**REQUEST FOR PROPOSALS**

**GAVI The Vaccine Alliance**

**(083-2025-GAVI-RFP)**

|  |  |  |
| --- | --- | --- |
| **Request for Proposals for Burundi’s HPV Campaign Delivery and Routinisation Support** | | |
| **RFP Opening Date: 12/06/2025** |  | **RFP Closing Date: 27/07/2025** |
| **Address Technical, Financial Proposals and required documents via email to** [**procurement@gavi.org**](file:///C:/Users/mwattinger/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/ILKZ9D01/procurement@gavi.org) | | |

ANNEX 1: RFP SCOPE AND REQUIREMENTS

**Background and Introduction:**

Gavi, the Vaccine Alliance is a public-private partnership that helps vaccinate more than half the world’s children against some of the world’s deadliest diseases. The Vaccine Alliance brings together developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry, technical agencies, civil society, the Bill & Melinda Gates Foundation and other private sector partners. View the full list of donor governments and other leading organisations that fund Gavi’s work here. Since its inception in 2000, Gavi has helped to immunise a whole generation – over 1 billion children – and prevented more than 17.3 million future deaths, helping to halve child mortality in 78 lower-income countries. Gavi also plays a key role in improving global health security by supporting health systems as well as funding global stockpiles for Ebola, cholera, meningococcal and yellow fever vaccines. After two decades of progress, Gavi is now focused on protecting the next generation, above all the zero-dose children who have not received even a single vaccine shot. The Vaccine Alliance employs innovative finance and the latest technology – from drones to biometrics – to save lives, prevent outbreaks before they can spread and help countries on the road to self-sufficiency.

Learn more at [www.gavi.org](http://www.gavi.org).

**RFP Timelines:**

|  |  |  |
| --- | --- | --- |
| Procurement Activity | Responsible Party | Due Date |
| RFP Issue Date | Gavi | 12/06/2025 |
| Intent to Participate due | Bidder | 18/06/2025 24:00 CET |
| Final date for submitting Questions | Bidder | 18/06/2025 24:00 CET |
| Gavi Response to Questions | Gavi | 20/06/2025 |
| Bid submission deadline (CET) | Bidder | **27/06/2025 24:00 CET** |
| Estimated Contract Award Date | Gavi | 02/07/2025 |
| Estimated Contract Start Date | Gavi | 09/07/2025 |

The proposed timeline set out above indicates the process Gavi intends to follow. If there are any changes to this time plan, Gavi will notify all Bidders of this in writing.

# Gavi Project

Burundi, in collaboration with Gavi, the Vaccine Alliance, is planning the introduction of the Human Papillomavirus (HPV) vaccine in October 2025, as a critical step towards combating cervical cancer, a leading cause of mortality among women in the country. The introduction of the HPV vaccine aims to provide protection to girls aged 9 to 14 years, thereby reducing the burden of HPV-related diseases, and contributing to the improvement of public health outcomes.

As part of our commitment to ensuring the effectiveness and sustainability of immunization programs, Gavi is commissioning a one-off multi-age cohort campaign delivery and single cohort routinization support of the HPV Vaccination services into the EPI schedule.

This Terms of Reference (ToR) document serves as a guide for firms interested in bidding for this assignment. It outlines the scope of work, methodology, deliverables, timeline, and qualifications required. Through this engagement, Gavi seeks to support the government of Burundi in successfully implement a HPV vaccination program, with a focus on school-based channel to ensure a successful routinization of the HPV as part of the EPI schedule from October 2025.

The successful completion of this engagement will contribute to strengthening Burundi's healthcare system, improving vaccine coverage and equity, building HPV vaccination program sustainability, and ultimately, reducing the burden of cervical cancer and other HPV related cancers (oropharyngeal, penile and vaginal cancers, etc.) in the country. Gavi is committed to supporting Burundi in achieving its public health goals and looks forward to the valuable insights that will emerge from this process.

## Work Context

The tasks shall be performed for the ministry of health of Burundi (beneficiary) under the supervision of Gavi’s Senior Country Manager for Burundi, in collaboration with the ministry of health and partners’ teams.

