

Invitation to tender for construction consultancy for small projects in Vietnam and Lao PDR

Date: 12 May 2025

Bread for the World - Regional Office for Vietnam and Lao PDR
4th Floor Lakeside Green Building, 33 Truc Bach Street
Ba Dinh District, Hanoi, Vietnam
Email: ThiNgocBich.Luu@brot-fuer-die-welt.de

Content

1	Terms of Reference	3
1.1	Brot für die Welt.....	3
1.2	Background	3
1.3	Objective of the contract	3
1.4	Parties involved	4
1.5	Service to be performed	4
1.5.1	Activities to be carried out	4
1.5.2	Special circumstances	4
1.5.3	Scope of the service and Place of service delivery/ travel.....	4
1.6	Contract period and time schedule	5
1.7	Reporting	5
1.8	Requirements for the execution of the contract/ necessary qualifications	5
1.9	Further requirements	6
2	Terms and conditions for tender	7
2.1	General principles	7
2.1.1	Contact person and questions	7
2.1.2	Type of procedure.....	7
2.1.3	Procurement documents.....	7
2.1.4	Bidding consortia.....	8
2.1.5	Subcontractors	8
2.1.6	Data protection within the framework of the procurement procedure.....	8
2.1.7	Sanctions list screening	8
2.2	Tenders	8
2.2.1	Form and content	8
2.2.2	Tender submission period and submission of tenders.....	10
2.3	Eligibility assessment and award of contract	10
2.3.1	Eligibility assessment	10
2.3.2	Award of contract	10
3	Annexes	12

1 Terms of Reference

1.1 Brot für die Welt

Brot für die Welt (Bread for the World) is the globally active aid agency in Germany. In more than 90 countries, we support poor people and communities in improving their lives through their own efforts.

Further information on the work of Brot für die Welt is available at: <https://www.brot-fuer-die-welt.de/en/bread-for-the-world/>.

1.2 Background

Brot für die Welt finances construction measures to a limited extent as part of its financial support. The financing of projects with construction measures is subject to a building inspection. This is based on the requirements of the funding guidelines of the Federal Ministry for Economic Cooperation and Development (BMZ) (see Annex 7) and the construction criteria of Bread for the World (see Annex 4).

These construction measures are planned and developed according to development policy and economic criteria and are generally part of a medium to long-term support concept. In many cases, suitable measures cannot be financed by other donors, but are usually a prerequisite for the successful work of our partners.

However, they are usually a prerequisite for the successful work of our partners in order to reduce their running costs, generate their own funds and promote their institutional sustainability. In particular, the maintenance of new and existing buildings, ownership of land and property, and a 10-year utilization commitment are key factors that must be ensured.

In addition to these development policy criteria, technical building criteria (see Annex 4) must also be applied, which form the basis for the technical building assessment: The concept and functionality of the design, fire protection, occupational health and safety and accessibility must be taken into account. The relationship between construction costs and building utilisation costs should be balanced, and local building materials should be preferred. Energy-efficient and climate-adapted construction should be realised using renewable energies and sustainable building technology, and opportunities for the qualification of local tradespeople - i.e. at the site of the building (e.g. as part of the training of tradespeople in the construction process) should be examined.

1.3 Objective of the contract

Projects with construction measures are planned and implemented in accordance with the applicable rules of construction technology (pursuant to Section 13 (1) sentence 2 VOB/B), BMZ funding guidelines (ZBau/Kirchen and NBest-Bau/Kirchen) and BfdW's internal construction criteria.

Here, attention must be paid to compliance with local standards and construction regulations (fire protection and accessibility) and energy-efficient, climate-adapted and ecological construction must be taken into account.

The objective of this consultancy is also to evaluate the compliance of the small construction projects and small-scale infrastructure projects, including gravity water systems, water filter systems, irrigation system, hand washing facilities, latrine renovation and construction, sign board huts, goat barns, village roads, inter-field roads, irrigation canals with the national standards and regulations as well as the donor's standards.

