

**Application Guideline for  
Contract Research on “Survey on Motorcycle Component Suppliers  
in Vietnam” Commissioned by IDE-JETRO**

May 2, 2016  
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President, Japan External Trade Organization

**APPLICATION GUIDELINE**

All of applicants should apply in accordance with this guideline, with recognition about contents of this specification.

**1. Proposal Form Submission**

Submit the Proposal Form in which all necessary items are filled, following the instructions stipulated in this Application Guideline and the Proposal Form by the deadline shown below by e-mail or courier service.

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**Application DEADLINE: 18:00, May 23, 2016 (JST=GMT+8)**

**2. Evaluation Schedule**

Accepting Proposal: May 2, 2016 ~ May 23, 2016  
Evaluation Process: May 24, 2016 ~ May 27, 2016  
Notification: by May 27, 2016  
Contract: June 23, 2016

# **SPECIFICATION**

Enclosed Proposal Form shall be submitted following all requirements and conditions specified in the clauses below.

## **1. Evaluation Criteria**

- 1) Feasibility and soundness of the technical approach and methodology for the survey
- 2) Adequacy of work plan to collect high-quality data within the required timeframe
- 3) Organizational experience and the capability of conducting questionnaire surveys
- 4) Familiarity with the areas where the survey is conducted
- 5) Qualification of the principal researcher and other staff

## **2. Title of the Research**

Survey of motorcycle component suppliers in Vietnam

## **3. Background and Objectives of the Research**

The Vietnamese motorcycle industry has experienced remarkable development since the early 2000s. After intense competition between foreign-invested and local Vietnamese assemblers of components imported from China in the early 2000s, the market has come to be dominated by several foreign-invested assemblers and particularly Japanese assemblers. The rapid growth of motorcycle industry has been accompanied by the development of component suppliers. Among assembly-type machinery industries in Vietnam, the motorcycle industry is now most advanced in terms of the development of local supporting industry, and the domestic supply base includes local suppliers in addition to foreign-invested ones.

The aim of this research is to collect quantitative and qualitative data that shed light on the status of the motorcycle component suppliers in Vietnam. Specifically it collects data on the following: (1) the overall structure of the motorcycle component suppliers in Vietnam, (2) the nature of transactional relationships between assemblers and suppliers, (3) the suppliers' performance in terms of productivity and acquisition of capabilities and management practices, (3) distribution of profits between assemblers and suppliers, and (5) the suppliers' development strategies within the motorcycle industry and beyond.

## **4. Scope of Work on the Research**

### **(1) Sampling**

A CONTRACTOR shall develop a comprehensive list of motorcycle component suppliers in Vietnam, which will be used as the sampling frame for the survey. The list will cover only those suppliers supplying components directly and/or indirectly to motorcycle assemblers in Vietnam, excluding any suppliers of replacement components or suppliers only engaged in exports. While the list will be based mainly on the Enterprise Survey conducted by the General Statistical Office (GSO), A CONTRACTOR may be required to supplement the GSO list with other sources of information.

From the comprehensive list, 80 suppliers will be selected randomly for the survey so as to represent suppliers of components to motorcycle assemblers operating in Vietnam.

## (2) Data collection

A CONTRACTOR will collect data on the selected suppliers by visiting the suppliers, interviewing relevant managers, and filling in the questionnaires by itself. The questionnaire will cover general information about the suppliers including financial data, transactional relationships with customers, and acquisition of capabilities and management practices.

A CONTRACTOR shall ensure that all the suppliers are surveyed consistently and exactly in accordance with instructions specified by IDE. To this end, the team leader of A CONTRACTOR shall select enumerators carefully on the basis of their surveying capacity and take relevant measures to increase their performance. The team leader and enumerators shall take best effort to increase the suppliers' response. Enumerators shall conduct interviews and record interviewees' responses accurately and in accordance with instructions, and make detailed notes on any supplementary information about the suppliers obtained during the interviews. Enumerators shall check the accuracy of the data collected and ask for clarification and/or additional information from the suppliers whenever necessary.

## (3) Data entry and report compilation

After the survey, A CONTRACTOR prepares an Excel database containing quantitative data (including numerical, multiple choice and yes-no questions) and a comprehensive report for each supplier visited, containing qualitative data and supplementary information collected during the interviews.

## **5. Expected Outcome**

The research is expected to produce data on 80 motorcycle component suppliers in Vietnam, covering general information on the suppliers, their transactional relationships with customers, and acquisition of capabilities and management practices.

## **6. Research Schedule**

Term of Research work:

Research work shall be conducted from June 23, 2016 to January 31, 2017.

June 23, 2016	Signing a contract
July 1, 2016 to January 15, 2017	Survey of motorcycle suppliers and data entry/cleaning
January 20, 2017	Submission of Reports

## **7. Reports**

Upon completion of the survey, A CONTRACTOR delivers the following to the IDE:

- (1) an Excel file to which quantitative data are keyed in, using the format to be provided by IDE;
- (2) reports for each of the surveyed suppliers containing all qualitative data and supplementary information collected during the survey, in Vietnamese and English, and in Word format; and
- (3) scanned original questionnaire sheets in PDF format.

All items shall be emailed to IDE with protection against data access.

## **8. Budget**

- (1) Total Budget: Total amount of (2), (3) and (4) is 1,500,000 yen.
- (2) Direct Expenses: See clause 9 for details.
- (3) Administrative Overhead: Administrative expenses on the Research activities, in maximum 10 % of total direct expenses would be on budget proposing.
- (4) In case tax is imposed on the payment of expenses according to the provisions of prevailing laws and regulations of A CONTRACTOR's country, the tax shall be included in budget proposal within the total budget amount as stated in (1).

## **9. General Condition of Expenditure and Account Management on the Research**

Expenditure items on the Research should be confined to the following items.

### 1) Direct Expenses

#### a. Honoraria for researchers

Keep work logs on report sheet provided by IDE-JETRO in order to confirm the status of the Research work.

#### b. Wages and salaries for research assistants

Upon hiring research assistants, keep reports specifying the name of the employee and content of service, to confirm the status of work.

#### c. Point to Notice on Calculation of Honoraria for Researchers or Wages and Salaries for Research Assistants

A CONTRACTOR shall be required to instruct joint researchers or research assistants to take an appropriate and adequate recess (e.g. noon recess) in accordance with the labor law or the employment practice of your country.

A CONTRACTOR shall be required to exclude the rest period from the working hours of the day when a CONTRACTOR calculate the honoraria for joint researchers or wages for research assistants.

### 2) Administration Overhead

Expenditure such as telecommunication and translation on the Research shall be borne within the amount of Administration Overhead.

## **10. Statement of Accounts and Time sheets**

Statement of Accounts and Time sheets shall be submitted immediately after submission of Report (as specified in clause 7) within the contract period.