## Scope of Work

The engagement will cover a school-based HPV vaccination program, which will encompass these aspects:

* + **Planning and coordination:** 
    - **Establish partnerships**: Initiate collaboration between the key partners and the appointed NGO responsible for coordinating the overall introduction effort to ensure a unified approach. Work closely with the appointed NGO to ensure alignment of activities, timelines, and resources to ensure seamless program execution.
    - **Develop a comprehensive plan**: Define timelines, allocate resources, and assign responsibilities for program implementation, with the NGO playing a central role in coordination.
    - **School mapping:** Conduct a mapping of both private and public schools and associated stakeholders.
  + **Stakeholder engagement and Advocacy**
    - **Engage with school administrators, teachers, and parents**: Conduct meetings and workshops to ensure understanding and support for the program. If applicable, leverage existing platforms such as parents/teachers' associations.
    - **Address concerns and build support**: Provide clear communication about the benefits of HPV vaccination and address any misconceptions at sub-national level
  + **Students and Parents/Caretakers Education:** 
    - Conduct in-class and community sessions: Organize educational sessions for students and their parents/caretakers to explain the importance of HPV vaccination.
    - Use standardized materials: Ensure consistency in the information provided by using materials approved by health authorities.
    - Operationalize consent: Support the EPI to implement a context appropriate approach for seeking parental/teacher consent in private and public schools.
  + **Training**
    - Develop educational materials for students: Create age-appropriate content about HPV and the vaccine, tailored to the local context.
    - Train school staff and healthcare providers: Conduct training sessions to equip educators and healthcare workers with the necessary knowledge to support the program. Healthcare workers should include influential retired healthcare workers, and professional bodies that include pediatricians, gynecologists, and family physicians, if applicable.
  + **Monitoring and Evaluation**
    - Track vaccination rates: Establish a system to monitor vaccination uptake before, during, and after the program. This should include the use of an approved vaccination or health card.
    - Gather feedback: Collect feedback from students, parents, and school staff to assess the effectiveness and areas for improvement.
  + **Knowledge Management**
    - Document lessons learned: Capture insights and best practices throughout the program to inform future initiatives.
    - Share findings: Disseminate results and key learnings with stakeholders and other regions to promote continuous improvement.

These activities are to be undertaken in accordance with the below standards[[1]](#footnote-2):

This support is impact oriented. While deliverables will be requested, it is important to note that the performance of the supplier will be assessed based on the campaign results and the number of girls reached.

## Deliverables

The following deliverables shall be produced through the completing these tasks[[2]](#footnote-3):

The service provider is expected to produce the following deliverables:

**1. Inception report and workplan**

An inception report outlining the approach, methodology, and proposed workplan. This report will include a detailed description of the tasks to be undertaken, key milestones, project budget, monitoring and evaluation plan, dissemination plan, staffing structure, and timeline for completion. Government engagement on the project workplan and decision-making regarding scope will be a key milestone.

**2. Training modules :**

* Training guide for teachers on vaccination against HPV related diseases
* Training guide for healthcare professionals on vaccination against HPV related diseases
* Educational materials for young girls and boys on vaccination against HPV related diseases
* Briefing guide for parents/caregivers on vaccination against HPV related diseases

**3. A monthly delivery progress report on the school-based activity implementation**

A summary report on the progress made on the implementation of the roadmap, based on the agreed milestones.

**4. Final report**

A final report on outlining the implementation process, challenges faced, lessons learned and recommendations for the sustainability of the HPV vaccination in schools.

## Key Dates

The following key dates apply:

* 15/07/2025 – Inception report and workplan: description of the tasks to be undertaken, key milestones, project budget, monitoring and evaluation plan, dissemination plan, staffing structure, and timeline for completion. Government engagement on the project workplan and decision-making regarding scope will be a key milestone.
* 31/08/2025 – All validated training materials are available.
* 15/11/2025 – First report on the implementation of HPV vaccination activities in schools.
* 31/12/2025 – Final report: documentation of the implementation process, challenges and lessons learned.

## Duration of the Work

The scope of work is expected to be finalised at a maximum of 7 months, spread from 15/07/2025 to 31/12/2025.

## Location of the Work

The scope of shall be performed in Burundi.

## Required Competences, Experiences, and Skills

Gavi, the Vaccine Alliance, seeks a firm that possesses the following set of skills and experiences:

* Strong experience in implementing immunization services in low-income countries
* At least 2 years’ experience in immunization service delivery approaches in Burundi with good understanding of socio-cultural sensibilities.
* Ability to understand the impact of Burundi’s political ecosystem on vaccination service delivery strategies.
* Experience in supporting new vaccine introduction in Burundi is a strong asset.
* Past collaboration with Gavi, with good evaluation results, is an asset
* At least one member team with good records of HPV related diseases.
* Fluency in oral and written English and French.