1.4 Parties involved

- The local contractor
- German external construction consulting agency hired by the BftW in Berlin
- The Regional Office Vietnam and Laos
- Partner organisations of the Regional Office Vietnam and Laos that implement the projects with construction components
- Local partners at localities in Vietnam and Laos
- Beneficiaries

1.5 Service to be performed

- Technical construction support for construction projects of partner organisations in Vietnam (04 projects) and Laos (08 projects)
- Assessment of the implementation capacities of local organisations for construction projects
- Assessment of the compliance of construction projects
- Acceptance and monitoring of completed construction projects on site

1.5.1 Activities to be carried out

1. Conducting site visits to inspect the existing infrastructure at project sites
2. Interviewing local stakeholders, including builders, community leaders, project officers, and relevant government authorities (if necessary)
3. Reviewing existing documentations for small construction and small-scale infrastructure related to design, construction approvals, and modifications
4. If necessary, provide detailed drawings, sketches, and technical modifications
5. Identifying any gaps in compliance with national standards and regulations of BftW and the donors
6. Preparing a comprehensive assessment report outlining key findings and recommendations. The German consulting agency engaged by BftW/ Berlin will provide the minimum technical standards, which the local consultant will use as a reference in developing the report
7. Communicate with the German consulting agency hired by BftW and address all their questions and requirements during and after the mission until they accept the final report.

1.5.2 Special circumstances

For specific construction-related advice, e.g. on structural design or for infrastructure measures (small hydropower plants), which are necessary for the realisation of the above-mentioned tasks and cannot be provided by the contractor in its own company, a corresponding subcontract can be awarded to another contractor as an accompanying/supporting measure. Subcontracting requires the consent of the client.

1.5.3 Scope of the service and Place of service delivery/ travel

Construction supervision and assessment in

Lot 1: Laos

approximately 92 days, including 28 days on site in provinces Salavan, Sekong, Phongsaly, Udomxay, Luang Prabang, Xieng Khoang, and Vientiane

Lot 2: Vietnam

approximately 25 days, including 2 days on site in Thai Nguyen province, Vietnam

Travel expenses will be reimbursed in accordance with the provisions of the Federal Travel Expenses Act (BRKG) or the terms of payment (Annex 2).

We encourage interested contractors to submit tender for both lots. Tenders for one lot only are admissible.

1.6 Contract period and time schedule

Service or activity	Estimated time required (number of days)	Period of implementation (e.g. month/year)
Construction engineering services in Vietnam (04 projects)	25	June/July
Construction engineering services in Laos (08 projects)	92	June/July
Total	117	

If it becomes apparent to the Contractor that the estimated time required will be exceeded or that the agreed period of performance cannot be adhered to, the Contractor must inform the Client of this without delay and agree with the Client on the further course of action.

1.7 Reporting

The Contractor prepares a final report on the services and activities in English and submits it in digital format to the consulted partner organisation and the Client (BftW Vietnam) within 30 days of the completion of the service.

The report must include at least the following elements:

Summary

Description of the process of the (service) delivery/consultancy process (activities carried out, methods used, persons involved - deviations from the planning must be explained)

Description of the service delivered and achievement of objectives

Factors that helped and hindered the service delivery and achievement of objectives

Conclusions and recommendations

It is at the discretion of the Client to request additional interim reports.

The Contractor reports separately on his/her own initiative on any special incidents.

The Contractor agrees to an evaluation meeting if requested by the Client.

1.8 Requirements for the execution of the contract/ necessary qualifications

During the term of the contract, the consultants must fulfil the requirements set out in the tender documents and specified in the tender. This includes both the suitability requirements and the information that is the subject of the evaluation based on the award criteria.

Tenderers who do not meet this requirement will not be admitted to the professional evaluation:

1.9 Further requirements

It is expected that the assignment will be carried out taking into account gender equality, impact and target group orientation as well as sustainability criteria.

2 Terms and conditions for tender

2.1 General principles

2.1.1 Contact person and questions

Mrs. Luu Thi Ngoc Bich

**Bread for the World - Regional Office for Vietnam and Lao PDR
4th Floor Lakeside Green Building, 33 Truc Bach Street**

Ba Dinh District, Hanoi, Vietnam

Email: ThiNgocBich.Luu@brot-fuer-die-welt.de

Questions should be sent by email to the contact person. A timely response cannot be guaranteed for questions that are not asked at the latest **(02)** calendar days before the expiry of the tender deadline. Questions that are also relevant for other tenderers will be made available to all tenderers in anonymised form by email together with the answer.

2.1.2 Type of procedure

The contract will be awarded in accordance with the specifications for procurement procedures for supplies and services for grant recipients of the Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung (BMZ / Federal Ministry for Economic Cooperation and Development) on the basis of the German Unterschwellenvergabeordnung (UVgO / Regulation on sub-threshold procurement):

Several tenderers, in principle at least three, are invited to submit a written tender.

If necessary, negotiation talks will be held with the tenderers; the tenderers have no right to such talks. The Client reserves the right to award the contract even without having negotiated beforehand.

