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| **Request for Proposal (RFP)****098-2024-Gavi-RFP****Support to Internal Audit** **ISSUE DATE: 19/07/2024.****CLOSING DATE AND TIME 27/08/2024 24.00 CET** |

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| 001-2024-GAVI-RFP |

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1. **Introduction**

Gavi Alliance (“**Gavi**”), invites qualified bidders (hereinafter called “**Bidder**” or “**Bidders**”) to submit offers, consisting of a technical and a financial offer, together with any supporting documents (hereinafter 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 | 22 July 2024 |
| Intent to Participate due | Bidder | 7 August 2024 |
| Final date for submitting Questions | Bidder | 10 August 2024 |
| Gavi Response to Questions | Gavi | 21 August 2024 |
| Pre-Bid Meeting/site visit [optional] | Bidder/Gavi | TBD |
| **Bid submission deadline (CET)** | **Bidder** | **27 August 2024** |
| Shortlisted Meetings [optional] | Gavi/Bidder | 2-4 September 2024 |
| Estimated Contract Award Date | Gavi | Depending on the timeline of the audit |
| Estimated Contract Start Date  | Gavi | Depending on the timeline of the audit |

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**

## **i. Gavi Mission**

Gavi, the Vaccine Alliance (“**Gavi**”) is a public-private partnership committed to saving children's lives and protecting people's health by increasing equitable use of vaccines in lower-income countries. The Vaccine Alliance brings together implementing 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. Gavi uses innovative finance mechanisms, including co-financing by recipient countries, to secure sustainable funding and adequate supply of quality vaccines. Since 2000, Gavi has contributed to the immunisation of more than one billion children in the world’s poorest countries, preventing more than 17 million future deaths. For more information, please visit the Gavi website: <http://www.gavi.org/about/mission>

**ii. Background of the department**

Audit and Investigations (“**A&I**”) is an independent function designed to assist the management and stakeholders of Gavi, the Vaccine Alliance (“Gavi”), in accomplishing Gavi’s objectives and to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight, and assessing probity. A&I is headed by the Managing Director Audit and Investigations. A&I’s audit functions adhere to the Standards of the Institute of Internal Audit.

A&I comprises the following functions:

a) Secretariat-focused, or **internal audit (“Internal Audit”)**, which is an independent and objective assurance and consulting activity designed to add value and improve the internal operations of Gavi by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organisation's risk management, control, and governance processes.

b) Country-focused, or **programme audit (“Programme Audit”)**, which conducts audits of programmes in-country to assess whether Gavi support, including cash, vaccines, and related supplies, have been used as intended to provide value-for-money, considering both financial and programmatic aspects.

c) **Investigations and Counter-Fraud**, which conducts an evidence-based examination of possible misuse and other misconduct within Gavi, in Gavi-supported programmes in-country, or which otherwise impact upon the organisation. It conducts activities in liaison with responsible management, staff and partners to help minimise the risk of such conduct occurring and/or impacting the organisation.

d) **Whistleblower (confidential) Reporting**, which receives reports from internal and external sources, on potential misuse or other misconduct. This function comprises the receipt of such reports and determination of how they should be progressed.

For more information, please visit the Gavi website:

<https://www.gavi.org/about/governance/audit-and-investigations/>

## **Gavi Project**

The Internal Audit unit undertakes audit and advisory projects in the Gavi Secretariat to provide assurance over governance, risk management and control processes. The Internal Audit unit seeks to constitute a pool of experts and audit professionals with this Request for Proposal. In order to support its core team in Geneva, the Internal Audit unit seeks the services of individual professionals and experts, as well as consultancy firms, with the appropriate competencies (hereinafter referred to as “**Candidate**” or “**Candidates**”) to support audit and advisory projects. The Internal Audit unit will engage specific firms/consultants selected from the pool, based on their capability, availability, and continuing performance.

