



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTÉ
WELTGESUNDHEITSORGANISATION
ВОЗМІРНА ОРГАНІЗАЦІЯ ЗДРАВООХРАНЕННЯ

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

Date: 06 April 2017

To whom it may concern

Head office:

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Our reference:

Notre référence:

Unser Zeichen:

См. наш номер:

CCC-MDA-

047

Your reference:

Votre référence:

Ihr Zeichen:

На Ваш номер:

Dear Madam/Sir:

REQUEST FOR PROPOSALS:

Logistics for training on infectious substances shipment transport (ISST) and guidance, Chisinau, Republic of Moldova, 22-26 May 2017

The World Health Organization (WHO) is seeking offers for providing logistical support for the WHO training on infectious substances shipment transport (ISST) and guidance, Chisinau, Republic of Moldova. 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 WHO training on infectious substances shipment transport (ISST) and guidance, Chisinau, Republic of Moldova.

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 WHO training on infectious substances shipment transport (ISST) and guidance, Chisinau, Republic of Moldova, 22-26 May 2017

Period: 22-24 May 2017 – training
25-26 May 2017 – working group meeting

Participants: 30
Participants: 12

Venue location: to be provided by the bidder, Chisinau, Republic of Moldova

<i>Item</i>	<i>Generic Description</i>	<i>No./ units</i>	<i>Quantity</i>	<i>Unit price USD</i>	<i>Subtotal USD</i>
1.	Conference room: - for 28 persons for 22-24 May 2017 - for 10 persons for 25-26 May 2017	3 days 2 days	1 room 1 room		
2.	Aid tools for 22-24 May 2017 : - sets of flipchart markers (4 colours each; black, red, green, blue) - Flipcharts with paper	3 days 3 days	3 sets 3 sets		
3.	Aid tools for 25-26 May 2017 : - flipchart markers (4 colours each; black, red, green, blue) - 1 Flipcharts with paper	2 days 2 days	1 set 1 set		
4.	Set of equipment for projection of PowerPoint presentations in ENGL/RUS for 22-24 May 2017, consisting of: - 1 Laptop w/connection to internet - 1 Projector - 1 White screen	3 days	2 sets		
5.	Set of equipment for projection of PowerPoint for 25-26 May 2017: - 1 Laptop w/connection to internet - 1 Projector (ensure good quality of presentations projection) - 1 White screen	2 days	1 set		
6.	Stationary for each participant: - notebook - pen	-	28 sets		
7.	1.5 or 2 inch Plastic binder /folder with 2 holes for participants		28 binders		
8.	Memory sticks (16 GB)		28 sticks		
9.	Printing of certificates A4, coloured. Template will be provided by WHO.	-	28 sets		
10.	Preparation and dissemination of background materials for the event, including, agenda, badges for each participant and table name tag for participants and speakers	-	28 sets		
11.	Coffee breaks (2 per day) to be served near the meeting room (please provide detailed description of the menu for coffee breaks) - on 22-24 May 2017 (24 May – short day) - on 25-26 May 2017	5 coffee breaks 4 coffee breaks	30 participants 12 participants		

<i>Item</i>	<i>Generic Description</i>	<i>No./ units</i>	<i>Quantity</i>	<i>Unit price USD</i>	<i>Subtotal USD</i>
12.	Lunch (1 per day), please provide detailed description of the menu - on 22-24 May 2017 - on 25-26 May 2017	3 lunches 2 lunches	30 participants 12 participants		
13.	Dinner, please provide detailed description of the menu - on 22-23 May 2017 - on 24-26 May 2017	2 dinners 3 dinners	18 participants 4 participants		
14.	Still/sparkling water in 0,5l bottles (2 bottles/day/person) - 22-24 May 2017 - 25-26 May 2017	3 day 2 day	180 bottles 48 bottles		
15.	Translation equipment for simultaneous interpretation during 22-24 May 2017 - radio microphones, - speakers and headphones, - translator's booth	3 days	2 microphones 28 participants 1 booth		
16.	Translation equipment for simultaneous interpretation during 25-26 May 2017 - radio microphones, - speakers and headphones, - translator's booth	3 days	2 microphones 10 participants 1 booth		
17.	Documenting the event by preparing the meeting report (in English, as per WHO template)		1 report		
18.	Documenting the event by taking pictures (original & resized pictures) on 22 May and 24 May 2017	3 hours	1 photographer		
19.	Printing b/w, A4 both parts of: - Training/background materials - 6 presentations (3 slides/page as handouts, up to 30 slides/presentation)	20 pages 60 pages	29 sets 29 sets		
20	Accommodation in single standard rooms for: - 22-23 May 2017 - 18 persons - 24-25 May 2017 – 4 persons	2 nights 2 night	18 single rooms 4 single rooms		
TOTAL					

Please prepare your offer using the attached template (re: Template for Financial Proposal). The offer should be prepared in US dollars. Kindly ensure that all price(s) quoted do not include VAT. For additional questions or clarifications, please contact Svetlana Golan at: 022 83 99 60, golans@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 **14 April 2017, 12:00 (GMT+2:00)** (“the closing date”), by email at the following address: eurowhomda@who.int.

Each proposal shall be signed by a person or persons duly authorized to represent the bidder, to submit a proposal and to bind the bidder to the terms of this RFP.

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.