# Bid Submission

## Preliminary Information

This section sets out the necessary preliminary information for Bidders to submit in consideration for delivering the Requirement against any resultant Contract.

## Intent to Participate, Acceptance of Confidentiality requirements and Conflict of Interest Declaration

Bidders are required to acknowledge their acceptance of the instructions and rules pertaining to this tender. Bidders are also required to provide the contract information for a representative who will be the point of contact for all matters relating to the RFP, no later than the Due Date for submission of Preliminary Information set out at Part 1 – RFP Timeline and Key Dates. Bidders are required to maintain confidentiality in all matters relating to this RFP and shall not disclose confidential information in connection with the RFP to any third party without prior written consent of Gavi.

Each Bidder must complete the Conflict-of-Interest online declaration and must immediately inform Gavi should a Conflict of Interest arise during the RFP process. A Conflict of Interest may result in the Bidder being disqualified from participating further in the RFP. This declaration must be provided to Gavi no later than the Due Date for Preliminary Information set out at ANNEX 1 – RFP Timeline and Key Dates.

The Intent to Participate and Conflict of Interest Declaration form can be accessed via the following link: [Supplier Declaration Form](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.azavista.com%2Fw%2Fevent%2F66f94f88722759dc131a802f%3Fclear%3Dtrue&data=05%7C02%7Cvrugi%40gavi.org%7C68e21eb35f3447ade17808dce1728675%7C1de6d9f30daf4df6b9d65959f16f6118%7C0%7C0%7C638633129236384200%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=C8ua2%2FW0zdjUWh875VLmFtvuCnxk3RPy%2F0AamtlAePc%3D&reserved=0)

# Technical Proposal

## Technical Proposal Format

Bidders must submit their Technical proposals filling the below document and sending it to [procurement@gavi.org](mailto:procurement@gavi.org) before the Bid submission deadline:



## Technical Proposal Evaluation

| No. | Criteria / Sub-Criteria | Sub-Weight (%) |
| --- | --- | --- |
| 1. | ***Section 1. Supporting Statement: Why is your company the best choice for the project?*** | **5%** |
| 2. | ***Section 2. (2.1, 2.2 and 2.3) Overview, Context & Methodology*** | **20%** |
| 3. | ***Section 3. Team Structure*** | **20%** |
| 4. | ***Section 4. Workplan, Deliverables & Timelines*** | **20%** |
| 5. | ***Section 5. Learning from the past*** | **10%** |
| 6. | ***Section 6. Coordination*** | **10%** |
| 7. | ***Section 7. Corporate Social Responsibility*** | **5%** |
| 8. | ***Section 8. Monitoring & Learning*** | **10%** |
|  | Total Weight: | 70/100 |

Minimum Technical Score: 70%

# Financial Proposal

Bidders must submit their financial proposals filling the below document and sending it to [procurement@gavi.org](mailto:procurement@gavi.org) before the Bid submission deadline:



## Financial Proposal Evaluation

| No. | Criteria / Sub-Criteria | Sub-Weight (%) |
| --- | --- | --- |
| 1. | **Financial evaluation points** | 30% |
| a) | Points for the Financial Proposal being evaluated = [Maximum number of points for the Financial Proposal] x [Lowest price] / [Price of proposal being evaluated] |
|  | Total Weight: | 30/100 |

Bidders must submit a copy of their Proposal to Gavi by email to: [procurement@gavi.org](mailto:procurement@gavi.org)

The subject heading of the email shall be **“083-2025-GAVI-RFP– Technical Proposal - [Bidder Name]” and “083-2025-Gavi –RFP\_ Financial Proposal - [Bidder Name]”.** Bidders may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if the attached files are too large to suit a single email transmission.

Please ensure that the different Proposal elements are returned in either MS Office Format or PDF.

