



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTÉ
WELTGESUNDHEITSORGANISATION
ВСЕМИРНАЯ ОРГАНИЗАЦИЯ ЗДРАВООХРАНЕНИЯ

REGIONAL OFFICE FOR EUROPE
BUREAU RÉGIONAL DE L'EUROPE
REGIONALBÜRO FÜR EUROPA
ЕВРОПЕЙСКОЕ РЕГИОНАЛЬНОЕ БЮРО

22 November 2016

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Our reference:
Notre référence:
Unser Zeichen:
См. наш номер:

CCC/MDA/309

Your reference:
Votre référence:
Ihr Zeichen:
На Ваш номер:

Dear Sir/Madam,

**REQUEST FOR PROPOSALS:
Logistics for the organization of High Level Policy Dialogues on Tobacco Control**

The World Health Organization (WHO) is seeking offers for providing logistical support for the organization of two high level policy dialogues on tobacco control. Your Company is invited to submit a proposal for the services on the project in response to this Request for Proposals (RFP).

WHO is a public international organization, consisting of 194 Member States, and a Specialized Agency of the United Nations with the mandate to act as the directing and coordinating authority on international health work. As such, WHO is dependent on the budgetary and extra-budgetary contributions it receives for the implementation of its activities. Bidders are therefore requested to propose the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.

WHO requires the successful bidder, the provider, to carry out Logistics for the organization of one seminar on EU Pharmaceutical legislation.

The provider shall be a logistic agency with proven expertise in providing logistical support in the organization of different type of events.

The offer shall include the following information:

Purpose: Logistics for the organization of two high level policy dialogues on tobacco control

Period: 05-06 Dec 2016

Participants: Up to 80 persons

Venue location: Parliament of the Republic of Moldova, plenary hall. Bd. Ștefan cel Mare și Sfânt 105, Chisinau

WHO Country Office, Republic of Moldova

29, Sfatul Tarii str.
MD-2012 Chisinau
Republic of Moldova

Tel.: +373 22 83 99 60
Fax: +373 22 83 99 70

Email: whomda@euro.who.int
Website: <http://www.euro.who.int/moldova>

Item	Generic Description	No. of days/units	Quantity
1.	Welcome coffee	2 days	80
2.	Coffee breaks to be served close to the meeting room (please provide detailed description of the coffee breaks)	2 days	160
3.	Lunches, to be served close to the meeting room (please provide detailed description of the lunches)	2 days	80
4.	Reception – location to be provided by the bidder (Chisinau)	1 day	20
5.	Translation of the materials, pages	-	70
6.	Stationary for each participant: pen, notebook and folder. The design and placement of partner logos on stationary will be coordinated with WHO Country Office	-	170
7.	Printing of materials, 120 pages/day	240 pages	80
8.	Documenting the event by taking pictures in the process (please mention the name of photographer). Pictures should be provided in original and resized	2 days	1
9.	Memory sticks (16 GB) to be provided to all participants (including selected pictures and materials of the events).	-	100
10.	Minutes/report of the events Romanian language	2 days	1 report
11.	Transportation services <ul style="list-style-type: none"> - Pick up/drop off for 4 high level speakers from/to the airport - Transportation to/from the venue of reception 		4 persons 20 persons

Please prepare your offer using the attached template (re: Template for Financial Proposal). The offer should be prepared in local currency or US dollars and submitted to the following email: whomda@euro.who.int. Kindly ensure that all price(s) quoted do not include VAT. For additional questions or clarifications, please contact Elena Holban at: 022 83 99 64, bratunove@who.int.

Bidders should follow the instructions set forth below in the submission of their proposal to WHO.

The proposal and all correspondence and documents relating thereto shall be prepared and submitted in the English language.

The proposal should be concisely presented and structured to include the entered in the above table and shall include financial proposal for each separate line:

Any information which the bidder considers confidential, if any, should be clearly marked as such.

The bidder shall submit the complete proposal to WHO in writing no later than **25 November 2016, 17:30 (GMT+2:00)** (“the closing date”), by email at the following address: whomda@euro.who.int

WHO may, at its own discretion, extend the closing date for the submission of proposals by notifying all bidders thereof in writing.

Any proposal received by WHO after the closing date for submission of proposals may be rejected.

The offer outlined in the proposal must be valid for a minimum period of 30 calendar days after the closing date. A proposal valid for a shorter period may be rejected by WHO. In exceptional circumstances, WHO may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

The bidder may withdraw its proposal any time after the proposal's submission and before the above mentioned closing date, provided that written notice of the withdrawal is received by WHO via email, as provided above, before the closing date.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the bidder in the proposal (subject always to the minimum period of validity referred to above).

WHO may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the RFP by written amendment. Amendments could, *inter alia*, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have received the RFP will be notified in writing of all amendments to the RFP and will, where applicable, be invited to amend their proposal accordingly.

Before conducting the technical and financial evaluation of the proposals it has received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

Please note that WHO is not bound to select any bidder and may reject all proposals.

Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to WHO's general principles, including economy and efficiency, WHO does not bind itself in any way to select the bidder offering the lowest price.

WHO may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

WHO reserves the right to:

- a) Award the contract to a bidder of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for WHO's action;
- d) Award the contract on the basis of the Organization's particular objectives to a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relative to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is **acting in good faith** by issuing this RFP. However, **this document does not oblige WHO to contract for the performance of any work, nor for the supply of any products or services.**

At any time during the evaluation/selection process, WHO reserves the right to modify the scope of the work, services and/or goods called for under this RFP. WHO shall notify the change to only those bidders who have not been officially eliminated due to technical reasons at that point in time.

WHO reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected bidder.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract provided to it by WHO, and return it to WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

Any and all of the contractor's (general and/or special) conditions of contract are hereby explicitly excluded from the contract, i.e., regardless of whether such conditions are included in the contractor's offer, or printed or referred to on the contractor's letterhead, invoices and/or other material, documentation or communications.

We look forward to receiving your response to this RFP.