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| Request for proposal (RFP)  Intelligent Maintenance and Planning Tool  Software Developer, Solution Provider or Systems Integrator  088-2023-GAVI-RFP  ISSUE DATE: 04 May 2023  CLOSING DATE AND TIME: 05 06 2023 24:00 (CET) |

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| 088-2023-GAVI-RFP |

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1. Introduction

Gavi Alliance (“Gavi”), invites qualified bidders (herein after called “Bidder” or “Bidders”) to submit offers, consisting of a technical and a financial offer, together with any supporting documents (herein after called the “Proposal” or “Proposals”) for the provision of the requirements defined in this RFP document. In order to prepare a responsive Proposal, Bidders must carefully review and understand the contents of this covering letter, parts 1-6 of this **RFP and the following key dates**:

|  |  |  |
| --- | --- | --- |
| Procurement Activity | Responsible Party | Due Date |
| RFP Issue Date | Gavi | 04 May. 23 |
| Intent to Participate due | Bidder | 11 May. 23 |
| Final date for submitting Questions | Bidder | 11 May. 23 |
| Gavi Response to Questions | Gavi | 17 May. 23 |
| Bid submission deadline (CET) | Bidder | 05 06 2023 24:00 (CET) |
| Estimated Contract Award Date | Gavi | 23 Jun. 23 |
| Estimated Contract Start Date | Gavi | 24 Jul. 23 |

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.

1. Gavi’s Requirements

## Background

## Gavi Mission

To save children’s lives and protect people’s health by increasing access to immunisation in poor countries.

Gavi, the Vaccine Alliance is a public-private partnership that helps vaccinate 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. Since its inception in 2000, Gavi has helped immunise a whole generation – over 822 million children – and prevented more than 14 million deaths, helping to halve child mortality in 73 developing 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, meningitis and yellow fever vaccines. After two decades of progress, Gavi is now focused on protecting the next generation and reaching the unvaccinated children still being left behind, employing innovative finance and the latest technology – from drones to biometrics – to save millions more 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) .

## Gavi Project

Since 2017, Gavi has been working with Nexleaf Analytics (a non-profit 501(c)(3) organization) to develop the Intelligent Maintenance and Planning Tool (IMPT). IMPT is a web-based tool which aggregates existing data that countries are generating about their vaccine cold chain and allows countries to compare it to global performance data.

IMPT is a Django and Angular application. The Django application serves an Angular front-end with a Material UI and this web application interacts with it via an API using the Django REST framework. The Django REST framework is also used to ingest data, processing API requests from other data sources and Django management commands which work as intermediaries for those data sources which do not talk to the API directly. Django management commands are used for pulling data from other data sources when push-based integrations have not already been established.

In its current state, IMPT has two main views: a country view intended for Ministries of Health and other country-based stakeholders to view the CCE performance in their country and compare it to anonymized global CCE performance; and a global view that shows CCE performance across multiple countries whose data is integrated into the tool. The system is currently deployed on AWS utilizing: ELB, Docker containers on EC2 instances, S3, CloudWatch monitoring, and Google Analytics for usage. Basic API documentation for the [**application are here (https://impt.global/api/docs/)**](https://impt.global/api/docs/) and **data ingestion are here (https://gateway.impt.global/api/docs/).**

IMPT pulls existing cold chain equipment (CCE) temperature data from any remote temperature monitoring (RTM) devices and cold chain dashboards in a country. It shows the CCE performance data by equipment brand, model and installation year. IMPT enables countries and global vaccine stakeholders (Gavi, UNICEF, WHO) to see the field performance of thousands of CCE, which gives countries objective data about performance of cold chain equipment, allowing them to set clear expectations for manufacturers, and contributing to a thriving CCE market. In turn, CCE manufacturers have clarity on their equipment’s performance and visibility into country demands, increasing their ability to improve their products to meet country needs, which will encourage healthy market competition. Currently, IMPT can receive data from 4 CCE/RTM manufacturers and 4 countries have signed on to send data to the platform out of the 7 priority countries targeted for this project. Gavi aims to increase both of these numbers by the end of 2023.

Gavi is seeking a software developer, solution provider, or systems integrator to take over the hosting and maintenance of IMPT and work with Gavi and CCE manufacturers to integrate countries’ equipment data into the tool. Nexleaf will work with the firm until the end of September 2023 to ensure a smooth transition, with the firm taking over full-time in August 2023.

