identify thematic gaps in the fields of building energy efficiency and sustainable construction in existing curricula in Vietnamese universities (max 10) in close coordination with dena; mainly but not limited to architecture, urban studies, and civil engineering;
- Revise the content of the two dena-studies previously carried out in the Vietnamese context in selected focus topics regarding:

dena report I “Renewable Building Materials in Vietnam” (Annex 2)

- an overview on the state of arts of EPDs for renewable and traditional building materials in Vietnam, considering the current regulation and certification systems
- further building typologies beyond residential buildings
- further renewable building materials – either experimental or market ready – in the Vietnamese context, considering best practice examples (esp. Section 3.6 Implementation examples)

dena report II “Renewable Cooling in Buildings” (Annex 3)

- other relevant intermediate cities in Vietnam, situated between Ho Chi Minh City and Hanoi;
- the state of play of the content of chapter 2, considering the national and local sector-specific climate targets
- other similar studies - national or international - with a focus on existing buildings
- Select lecturer(s): Select and appoint, with advice from dena if requested, lecturer(s) for the development and presentation of ASEAN and Vietnam-specific thematic contents in areas such as climate zones, thermal requirements, and building energy efficiency regulations and standards. The lecturer(s) must be able to teach in English.
- Develop qualification criteria in cooperation with dena for the selection of students of the block seminar, e.g. English language skills;
- Profile and invite up to 20-25 students for the block seminar with particular consideration of gender parity, based on the qualifications to be discussed with dena.
- Content development for the block seminar:
The contractor shall provide content related to (but not limited to) the regulatory framework for sustainable construction and energy efficiency in buildings, focusing on the thermal conditioning of buildings (cooling) in existing climate zones in Vietnam; main sustainability impacts of the building sector in Vietnam; building construction practices, building materials, and building typologies (vernacular and industrial) in Vietnam.
- Implementation:
 - Summarize, consolidate, and disseminate course materials for the course participants in a timely manner to attendees of the block seminar to ensure their preparation.

- Provide the necessary infrastructure for the execution of the block seminar (conference rooms, technical support infrastructure, lecturers' rooms, etc.).
- Schedule the implementation of the block seminar in coordination with dena and selected local lecturer(s).

Work Package 2: Study tour

The study tour will offer selected participants of the block seminar firsthand insights of best practice examples in Vietnam. Students will gain practical experiences by visiting energy efficient buildings. Participants of the study tour will be chosen based on a competition within the block seminar. The number of participants will be limited to five.

The contractor's tasks include:

- Analysis and research of existing best practice cases on energy efficiency in buildings in Vietnam for organising the study tour in coordination with dena;
- Organize the selection process of up to five participants to join the two- or three-day study trip on a competitive basis in coordination with dena;
- Organize and implement the study tour by providing accommodation, transport, etc. for the whole delegation;
- Summarise, consolidate, and disseminate support material for the study tour if needed.
- Provide travel reports including evaluation and photo documentation of the project sites visited

Work Package 3: Stakeholder workshop

The aim of the stakeholder workshop is to bring together key decision makers and stakeholders from Vietnam and German/ European private industry working in Vietnam with interest in the topic of energy efficiency in buildings and its implications for Vietnam. Participants should come from government entities, universities, partners from the private and public sectors. Participants will discuss next steps to sustainably anchor the topic of energy efficiency in buildings within Vietnamese universities.

The contractor's tasks include:

- Summarise, consolidate, and disseminate support material for the workshop in a timely manner.
- Advise dena with regards to the invitation of political stakeholders;
- Support the invitation management of key stakeholders for the workshop;
- Procurement of the necessary infrastructure for the execution of the workshop (hybrid-format)

Work Package 4: Project management

- Joint kick off meeting, regular jour fixe with dena and on demand if the situation requires;
- Disseminate project communication and information to local stakeholders and / or media in coordination with dena;

- Monitor current political events in the fields of energy efficiency in buildings, climate mitigation and adaptation as well as developments in the tertiary education landscape in Vietnam and informing dena, if these are deemed relevant for project implementation;
- Provide support with stakeholder management in Vietnam;
- Support the evaluation process of the block seminar, study tour and stakeholder workshop;
- Support dena in drafting quarterly reports (up to three pages according to template provided by dena);
- Translations of Vietnamese documents, articles etc. or English documents, if needed.