Internal Audit covers various processes with the Gavi Secretariat under the following areas:

i. Enterprise processes:

* Governance Processes
* Risk management processes.

ii. Strategic processes:

* Grant management processes
* Strengthening Health Systems
* Immunisation Financing and Sustainability
* Vaccines Supply

iii. Operational and advisory processes (enabling services)

* Resource Mobilisation
* Monitoring & Evaluation
* Public Policy Engagement
* Strategy & Performance
* Legal Services & Advisory
* Communication
* Knowledge management and IT
* Financial management and administration
* Human Resource Management
* Operational management (including Procurement)

## **Scope of Work**

The selected Candidate or Candidates will conduct audits and advisory projects as part of the Internal Audit team. They will support the Gavi Internal Audit team to:

* undertake preliminary planning and risk assessment to determine the scope.
* execute the audit or advisory project.
* draft the audit or advisory report.
* liaise with secretariat staff and management during the course of the audit or advisory project.

The assignments will involve a review of any of the processes mentioned above, based on the annual audit plan.

* Individual professionals and experts may submit their proposal.
* Consulting firms may submit proposals of a pool of individuals linked to their firm.

All proposals must demonstrate the appropriate skills and expertise within some or all of the processes listed in section 2.2 and/or the following sub-processes:

**i. HR Management**

1. Strategy, Organisational Planning and Cultural Management,
2. Resourcing,
3. Performance, Reward & Retention Management
4. Learning and Development
5. Compensation and benefits management
6. Payroll data management

**ii. IT management**

* 1. IT Governance, Strategy and Management
	2. IT change management
	3. IT projects management
	4. Cybersecurity (including infrastructure, applications and supporting systems)
	5. Data protection and data privacy.
	6. IT Systems expertise (Microsoft 365 Office suite, Salesforce, SAP, SAGE)
	7. Data analytics and analysis (including AI expertise)
	8. IT operations management
	9. Business continuity planning and disaster recovery planning.

## **Ways of working**

The selected Candidates will be engaged on an assignment basis through a services agreement. The selected Candidates shall work as part of the Gavi team.

The selected Candidates shall perform the specific tasks as defined in the Terms of Reference for a particular assignment.

## **Audit Approach**

Our audit approach is risk based, informed by our understanding of Gavi’s business, governance, risk management processes and internal control systems as well as our assessment of the risks associated with the audit area. The selected Candidates will conduct the audit and advisory projects through interviews, observations, review of documentation, process walkthroughs, assessing the design and operating effectiveness of key controls and assessing the governance and risk management processes. Significant issues identified during fieldwork will be appropriately escalated to the Internal Audit team as soon as possible. The selected Candidates shall be mindful of the excellent relationships the Audit & Investigations team maintains with all Gavi stakeholders and conduct the audit and advisory projects using tact and diplomacy, as well as with excellent negotiation and coordinating skills.

## **Submission/Qualifying Criteria**

i. Gavi is seeking Candidates with at least the following profiles:

|  |  |
| --- | --- |
| Profile | Minimum number of years of relevant experience |
| Subject matter expert | 15 years |
| Consultants/auditors |  5 years |

ii. Each proposed personnel of should have the following minimum qualifications:

* Be a proficient English speaker (excellent written and spoken knowledge). French language knowledge is desirable (good working level in speaking and writing).
* Under-graduate or higher degree in a relevant field.
* Professionally recognised accounting qualifications and or relevant qualifications from an internationally recognised institution e.g., CPA, ACCA
* Several years of experience in an international public or private organisation/company with a strong presence or stakes in developing countries in the area of programme, data, vaccine supply chain and financial management, audit and other reviews.
* Sound, high level analytical and policy/procedures development skills; negotiation and conflict management experience.
* Proven experience and capacity to carry out the audit or advisory project and draft a written report in English.
* High standards of personal conduct and integrity equally as a team member and individually.
* Effective communication skillsProfessionally recognised qualifications (e.g. CIA, CISA, CRISC, PRINCE 2, PMP, SAP certifications, etc) based on the subject matter are desirable.

## **Deliverables**

The selected individual or firm will be expected to deliver to the Internal Audit team some or all of the following deliverable types which will be further defined in the services agreement for a particular assignment:

* Detailed risk control matrix, detailing the reasons for the risk ratings.
* Detailed narrative report.
* PowerPoint presentations with a summary of findings.
* Detailed working papers referenced to risk matrix and to the detailed narrative report.
* All relevant supporting documents.
* Follow-up responses received from clients to help finalise reports; and
* Any other task that may be required to conduct the audit or advisory project.