## Project Architecture Vision

The architecture vision behind this project is to migrate the current custom application to our corporate (low-code) technology stack. The project's first phase will focus on a close to 1 to 1 migration, while the second phase will enable us to achieve our ultimate objective.

In the first phase, we aim to migrate the existing application, as it is, to the new hosting environment. This phase's primary focus will be achieving a smooth transition from the current supplier without disrupting the existing application functionalities. It will also serve as a learning phase, where we will gather knowledge about the application functionalities and business processes. Any changes implemented during this phase will facilitate the transition to the corporate systems in the second phase.

In the second phase, we will focus on migrating the different application features to the corporate technology stack. This phase will enable us to achieve our ultimate objective of having all the applications on a single technology stack. We will leverage the knowledge collected during the first phase and implement changes to facilitate a smooth corporate system transition.

The corporate technology stack includes Salesforce Platform, Workato iPaaS and API Management, and OKTA Identity Provider, but it is not limited to these platforms. Our goal is to seamlessly integrate all applications, enabling us to achieve higher efficiency, reduced complexity, and improved data management.

We understand the importance of having a well-planned architecture vision, and we aim to implement this project in a phased and structured manner. This approach will enable us to achieve our ultimate objective while minimizing disruption to current business processes.

## Scope of Work

The selected partner will be expected to host and maintain the IMPT platform and work with Gavi and CCE manufacturers to integrate countries’ equipment data into the tool:

The requirement involves the following key activities:

1. Participate in IMPT orientation sessions with Nexleaf. Process steps include, but not limited to:
   1. Nexleaf’s software engineers will orient the selected developer/provider/integrator on IMPT, what is needed to maintain IMPT, and what is needed to successfully integrate country data from CCE manufacturers into the tool.
   2. Nexleaf will also facilitate communication between Gavi and CCE manufacturer on the technical aspects of the platform.
   3. Depending on the timing of integrations, Nexleaf and the developer/provider/integrator may work together during this period to ensure a smooth integration before full handover of the IMPT platform
2. Complete additional CCE manufacturer data integrations. Process steps include, but not limited to:
   1. Implement necessary scripts, tools, or updates to APIs to ensure seamless data flow from manufacturers to IMPT.
3. Manage and maintain the AWS or chosen infrastructure and application deployment. Process steps include, but not limited to:
   1. The system uses Docker containers, utilizing Ansible for existing infrastructure. Docker containers include: Django application, Django RQ, MongoDB, NGINX, uWSGI
   2. Ensure there is minimal downtime, addressing infrastructure issues or breakages
   3. Ensuring data backup is in place and disaster recovery processes are effective and understood
   4. Provide a bi-monthly (every two months) uptime report to Gavi
   5. Provide a bi-monthly (every two months) usage report from Google Analytics to Gavi
4. Manage and maintain the application code. Process steps include, but not limited to:
   1. Fix reported bugs in the Django and Angular applications on a timely basis
   2. Ensure hosting security, user security, data security, and UI security via periodic package updates, security patches, etc.
   3. Generate documentation for system setup and management
5. Technical and functional support for end users. Process steps include, but not limited to:
   1. Develop user guides and walkthroughs with Gavi to support new users
   2. Technical support through email and generation of documentation

After vendor selection, there is the potential to extend the contract with additional scopes of work to support development of new features and functions based on feedback from stakeholders.

## Deliverables

The following deliverables shall be produced through the completing these tasks:

1. IMPT orientation sessions with Nexleaf:
   1. Migration report with a confirmation of the transfer of the platform highlighting challenges and support required from Gavi
2. CCE manufacturer data integrations:
   1. Successful integration of data from additional manufacturers into IMPT for approved countries
   2. Implement necessary scripts, tools, or updates to APIs to ensure seamless data flow from manufacturers to IMPT.
   3. Lessons learned to Gavi on a bi-monthly basis on the manufacturer integrations to inform other ongoing projects
3. Manage and maintain the AWS or chosen infrastructure and application deployment:
   1. Manage and maintain the infrastructure and application development
   2. Confirm data back up and disaster recovery processes being in place, effective and well understood
   3. Provide a bi-monthly uptime report to Gavi
   4. Provide a bi-monthly usage report from Google Analytics to Gavi
4. Manage and maintain the application code:
   1. Fix reported bugs in the Django and Angular applications on a timely basis
   2. Ensure hosting security, user security, data security, and UI security via periodic package updates, security patches, etc.
   3. Documentation for system setup and management
5. Technical and functional support for end users:
   1. Develop user guides and walkthroughs with Gavi to support new users
   2. Technical support through email and generation of documentation