2.2 Qualification requirements for the project team/permanent contact person(s):

Lecturer(s):

- Excellent language skills in English (business fluent)
- University degree (master's degree or above) in engineering, architecture or a closely related field with a focus on the broader context of energy efficient buildings
- Research interest in building energy efficiency and sustainable construction are relevant, further research interest in climate responsive architecture, low carbon construction, and building and bioclimatic architecture are desirable
- Working experience in international cooperation and relevant professional experience in the field of energy, preferably with a focus on energy efficient buildings
- Practical experience in projects on renewable energy or sustainable building material are considered an asset
- Teaching experience in the field of architecture within master's and undergraduate architecture programmes in the Vietnamese context (post-Docs are welcome)
- A strong and broad network of relevant stakeholders of Vietnam's higher education landscape, which actively contribute to the curricula development of university in Vietnam
- Willingness to travel in Vietnam

Permanent contact persons:

- Strong Organisational skills
- Willingness to travel in Vietnam
- Demonstrated intercultural skills; ability to act carefully
- Very good project management and communication skills
- Excellent language skills in English (business fluent), fluent in word and writing in Vietnamese; knowledge of German is considered an asset

3 Schedule

Event	Date
Deadline for submission of tenders	25.06.2024
Expected award of contract by	01.07.2024
Kick off Meeting	As soon as possible after contract awarding
Work Package I: content, structure and concept block seminar	
<i>Review and monitoring progress block seminar</i>	<i>Regularly from August 2024 on (Q3 2024 – Q3 2025)</i>
<i>Implementation block seminar</i>	<i>Q1 2025</i>
Work Package II: content, structure and concept study tour	
<i>Review concept of the study tour</i>	<i>Q4 2024 & Q1 2025</i>
<i>Implementation of the study tour</i>	<i>Q2 2025</i>
Work Package III: content, structure and concept stakeholder workshop	
<i>Review and monitoring progress stakeholder workshop</i>	<i>Q4 2024 & Q1 2025</i>
<i>Implementation stakeholder workshop</i>	<i>Q2 2025</i>
Work Package IV: Project Management	
<i>Support dena in drafting quarterly report I</i>	<i>End of August 2024</i>
<i>Support dena in drafting quarterly report II</i>	<i>End of November 2024</i>
<i>Support dena in drafting quarterly report III</i>	<i>End of February 2025</i>
<i>Support dena in drafting quarterly report IV</i>	<i>End of May 2025</i>

The detailed schedule for the provision of the individual partial services shall be agreed upon between the client and the contractor after the order has been placed. The milestone schedule in the attachment can serve as reference for preparing the requested concept for the offer.

4 Procedure

4.1. General provisions

The contract “Local expertise, support for the implementation of the project: Vietnam University Cooperation on Energy Efficiency in Buildings” will be awarded based on the following procedure:

4.1.1. Primary contact, questions

Questions must be addressed in writing (email) to the primary contact at dena.

Deutsche Energie-Agentur GmbH – the German Energy Agency (dena)

Division: International Cooperation

Mr. Tuan Ngo

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10115 Berlin

Email: Tuan.Ngo@dena.de

A response to questions that are submitted later than five calendar days before the deadline for submission of tenders cannot be guaranteed. Where questions are relevant to other bidders, dena will circulate the anonymised question and the answer by dena by email to all bidders.

4.1.2. Contractual conditions

Upon placement of the order, the following contents will become contractual components. The order below is the hierarchy for application and interpretation in the event of contradictions between the contractual components:

- the provisions of the contract “Local expertise, support for the implementation of the project: Vietnam University Cooperation on Energy Efficiency in Buildings”; refer to the draft contract (annex 1)
- the invitation to tender (specifications)
- the bid by the contractor

The contractor’s terms and conditions do not apply.

4.1.3. Joint Tenders

In the case of a bidding consortium, an authorised representative must be named in the bid. The authorised member represents all the members of the group in a legally binding manner in dealings with the principal. All members of the group are jointly and severally liable for the fulfilment of contractual obligations, even after the group may have been disbanded. The bid must state how the individual tasks will be assigned within the joint tender.

4.1.4. Subcontracting

The contractor must perform the service on its own responsibility in every case. Where necessary, it may use subcontractors for fulfilment of the contract. If this is the case, the tasks that will be assigned, as well as their type and scope, must be listed in the bid next to the name of the subcontractor. Insofar as the contractor, when tendering its bid, refers to references from the subcontractor to demonstrate its suitability, a statement of commitment bearing the legally binding signature of the subcontractor must be presented, in which the subcontractor undertakes to perform the designated services as a subcontractor in the event that the contract is awarded. The contractor shall be responsible to the principal for performance of the services in accordance with the contract. Any subcontractors commissioned by the contractor shall be vicarious agents within the meaning of Section 278 of the German Civil Code (BGB).

