CAPACITY BUILDING FOR QUALITATIVE DATA ANALYSIS & WRITING UP MANUSCRIPT FOR CBO (COMMUNITY BASED ORGANIZATION) BASED INTERVENTION STUDY PUBLICATION for The HATI Project (HIV Awal (Early) Testing & Treatment Indonesia)

Request for Proposals (RFP)
Bid Reference
RFP 056-2019
Unit Name
HIV – WHO Indonesia

Purpose of the RFP:

to enter into a contractual agreement with a successful bidder and select a suitable contractor to conduct capacity building for qualitative data analysis and writing up manuscript for CBO Based Intervention Study Publication for the HATI Project (HIV Awal (Early) Testing and Treatment Indonesia)

Closing Date:

[22 April 2019]
The World Health Organization (WHO) is seeking offers for capacity building for data analysis and manuscript writing of the HATI Project (HIV Aware [Early] Testing and Treatment Indonesia). Your Institution is invited to submit a proposal for the services 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.

1. Requirements
WHO requires the successful bidder, to carry out data analysis workshop consist of data management, qualitative analysis including managing workshop and participant cost.
See attached detailed Terms of Reference for complete information.

The successful bidder shall be a not-for-profit individual institution operating in the field of Public Health with proven expertise in Data Analysis Qualitative.

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

2. Proposal
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 following information:

- Administrative documentation (2 to 4 pages): with names and addresses of institutions and/or consultants. Trainer and facilitators with CV, the experience and background of the institutions/consultants on the relevant topic (please complete Annex 2)
- Proposed approach of the activity including, methods, expected results and plan
- Proposed time line for workshop schedule when the final report of the activities will be available
- Financial proposal – maximum USD 8,600 in IDR currency with components, professional fee, travel, participants travel, per diem, and land transport, meeting material. Please use the enclosed Standard Government Rate 2019 as reference for preparing financial proposal

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

3. Instructions to Bidders
Bidders must follow the instructions set forth in this RFP in the submission of their proposal to WHO.

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 5 working days prior to the closing date for the submission of offers:

Email for submissions of all queries: seinobids@who.int
(use Bid reference in subject line)
A consolidated document of WHO’s responses to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective bidders who have received the RFP.

From the date of issue of this RFP to the final selection, contact with WHO officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this RFP.

The bidder shall submit, in writing, the complete proposal to WHO, no later than 22 April 2019 at 16:00 hours Jakarta time ("the closing date") as follows:

TO BE OPENED BY WCO PROCUREMENT UNIT
Sealed Bid Ref: RFP 056-2019
Attn:
Mr. Piotr Jakubiec
WHO Administrative Officer
5th Fl. GAMA TOWER
I. H.R. RASUNA SAID KAV. C-22
JAKARTA 12950, INDONESIA

The submitted technical and financial proposal shall be in reference to the enclosed Terms of References and budget component. Bids should be sent by courier services or hand delivered before the closing time.

PLEASE NOTE THAT ANY SUBMISSION OF FINANCIAL AND TECHNICAL TOGETHER IN 1 ENVELOPE WILL BE REJECTED.

Each proposal should be prepared in two distinct parts: the technical proposal and the financial offer

To be complete, a proposal shall include:
- A technical proposal, as described under part 2 above;
- A financial proposal, as described under part 2 above;
- Annex 2, duly completed and 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.

Each proposal shall be marked Ref: RFP 056-2019.

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

Any proposal received by WHO after the closing date for submission of proposals may be rejected. Bidders are therefore advised to ensure that they have taken all steps to submit their proposals in advance of the above closing date and time.

The offer outlined in the proposal must be valid for a minimum period of 90 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 at the email address indicated above, before the closing date for submission of proposals.

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.

All bidders must adhere to the UN Supplier Code of Conduct, which is available on the WHO procurement website at http://www.who.int/about/finances-accountability/procurement/en/.

4. Evaluation

Before conducting the technical and financial evaluation of the proposals 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.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

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<th>70% of total evaluation</th>
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<tr>
<td>Technical Weighting:</td>
<td>70% of total evaluation</td>
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<tr>
<td>Financial Weighting:</td>
<td>30% of total evaluation</td>
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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 the principle of best value for money, 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.

NOTE: Individual contact between WHO and bidders is expressly prohibited both before and after the closing date for submission of proposals.
5. Award

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 relating 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 between WHO and the successful bidder (the "Contract"), the successful bidder shall sign and date the Contract 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. The Contract will include, without limitation, the provisions set forth in Annex 3.

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.
Yours sincerely,

Dr. Vinod Bura
Ag. TL HIV / STI / Hepatitis

1. Detailed Terms of Reference
2. Vendor Information Form
3. Contractual provisions