# Requests for Clarification

Bidders may submit requests for clarification of the solicitation documents and direct any questions regarding the RFP content or process to [procurement@gavi.org](mailto:procurement@gavi.org) using the subject line“083-2025-GAVI-RFP– Clarification - [Bidder Name]” using the below Q&A template



All questions and requests for clarification must be submitted in writing to [procurement@gavi.org](mailto:procurement@gavi.org). Direct communications with Gavi personnel are not permitted and Gavi reserves the right to disqualify Proposals that do not comply with this requirement. Questions should be submitted by the deadline set out in ANNEX 1 – RFP Timeline and Key Dates. Gavi will respond to submitted questions and share responses (anonymously) with all Bidders who have submitted their Intent to Participate , to ensure transparency and fairness. Gavi retains the right to answer questions received after the deadline, when deemed necessary and beneficial for the outcome of the RFP.

# Submission Checklist

| Document Checklist | | | | |
| --- | --- | --- | --- | --- |
| ☐ | Cover Letter which includes:   * Name and address of the Service Provider * Name, title, telephone number, and e-mail address of the person authorized to commit the Service Provider to a contract * Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above * A signature of this letter done by a duly authorized representative of your company | | | |
| ☐ | [Gavi Supplier Declaration Form](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.azavista.com%2Fw%2Fevent%2F66f94f88722759dc131a802f%3Fclear%3Dtrue&data=05%7C02%7Cvrugi%40gavi.org%7C68e21eb35f3447ade17808dce1728675%7C1de6d9f30daf4df6b9d65959f16f6118%7C0%7C0%7C638633129236384200%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=C8ua2%2FW0zdjUWh875VLmFtvuCnxk3RPy%2F0AamtlAePc%3D&reserved=0) | ☐ | | Financial Proposal |
| ☐ | Technical Proposal | ☐ | | Corporate Social Responsibility documents |
|  |  | ☐ | Financial Stability  kindly submit to us the past 3 years’ financial statements documentation, including:  a. Auditor’s page,  b. Income/P&L,  c. Balance sheet and cash flow  d. Additionally, please name the top 3 officials of your company | |

| Format Checklist | | | |
| --- | --- | --- | --- |
| ☐ | Technical proposal separates from commercial proposal (Two-Envelope System). | ☐ | All files are of the accepted type (PDF or MS Office applications). |
| ☐ | Separate emails prepared with subject names “083-2025-GAVI-RFP– Technical Proposal - [Bidder Name]” and “083-2025-GAVI-RFP– Financial Proposal - [Bidder Name]”. | | |

# Proposed Contract and Gavi’s Terms and Conditions

The terms and conditions for the proposed Contract under 083-2025-GAVI-RFP can be found here: [Gavi Alliance General Terms and Conditions for Services Agreements.](https://www.gavi.org/sites/default/files/rfp/gavi-terms-and-conditions-for-goods-and-services-agreements.pdf)

Gavi Services Agreement can be found below:



|  |  |
| --- | --- |
|  |  |

ANNEX 2: Rules of RFP

# Rules of Gavi RFP

## Scoring Approach

Gavi will base its initial evaluation on the Proposals submitted in response to the RFP.

In deciding which Bidders/s to shortlist Gavi will consider the results of the evaluation of each Proposal and the following additional information:

1. Each Bidder’s understanding of the Requirements, capability to fully deliver the Requirements and willingness to meet the terms and conditions of the Proposed Contract; and
2. The best value-for-money over the whole-of-life of the goods or services.

In deciding which Bidder/s, to shortlist Gavi may consider any of the following additional information:

1. The results from past performance reference checks, site visits, product testing and any other due diligence.
2. The ease of negotiations with a Bidder based on that Bidder’s feedback on the Proposed Contract (where these do not form part of the weighted criteria);
3. Any matter that materially impacts on Gavi’s trust and confidence in the Bidder; and
4. Any other relevant information that Gavi may have in its possession.

Gavi will advise Bidders if they have been shortlisted. Being shortlisted does not constitute acceptance by Gavi of the Bidder’s Proposal, or imply or create any obligation on to Gavi to enter into negotiations with, or award a Contract for delivery of the Requirements to any shortlisted Bidder/s.

## Evaluation Committee

Gavi will convene an evaluation committee comprising members chosen for their relevant expertise and experience. In addition, Gavi may invite independent advisors to evaluate any Proposal, or any aspect of any Proposal.

## Evaluation Model

The evaluation model is based on the weighting under sections 3.2 and 4.1 (Evaluation Criteria).

