



Tel. direct: +41 22 791
Fax direct: +41 22 791
E-mail :

In reply please
refer to:

Your reference:

Geneva, 26 October 2020

Dear Prospective Bidder:

SUBJECT: Request for Proposals (RFP) HQ/POL/PRD_001 - Title Consultancy to provide technical support the GACVS (Global Advisory Committee for Vaccine Safety) Subcommittee for nOPV2

You are invited to submit a proposal for the above subject RFP for the World Health Organization, WHO, Department of POLIO in accordance with the attached documents:

File Name	Description
RFP	Request for Proposals document
Appendix 1	If any – Otherwise, delete this line
Annex 1	Acknowledgment Form
Annex 2	Confidentiality Undertaking Form
Annex 3	Proposal Completeness Form
Annex 4	Questions from Bidders
Annex 5	Acceptance Form
Annex 6	Self Declaration Form

TIMELINE

1) **No later than 13 November 2020**, the bidder shall complete and return by email to the following email address: polioresearch@who.int (use subject: RFP HQ/POL/PRD_001):

- a) The enclosed RFP_ HQ/POL/PRD_001. Acknowledgement Form signed as confirmation of your intention to submit a *bona fide* proposal and designate your duly authorized representative, to whom communications may be directed, including any addenda; and
- b) The enclosed RFP_ HQ/POL/PRD_001. Confidentiality.doc form signed.

2) A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at polioresearch@who.int (use subject: Bid Ref HQ/POL/PRD_001) **no later than 13 November 2020.**

Questions are to be submitted following the format of the form “Questions from Bidders”, attached as Annex 4 of the RFP. The WHO Polio Team will respond in writing (via email only) to any request for clarification of the RFP that it receives prior to the closing date of the proposal. A consolidated document of WHO's response 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.

3) **Proposals must be received at WHO at the address specified in section 4.7 *Submission of proposals of the RFP* no later than Friday 13 November, 16:00 hours, (Geneva) time.**

4) At the discretion of WHO, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders will be asked to give a presentation of their proposal (possibly with an emphasis on a topic of WHO's choice) followed by a question and answer session. The presentation will be held at WHO Headquarters in Geneva, or by videoconference, and will likely be conducted on **Tuesday 10 November 2020.**

5) Evaluation of proposals and selection of a vendor will be performed in accordance with the Request for Proposal (RFP).

Yours sincerely,

Name Carolyn Sein
Title Medical Officer