## Key Dates

The following key dates apply:

* 24/07/2023 – Beginning of the project.
* 25/08/2023 – Migration report and their implementation plan for the entire contract period
* 28/09/2023 – Manufacturer integrations and lessons learned, pending manufacturer alignment
* 25/08/2023 through 31/12/2023 – Manage and maintain the AWS or chosen infrastructure and application development.
* 16/10/2023 and 15/12/2023 - Provide bi-monthly uptime report and usage report from Google Analytics to Gavi
* 25/08/2023 through 31/12/2023 – Manage and maintain the application code.
* 25/08/2023 through 31/12/2023 – Provide technical support through email
* 28/09/2023 - Generation of documentation for system setup and management
* 28/09/2023 through end of contract – Provide user guides to Gavi
* 12/08/2023 through 31/12/2023 - Provide walk throughs with Gavi to support new users.

## Duration of the Work

The initial scope of work under this RFP is envisaged to run from 24/07/2023 to 31/12/2023 with a potential for extension subject to the scale up of the IMPT project in additional countries, expansion of the scope of the platform and availability of funds.

## Location of the Work

The scope of shall be performed as per the bidder’s discretion for all the remote work to be done. One presentation in Geneva should be planned within the implementation period.

## Work Context

The tasks shall be performed for the Gavi Private Sector Partnerships and Innovation team under the supervision of Meredith Baker in collaboration with other teams. The Gavi secretariat will provide support to the contractor by sharing background materials and introducing the vendor to the CCE suppliers and countries as needed during the integration process.

1. Evaluation and 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 section 3.5 (Evaluation Criteria).

1. Gavi will first assess all bidders against the Pass/Fail Qualifying Criteria in Section 3.4 and bidders that do not meet the required criteria will be disqualified
2. Bidders passing the Qualifying criteria will then be evaluated against the Technical Evaluation criteria in section 3.5.1. Proposals must meet the minimum threshold defined in Section 3.5.1 “Technical and Sustainability Evaluation Criteria.
3. Bidders passing the minimum Technical score will then be evaluated against the Financial Evaluation criteria in Section 3.5.2. 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 below (Section 3.4). 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.

## Qualifying Criteria

Each Proposal must meet all of the following qualifying criteria. Proposals which fail to meet one or more will be excluded from further consideration.

Bidders who are unable to meet all the qualifying criteria should conclude that they will not benefit from submitting a Proposal. The qualifying criteria for this procurement are:

| No. | Criteria / Sub-Criteria |
| --- | --- |
| 1. | **Corporate Social Responsibility** |
| a) | Bidders must provide a copy of their Corporate Social Responsibility Policy or documentation to demonstrate their commitment to sustainability, diversity, inclusion and the environment. |
| 2. | **Financial Stability** |
| a) | Bidders must provide the past 3 (three) year Financial Statements: namely: Auditor’s page, Income/P&L, Balance Sheet & Cash Flow. |
| 3. | **Reference contacts** |
| a) | Bidders must be able to provide at least 3 reference contacts within their proposal |

## Evaluation Criteria

Each criteria will carry the weight indicated in the sub-weight column.

### Technical and Sustainability

The technical and sustainability criteria for this procurement are:

| No. | Criteria / Sub-Criteria | Sub-Weight (%) |
| --- | --- | --- |
| 1. | **Technical Approach** | 30% |
| a) | Understanding of the requirements |
| b) | Proposed Approach, Methodology and workplan |
| c) | Identification of critical success factors |
| 2. | **Expertise and Qualifications of Bidder Personnel** | 25% |
| a) | Quality of Team Leader |
| b) | Quality of core team members |
| c) | Quality of Advisory/ Admin |
| 3. | **Proposed Team Structure and Country Presence** | 10% |
| a) | Proposed team structure |
| b) | Team Location |
| c) | Availability of the team members |
| 4. | **Experience and Capabilities** | 30% |
| a) | Demonstrate strong past experience – including working with Angular, Django, and REST API’s |
| b) | Experience to fully take over the existing AWS instances or have a system for hosting, deploying, and managing the system |
| c) | Reference list (including NGOs) |
| 5. | **Sustainability** | 5% and/or  1 x Qualifying Criteria |
| a) | Economic consideration |
| b) | Gender consideration |
| c) | Social Equity consideration |
| d) | Environment consideration |
| e) | Innovation consideration |
|  | Total Weight: | 70/100 |

### Minimum Technical Score: 60%

### Financial

For the purposes of evaluation all financial Proposals will be converted into United states Dollars (USD).

