



USAID | VIETNAM

FROM THE AMERICAN PEOPLE

REQUEST FOR INFORMATION (RFI)

Date of Issue: August 7, 2018
Closing Date: August 21, 2018
Closing Time: 1700 Hanoi Time

Subject: RFI on Service Providers for the Proposed New Disability Support Project

To All Interested Respondent/Parties:

The U.S. Agency for International Development's Mission to Vietnam (USAID/Vietnam) seeks to collect written information about the capacities of Vietnamese-based local for-profit and not-for-profit non-government organizations engaged in, or capable of providing services to achieve USAID's Disability Support Project, which is entitled "Implementing a Sustainable Model to Improve the Inclusion of Persons with Disabilities". The information provided will be used to help guide future planning decisions. The requested information will not be shared publicly.

Information Requested

USAID is seeking information from Vietnamese for-profit and not-for-profit non-governmental entities regarding their capabilities to manage and administer a large-scale (\$10-\$30 million) program that implements actions through sub-contracts/grants with local organizations, including their ability to engage with the host government, comply with USAID regulations, hire appropriate staff, and build capacity of local partners. USAID does not expect all organizations to have inherent capacity to complete all of these functions, but they must have the operational structure to recruit and hire the necessary personnel to do so.

Interested parties should submit information supporting their experience, expertise, and capabilities in undertaking similar work. The following information should be provided:

1. Organization/entity name, physical address, and email address;
2. Names of key staff/consultants, along with summaries of relevant professional experience;
3. A profile of the organization with a full list of organizational capabilities including the ability to establish quality control and financial management systems, and experience working with the Government of Vietnam's agencies and authorities at national and sub-national levels;
4. Sample scope(s) of work performed demonstrating a proven track record and capability;
5. Other relevant information about the organization to help inform USAID about its ability to manage complex, large scale technical projects, recruit professional staff required, and deploy adequate accounting and reporting systems.

Submission Instructions

Interested parties are strongly encouraged to submit a response to this inquiry. All submissions must be via email, and should be in the following format:

Email Subject Line: USAID/Vietnam Disability RFI - Organization Name

File Attachment: USAID/Vietnam Disability RFI - Organization Name

Submitted documents and correspondence must be in the English language. Although not required, if you choose to provide any price lists, they must be in USD. Phone calls or hard copy delivery of information will not be accepted.

All responses to this RFI must be emailed to Mr. Michael Capobianco, Contracting Officer, at mcapobianco@usaid.gov, with a copy to Ms. Hoa Hoang, Acquisition and Assistance Specialist, at hoahoang@usaid.gov, **by no later than August 21, 2018 - 1700 Hanoi, Vietnam local time.**

Disclaimer Notice

This RFI is issued solely for market research and planning purposes. This is not a solicitation or call for proposals. Any proposals submitted in response to this request will not be considered.

USAID will not pay for information submitted nor will it reimburse for costs incurred by an organization that elects to respond to this request. All costs associated with responding to this request will be solely at the respondent's expense. USAID is in no way obligated to utilize submitted information or issue a solicitation as a result of this request. USAID is not obligated to procure any of the services described herein, nor should the release of this request be construed as such a commitment on the part of USAID.

Any information submitted in response to this notice is voluntary. Not responding to this request does not preclude participation of any legal entities in future solicitation, if any, following this RFI.

Sincerely,

/s/

Michael Capobianco
Contracting/Agreement Officer
USAID/Vietnam