4.1.5. Confidentiality

The documents made available in the context of this tender must be treated confidentially. The bidder's obligation to maintain confidentiality regarding all business affairs of dena of which it becomes aware in connection with this tender shall continue to apply after the end of this process. The bidder must commit its employees to adhere to the same confidentiality.

4.2. Form and content of the bid, and verifications and declarations to be submitted with the bid

The bid must be prepared in English in a clear, legible and comprehensible form. **The bid must be signed in a legally binding form and must state the primary contact for any questions.**

The bidder must submit the following evidence to demonstrate suitable expertise, capability and reliability:

- A short presentation of the contractor (max. 2 pages) (number of employees and description of the staff structure, legal form, domicile and other permanent establishments, core competencies and principal activities).
- Minimum one to maximum three references concerning comparable services provided over the last three years (description of the services rendered, information about the principal and contact details, contract value, period of contractual fulfilment).
- If applicable: statement on the intended use of subcontractors with precise specification of the services that will be provided by the subcontractors, as well as a statement of commitment bearing the legally binding signature of the subcontractor, in which the subcontractor undertakes to perform the designated services as a subcontractor in the event that the contract is awarded.
- In cases of joint tender, a statement bearing the signatures of all members of the tender must be submitted confirming that all members are jointly and severally liable for the contractual fulfilment of the service, that the executive, lead bidder acts as authorised representative for the listed members in dealings with the principal and that this party is authorised in particular to submit the bid and to accept payments with effect for each member.

Bid content/implementation concept

- Implementation concept regarding the services set out in the tender specifications.
- Naming of the project team members (including CVs with details of qualifications and experience).

Submission of the bid price and the VAT rate

The price information shall be structured in accordance with the specifications of this invitation to tender. Prices are to be given in euros as net prices plus the statutory rate of VAT. Cost packages must be itemised. The prices must be stated as lump-sum fixed prices per work package (cf. chapter 2.1) and calendar year (i.e. prices in 2024 and 2025); a total price must be indicated and shall not exceed 18,000.00 EUR. The lump-sum fixed price must

include the personnel and material costs as well as all necessary travel and incidental costs (applicable discounts and rebates do not have to be listed separately). In addition, any taxes to be borne by the principal and their amount must be stated.

4.3. Evaluation and award of the contract

4.3.1. Evaluation

The bidder’s suitability will be assessed based on the following criteria:

- Relevant experience (references)
- English language skills

4.3.2. Award of the contract

The contract will be awarded to the most economically advantageous bid. This is determined based on the assessment criteria quality 50 percent and price 50 percent.

The following sub-criteria will be included in the assessment of bid quality:

Selection criteria	Weighting factor	Rating	Score***
Qualitative award criteria*			
Quality and detail of the overall implementation concept	35	0 to 5	
Qualifications and experience of the project team	15	0 to 5	
Price**			
	50		
Total score			

* Rating scale: 0 points = requirements not satisfied; 1 point = requirements partially satisfied; 2 points = requirements are referenced but not addressed in detail; 3 points = requirements are satisfied essentially but with insufficient detail; 4 points = requirements are satisfied with a greater degree of detail; 5 points = requirements are fully satisfied with a high degree of detail.

** Calculation of the price score:
 (Lowest bid price / Price of the rated bid) * weighting factor

*** Calculation of the quality score:
 Sum of [(weighting factor * rating) / 5] of all sub-criteria

The contract will be awarded to the bid with the highest number of points (score).

It is expected that the contract will be awarded by 01.07.2024.

4.4. Procedure for submitting bids

The legally signed bid must be submitted by

25.06.2024; 23:59 CET

as a PDF attachment and sent by email **exclusively** to **vergabe@dena.de** stating the tender code **ZJWHQ5** in the **subject line**.

The period of validity of tenders is fixed at two months from the deadline of the submission of tenders.

All documents must have been received by dena by the deadline of the bidding period. The bidder is not entitled to submit missing or incomplete documents after the deadline. dena reserves the right to request submission of missing or incomplete documents after the deadline.

5 Additional information

Several bidders will be requested to submit bids. dena reserves the right to enter negotiations with the bidders regarding the terms of the contract (content of the bid and price). The bidders are not entitled to any negotiations. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed. dena reserves the right to cancel the procurement procedure at any time. In this case, the bidders will be notified of the cancellation and its reasons without undue delay.

Please notify the primary contact stated above if you do not wish to submit a bid and provide reasons if possible.

6 Annexes

Annex 1: Draft contract

Annex 2: dena report I “Renewable Building Materials in Vietnam”

Annex 3: dena report II “Renewable Cooling in Buildings”