The Client will not remunerate the preparation of the tender. Should the tender not be considered and/or there is no interest in submitting a tender, please send a prompt message to the above contact person, giving reasons if possible.

2.1.3 Procurement documents

The procurement documents consist of the following documents:

- Invitation to tender
- Self Declaration
- Calculation template
- Model contract
- Terms and conditions for payment
- Criteria for the approval of construction projects
- Overview of the documents required for construction projects and projects with constructions measures
- Enclosure application construction projects (for more detailed information)
- Excerpt of the BMZ funding guidelines

General terms and conditions of contract or delivery or other terms and conditions of the Contractor that deviate from the specifications in the procurement documents are excluded. They do not apply in the event of an assignment even if they were enclosed with the tender.

2.1.4 Bidding consortia

A bidding consortium is an association of two or more individual tenderers who submit a joint tender. In the case of a bidding consortium, an authorised representative must be appointed. The authorised member represents the bidding consortium in a legally binding manner towards the Client. Each member of the bidding consortium is jointly and severally liable for the performance of the contractual obligations even after its dissolution. The distribution of tasks within the bidding consortium must be set out in the tender.

2.1.5 Subcontractors

If necessary, the tenderer may also engage third parties for the performance of the contract and commission them with the performance of the services or parts of the services. If subcontractors are intended to be engaged by the tenderer(s), this must be stated in the tender. The Client reserves the right to request information about the subcontractor (e.g. on eligibility). The Contractor is also responsible towards the Client for the delivery of the service as agreed when using subcontractors.

2.1.6 Data protection within the framework of the procurement procedure

The tenderer agrees that the personal data provided by him/her may be processed and stored for the procurement procedure.

If personal data is passed on by the tenderer in the context of the procurement procedure (e.g. own employees, named contact persons at references), the obligation to provide information pursuant to Art. 13 GDPR or § 17 of the Kirchengesetz über den Datenschutz der Evangelischen Kirche in Deutschland [DSG-EKD / Data Protection Act of the Protestant Church in Germany] must be observed, i.e. the employees concerned must be informed accordingly and their consent to the processing of their personal data in connection with the submission of the tender must be obtained.

Upon conclusion of a contract, a data protection declaration must be signed by the Contractor.

2.1.7 Sanctions list screening

Based on international requirements [UN Resolution No. 1390 (2002), UN Resolution No. 1373 (2001), UN Resolution No. 2253 (2015), EC Regulation No. 881/2002, EC Regulation No. 2580/2001, EU Regulation No. 2016/1686 and EU Regulation No. 2017/1390 with numerous amendments], financial resources may not be paid to recipients who are on the sanctions list of the European Union and/or the United Nations and, in the case of transactions in US dollars, the United States of America. The implementation of appropriate safeguards is mandatory.

Accordingly, Brot für die Welt will carry out verification measures with all contractual partners against the existing sanctions lists of the European Union and the United Nations and, if applicable, the United States of America, in order to prevent funds from being paid to persons or organisations that are on the above sanctions lists.

2.2 Tenders

2.2.1 Form and content

The tender is to be prepared in English language and should not exceed (10 pages. The tender must be submitted electronically in text form. A natural person authorised to represent the tenderer, a contact person for questions and full contact details must be provided.

A complete tender consists of:

a) Documents for the assessment of eligibility:

1. Brief company description (incl. number of employees and structure, legal form, headquarters and other locations, main areas of expertise and activity) or short description of the applicant (with presentation of expertise and main areas of activity including linguistic/regional experience)
2. If required for the delivery of services in the country in which the contract is to be performed, proof of authorisation to exercise the profession, e.g. business licence, trade licence, entry in the professional and commercial registers, etc.
3. List with at least (1) up to a maximum of (3) references of comparable services carried out in the last three years, stating the Client, the invoice value and the service period - the references must show that the tenderer has already carried out comparable services
4. Proof of studies and training as well as certificates of authorisation to practise the profession for the owner or managers of the company - at least 2 persons with a (technical) university degree in architecture or civil engineering
5. The lead consultant/team leader must have at least 5 years of experience in infrastructure assessment (water resources, civil construction)
6. Knowledge of Vietnam and Laos national infrastructure standards and regulations
7. Proficiency in English is essential, knowledge of Vietnamese and/or Lao is required

Additional information if applicable:

8. Declaration on the intended use of subcontractors, specifying the parts of the services to be performed by the subcontractors
9. Bidding consortia must submit a legally binding declaration signed by all members of the bidding consortium stating that each member of the bidding consortium is jointly and severally liable for the contractual performance of the service and that the authorised representative of the bidding consortium legally represents the listed members towards the Client and is in particular entitled to submit the tender and to accept payments with effect for each member.

b) Content tender

1. Designation of the project team intended to deliver the services, including details of the qualifications, specialist knowledge and experience of the staff, including language and regional knowledge, as well as meaningful CVs in table form.
2. Implementation concept with regard to the services described in the terms of reference with methodological approach

c) Financial tender

1. Indication of the daily rate in EUR per person, taking into account the specifications in the terms and conditions for payment (Annex 2).
2. Estimated total fee with a full breakdown of days per employee
3. Estimate of travel costs and other expenses incurred

The fee includes remuneration and other ancillary costs (cf. Section 6 Terms and conditions for payment). For contractors based abroad, the fee must in principle include all local and national taxes and duties (including value-added tax or analogous types of tax). In the case of contractors based in Germany, the net price must be stated. Travel time is remunerated at half the agreed fee rate. Costs for meals are not reimbursed, nor is a daily allowance paid. The specifications for pricing are defined in the terms and conditions for payment (Annex 2).

The number of days/trips/workshops/etc. and the budget are agreed in the contract as “up to” amounts. Under the contract, the Contractor is not entitled to fully exhaust the budget if this is not necessary for the objective of the service delivery.

2.2.2 Tender submission period and submission of tenders

Please send your complete tender with the subject (construction consultancy for small projects in Vietnam and Lao PDR.) by **01.06.2025** at the latest as a PDF file by email to ThiNgocBich.Luu@brot-fuer-die-welt.de

The binding period for the tender is **15.07.2025**

The documents must be received in full by Brot für die Welt by the end of the tender period. Brot für die Welt reserves the right to request missing or incomplete documents. The tenderer is not entitled to supplementary submission.

2.3 Eligibility assessment and award of contract

2.3.1 Eligibility assessment

The eligibility of the tenderer will be assessed on the basis of the following criteria:

- Main areas of activity/competence
- References
- Economic capacity

2.3.2 Award of contract

The contract is awarded to the most economical tender. This is determined on the basis of the award criteria price (**40**) percent and quality (**60**) percent.

When assessing the quality of the tender, the following sub-criteria are evaluated:

Award criterion	Maximum score	Weighting factor (WF)**	Evaluation points (EP)***	Performance points****
Price*				
Daily fee rate	40			
Quality				
1. Qualification	30			
Professional qualifications/experience	10	3.33	0 to 3	=WF x EP
Language skills	10	3.33	0 to 3	=WF x EP
Regional knowledge	10	3.33	0 to 3	=WF x EP
2. Content and conceptual quality of the offer	20			

Understanding of tasks and quality of the overall concept	10	3.33	0 to 3	=WF x EP
Quality of the consulting approach	10	3.33	0 to 3	=WF x EP
		3.33	0 to 3	=WF x EP
3. Organizational implementation	10			
Description of the org. Implementation of all measures	5	1.67	0 to 3	=WF x EP
Consistency and traceability of time, process and resource planning	5	1.67	0 to 3	=WF x EP
Total	100			

*Price

The lowest daily rate receives (**40**) points. The other tenders receive fewer points according to the relative deviation from the lowest daily rate.

Example: The cheapest daily rate offered by tenderer A is €150 and receives 40 points in the evaluation. Tenderer B's next highest daily rate is €200, deviates by €50, i.e. 33.33%, and receives 13 points. The figures are rounded in accordance with standard commercial practice. Minus points are not awarded.

weighting factor: Maximum number of points/max. evaluation points* evaluation points

0 points	Objective not met
1 point	Objective largely met: comprehensible presentation, focus partly corresponds to the task
2 points	Objective well met: overall compelling and coherent presentation, focus largely corresponds to the assignment
3 points	Objective met with distinction: coherent and compelling presentation, focus on the specifics of the assignment

***performance points: Sum of weighting factor times evaluation points in the respective category

The tender with the highest total number of points (performance points) will be awarded the contract.

3 Annexes

Annex 0: Self Declaration

Annex 1: Model contract

Annex 2: Terms and conditions for payment

Annex 3: Calculation template

Annex 4: Criteria for the approval of construction projects

Annex 5: Overview of the documents required for construction projects and projects with constructions measures

Annex 6: Enclosure application construction projects (for more detailed information)

Annex 7: funding guidelines of the Federal Ministry for Economic Cooperation and Development (BMZ) (relevant excerpt)