The financial criteria for this procurement are:

| 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 |

## Additional Information

Gavi may request additional information from Bidders to assist with the further evaluation of Proposals. Such information may include data, discussions or presentations to support part of, or the entire RFP. Bidders or their representatives must be available to provide any such additional information during the evaluation process.

## Due Diligence

In addition to the above, Gavi may undertake due diligence processes in relation to shortlisted Bidders. The findings will be considered in the evaluation process. Should Gavi decide to undertake due diligence shortlisted Bidders will be provided with reasonable notice. The associated information requirements are set out at Section 4.4 – Due Diligence Submissions.

## Negotiations

Gavi may invite a Bidder to enter into negotiations with selected bidders with a view to award a contract. Where the negotiations are unsuccessful the Gavi may discontinue negotiations with a Bidder and at its discretion initiate negotiations with a different Bidder. Gavi may initiate concurrent negotiations with more than one Bidder. In concurrent negotiations the Gavi will treat each Bidder fairly, and:

1. Prepare a negotiation plan
2. Advise each Bidder that it wishes to negotiate with, that concurrent negotiations will be carried out
3. Hold separate negotiation meetings

Each Bidder agrees that any legally binding contract entered into between the Successful Bidder and Gavi will be essentially in the form set out in Part 6 - Proposed Contract.

## Notification of outcome

At any point after conclusion of negotiations, but no later than 30 business days after the date the Contract is signed, Gavi will inform all unsuccessful Bidders.

## Bidder debrief

A high level debrief on a bids relative strengths and weaknesses can be requested by email to [procurement@gavi.org](mailto:procurement@gavi.org) with the subject line “088-2023-GAVI-RFP– Debrief – [Bidder Name]”.

The relative strengths and weaknesses of the bid can be discussed, however Gavi is under no obligation to share exact scores, rankings or details of any other bid, including the winning bid.

1. 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.

### 4.1.1 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 Part 1 – RFP Timeline and Key Dates.

The Intent to Participate and Conflict of Interest Declaration form can be accessed via the following link: [Gavi Supplier Declaration Form](https://na.eventscloud.com/ereg/index.php?eventid=600006&)

## Technical Proposal

Bidder’s must ensure that the Technical Proposal is provided within dedicated electronic document/file and that no financial information. whatsoever is contained within. This is to ensure pricing information cannot be viewed when the Technical Proposal is under evaluation.

## Financial Proposal

Bidders should submit the following financial information with their Financial proposal:

### 4.3.1 Pricing Information

Financial proposals submitted by Bidders must meet the following submission requirements:

1. Be provided using the pricing schedule template provided at Annex B of this RFP.
2. Provide all price information net of tax.

Gavi’s Headquarters Agreement with the Swiss Government Gavi is exempt from VAT, as well as customs taxes and duties in Switzerland. Consequently, your prices will have to be submitted to us net of any tax and in USD. The necessary documents will be sent to the selected provider(s) upon the ordering procedure.

1. Prices should be tendered in United states Dollars (USD). Prices submitted in any other currency will be evaluated based on the Gavi prescribed exchange rate of the closing of the bid date as the financial evaluation of the bids is completed in USD. Final contractual payments will be agreed by the parties during contract negotiations and can be made in the following Gavi accepted currencies:

* United states Dollars (USD)
* Swiss Francs (CHF)
* Euros (EUR)
* Australian Dollars (AUD)
* Canadian Dollars (CAD)
* British Pounds (GBP)
* Norwegian Krone (NOK)
* Japanese Yen (JPY)