1. Bidders will be evaluated against the Technical Evaluation criteria in section 3.2. Proposals must meet the minimum threshold defined in Section 3.2
2. Bidders passing the minimum Technical score will then be evaluated against the Financial Evaluation criteria in Section 4.1 The maximum number of financial evaluation points will be allocated to the lowest priced financial proposal. Financial Proposals from other bidders will receive points in reverse proportion according to the following formula: [Maximum number of points for the Financial Proposal] x [Lowest price] / [Price of proposal being evaluated]

## Two-Envelope System

Members of the technical evaluation committee will score each Proposal based on the weighted Technical Criteria listed in Section 3.2 Proposals will then be ranked according to their technical scores. Proposals that meet the required technical minimum shall then be progressed to the financial evaluation stage whereby different members of the tender evaluation committee shall conduct an assessment based on the weighted Financial Criteria shown below. Collectively the tender evaluation committee will then determine which Proposals to shortlist/select based on best value-for-money over the whole-of-life of the Contract.

|  |  |
| --- | --- |
|  | ☐ |

## Gavi Clarifications

Gavi may, at any time, request any Bidder to clarify their Proposal or provide additional information about any aspect of their Proposal. Gavi is not required to request the same clarification or information from each Bidder.

Bidders must provide the clarification or additional information in the format requested. Bidders will endeavour to respond to requests in a timely manner. Gavi may take such clarification or additional information into account in evaluating the Proposal.

Where a Bidder fails to respond adequately or within a reasonable time to a request for clarification or additional information, Gavi may cease evaluating the Bidders ’s Proposal and may exclude the Proposal from the RFP process.

## Acceptance of Proposals

Proposals may be for all or part of the Requirement and may be accepted by Gavi either wholly or in part.

Gavi is under no obligation to accept the lowest priced Proposal or any Proposal and reserves the right to reject any Proposal including incomplete, conditional or proposals which do not comply with the RFP.

### Late Proposals

Bidders are responsible for submitting their Proposals on or before the RFP closing date and time in accordance with ANNEX 1 – RFP Timeline and Key Dates. Any Proposal received by Gavi later than the stipulated RFP closing date and time will not be evaluated by Gavi.

### Withdrawal

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Gavi.

### Alternative Proposals

Bidders may submit alternative Proposals it they feel it may offer Gavi additional benefits whilst still complying with the RFP requirements. Gavi reserves the right to accept or reject any proposed alternative either wholly or in part.

### Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a period of no less than ninety (90) days from the RFP closing date.

## No representation or Warrantee

Gavi shall take all reasonable care to ensure that the RFP is accurate, however the Gavi gives no representation or warranty as to the accuracy or sufficiency of the contained information and that all Bidders will receive the same information. Bidders are required to read and fully understand all conditions, risks and other circumstances relating to the proposed contract prior to submitting a Proposal.

## Costs of Preparing Proposals

The issuance of this RFP in no way commits Gavi to make an award nor commits Gavi to pay any costs or expenses incurred in the preparation or submission of Proposals or quotations. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Proposal to this tender

## Confidentiality

Bidders must not, without Gavi prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants and agents also are bound and comply with this condition of confidentiality.

This entire RFP and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential and are subject to the confidentiality terms and conditions of the Intent to Participate.

Gavi and Bidder will each take reasonable steps to protect Confidential Information and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other’s prior written consent. Gavi and Bidder may each disclose Confidential Information to any person who is directly involved in the RFP process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the RFP.

## Ownership of documents

Ownership of contents within the successful Proposal remain the property of Gavi or its licensors. However, the selected bidder grants to Gavi a non-exclusive, non-transferable, perpetual licence to retain, use, copy and disclose information contained in the Proposal for any purpose related to the RFP process.

## Third party information

Each Bidder authorises Gavi to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Bidder’s Proposal. Each Bidder is to ensure that all referees listed in support of its Proposal agree to provide a reference. To facilitate discussions between Gavi and third parties each Bidder waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.

## Ethics

Bidders must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of Gavi in relation to the RFP. Gavi reserves the right to require additional declarations, or other evidence from a Bidder, or any other person, throughout the RFP process to ensure probity of the RFP process.

## Anti-collusion and bid rigging

Bidders must not engage in collusive, deceptive or improper conduct in the preparation of their Proposals or other submissions or in any discussions or negotiations with Gavi. Such behaviour will result in the Bidder being disqualified from participating further in the RFP process. In submitting a Proposal, the Bidder warrants that its Proposal has not been prepared in collusion with a competitor. Gavi reserves the right, at its discretion, to report suspected collusive or anticompetitive conduct by Bidders to the appropriate authority and to give that authority all relevant information including a Bidders Proposal.

