**Request for Proposals:**

**Annex 1: Acknowledgement Form** (Ref. Paragraph 4.2)

|  |
| --- |
| **Please check the appropriate box (see below) and email to eurowhomda@who.int this acknowledgement form immediately upon receipt to:**  Name: Dr. Bezverhni Zinaida , Title: Health Systems Officer  World Health Organization  29, Sfatul Tarii street, Le Roi Business Center, office 303, Chisinau, Republic of Moldova  Bid Ref: |
| **Intention To Submit A Proposal**  We hereby acknowledge receipt of the RFP. We have perused the document and advise that we intend to submit a proposal **on or before 05/07/2019 at 15:00 hours Chisinau**  **time**. |
| **Non-Intention To Submit A Proposal**  We hereby acknowledge receipt of the RFP. We have perused the document and advise that we do not intend to submit a proposal for the following reasons:  Insert reason here: |
| **Bidder's Contact Information is as follows**: |

|  |  |
| --- | --- |
| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Signature:** |  |
| **Date:** | ………………………………………………………………………………………………… |

**Request for Proposals:**

**Annex 2: Confidentiality Undertaking** (Ref. Paragraph 4.6)

1. The World Health Organization (WHO), acting through its Department of Enter Text, has access to certain information relating to Enter Text which it considers to be proprietary to itself or to entities collaborating with it (hereinafter referred to as “the Information”).
2. WHO is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Request for Proposals (RFP) for the Enter Text Project ("the Purpose"), provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons who have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to WHO or parties collaborating with WHO, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
   1. was known to the Undersigned prior to any disclosure by WHO to the Undersigned; or
   2. was in the public domain at the time of disclosure by WHO; or
   3. becomes part of the public domain through no fault of the Undersigned; or
   4. becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality to WHO.
4. At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
5. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above mentioned RFP process.
6. Any dispute relating to the interpretation or application of this Undertaking shall, unless amicably settled,   
   be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration.   
   The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with the rules of arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.

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| --- | --- |
| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Signature:** |  |
| **Date:** | ………………………………………………………………………………………………… |

**Request for Proposals:**

**Annex 3: Proposal Completeness Form** (Ref. Paragraphs 4.4 & 4.6)

|  |  |  |
| --- | --- | --- |
| **Section** | **Requirement** | **Completed in full (Yes/No)** |
| Annex 2 | Confidentiality undertaking form | Yes  No |
| Annex 3 | Proposal completeness form | Yes  No |
| Annex 4 | Information about Bidder | Yes  No |
| Annex 5 | Acceptance form | Yes  No |
| Annex 6 | Self-Declaration Form | Yes  No |
| 4.12.2 to 4.12.6 | Technical Proposal, including Executive Summary, proposed solution, approach/methodology and timeline | Yes  No |
| 4.12.7 | Financial Proposal | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |
|  |  | Yes  No |

**The enclosed Proposal is valid for \_\_\_\_\_\_\_\_\_\_\_\_\_ days from the date of this form** (Ref. Paragraph 4.8)**.**

Agreed and accepted, in (…..) original copies on **\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Signature:** |  |
| **Date:** | ………………………………………………………………………………………………… |

**Request for Proposals:**

**Annex 4: Questions from Bidders** (Ref. Paragraph 4.6)

|  |  |  |
| --- | --- | --- |
| **No.** | **RFP Section reference** | **Question** |
| 1 | Enter Text | Enter Text |
| 2 | Enter Text | Enter Text |
| 3 | Enter Text | Enter Text |
| 4 | Enter Text | Enter Text |
| 5 | Enter Text | Enter Text |
| 6 | Enter Text | Enter Text |
| 7 | Enter Text | Enter Text |
| 8 | Enter Text | Enter Text |
| 9 | Enter Text | Enter Text |
| 10 | Enter Text | Enter Text |
| 11 | Enter Text | Enter Text |
| 12 | Enter Text | Enter Text |
| 13 | Enter Text | Enter Text |
| 14 | Enter Text | Enter Text |
| 15 | Enter Text | Enter Text |
| 16 | Enter Text | Enter Text |
| 17 | Enter Text | Enter Text |
| 18 | Enter Text | Enter Text |
| 19 | Enter Text | Enter Text |
| 20 | Enter Text | Enter Text |

**Request for Proposals:**

**Annex 5: Acceptance Form** (Ref. Paragraph 4.6)

**The Undersigned, ……………………….., confirms to have read, understood and accepted the terms of the Request for Proposals (RFP) No**.  **, and its accompanying documents. If selected by WHO for the work, the Undersigned undertakes, on its own behalf and on behalf of its possible partners and contractors, to perform in accordance with the terms of this RFP** **and any corresponding contract between WHO and the Undersigned, for the following sums:**

| **Item** | **Cost (Indicate Currency)** |
| --- | --- |
| **One-Time Costs-Amend as appropriate** | |
| **Total Proposed Manpower Costs by Phase (check only)** | 0.00 |
| Total Proposed Manpower Costs by Resource | 0.00 |
| Total Proposed Hardware Costs | 0.00 |
| Total Proposed Operating System Costs | 0.00 |
| Total Proposed Networking Costs | 0.00 |
| Total Proposed Database Costs | 0.00 |
| Total Proposed Application Costs | 0.00 |
| Total Proposed Per-Module Costs | 0.00 |
| Total Proposed Admin, User, Customer License Costs | 0.00 |
| Total Proposed Maintenance Support Costs | 0.00 |
| Total Proposed Travel Costs | 0.00 |
| Total Leaving Costs | 0.00 |
| Total Other Costs | 0.00 |
| **Total Proposed On-Time Cost** | **0.00** |
| **Recurring Costs** | |
| Total Proposed Hardware Costs | 0.00 |
| Total Proposed Operating System Costs | 0.00 |
| Total Proposed Networking Costs | 0.00 |
| Total Proposed Database Costs | 0.00 |
| Total Proposed Application Costs | 0.00 |
| Total Proposed Per-Module Costs | 0.00 |
| Total Proposed Admin, User, Customer License Costs | 0.00 |
| Total Proposed Maintenance Support Costs | 0.00 |
| Total Other Costs | 0.00 |
| **Total Proposed Recurring Cost** | **0.00** |

**The enclosed Proposal is valid for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days from the date of this form** (Ref. Paragraph 4.8)**.**

Agreed and accepted, in (….) original copies on **\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Signature:** |  |

**Annex 6: Self Declaration Form**

**Applicable to private and public companies**

<**COMPANY**> (the “Company”) hereby declares to the World Health Organization (WHO) that:

1. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO;
3. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
4. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
5. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
6. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
7. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
8. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (finanical or otherwise) arising from a procurement contract or the award thereof;
9. it adheres to the UN Supplier Code of Conduct;
10. it has zero tolerance for sexual exploitation and abuse and has appropriate procedures in place to prevent and respond to sexual exploitation and abuse.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

|  |  |
| --- | --- |
| **Entity Name:** | ………………………………………………………………………………………………… |
| **Mailing Address:** | …………………………………………………………………………………………………  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |
| **Name and Title of duly authorized representative:** | ………………………………………………………………………………………………… |
| **Signature:** |  |
| **Date:** | ………………………………………………………………………………………………… |