1. The pricing schedule should show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the Requirements over the whole-of-life of the Contract. It must also clearly state total fixed costs, total variable costs and the total Contract price.
2. All unit rates on which the price is based should be specified.
3. Submitted rates and prices shall be deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations risk and other things necessary for the performance of the requirement. Any additional charge not stated in the Proposal, will not be allowed as a charge against any transaction under any resultant contract.
4. In preparing their Financial Proposal, Bidders should take into consideration all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Proposal and pricing information to manage such risks and contingencies.
5. Bidders should provide a narrative of all assumptions and qualifications made about the delivery of the Requirements, including in the and financial pricing information. Any assumption that Gavi or a third party will incur any cost related to the delivery of the Requirements should be stated, and the cost estimated if possible.
6. Where a Bidder has an alternative pricing template (i.e. a pricing approach that is different from the Gavi pricing schedule) it should be submitted as an alternative pricing schedule. However, the Bidder must also submit the Gavi pricing schedule..
7. Where two or more Bidders intend to submit a joint or consortium Proposal the pricing schedule should include all costs, fees, expenses and charges chargeable by all Bidders.

## Due Diligence Submission

Selected bidders may be asked to provide any of the information to facilitate Gavi due diligence processes:

1. Completed Vendor Form.
2. Certificate of incorporation.
3. Proof of bank account and details.
4. Audited financial statements for the past three (3) years inclusive Auditor’s page, Income/P&L, Balance Sheet & Cash Flow.
5. Resumes of key management and/or project personnel.
6. Proof of Ownership structure.
7. References from previous customers (preferable international organisations).
8. Additional information if/as required e.g. Test Products, Site Visits, Police Checks for named personnel

## Proposal Submission

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 **“088-2023-GAVI-RFP– Technical Proposal - [Bidder Name]” and “088-2023-RFP-Gavi – 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.

1. RFP Instructions and Rules

## 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“088-2023-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 Part 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.

## 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 Part 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. Gavi may also share Bidder information provided in connection with this RFP with The Global Fund, and relevant partner and government agencies.

## 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 “088-2023-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 Part 4 of this RFP.

1. Annexes
2. Proposed Contract :Terms and Conditions

The terms and conditions for the proposed Contract under 088-2023-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)

Any feedback on these terms and conditions is to be submitted pursuant to the process set out at Section 5.1 – Bidder Questions no later than the Final date for submitting Questions specified in Part 1 – RFP Timeline and Key Dates.

Gavi may pursuant to Part 4 - Evaluation and Scoring Approach, consider the ease of contracting with a Bidder based on that Bidder’s feedback on the Terms and Conditions (where these do not form part of the weighted criteria) deciding which Bidder/s to shortlist.

## Method of Award of Framework Contracts **[Sections 6.1 and 6.2 to be removed if Contract awarded will not be a Framework Contract]**

Where a Framework Contract can be set in place, GAVI will award based on the total combined points for Technical and Financial evaluation. Gavi aims to award up to XX successful bidders, however it reserves the right to award the contract(s) to the best possible supplier, or combination of suppliers, based on the outcomes of the RFP and representing the best effectiveness and value for money for Gavi.

## Method of Issuing Call-Off Orders

Gavi may issue Call-Off Orders directly to the successful supplier(s) according to their expertise, experience and the specific need or context in which the services will be delivered. Alternatively, Gavi may choose to undertake a short second competitive stage amongst awarded suppliers to establish the best possible value for money for Gavi. In both cases a written TOR will be issued to the successful supplier and a written proposal will be received and evaluated by Gavi before creating the Call-Off order and purchase order (PO).

Award of a framework contract does not constitute a guarantee of any minimum number of individual Call-Off orders or any future assignments. Under the framework, Gavi will have the option, but not the obligation, to place individual Call-Off orders with the selected bidder(s). The framework will not limit Gavi’s ability to contract other institutions or consultants outside the framework if it so chooses.

1. Financial Proposal/ Pricing Schedule Template

The financial proposal should be a standalone document (using excel). This should:

* Provide full details of your financial offer. This should include fixed costs and any variable costs.
* Indicate the components of your financial offer.
* We recommend using the template under this Annex



1. 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 Declaration Form](https://na.eventscloud.com/ereg/index.php?eventid=600006&) |  | Financial Proposal |
|  | Technical Proposal |  | Pricing Schedule Template (if applicable) |
|  | Corporate Social Responsibility |  | Financial Stability |
|  | Reference contracts |  |  |

| 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 “088-2023-GAVI-RFP– Technical Proposal - [Bidder Name]” and “088-2023-GAVI-RFP– Financial Proposal - [Bidder Name]”. | | |

1. Gavi Corporate Technology Landscape

Graphical user interface, application

Description automatically generated

1. IMPT Architecture

Diagram

Description automatically generated