## No binding legal relations

Neither the RFP, nor the RFP process, creates a process contract or any legal relationship between Gavi and any Bidder, except in respect of:

1. The Bidder’s declaration in its Proposal
2. The Proposal Validity Period
3. The Bidder’s statements, representations and/or warranties in its Proposal and in its correspondence and negotiations with Gavi

No legal relationship is formed between Gavi and any Bidder unless and until a Contract is entered into between those parties.

## Exclusion

Gavi may exclude a Bidder from participating in the RFP if Gavi has evidence of any of the following, and is considered by Gavi to be material to the RFP:

1. The Bidder has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the RFP.
2. The Proposal contains a material error, omission or inaccuracy.
3. The Bidder is in bankruptcy, receivership or liquidation.
4. The Bidder has made a false declaration.
5. There is a serious performance issue in a historic or current contract delivered by the Bidder.
6. The Bidder has been convicted of a serious crime or offence.
7. There is professional misconduct or an act or omission on the part of the Respondent which adversely reflects on the integrity of the Bidder.
8. The Bidder has failed to pay taxes, duties or other levies.
9. The Bidder represents a threat to national security or the confidentiality of sensitive government information; and/or
10. The Bidder is a person or organisation designated as a terrorist by any authority.

## Gavi’s additional rights

Despite any other provision in the RFP Gavi may, on giving due notice to Bidders:

1. Amend, suspend, change the closing date or time, cancel or re-issue the RFP, or any part of the RFP without prior notice, explanation or reasoning.
2. Make any material change to the RFP (including any change to the RFP dates, Gavi’s Requirements or Evaluation and Scoring Approach). Bidders shall be given a reasonable time within which to respond to the change.
3. Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
4. In exceptional circumstances, accept a late Proposal where it considers that it will not affect the fairness of the RFP process to other Bidders.
5. Accept or reject any non-compliant, non-conforming or alternative Proposal.
6. At its discretion does not provide a response to any question arising submitted by a bidder.
7. Waive irregularities or requirements in or during the RFP process where it considers it appropriate and reasonable to do so.
8. Select any individual element/s of the requirements that is offered in a Proposal and capable of being delivered separately.
9. Selecting two or more Bidders to deliver the requirements in the RFP.

## Governing Law

The terms of this RFP shall be interpreted and applied in accordance with their true meaning and intended effect independently of any system of national law, whether federal or state law. If a dispute or complaint is submitted to any mode of resolution and there is a need to refer to any law, the relevant Swiss law shall apply. No legal relationship is formed between Gavi and any Bidder unless a contract is entered into with a successful bidder.

## Settlement of Disputes

## Any Disputes arising out of this RFP shall be settled through a neutral mediator/conciliator in accordance with the conciliation rules adopted by the United Nations Commission of International Trade Law (UNCITRAL Conciliation Rules) presently in force, unless agreed otherwise determined by Gavi. The finding of the mediator/conciliator shall be final.

## Protests and complaints

A Bidder may, in good faith, raise with Gavi any complaint about the RFP, or the RFP process at any time by email to [procurement@gavi.org](mailto:procurement@gavi.org) using the subject line “083-2025-GAVI-RFP – Complaint – [Bidder Name]”.

Gavi will consider and respond promptly to the complaint. Both the Bidder and Gavi shall agree to act in good faith and use their best endeavours to resolve any complaint that may arise in relation to the RFP. The fact that a Bidder has raised an issue or complaint shall not to be used by Gavi to unfairly prejudice the Bidder’s ongoing participation in the RFP process or future contract opportunities.

For complaints of serious nature, please refer to the [Gavi Alliance Whistle-blower Policy](https://www.gavi.org/sites/default/files/document/gavi-alliance-whistleblower-policypdf.pdf)

## Acceptance

By submitting a Proposal, the Bidder accepts that it is bound by the Instructions and rules set out in ANNEX 2 of this RFP.

1. What quality is technically acceptable, is there a quantity requisite, is there a service level agreement etc. [↑](#footnote-ref-2)
2. What tangible things need be provided to complete the tasks documents, equipment, tools etc. [↑](#footnote-ref-3)