## **Key Dates**

The following key dates apply:

* Dates relevant to this RFP are indicated on page 3.
* Relevant dates for each assignment will be agreed with the successful bidder and indicated in the services agreement.

## **Duration of the Work**

The duration of this assignment will cover internal audits and advisory assignments for a three-year period starting 1 October 2024. The workplan will be discussed with the successful bidder each year based on Gavi’s approved annual audit plan.

## **Location of the Work**

The location of work will be agreed with the successful bidder.

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.
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**

Qualifying criteria refer to the minimum standards that bidders are required to meet in order to be eligible for further evaluation. For example, adhering to quality management standards such as ISO, holding professional certificates or licences, demonstrating a certain number of years of experience in the country or region, etc*.*

| 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 |
| 4. | Criteria |
| a) | Sub-criteria |
| 5. | Criteria |
| a) | Sub-criteria |

## 3.5 Evaluation Criteria

Each Proposal must meet all of the following qualifying criteria. Proposals which fail to meet one or more of each of the qualifying criteria will be excluded from further consideration. The decision-making process will consider the ability of each Service Providers to fulfil Gavi’s requirements as outlined within this RFP, and cost of providing the service. The proposals will be evaluated as appropriate against the following criteria: Each criterion will carry the weight indicated in the sub-weight column.

### 3.5.1 Technical and Sustainability

The technical and sustainability criteria for this procurement are:

| No. | Criteria / Sub-Criteria | Sub-Weight (%) |
| --- | --- | --- |
| 1. | **Technical Approach** | 25% |
| a) | Understanding of, and ability to, meet Gavi’s requirements and deliverables; |
| b) | Service Provider’s qualifications and references; |
| c) | Experience in similar projects, especially for organisations with needs comparable to those of Gavi; |
| d. | Track record of successful engagement in similar types of complex projects. |
| 2. | **Expertise and Qualifications of Bidder Personnel** | 25% |
| a) | Excellent skills and previous experience with global health organisations; |
| b) | Subject matter expertise; |
| c) | Ability to work collaboratively, under pressure, demonstrating initiative and flexibility |
| d) | Strong oral and written communication skills. |
| 3. | **Experience and Capabilities** | 15% |
| a) | Demonstrate strong past experience |
| b) | Reference list (including NGOs) |
| c) | Sub-criteria |
| 4. | **Sustainability**  | 5% and/or1 x Qualifying Criteria |
| a) | Economic consideration |
| b) | Gender consideration |
| c) | Social Equity consideration |
| d) | Environment consideration |
| e) | Innovation consideration |
|  | Total Weight: | 70/100 |

### 3.5.2 Financial

For the purposes of evaluation all financial Proposals should be submitted in United states Dollars (USD). Financial Proposals should include professional fees in the format of daily rates for each proposed personnel and all related expenses demonstrating value for money. 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 |

## **3.6 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.

## **3.7 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.

## **3.8 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 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 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.

## **3.9 Notification of outcome**

At any point after conclusion of negotiations and at the end of the selection process, 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 with the subject line “001-2024-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 contact 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:

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). Final contractual payments will be agreed by the parties during contract negotiations and will be made in USD.
* **United states Dollars (USD)**
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 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 following 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

The subject heading of the email shall be **“098-2024-GAVI-RFP– Technical Proposal - [Bidder Name]” and “098-2024- – 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.

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 using the subject line “001-2022-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. 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’ 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 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 using the subject line “001-2024-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 098-2024-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 – “Request for Clarification” no later than the Final date for submitting questions specified in Part 1 – RFP Timeline and Key Dates. Gavi may pursuant to Part 3 - 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**

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 10 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 bidding firm.
* Name, title, telephone number, and e-mail address of the person authorized to commit the Selected firms 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 “001-2024-GAVI-RFP– Technical Proposal - [Bidder Name]” and “098-2024-GAVI-RFP– Financial Proposal - [Bidder Name]”. |